



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

March 6, 2008
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 EXECUTIVE OFFICER
6. HEARINGS (Closed Session)
 - 6.1 **Review and Take Action on the Hearing Officer's Report Regarding the Dismissal of a Classified Employee** Restricted Action
7. MINUTES
 - 7.1 **Approval of Minutes February 21, 2008** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
 - 8.1A **Classification Abolishment Items** Action
 - 8.2 **Purchasing, Stores and Reprographics Classification Review Study** Discussion/Action
 - 8.3 **Revision of PC Rules 10.10F (First Reading)** Action
9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action
 - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** Restricted Action
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on Thursday, March 20, 2008 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 of the Executive Officer
13. ADJOURNMENT



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PERSONNEL COMMISSION MEETING February 21, 2008 MINUTES

Testing Room
Personnel Commission Office
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Chairperson Chuck Acosta called the meeting of the Personnel Commission to order at 8:20 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer
Stephanie Jimenez, Sr. Administrative Secretary
Marilyn Doss, Personnel Analyst
Rob Pfingsthorn, Sr. Personnel Analyst
Susan Leaming, Personnel Analyst
Alison Maitlen, Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Maria Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Mary Brown, CSEA President and Adrienne Rambo, CSEA Unit A, Vice President.

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

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None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Mr. Curiel provided the Commissioners with a current handout of the Recruitment and Testing Services Activity calendar. Rob Pfingsthorn and Marilyn Doss reported that in spite of the budget crisis, Recruitment and Testing activity is busy recruiting substitutes and reviewing expiring eligibility lists to evaluate testing needs. Bulletin notices for classified positions will include a statement that eligibility lists are being created for future vacancies.

Mr. Curiel asked Ms. Wiesenhutter to provide an update for Certification Services. Ms. Wiesenhutter reported sites are placing more provisionals than seen in the past. Chairperson Acosta asked about the number of current vacancies. Ms. Wiesenhutter reported that the Hiring Freeze Committee is holding 99% of vacancies that can be filled at this time only with substitutes. We currently have about 170 vacancies. The Hiring Freeze Committee is scheduled to meet on Tuesday hoping to review 25-30 vacancies to fill for Special Education Instructional Aides and specially funded programs.

Mr. Curiel asked Ms. Maitlen to provide a report for Classified Staff Development Services. An abridged version of the Winter/Spring Staff Development Catalog has been distributed to all sites. Consultants will not be used to teach the Winter/Spring classes. The CSEA negotiated funding of \$15,000 has been approved to use towards

Classified Staff Development for the 2008-2009 school year. Chairperson Acosta thanked CSEA for their continued support for Classified Staff Development. Ms. Brown, CSEA President expressed that CSEA is also appreciative.

Ms. Maitlen announced that she previewed the Special Education Instructional Aide video which provides studio and classroom interviews with students, teachers, and Special Education Instructional Aides and will be viewed by applicants' prior to their interview. The video may be previewed at the next Personnel Commission meeting scheduled on March 6, 2008. Mr. Curiel invited representatives from CSEA to preview the video as well.

Per Mr. Curiel's request, Ms. Cates provided an update on Classified Summer School applications. As of today's date, Personnel Commission has received 262 applications. There will be 10 Elementary Summer School sites, including 6 regular education sites and 4 special education sites. Middle School sites have not been determined at this time. High School sites will provide retention and special education courses.

Per Mr. Curiel's request, Ms. Leaming provided an update for Classification Services. Ms. Leaming reported that the Classification Study for the Purchasing Department is complete. Ms. Leaming should have the study available to present to the Commissioners at the next meeting for consideration.

Mr. Curiel shared details of the 2008-2009 Budget Reductions and Revisions – Phase I presented at the Board of Education meeting held on February 19, 2008. A 2008-2009 Budget Reductions and Revisions – Phase II will be presented at the next Board of Education meeting on March 4, 2008.

Mr. Curiel informed the Commissioners that a hearing for appellant, Brian Wilson was held on February 12, 2008. Mr. Curiel will set up a time to review the hearing officer's recommendation once Personnel Commission has received the hearing officer's report.

Mr. Curiel also informed the Commissioners that a hearing is scheduled on February 22, 2008 for appellant, Kris Donald.

PERSONNEL COMMISSION MINUTES

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The minutes of the February 7, 2008 Personnel Commission Meeting were approved.

REMOVAL FROM ELIGIBILITY LIST

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

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7 and 4.2.A.12. The individual was not present. The Commission acted to remove Marilyn Martin from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

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

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7 and 4.2.A.10. The individual was not present. The Commission acted to remove Virginia Ramirez from current eligibility lists.

BULLETINS

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Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Executive Officer 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 bulletin:

None

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer 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:

Braille Transcriber	Dual	08-0104-3340
Community Liaison Worker B/L Spanish	Dual	08-0083-0155
Custodian	Open/Cont	08-0111-0139
Custodian (Limited Term & Substitute)	Open/Cont	08-LTES-0139
Instructional Aide - Special	Open/Cont	08-0106-0448
Instructional Aide – Special (Limited Term & Substitute)	Open/Cont	08-LTES-0448
Nutrition Services Worker	Open/Cont	08-0122-5068
School Community Worker	Open/Cont	08-MC12-0256
School Community Worker B/L Spanish	Dual	08-MC13-0474
School Safety Communications Operator	Dual	08-0100-5013
Senior Accounting Assistant	Dual	08-0096-0760
Senior Payroll Accounting Technician	Dual	08-0066-0762
Switchboard Operator	Dual	08-0094-5033
Water/Boiler Treatment Specialist	Dual	08-0101-3299

OTHER ITEMS

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A Public Hearing date for Proposed Personnel Commission Budget will be determined after the 2008-2009 Budget Reductions and Revisions for Phase II have been presented at the next Board of Education meeting.

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:48 a.m.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:24 a.m.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, March 6, 2008. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, 90813.

ADJOURNMENT

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There being no further business, Chairperson Acosta adjourned at 9:25 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer