



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING

April 5, 2007

### MINUTES

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

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:15 a.m. at which time he led the pledge of allegiance to the flag.

#### COMMISSION MEMBERS PRESENT    STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer  
Susan Leaming, Acting Administrative Coordinator  
Marilyn Doss, Personnel Analyst  
Dale Culton, Certification Services Manager  
Vanessa Martinez, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Maria Lynn Braunstein, Human Resources Technician  
Susan Brister, Human Resources Technician  
Ericka Emery-Smith, Human Resources Technician  
Anne Follett, Human Resources Technician  
Tammie Hirth, Human Resources Technician  
Jan Medford, Human Resources Technician  
Denise Petty-Trietsch, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Katheryn Shorts, Human Resources Technician  
Silaue Taeleifi, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
Adriana Araujo-Honorio, Staff Secretary (C)  
Gail Rainwater, Senior Administrative Secretary (C)

#### PRELIMINARY

Guests: Adrianne Rambo, CSEA Chapter 2 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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Ramon Curiel announced that Commissioner Vera Mulkey had celebrated her birthday this week and asked the Commission and staff to join in singing Happy Birthday to Ms. Mulkey.

Mr. Curiel noted that there was an addendum to the agenda for an Expense Authorization and confirmed that all appropriate individuals present had received the addendum materials.

Mr. Curiel reported on items of interest from the last Board of Education meeting. He informed the Commission that the District's newest school built on the old Dooley store site will be named Robert Dooley Elementary. He also reported that Sutter Middle School will be renamed to Perry Lindsey Academy after Perry Lindsey who was the first African-American principal at LBUSD and possibly the first African-American teacher in the District.

Mr. Curiel reported that the District had just been informed that it has again been named a finalist for the National Broad Prize for Urban Education Award. He reiterated Superintendent Steinhäuser's acknowledgement that LBUSD has some of the best teachers and classified staff in the nation.

Mr. Curiel updated the Commission on the progress of the annual Classified Employees' Barbecue and the Classified Employee of the Year nomination process.

At Mr. Curiel request, Personnel Analyst Susan Leaming gave an update on the purchase of the new AESOP substitute system and Personnel Analyst Marilyn Doss and Certification Services Manager Dale Culton reported on steps being taken by Personnel Commission staff to insure the availability of Instruction Aide-Special substitutes for sites.

PERSONNEL COMMISSION MINUTES

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The revised minutes of the March 8, 2007 Personnel Commission Meeting were approved with a modification in the Report from the Executive Officer.

The minutes of the March 22, 2007 Personnel Commission Meeting were approved.

### CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules, and with the proviso that if any of these actions were affected by the hiring freeze they may not be implemented until the freeze is lifted:

### CREATE A NEW POSITION

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<u>Site</u>	<u>Position</u>	<u>Assignment</u>
The Willows	Instructional Aide-Special	22.5% 202 day
The Willows	Instructional Assistant-Int. Behavioral Treatment	75% 202 day
The Willows	Instructional Assistant-Int. Behavioral Treatment	75% 202 day
The Willows	Instructional Assistant-Int. Behavioral Treatment	75% 202 day
The Willows	Instructional Assistant-Int. Behavioral Treatment	75% 202 day
The Willows	Instructional Assistant-Int. Behavioral Treatment	75% 202 day
Dooley Site	Nutrition Services Supervisor I	87.5% 204 day
Dooley Site	Intermediate Nutrition Services Worker	62.5% 204 day
Dooley Site	Nutrition Services Worker	37.5% 204 day
Gompers	Nutrition Services Worker	37.5% 204 day
Jefferson	Nutrition Services Worker	37.5% 204 day
Lincoln	Nutrition Services Worker	37.5% 204 day flex
Newcomb	Nutrition Services Worker	37.5% 204 day

### RESTRUCTURE AN EXISTING POSITION

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<u>Name</u>	<u>Position</u>	<u>Assignment</u>
Foster, Sue	Nutrition Services Supervisor I	From: 87.5% 204 day
	Gompers	To: 100% 204 day
Kincherlow, Sheila	Intermediate Nutrition Services Worker	From: 68.8% 204 day flex
	Lee	To: 75% 204 day Track B

### PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2007-2008

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Ramon Curiel explained the budget process of the Personnel Commission as required by the Education Code and recommended the Commission set the date for the public hearing to be the next Commission meeting. The Commission set the time and place for the public hearing to be Thursday, April 19, 2007 at 8:15 a.m. in the Testing Room of the Personnel Commission Office.

## EXPENSE AUTHORIZATION

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The Long Beach Education Foundation has solicited support for the Most Inspiring Student Dinner through advertisement in their Tribute Book. Mr. Curiel reminded the Commission of past financial support the Personnel Commission has provided for this event and recommended the Commission consider the purchase of a congratulatory note to the honorees in the Tribute Book again this year. The Commission approved the purchase of a half page tribute on behalf of the Personnel Commission, Personnel Commission staff and classified employees.

## 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:

Cook Remote Site	Dual	07-0200-0591
Heavy Truck Driver	Dual	07-0174-0187
Intermediate Office Assistant BL Spanish	Dual	07-0197-5050
Intermediate Office Assistant-Schools BL Spanish	Dual	07-0198-5052
Lead Custodian	Dual	07-0188-0205
Painter	Dual	07-0194-0113
Return to Work Specialist (C)	Dual	07-0195-5096
Substitute Intermediate Office Assistant	Open/Cont	
Substitute Intermediate Office Assistant-Schools	Open/Cont	

## 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:

Buyer	Dual	07-0144-0104
Groundskeeper	Dual	07-0139-0172
Instructional Aide-Special	Open/Cont	07-0186-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Assistant Ballet Folklorico BL Spanish	Dual	07-0141-0244
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	07-MC45-5035

Intermediate Office Assistant	Open/Cont	07-0159-0673
Intermediate Office Assistant (Limited Term & Substitute)	Open/Cont	07-LTES-0673
Intermediate Office Assistant-Schools	Open/Cont	07-0160-3354
Intermediate Office Assistant-Schools (Limited Term & Substitute)	Open/Cont	07-LTES-3354
Lead Custodian	Prom	07-MC18-0205
Maintenance Supervisor	Prom	07-0043-0531
Nutrition Services Worker	Open/Cont	07-0188-5068
Office Assistant	Dual	07-MC16-3359
Plant Supervisor I	Prom	07-0146-5026
Plant Supervisor I	Prom	07-MC44-5026
Plant Supervisor II	Prom	07-0147-5027
Plant Supervisor – Headquarters	Prom	07-MC43-5028
School Safety/Security Specialist (Amended)	Dual	07-0102-5015
Sign Maker	Prom	07-0111-0123
Site Specialist-Special Projects	Dual	07-0135-5055
Student Evaluation Technician BL Khmer	Dual	07-0136-0480
Supervisor – Autism Services	Open/Cont	07-0181-5046

#### OTHER ITEMS

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CSEA Chapter 2 President Mary Brown asked Human Resources Supervisor Mary Cates when classified employees would be notified of summer school assignments. Ms. Cates briefly explained the summer school application, selection and assignment process to Ms. Brown and answered that employees would probably receive their notification of assignment in May.

#### NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, April 19, 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, the Personnel Commission adjourned at 8:53 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

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