



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

OCTOBER 20, 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 October 6, 2005** Action
- 8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Board Of Education approved classified staff reductions–Information item Restricted**
 - 8.2 **Classification/Restructure Recommendations per Education Code 45246** Action

RECLASSIFY A POSITION

From Intermediate Nutrition Services Worker 37.5% Washington 204 day flex
To Nutrition Services Worker 37.5% Washington 204 day flex
From Heavy Truck Driver 100% Nutrition Services 12 month
To Truck Driver 100% Nutrition Services 12 month

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Jordan Academy	Instructional Aide ADD V/V Reading Clinic	75% 204 day
Head Start	Inst Aide Speech/Language Communications	100% 217 day
Student Placement Services	Intermediate Office Assistant	50% 217 day
LBSA	School Information Services Technician	50% 217 day

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION/SITE</u>	<u>ASSIGNMENT</u>		
James Sharrar	Instructional Aide (Restricted) Hill	From	75%	204 day
		To	100%	204 day
Jammy Espinoza	Intermediate Office Assist-Schools Bryant	From	20%	217 day
		To	40%	217 day
Brenda Camrin	Intermediate Office Assist-Schools Hill	From	75%	217 day
		To	100%	217 day
Maricela Enriquez	Intermediate Office Assist-Schools Reid	From	100%	202 day
		To	100%	217 day flex

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B

Action

High School Office Supervisor – 3349 (prom)
Instructional Aide-Speech & Language Communication – 3293 (dual)
Intermediate Office Assistant – 0673 (dual)
Intermediate Office Assistant-Schools – 3354 (dual)
Intermediate Office Assistant BL Spanish – 5050 (dual)
Intermediate Office Assistant-Schools BL Spanish – 5052 (dual)
Kids Club Lead Assistant – 0515 (dual)
Senior Payroll Accounting Technician – 0762 (dual)
Truck Driver – 0392 (prom)

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

Assistant Warehouse Manager – 0770 (prom)
Custodian – 0139 (open/cont)
Custodian (Limited Term & Substitute) – 0139 (open/cont)
Head Start Family Services Liaison – 5075 (dual)
Health Assistant-Charter Schools – 5093 (dual)
Instructional Aide-Deaf/Hard of Hearing – 3271 (open/cont)
Instructional Aide-Deaf/Hard of Hearing (Limited Term & Substitute) –
3271 (open/cont)
Instructional Aide Interpreter-Deaf/Hard of Hearing – 3272 (open/cont)
Instructional Aide Interpreter-Deaf/Hard of Hearing (Limited Term &
Substitute) – 3272 (open/cont)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Instructional Assistant-Intensive Behavioral Treatment – 5035 (dual)
Kids Club Assistant – 0694 (dual)
Kids Club Lead Assistant – 0515 (dual)
Nutrition Services Worker – 5068 (open/cont)
Supervising Food Production Equipment Technician – 0499 (prom)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, November 3, 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

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PERSONNEL COMMISSION MEETING October 6, 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 8:16 a.m. at which time she led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator
Lisa Gardner, Administrative Coordinator
Lynne Karlsen, Personnel Analyst
Dale Culton, Certification Services Manager
Marilyn Doss, Associate Personnel Analyst
Susan Leaming, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Maria Alvarez, Human Resources Technician
Susan Brister, Human Resources Technician
Ericka Emery-Smith, Human Resources Technician
Anne Follett, Human Resources Technician
Kelly Hall, Human Resources Technician
Vanessa Martinez, Human Resources Technician
Karla Salas-Ramirez, Human Resources Technician
Katheryn Shorts, Human Resources Technician
Maria Villalobos, Human Resources Technician
Denise Petty-Trietsch, Human Resources Assistant
Silaue Taeleifi, Human Resources Assistant
Adriana Araujo-Honorio, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Brad Angell, CSEA Chapter 2 First Vice-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; Santiago Navarro, appellant; Artermeise Jackson, appellant.

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

None.

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

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel updated the Commission on the District's budget situation regarding layoffs of classified employees. He stated that it

is his understanding that no additional classified layoffs are planned at this time, however, the District doesn't know what impact the November election will have on it's budget.

Mr. Curiel distributed to the Commission an informational publication produced by the Long Beach Unified School District's certificated negotiating team. He explained that the negotiating team will be distributing these reports on a regular basis to all LBUSD employees to keep everyone informed and updated on the process.

Mr. Curiel briefly highlighted some of the proceedings that took place at the presentation for the Prospector Award and then asked the Commissioners for their comments. Each Commissioner commended staff for winning the award and gave a brief summary of their thoughts on the event. Mr. Curiel invited all present to remain after the Commission meeting to join staff for cake and coffee in their honor hosted by the Commissioners.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the September 15, 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 POSITION

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>	
Sutter	ASB Financial Technician	50%	204 day
Hamilton	Campus Security Officer	100%	217 day flex
Powell	Custodian	100%	12 month
Lakewood	Groundskeeper	100%	12 month
Powell	Office Assistant	80%	12 month
Cabrillo	Student Store Operator	100%	204 day
Newcomb	Transportation Aide	80%	204 day
Cubberley	Transportation Aide BL Spanish	100%	204 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>		
Radi Robertson	Inst Aide-Special	From	47.5%	202 day
		To	62.5%	202 day
Tabitha Williamson	Inst Aide-Special	From	47.5%	202 day
		To	75%	202 day
Thanh Van	Instructional Assistant- Computer Resources	From	45%	204 day
		To	100%	204 day
Catherine Miller	Senior Office Assistant-Schools	From	62.5%	217 day flex
		To	100%	217 day flex
Betty Wallis	Senior Office Assistant Schools	From	100%	217 day
		To	100%	12 month

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, Anna Molina, was not present. The Commission moved this item to Closed Session for discussion.

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 appellant, Santiago Navarro, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.6 and 4.2.A.7. The appellant, Artermeise Jackson, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.6 and 4.2.A.7. The individual was not present. The Commission acted to remove Samuel Williams from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.7 and 4.2.A.15. The individual was not present. The Commission acted to remove Mark Charles from current eligibility lists.

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:

Assistant Warehouse Manager	Prom	06-0043-0770
Speech-Language Pathology Assistant	Dual	06-XXXX-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:

Audits Director	Dual	06-0018-0860
Campus Security Officer	Dual/Cont	06-0036-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	06-LTES-5011
Nutrition Services Worker	Open/Cont	06-0041-5068
Speech Language Pathology Assistant	Dual	06-0014-5024

Extend Eligibility List(s)

Intermediate Office Assistant	Dual/Cont	03-0023-0673
Intermediate Office Assistant	Dual	04-0050-0673
Intermediate Office Assistant-Schools	Dual	04-0051-3354
Intermediate Office Assistant	Dual	04-0135-0673
Intermediate Office Assistant-Schools	Dual	04-0136-3354
Intermediate Office Assistant	Dual	04-0085-0673
Intermediate Office Assistant-Schools	Dual	04-0086-3354

OTHER ITEMS

OTHER ITEMS

Associate Personnel Analyst Marilyn Doss updated the Commission on the status of the three New Orleans families that the Personnel Commission and Nutrition Services have been assisting since their relocation to Long Beach after hurricane Katrina.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 20, 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 8:46 a.m. to discuss the recommendation to remove Ms. Molina from eligibility lists and to hear the appeals of Mr. Navarro and Ms. Jackson.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:45 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove Anna Molina from current eligibility lists and instructed the Personnel Commission Administrator to notify her of this decision.

The Commission acted to grant the appeal of Santiago Navarro and instructed the Personnel Commission Administrator to notify him of this decision.

The Commission acted to grant the appeal of Artermeise Jackson and instructed the Personnel Commission Administrator to notify her of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:46 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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