



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room
Personnel Commission Building
999 Atlantic Ave.
Long Beach, CA 90813

MARCH 10, 2005
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. ROLL

| | | |
|----------------------------------|---------|-------|
| 1. Chuck Acosta, Chairperson | Present | _____ |
| 2. Vera Mulkey, Vice-chairperson | Present | _____ |
| 3. Terry Ulaszewski, Member | Present | _____ |

3. PRELIMINARY

- 3.1 Pledge of Allegiance to the Flag
- 3.2 Introduction of Guests

4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA

5. REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

6. HEARINGS
None

7. MINUTES

7.1 **Approval of Minutes of February 17, 2005** **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

RECLASSIFY A POSITION

1-Plant Supervisor-High School 100% Avalon 12 mo to
Plant Supervisor – Avalon

1-Senior Nutrition Services Worker 100% Food Services 12 mo to
Intermediate Nutrition Services Worker

CREATE A NEW POSITION

1-Nutrition Services Worker 37.5% Poly 204 day
funding source: cafeteria funds

1-Research Testing Materials Supervisor 100% Research 12 mo
funding source: general funds

RESTRUCTURE AN EXISTING POSITION

1-Intermediate Office Assistant-Schools 80% Cubberley 217 day to 100%
vacant position

reason: adding vacant 20% position to make this position 100%
funding source: general funds

1-Senior Nutrition Services Worker 84.3% Millikan 204 day to 87.5%
incumbent: Rhonda Mendoza

reason: increase workload
funding source: cafeteria funds
ABOLISH AN EXISTING POSITION
 1-Contract Analyst 100% Purchasing 12 mo
vacant position
reason: lack of funds
funding source: general funds
 1-Intermediate Office Assistant-Schools 20% Cubberley 217 day
vacant position
reason: combining with vacant 80% position to make 100%
funding source: general funds
 1-Staff Secretary 100% High School Assistant Superintendent's Office
 217 day
incumbent: Ester Rogers
reason: lack of funds
funding source: categorical funds

8.2 Recommendation to Remove from Eligibility List per
PC Rule 4.2.A.7 **Restricted Action**

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B **Action**
[Assistant Purchasing and Contracts Director – 0777 \(dual\)](#)
[Coordinator – Autism Services – 5036 \(dual\)](#)

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action
 Assistant Maintenance Director – 0504 (dual)
 Custodian – 0139 (open/cont)
 Custodian (Substitute & LTE) – 0139 (open/cont)
 Grounds Equipment Operator II/Driver – 5031 (dual)
 Human Resources Technician – 3352 (dual)
 Instructional Aide-Special – 0448 (open/cont)
 Instructional Aide-Special (Substitute & LTE) – 0448 (open/cont)
 Instructional Aide-Special – 0448 (open/cont)
 Instructional Aide-Special (Substitute & LTE) – 0448 (open/cont)
 Instructional Assistant-Intensive Behavioral Treatment – 5035 (open/cont)
 Nutrition Services Worker – 5068 (open/cont)
 Senior Office Assistant – 0677 (dual)
 Senior Office Assistant-Schools – 3363 (dual)
 Stage Technician – 0379 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, March 24, 2005 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.

12. **CLOSED SESSION**
 Performance Evaluation – Personnel Commission Administrator

13. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING February 17, 2005 MINUTES

Staff Training Room
Personnel Commission Office
999 Atlantic Avenue
Long Beach, CA 90813

Chairperson Chuck Acosta called the meeting of the Personnel Commission to order at 8:15 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

Chuck Acosta, Chairperson
Vera Mulkey, Vice-Chairperson
Terry Ulaszewski, Member

STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator
Lynne Karlsen, Personnel Analyst
Marilyn Doss, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Vanessa Martinez, Human Resources Technician
Adriana Araujo, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Shamusideen Aliu, CSEA Chapter 2 President; Mary Brown, CSEA Chapter 2 First Vice-President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; Frank Runkle, CSEA Labor Relations Representative; Marcie Knipple, Administrative Secretary, Budget.

HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON THE AGENDA

HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON THE AGENDA

Marcie Knipple, Administrative Secretary, addressed the Commission regarding the FTE reduction of her Administrative Secretary position in the Budget Branch and her transfer to the Operations Branch. Commission Chairperson Chuck Acosta and Personnel Commission Administrator Ramon Curiel explained for Ms. Knipple the process that had taken place and answered her questions and concerns.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel updated the Commission on the District's budget reductions. He informed them of the District's decision to abolish a number of Transportation Aide positions and Personnel Commission's involvement in an informational meeting for Transportation Aides regarding the layoff process.

Mr. Curiel reported on the CSPCA Conference and thanked the Commission and CSEA Leadership for their participation. The Commissioners and staff commented on individual conference sessions and speakers and on the overall success of the conference.

HEARINGS

HEARINGS

None.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the January 27, 2005 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules, and with the proviso that if any of these actions were affected by the hiring freeze they may not be implemented until the freeze is lifted:

CREATE A NEW CLASSIFICATION

CREATE A NEW CLASSIFICATION

Plant Supervisor – Avalon (S1) Salary Range 26

CREATE A POSITION

CREATE A POSITION

1-Assistant Maintenance Director 100% Maintenance 12 mo
1-Campus Security Officer 100% Butler 204 day flex
1-Intermediate Office Assistant-Schools 40% Jefferson 217 day
1-Intermediate Office Assistant-Schools 100% Jordan 217 day
1-School Safety Officer 100% Security 12 mo

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

1-Instructional Assistant-Intensive Behavioral Treatment 75% The Willows
202 day to 100%
1-Intermediate Office Assistant-Schools 75% Emerson 217 day to 100%

ABOLISH AN EXISTING POSITION

ABOLISH AN EXISTING POSITION

1-Accountant (C) 100% Budget 12 mo
1-Assistant Information Services Director – Business Systems & Support
100% Information Services 12 mo
1-Gang Intervention Specialist 100% Security 12 mo
1-Gang Intervention Specialist 100% Security 12 mo
1-Human Resources Assistant 100% Special Projects 217 day
1-Intermediate Accounting Assistant 100% Accounting 12 mo
1-Intermediate Office Assistant 50% ISR 12 mo
1-Offset Press Operator 100% Purchasing 12 mo
1-School Community Worker (R) 7.5% 202 day
1-Staff Secretary 100% Purchasing 12 mo
1-Warehouse Materials Processor 100% Purchasing 12 mo
1-Warehouse Materials Processor 100% Purchasing 12 mo

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove James Richardson from current eligibility lists per Personnel Commission Rule 4.2.A.7 at a previous meeting. Mr. Richardson appealed the recommendation and the Commission held action pending additional information. Staff resubmitted the recommendation with

the additional requested information. The Commission moved this item to Closed Session.

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Commission meeting. The Commission acted to ratify the following bulletins:

| | | |
|-----------------------------------|------|--------------|
| Bus Driver | Dual | 05-0107-0101 |
| Data Center/User Services Manager | Dual | 05-0101-5080 |
| Human Resources Assistant | Dual | 05-0102-3350 |

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Administrator shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. The Commission acted to certify the following eligibility lists:

| | | |
|---|-----------|--------------|
| Campus Security Officer | Dual/Cont | 05-0098-5011 |
| Campus Security Officer (Limited Term & Substitute) | Dual/Cont | 05-LTES-5011 |
| Child Nutrition Specialist | Dual | 05-0074-3322 |
| Instructional Aide-Special | Open/Cont | 05-0100-0448 |
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 05-LTES-0448 |
| Instructional Aide-Special | Open/Cont | 05-0103-0448 |
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 05-LTES-0448 |
| Instructional Aide-Special | Open/Cont | 05-0106-0448 |
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 05-LTES-0448 |
| Instructional Assistant-Intensive Behavioral Treatment | Open/Cont | 05-0089-5035 |
| Intermediate Office Assistant | Dual | 05-0034-0673 |
| Intermediate Office Assistant (Limited Term & Substitute) | Dual | 05-LTES-0673 |
| Intermediate Office Assistant-Schools | Dual | 05-0035-3354 |
| Intermediate Office Assistant-Schools (Limited Term & Substitute) | Dual | 05-LTES-3354 |
| Maintenance Director | Dual | 05-0077-0083 |
| Nutrition Services Worker | Open/Cont | 05-0096-5068 |
| Nutrition Services Worker | Open/Cont | 05-0104-5068 |
| Supervisor – Autism Services | Dual/Cont | 05-0076-5046 |
| Translator – Interpreter BL Spanish | Prom | 05-0072-5079 |

Extend Eligibility Lists

| | | |
|--|-----------|--------------|
| Area Custodial Manager | Prom | 03-0075-0600 |
| Custodian | Open/Cont | 04-0101-0139 |
| Custodian | Dual/Cont | 04-0123-0139 |
| Groundskeeper | Open | 04-0110-0172 |
| Human Resource Services Operations Manager | Prom | 04-0088-0737 |
| Instructional Aide-Deaf/Hard of Hearing | Open/Cont | 04-0132-3271 |
| Intermediate Office Assistant | Dual/Cont | 03-0023-0673 |
| Intermediate Office Assistant | Dual | 03-0128-0673 |
| Intermediate Office Assistant | Dual | 03-0154-0673 |

| | | |
|---|------|--------------|
| Intermediate Office Assistant | Dual | 04-0050-0673 |
| Intermediate Office Assistant | Dual | 04-0085-0673 |
| Intermediate Office Assistant-Schools | Dual | 03-0129-3354 |
| Intermediate Office Assistant-Schools | Dual | 03-0138-3354 |
| Intermediate Office Assistant-Schools | Dual | 03-0155-3354 |
| Intermediate Office Assistant-Schools | Dual | 04-0010-3354 |
| Intermediate Office Assistant-Schools | Dual | 04-0051-3354 |
| Intermediate Office Assistant-Schools | Dual | 04-0086-3354 |
| Lead Custodian | Dual | 04-0078-0205 |
| Plant Supervisor – High School | Prom | 03-0045-0142 |
| Pool Attendant | Dual | 04-0014-0245 |
| Purchasing Office Assistant | Dual | 04-0005-0708 |
| Purchasing Office Assistant-Food Services | Dual | 04-0004-0709 |
| Senior ASB Financial Assistant | Dual | 03-0086-0761 |

OTHER

OTHER

None.

NEXT MEETING

NEXT MEETING

The Commission rescheduled the next regular meeting for the Personnel Commission from its original date of February 24 to March 10, 2005. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:55 a.m.

to discuss James Richardson's appeal and the Hearing Report for Marsden Burton's Appeal Hearing.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:21 a.m. The following reportable actions were taken during the Closed Session:

The Commission acted to grant Mr. Richardson's appeal and directed the Personnel Commission Administrator to notify him of the decision.

The Personnel Commission voted unanimously to adopt the Hearing Report for Marsden Burton which sustains the disciplinary action taken by the Board of Education.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:22 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

gr