



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

JULY 28, 2005
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. ROLL

1. Vera Mulkey, Chairperson	Present _____
2. Terry Ulaszewski, Vice-chairperson	Present _____
3. Chuck Acosta, 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 July 14, 2005** **Action**

7. ITEMS FOR DISCUSSION AND/OR ACTION

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

CREATE A NEW POSITION

- 1-Intermediate Office Assistant 40% Hi Hill 217 day flex
funding source: general funds
- 1-Intermediate Office Assistant-Schools 20% Harte 217 day flex
funding source: general funds
- 1-Intermediate Office Assistant-Schools 80% King 12 mo
funding source: general funds
- 1-Intermediate Office Assistant-Schools 75% Hill 217 day
funding source: categorical funds
- 1-Library/Media Assistant 20% Sutter 204 day
funding source: general funds
- 1-School Community Worker 20% Barton 217 day
funding source: categorical funds

RESTRUCTURE AN EXISTING POSITION

- 1-Library/Media Assistant 20% Riley 204 day to 40%
incumbent: Lori Caputi
reason: increased workload

funding source: general/categorical funds

1-School Community Worker BL Sp 60% Emerson 204 day to 100%
incumbent: Veronica Loza
reason: increased workload
funding source: categorical funds

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

8.3 Recommendation to Remove from Eligibility List per PC Rules 4.2.A.5 & 4.2.A.7 **Restricted Action**

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

8. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B **Action**

[Audits Director – 0860 \(dual\)](#)
[Computer Equipment Support Supervisor – 3281 \(prom\)](#)

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action

Campus Security Officer – 5011 (dual/cont)
Campus Security Officer (Limited Term & Substitute) – 5011 (dual/cont)
Head Start Instructional Aide – 0657 (dual)
Head Start Nutrition Manager – 0285 (dual)
Heavy Truck Driver – 0182 (dual)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Intermediate Office Assistant – 0673 (open/cont)
Intermediate Office Assistant (Limited Term & Substitute) – 0673 (open/cont)
Intermediate Office Assistant-Schools – 3354 (open/cont)
Intermediate Office Assistant-Schools (LTE & Substitute) – 3354 (open/cont)
Nutrition Services Worker – 5068 (open/cont)
Plant Supervisor I – 5026 (prom)
School Safety Officer – 5014 (dual/cont)

10. OTHER ITEMS

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

12. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING
July 14, 2005
MINUTES

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

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:15 a.m. at which time she led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT STAFF MEMBERS PRESENT

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

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

PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; d’Ann Madore, CSEA Labor Relations Representative.

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

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None.

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

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COMMISSION ADMINISTRATOR

Ramon Curiel reported that the Governor’s budget passed and briefly highlighted some aspects that will have possible implications to the District. Mr. Curiel also reminded the Commission that the Board of Education is now responsible for taking action on the abolishment and reduction of classified positions so they will not appear on the Personnel Commission agenda.

Mr. Curiel asked the Personnel Commission Division heads present to give a brief update of their departments’ activities. The staff managers gave individual brief reports to the Commission on the current activities of their units.

PERSONNEL COMMISSION MINUTES

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The minutes of the June 16, 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:

ABOLISH AN EXISTING CLASSIFICATION

Administrator, Human Resources Information and Technology

CREATE A NEW POSITION

1-Network Support Specialist 100% Information Services 12 mo
1-Translator–Interpreter – BL Spanish 100% PALMS 12 mo

RESCISSION OF PREVIOUS ACTION

1-Head Start Instructional Aide100% Head Start 12 mo
 Restructured - PCA 3/24/05
1-Intermediate Office Assistant-Schools 100% Burnett 217 day flex
 Abolished PCA 5/5/05
1-Instructional Assistant – Parent Resources Center BL 85% Burnett 12 mo
 Abolished PCA 5/5/05

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The individual was not present. The Commission acted to remove Arlene Murray from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The individual was not present. The Commission acted to remove Kimberly Guzman from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.5 and 4.2.A.7. The individual was not present. The Commission acted to remove Arnold Simmons, Jr. from current eligibility lists.

BULLETINS

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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:

Contract Analyst	Dual	06-0008-0624
Speech-Language Pathology Assistant	Dual	06-0014-5024

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	05-0173-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	05-LTES-5011
Cook – Remote Site	Open/Cont	05-0158-0591
Custodian	Open/Cont	05-0169-0139
Custodian (Limited Term & Substitute)	Open/Cont	05-LTES-0139
Groundskeeper	Dual	05-0170-0172
Groundskeeper (Limited Term & Substitute)	Dual	05-LTES-0172
Instructional Aide-Special	Open/Cont	05-0176-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0177-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0180-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Job Developer	Dual	05-0160-0463
Network Support Specialist	Dual	05-0149-3337
Nutrition Services Supervisor I	Dual	05-0143-5064
Nutrition Services Supervisor II	Dual	05-0144-5065
Nutrition Services Supervisor III	Dual	05-0145-5066
Nutrition Services Worker	Open/Cont	05-0178-5068
Office Assistant	Dual	05-0179-3359
School Safety Officer	Dual/Cont	05-0174-5014
School Safety Supervisor	Dual	05-0161-5016
Speech Language Pathology Assistant	Dual	05-0162-5024

OTHER ITEMS

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None.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, July 28, 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 8:45 a.m.

to discuss the Hearing Officer's Report regarding the demotion of a classified employee.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:04 a.m. The following reportable action was taken during the Closed Session:

Consistent with the Rules and Regulations, the Commission

directed the Personnel Commission Administrator to investigate further and return to the Commission with a report of the facts of his investigation.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:05 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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