



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING November 1, 2007 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    STAFF MEMBERS PRESENT

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

Robert Pfingsthorn, Senior Personnel Analyst  
Therese Waltower, Senior Administrative Secretary  
Susan Leaming, Personnel Analyst  
Maria Lynn Braunstein, Associate Personnel Analyst  
Alison Maitlen, Personnel Analyst  
Dale Culton, Certification Services Manager  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Ericka Emery-Smith, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
Adriana Araujo-Honorio, Staff Secretary

#### PRELIMINARY

Guests: Mary Brown, CSEA President; 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

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Designated to act on behalf of the Executive Officer during his absence, Senior Personnel Analyst Rob Pfingsthorn presented an update on recruitment and testing activities and requested a brief update from each unit. Marilyn Doss provided information about staff involvement at community recruitment events and targeted efforts to increase the candidate pool for 3.8 hour Instructional Aide – Special assignments. Chairperson Acosta commended staff for creative recruitment ideas and efforts. Susan Leaming of Classification Services explained progress on the Purchasing job study. Alison Maitlen of Staff Development reported that classes from the new schedule have begun, they have been full and future class registrations continue to be submitted. Dale Culton of Certification Services stated that vacant positions continue to be filled and that there has been a reduction in vacant 3.8 Instructional Aide – Special positions. Maria Braunstein of Special Projects informed the Commission that the newsletter is at duplicating and will be sent to district work sites. She also provided an update on the annual report and planned future revisions of the Rules and Regulations of the Classified Service. A group photograph of the Executive Officer and Commission members to be used for the annual report is scheduled to take place at the November 15, 2007 Commission meeting. Chairperson Acosta congratulated CSEA President, Mary Brown, for successful contract negotiations on behalf of employees in the classified service.

## PERSONNEL COMMISSION MINUTES

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The minutes of the October 18, 2007 Personnel Commission Meeting were approved.

## RECLASSIFY A POSITION

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Incumbent  
James Clark

Classification  
Fr: Truck Driver SR23 C1  
To: Heavy Truck Driver SR24 C1  
Fr: Truck Driver SR23 C1  
To: Heavy Truck Driver SR24 C1

Site  
Nutrition Services  
  
Nutrition Services

## RESTRUCTURE AN EXISTING POSITION

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<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Ayala, Marco	Inter Office Asst-Sch Butler	From: 100% 204 Day Flex To: 100% 217 Day Flex
Lopez, Francisco	Student Evaluation Tech Willows-Speech/Language	From: 87.5% 202 Day To: 100% 202 Day

RESCIND A PREVIOUS ACTION

RESCIND A PREVIOUS ACTION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>	
Gant	Office Asst	37.5% 202 Day	PCA 8/9/2007

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Facilities	Facilities Project Manager	100% 12 Month
Tucker	Inst Aide-Alternative Schools	47.5% 204 Day
Buffum	Inst Aide-Special	47.5% 202 Day
Cabrillo	Inst Aide-Special	47.5% 202 Day
Gant	Inst Aide-Special	47.5% 202 Day
Garfield	Inst Aide-Special	47.5% 202 Day
Hudson	Inst Aide-Special	47.5% 202 Day
Lakewood	Inst Aide-Special	47.5% 202 Day
Millikan	Inst Aide-Special	47.5% 202 Day
Millikan	Inst Aide-Special	47.5% 202 Day
Prisk	Inst Aide-Special	47.5% 202 Day
Rogers	Inst Aide-Special	47.5% 202 Day
Gant	School Support Asst	37.5% 202 Day

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 Minor Stearns from current eligibility lists.

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:

Plant Supervisor I	Promo	08-0075-5026
Plant Supervisor II	Promo	08-0076-5027
Stage Technician	Dual	08-0081-0379
Student Evaluation Technician	Dual	08-0082-0483

## 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:

Custodian	Open/Cont	08-0069-0139
Custodian (Limited Term/Substitute)	Open/Cont	08-LTES-0139
Instructional Aide – Special	Open/Cont	08-0068-0448
Instructional Aide - Special	Open/Cont	08-0074-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide – Speech & Language Communication	Open/Cont	08-0077-3293
Instructional Assistant – Intensive Behavioral Treatment	Open/Cont	08-0057-5035
Intermediate Office Assistant	Open/Cont	08-0025-0673
Intermediate Office Assistant - Schools	Open/Cont	08-0026-3354
Intermediate Office Assistant (Limited Term/Substitute)	Open/Cont	08-LTES-0673
Intermediate Office Assistant – Schools (Limited Term/Substitute)	Open/Cont	08-LTES-0673
Nutrition Services Worker	Open/Cont	08-0060-5068
Office Assistant	Open/Cont	08-MC03-3359
Plant Utilities Operator	Dual	08-0036-3308
Senior Administrative Secretary	Dual	07-0236-3362

## 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, November 15, 2007. 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 8:37 a.m.

Respectfully submitted,

Rob Pfingsthorn for Ramon Curiel  
Executive Officer  
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