



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

OCTOBER 2, 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
  - Update on upcoming hearing
- 7. MINUTES
  - 7.1 **Approval of Minutes September 18, 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>
Financial Services	Executive Director, Information & Technology Systems	100% 12 Month
Burnett	Intermediate Office Assistant/Schools Bilingual Spanish	100% 217 Day Track B
Edison	Intermediate Office Assistant/Schools Bilingual Spanish	20% 217 Day Track B
Reid	School Support Secretary	100% 217 Day

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Leach, Cederick	Campus Security Officer	From: 75% 204 Day
	Community Day School-Secondary	To: 100% 204 Day
Sheehan, Kevin	Production Center Supervisor	From: 100% 204 Day
	Nutrition Services Production Center	To: 100% 217 Day

RESCIND PREVIOUS ACTION

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

- 8.2 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.6 and 4.2.A.7 Restricted Action
- 8.3 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.6 and 4.2.A.7 Restricted Action
- 8.4 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.6 and 4.2.A.7 Restricted Action

9. BULLETINS AND TESTING ACTIONS

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

Senior Purchasing Assistant	Dual	09-0045-5133
Supervisor – Autism Services	Open/Cont	09-0048-5046

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

Campus Security Officer	Open/Cont	09-0038-5011
Campus Security Officer/Substitutes and LTES	Open/Cont	09-LTES-5011
Executive Secretary to the Superintendent/ Board of Education	Prom	08-0093-3347
Human Resources Assistant	Prom	09-0033-3350
Instructional Aide – Special	Open/Cont	09-0034-0448
Instructional Aide – Special	Open/Cont	09-0035-0448
Instructional Aide – Special / Substitutes and LTES	Open/Cont	09-LTES-0448
Instructional Aide – Special / Substitutes and LTES	Open/Cont	09-LTES-0448
Speech Language Pathology Assistant	Dual	09-0019-5024

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, October 16, 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

13. ADJOURNMENT



## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING September 18, 2008 MINUTES

Testing Room  
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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  
Terry Ulaszewski, Member  
Chuck Acosta, Member

Ramon Curiel, Executive Officer  
Stephanie Jimenez, Sr. Administrative Secretary  
Robert Pfingsthorn, Sr. Personnel Analyst  
Marilyn Doss, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Alison Maitlen, Personnel Analyst  
Maria Lynn Braunstein, Assoc. Personnel Analyst  
Dale Culton, Certification Services Manager  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary

#### PRELIMINARY

Guests: Mary Brown, CSEA President; Adrienne Rambo, CSEA Unit A, Vice President; Dan Ewaskey, CSEA Unit B, Vice President.

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

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QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA

None

#### REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel reported on items of interest from the last Board of Education meeting. He informed the Commission that M.A.T.T.I.E. Academy Charter was revoked at the Board Meeting held on September 16<sup>th</sup>. Mr. Curiel also reported that Chief Business Officer Stallings contract has been extended for an additional year.

Mr. Curiel also provided the Commissioners with a copy of the Administrative Assignments that went for Board Action on September 16, 2008.

#### PERSONNEL COMMISSION MINUTES

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The minutes of the September 4, 2008 Personnel Commission Meeting were approved.

REQUEST FOR HEARING IN  
DISCIPLINARY MATTER

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Per Personnel Commission Rule 11.6, a permanent Custodian requested a hearing regarding his demotion from Lead Custodian to Custodian. The Commission moved this item to Closed Session.

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 Kiree Jabril 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 bulletins:

ASB Financial Technician	Dual	09-0043-0751
Intermediate Payroll Accounting Technician	Dual	09-0041-0756
Senior Payroll Accounting Technician	Dual	09-0042-0762

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:

Instructional Aide – Special	Open/Cont	09-0023-0448
Instructional Aide – Special / Substitutes and LTES	Open/Cont	09-LTES-0448

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, October 2, 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.

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:37 a.m. to discuss Ignazio “Tony” Rallo’s request for a disciplinary hearing.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:00 a.m.  
The following reportable action was taken during Closed Session:

The Commission acted to authorize a hearing for Ignazio “Tony” Rallo as provided for in the Rules and Regulations. The Commissioners also decided to conduct the hearing themselves. Alternate dates for the hearing were discussed. The Commission directed the Personnel Commission Executive Officer to notify all parties involved of this decision to conduct the hearing and coordinate a hearing date.

#### ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned at 9:05 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer