



## PERSONNEL COMMISSION

### MEETING AGENDA

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

JULY 10, 2008  
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 EXECUTIVE OFFICER

6. HEARINGS  
None.

7. MINUTES

**7.1 Approval of Minutes June 12, 2008** **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

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

REVISE CLASSIFICATION

Grounds Crew Supervisor and Grounds Supervisor – High School

CREATE A NEW POSITION

| <u>SITE</u>          | <u>POSITION</u>                    | <u>ASSIGNMENT</u> |
|----------------------|------------------------------------|-------------------|
| Financial Services   | Asst. Director-Fiscal Services     | 100% 12 Month     |
| Financial Services   | Asst. Director-Fiscal Services     | 100% 12 Month     |
| Financial Services   | Exec Director-Fiscal Services      | 100% 12 Month     |
| Burcham              | Instructional Aide-Special         | 47.5% 202 Day     |
| Holmes               | Instructional Aide-Special         | 47.5% 202 Day     |
| Naples               | Instructional Aide-Special         | 47.5% 202 Day     |
| Transportation       | Instructional Aide-Special         | 47.5% 202 Day     |
| Transportation       | Instructional Aide-Special         | 47.5% 202 Day     |
| Transportation       | Instructional Aide-Special         | 47.5% 202 Day     |
| Transportation       | Instructional Aide-Special         | 47.5% 202 Day     |
| Transportation       | Instructional Aide-Special         | 47.5% 202 Day     |
| Transportation       | Instructional Aide-Special         | 47.5% 202 Day     |
| Lakewood High School | Intermediate Office Asst/Sch-BL Sp | 100% 217 Day      |
| Robinson             | Library/Media Assistant            | 40% 204 Day       |
| Maintenance          | Maintenance Manager                | 100% 12 Month     |
| Information Services | Network Specialist                 | 100% 12 Month     |
| Purchasing           | Purchasing Agent                   | 100% 12 Month     |

RESTRUCTURE AN EXISTING POSITION

| <u>NAME</u>     | <u>POSITION</u>         | <u>ASSIGNMENT</u> |
|-----------------|-------------------------|-------------------|
| Garvey, Shelagh | Library/Media Assistant | From: 40% 204 Day |
|                 | Cubberley               | To: 50% 204 Day   |
| Colby, Dorothy  | Library/Media Assistant | From: 40% 204 Day |
|                 | Gompers                 | To: 50% 204 Day   |
|                 | Library/Media Assistant | From: 40% 204 Day |
|                 | Hudson                  | To: 50% 204 Day   |
| Sweeney, Gale   | Library/Media Assistant | From: 40% 204 Day |

|                |                         |                   |
|----------------|-------------------------|-------------------|
|                | Monroe                  | To: 50% 204 Day   |
|                | Library/Media Assistant | From: 40% 204 Day |
|                | Tincher                 | To: 50% 204 Day   |
| Derby, Amber   | Library/Media Assistant | From: 20% 204 Day |
|                | Muir                    | To: 40% 204 Day   |
| Wybenga, Donna | Library/Media Assistant | From: 40% 204 Day |
|                | Newcomb                 | To: 50% 204 Day   |

**RESCIND PREVIOUS ACTION**

| <u>SITE</u> | <u>POSITION</u>  | <u>ASSIGNMENT</u>               |
|-------------|--|---------------------------------|
| NONE        |  |                                 |
| 8.2         | <b>Request for Hearing in Disciplinary Matter<br/>(Commission may choose to discuss in Closed Session)</b> | <b><u>Restricted Action</u></b> |
| 8.3         | <b>Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7</b>                                | <b><u>Restricted Action</u></b> |
| 8.4         | <b>Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.5</b>                                | <b><u>Restricted Action</u></b> |
| 8.5         | <b>Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7</b>                                | <b><u>Restricted Action</u></b> |
| 8.6         | <b>Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7</b>                                | <b><u>Restricted Action</u></b> |
| 8.7         | <b>Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7</b>                                | <b><u>Restricted Action</u></b> |
| 8.8         | <b>Recommendation to Remove from Eligibility List per P.C. Rules 4.2.A.5 and 4.2.A.6</b>                   | <b><u>Restricted Action</u></b> |
| 8.9         | <b>Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7</b>                                | <b><u>Restricted Action</u></b> |
| 8.10        | <b>Appeal of Disqualified Applicant</b>  | <b><u>Restricted Action</u></b> |
| 8.11        | <b>Appeal of Disqualified Applicant</b>  | <b><u>Restricted Action</u></b> |

9. **BULLETINS AND TESTING ACTIONS**

|            |  |                                 |
|------------|--|---------------------------------|
| <b>9.1</b> | <b>Bulletins – Per Personnel Commission Rule 4.6.B</b>         | <b>Action</b>                   |
|            | ASB Financial Technician                                       | Promo 09-0003-0751              |
|            | Production Center Supervisor                                   | Promo 08-0192-5070              |
|            | Speech/Language Pathology Assistant                            | Dual 09-0001-5024               |
| <b>9.2</b> | <b>Eligibility Lists – Per Personnel Commission Rule 5.1.A</b> | <b><u>Restricted Action</u></b> |
|            | Assistant Director – Fiscal Services                           | Open/Prom 08-0180-5136          |
|            | Campus Security Officer  | Open/Cont 08-0181-5011          |
|            | Campus Security Officer – Limited Term and Substitute          | Open/Cont08-LTES-5011           |
|            | Custodian  | Open/Cont 08-0173-0139          |
|            | Custodian – Limited Term and Substitute                        | Open/Cont 08-LTES-0139          |
|            | Executive Director – Fiscal Services                           | Open/Prom 08-0179-5135          |
|            | Groundskeeper  | Open/Cont 08-0193-0172          |
|            | Instructional Assistant – Intensive Behavioral Treatment       | Open/Cont08-0157-5035           |
|            | Instructional Aide – Special                                   | Open/Cont 08-0182-0448          |
|            | Instructional Aide – Special Substitute & LTES                 | Open/Cont08-LTES-0448           |
|            | Intermediate Nutrition Services Worker                         | Dual 08-0165-5058               |
|            | Intermediate Office Assistant                                  | Open/Cont 08-0175-0673          |
|            | Intermediate Office Assistant – Schools                        | Open/Cont 08-0176-3354          |
|            | Intermediate Office Assistant – Substitute & LTES              | Open/Cont08-LTES-0673           |
|            | Nutrition Services Supervisor I                                | Dual 08-1069-5064               |
|            | Nutrition Services Supervisor II                               | Dual 08-0170-5065               |
|            | Nutrition Services Supervisor III                              | Dual 08-0171-5066               |
|            | School Safety Officer  | Open/Cont 08-0161-5014          |
|            | School Support Secretary                                       | Prom 08-1053-3361               |
|            | Senior Nutrition Services Worker                               | Dual 08-0166-5071               |

10. **OTHER ITEMS**

11. The next regular meeting of the Personnel Commission will be held on Thursday, July 24, 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**



PERSONNEL COMMISSION MEETING  
June 12, 2008  
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 8:17 a.m. at which time she led the pledge of allegiance to the flag

COMMISSION MEMBERS PRESENT   STAFF MEMBERS PRESENT

|                          |   |
|--------------------------|---|
| Vera Mulkey, Chairperson | Ramon Curiel, Executive Officer                 |
| Terry Ulaszewski, Member | Stephanie Jimenez, Sr. Administrative Secretary |
| Chuck Acosta, Member     | Marilyn Doss, Personnel Analyst                 |
|                          | Susan Leaming, Personnel Analyst                |
|                          | Alison Maitlen, Personnel Analyst               |
|                          | Dale Culton, Certification Services Manager     |
|                          | Mary Cates, Human Resources Supervisor          |
|                          | Adriana Araujo-Honorio, Staff Secretary         |
|                          | Susan Brister, Human Resources Technician       |
|                          | Judy Marshall, Human Resources Technician       |

PRELIMINARY

Guests: Les Leahy, Business Services Administrator.

|  |                                 |
|--|---------------------------------|
| <u>HEARING OF PUBLIC TESTIMONY AND</u> | HEARING OF PUBLIC TESTIMONY AND |
| <u>QUESTIONS FROM THE FLOOR ON</u>     | QUESTIONS FROM THE FLOOR ON     |
| <u>ITEMS NOT LISTED ON THE AGENDA</u>  | ITEMS NOT LISTED ON THE AGENDA  |

None

REPORT FROM THE EXECUTIVE OFFICER                      REPORT FROM THE EXECUTIVE OFFICER

Mr. Curiel thanked the Commissioners for their presence at the Employee of the Year plaque presentation at the Board Meeting held on June 3rd. The Board Members were appreciative of the recognition given to the Classified employees.

Mr. Curiel shared the Administrative promotions with the Commissioners.

Mr. Curiel informed the Commissioners that CSEA voted on a Memorandum of Understanding on the effects of the layoffs imposed by LBUSD Governing Board on Wednesday, June 11<sup>th</sup>.

Susan Leaming, Personnel Analyst reported that Personnel Commission staff has been trained by our district Webmaster on how to update our website. Personnel Commission is the #1 visited website at this current time.

Mary Cates, HR Supervisor, has currently placed 698 summer school classified placements.

PERSONNEL COMMISSION MINUTES                      PERSONNEL COMMISSION MINUTES

The minutes of the May 29, 2008 Personnel Commission Meeting were approved.

CREATE A NEW POSITION

|             |                 |                   |
|-------------|-----------------|-------------------|
| <u>SITE</u> | <u>POSITION</u> | <u>ASSIGNMENT</u> |
| NONE        |                 |                   |

|                                  |                 |                   |
|----------------------------------|-----------------|-------------------|
| RESTRUCTURE AN EXISTING POSITION |                 |                   |
| <u>NAME</u>                      | <u>POSITION</u> | <u>ASSIGNMENT</u> |

NONE

RESCIND PREVIOUS ACTION

| <u>SITE</u> | <u>POSITION</u> | <u>ASSIGNMENT</u> |
|-------------|-----------------|-------------------|
| NONE        |                 |                   |

BULLETINS

BULLETINS

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 bulletins:

|                                  |      |              |
|----------------------------------|------|--------------|
| Grounds Crew Supervisor          | Dual | 08-0185-0605 |
| Grounds Supervisor – High School | Dual | 08-0184-5032 |
| Plant Supervisor I               | Prom | 08-0186-5026 |
| Plant Supervisor II              | Prom | 08-0187-5027 |

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:

| <u>TITLE</u>                                   | <u>TYPE</u> | <u>NUMBER</u> |
|--|-------------|---------------|
| High School Office Supervisor                  | Prom        | 08-0152-3349  |
| Instructional Aide – Special                   | Open/Cont   | 08-0177-0448  |
| Instructional Aide – Special Substitute & LTES | Open/Cont   | 08-LTES-0448  |
| Library Media Assistant                        | Dual        | 08-0141-5021  |
| Payroll Manager                                | Open/Prom   | 08-0162-5134  |
| Pool Attendant                                 | Open/Cont   | 08-0159-0245  |
| School Support Secretary                       | Prom        | 08-0153-3361  |

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 10, 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

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned at 8:38 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

sj