



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

MARCH 20, 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

6.1 Public Hearing – Personnel Commission Budget **Action**
It is recommended the Commission conduct a Public Hearing at this time, accept any matters presented, and then close the Public Hearing. Following that, it would be appropriate for the Commission to act to approve the budget for 2008-2009 and direct it be forwarded to the Board of Education for concurrence and subsequent referral to the County Superintendent of Schools for final approval.

7. MINUTES

7.1 Approval of Minutes March 6, 2008 **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

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

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
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None

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position</u>	<u>Assignment</u>
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None

RESCIND PREVIOUS ACTION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
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None

8.2 Revision of PC Rules 10.10F (Second Reading) **Action**

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B

Action

Library/Media Assistant - Dual
Library/Media Center Assistant - Dual
Student Evaluation Technician - Open/Cont
Transportation Aide – Bilingual Spanish -Dual

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

Instructional Aide-Special - Open/Cont
Instructional Aide- Special (Limited Term/Substitute) - Open/Cont
Instructional Assistant –Intensive Behavioral Treatment - Open/Cont
Nutrition Services Worker - Open/Cont

Extend Eligibility Lists

Administrative Secretary - Prom
Area Custodial Manager - Prom
Buyer - Dual
Groundskeeper - Dual
Intermediate Office Assistant Bilingual Spanish - Dual
Intermediate Office Assistant Schools Bilingual Spanish - Dual
Kids' Club Supervisor I - Dual
Kids Club Supervisor II - Dual
Kids Club Supervisor III - Dual
Plant Supervisor – High School - Prom

10. OTHER ITEMS

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

**12.1 Review and Take Action on the Hearing Officer's Report
Regarding the Dismissal of a Classified Employee Restricted Action**

13. ADJOURNMENT



PERSONNEL COMMISSION

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PERSONNEL COMMISSION MEETING March 6, 2008 MINUTES

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

Chairperson Chuck Acosta called the meeting of the Personnel Commission to order at 8:18 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer
Stephanie Jimenez, Sr. Administrative Secretary
Marilyn Doss, Personnel Analyst
Susan Leaming, Personnel Analyst
Alison Maitlen, Personnel Analyst
Dale Culton, Certification Services Manager
Paula Wiesenhutter, Certification Services Supervisor
Maria Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Anne Follett, Human Resources Technician
Judy Marshall, Human Resources Technician
Jan Medford, Human Resources Technician
Denise Petty-Trietsch, Human Resources Technician
Shelly Scott, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Ruth Ashley, Assistant Superintendent, Human Resource Services; Barry Bartlett, Director, Purchasing; Debbie Ecung, Director, Employee Relations Services; Les Leahy, Administrator, Business Services; Cecelia Slater, Director, Nutrition Services; Adrienne Rambo, CSEA Unit A, Vice President; Brian Wilson, 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

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:22 a.m. to hear comments from an appellant and the District regarding the Hearing Officer's report recommendations on a dismissal. The Commission relocated the meeting to the Staff Development Training Room.

The Personnel Commission returned to Open Session at 8:45 a.m. During the Closed Session, no action was taken.

REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel announced that Commission Chairperson Chuck Acosta would be celebrating his birthday next week and asked the Commission and staff to join in singing Happy Birthday to Mr. Acosta.

Mr. Curiel shared details of the 2008-2009 Budget Reductions and Revisions – Phase II which was presented at the Board of Education meeting on March 4, 2008. The Commissioners expressed their concerns regarding the budget reductions and encouraged staff to maintain a positive attitude.

PERSONNEL COMMISSION MINUTES

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The minutes of the February 21, 2008 Personnel Commission Meeting were approved.

CREATE A NEW POSITION

CREATE A NEW POSITON

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Information Srvs	Systems Operator	100% 12 Month

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Healthy Start Site Specialist
Healthy Start Site Specialist – BL Spanish
Court Liaison Assistant – Restricted

CLASSIFICATION STUDY

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Mr. Curiel asked Personnel Analyst Susan Leaming to give the Commission a brief overview of the Purchasing, Stores and Reprographics study which includes classified employees from Maintenance, Purchasing and Nutrition Services. Ms. Leaming gave a history of the timeline of the study; the resulting classification recommendations and feedback received from study participants. Ms. Leaming was pleased that 59 out of 60 employees involved participated in the study. Ms. Leaming thanked Associate Personnel Analyst Maria Braunstein, Barry Bartlett, Cecelia Slater and Ron Hoppe for their participation in the study. Both Cecelia Slater and Barry Bartlett thanked Ms. Leaming for taking the time to listen to the employees and for doing such a great job communicating with the employees during the process of the study. Ms. Slater and Mr. Bartlett were pleased with the overall recommendations. Mr. Curiel reported that he and Debbie Ecung, Employee Relations Services Director met with CSEA to review the study findings and recommendations. Adrienne Rambo, CSEA Unit A, Vice President reported no objections.

The Commission unanimously adopted the Purchasing, Stores and Reprographics Classification Study recommendations.

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Ramon Curiel presented the first reading of the revision to the Rule 10.10F and explained the need for the revision to restore language reflecting the implementation date of such increments consistent with the past and current District policy and practices. A second reading and action will take place at the next meeting on March 20, 2008. Associate Personnel Analyst Maria Braunstein was thanked for her work on the revisions.

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:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Facilities Project Manager	Dual	08-0117-5105

ELIGIBILITY LISTS
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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>
Campus Security Officer	Open/Cont	08-0112-5011
Campus Security Officer (Limited Term/Substitute)	Open/Cont	08-LTES-5011
Groundskeeper	Open/Cont	08-0128-0172
Instructional Aide - Special	Open/Cont	08-0118-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	07-LTES-0448
Instructional Aide – Speech & Language Communication	Open/Cont	07-0127-3293
Intermediate Accounting Assistant	Dual	08-0095-0755
Intermediate Office Assistant	Open/Cont	08-0098-0673
Intermediate Office Assistant – (LTES//Substitute)	Open/Cont	08-LTES-0673
Intermediate Office Assistant Schools	Open/Cont	08-0099-3354
Intermediated Office Assistant Schools – (LTES//Substitute)	Open/Cont	08-LTES-3354
Office Assistant	Open/Cont	08-MC03-3359
School Safety Officer	Open/Cont	08-0113-5014

OTHER ITEMS
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Mr. Curiel asked Personnel Analyst Alison Maitlen to present the new Instructional Aide, Special video. The video funded by the Commission will be shown to Instructional Aide, Special applicants upon turning in their application or when the applicants come in to interview. Ms. Maitlen wanted to thank Kathy Catroppa from Special Education and Multi Media Services for their assistance with making the video. Chairperson Acosta thanked Ms. Maitlen for a job well done.

The Commission acted to hold a Public Hearing on the Proposed Personnel Commission Budget at the next Commission meeting on March 20, 2008.

CLOSED SESSION
CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 9:17 a.m.

RETURN TO OPEN SESSION
RETURN TO OPEN SESSION

The Commission acted to accept the Hearing Officer’s recommendation regarding the dismissal of Brian Wilson and instructed the Executive Officer to notify him of this decision.

The Personnel Commission returned to Open Session at 9:47 a.m.

NEXT MEETING
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The next regular meeting of the Personnel Commission will be held on Thursday, March 20, 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 Acosta adjourned at 9:50 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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