



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

Testing Room  
Personnel Commission Building  
999 Atlantic Ave.  
Long Beach, CA 90813

JUNE 2, 2005  
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 PERSONNEL COMMISSION ADMINISTRATOR
  6. HEARINGS  
None
  7. MINUTES
    - 7.1 **Approval of Minutes of May 19, 2005** Action
  8. ITEMS FOR DISCUSSION AND/OR ACTION
    - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
- CREATE A NEW POSITION  
1-Office Assistant 62.5% Gant 202 day  
*funding source: 60% general funds/40% categorical funds*
- RESTRUCTURE AN EXISTING POSITION  
1-Instructional Aide-Special 26.2% The Willows 202 day to 47.5%  
*incumbent: Ericka Olvey*  
*reason: increased workload*  
*funding source: categorical funds*
- ABOLISH AN EXISTING POSITION  
1-Building Maintenance Worker 100% Maintenance 12 mo  
*vacant position*  
*reason: lack of funds*  
*funding source: general funds*  
1-Building Maintenance Worker 100% Maintenance 12 mo  
*vacant position*  
*reason: lack of funds*  
*funding source: general funds*

1-Carpenter 100% Maintenance 12 mo  
*vacant position*  
*reason: lack of funds*  
*funding source: general funds*

1-Carpenter 100% Maintenance 12 mo  
*vacant position*  
*reason: lack of funds*  
*funding source: general funds*

1-Electrician 100% Maintenance 12 mo  
*vacant position*  
*reason: lack of funds*  
*funding source: general funds*

1-Electrician 100% Maintenance 12 mo  
*vacant position*  
*reason: lack of funds*  
*funding source: general funds*

1-Electronic Technician 100% Maintenance 12 mo  
*vacant position*  
*reason: lack of funds*  
*funding source: general funds*

1-Electronic Technician 100% Maintenance 12 mo  
*vacant position*  
*reason: lack of funds*  
*funding source: general funds*

1-Electronic Technician 100% Maintenance 12 mo  
*vacant position*  
*reason: lack of funds*  
*funding source: general funds*

1-Head Start Parent Aide (R) 100% Head Start 217 day  
*vacant position*  
*reason: lack of funds*  
*funding source: categorical funds*

1-Instructional Aide BL Spanish 37.5% Avalon 204 day  
*incumbent: Rosa Vega*  
*reason: lack of funds*  
*funding source: categorical funds*

1-Instructional Aide (R) 38.7% Carver 202 day  
*incumbent: Cindy Carroll*  
*reason: lack of funds*  
*funding source: categorical funds*

1-Instructional Aide (R) 38.7% Carver 202 day  
*incumbent: Laura Gross*  
*reason: lack of funds*  
*funding source: categorical funds*

1-Instructional Aide (R) 38.7% Carver 202 day  
*incumbent: Karen Robinson*  
*reason: lack of funds*  
*funding source: categorical funds*

1-Maintenance Mechanic 100% Maintenance 12 mo  
*vacant position*  
*reason: lack of funds*  
*funding source: general funds*

1-Maintenance Mechanic 100% Maintenance 12 mo  
*vacant position*  
*reason: lack of funds*  
*funding source: general funds*

1-Painter 100% Maintenance 12 mo  
*vacant position*  
*reason: lack of funds*  
*funding source: general funds*

- 1-Painter 100% Maintenance 12 mo  
*vacant position*  
*reason: lack of funds*  
*funding source: general funds*
- 1-Speech-Language Pathology Assistant 100% Head Start 217 day  
*vacant position*  
*reason: lack of funds*  
*funding source: categorical funds*

**8.2 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7** **Restricted Action**

9. BULLETINS AND TESTING ACTIONS

- 9.1 Bulletins – Per Personnel Commission Rule 4.6.B** **Action**  
[Head Start Instructional Aide – 0657 \(dual\)](#)  
[Heavy Truck Driver – 0187 \(dual\)](#)
- 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**  
 Campus Security Officer – 5011 (dual/cont)  
 Campus Security Officer (Limited Term & Substitute) – 5011 (dual/cont)  
 Computer Support Specialist Assistant – 0388 (dual)  
 Credentials Services Specialist – 3343 (dual)  
 Instructional Aide-Special – 0448 (open/cont)  
 Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)  
 Instructional Aide-Special – 0448 (open/cont)  
 Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)  
 Instructional Assistant-Intensive Behavioral Treatment – 5035 (dual)  
 Intermediate Nutrition Services Worker – 5058 (dual)  
 Nutrition Services Worker – 5068 (open/cont)  
 Senior Nutrition Services Worker – 5071 (dual)  
 Water/Boiler Treatment Specialist – 3299 (dual)  
 Webmaster – 5083 (dual)

10. OTHER ITEMS

- 11. The next regular meeting of the Personnel Commission will be held on Thursday, June 16, 2005 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.

12. ADJOURNMENT



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING May 19, 2005 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 8:15 a.m. at which time she led the pledge of allegiance to the flag.

#### COMMISSION MEMBERS PRESENT

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

#### STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator  
Lisa Gardner, Administrative Coordinator  
Dale Culton, Certification Services Manager  
Marilyn Doss, Associate Personnel Analyst  
Susan Leaming, Associate Personnel Analyst  
Alison Maitlen, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Maria Alvarez, Human Resources Technician  
Ericka Emery, Human Resources Technician  
Anne Follett, Human Resources Technician  
Diana Galindo, Human Resources Technician  
Vanessa Martinez, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
Denise Petty-Trietsch, Human Resources Assistant  
Silaue Taeleifi, Human Resources Assistant  
Adriana Araujo, Staff Secretary  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President.

#### 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

#### REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

#### REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Mr. Curiel read the quote from the Personnel Commissioners' correspondence packets and explained the concept of Kaizen and Gemba Kaizen. He then wished everyone in attendance a happy Classified Employees' Week and gave an invitation to the Classified Employee Annual Barbecue the next day.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the May 5, 2005 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

CSEA Unit B Vice-President Joseph Schessler requested the 13 Unit B positions recommended for abolishment on this agenda again be pulled pending further discussions with the Chief Business and Financial Officer. Mr. Curiel stated that he would agree to delay action on the 13 positions for one more meeting but recommended that final action be taken by the next Commission meeting. The Commission pulled the recommended abolishment of 2 Building Maintenance Workers, 2 Carpenters, 2 Electricians, 3 Electronic Technicians, 2 Maintenance Mechanics and 2 Painters.

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 CLASSIFICATION

ABOLISH A CLASSIFICATION

Staff Secretary - Bilingual  
Salary Range 19 C1

RECLASSIFY A POSITION

RECLASSIFY A POSITION

1-Administrator, Human Resources Information and Technology 100% HRS 12 mo to Senior Personnel Analyst  
1-Elementary School Office Supervisor 100% Sutter 217 day to Middle School Office Supervisor

CREATE A NEW POSITION

CREATE A NEW POSITION

1-Instructional Assistant-Intensive Behavioral Treatment 75% The Willows 202 day  
1-Instructional Assistant-Intensive Behavioral Treatment 75% The Willows 202 day  
1-Instructional Assistant-Intensive Behavioral Treatment 75% The Willows 202 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

1-Instructional Aide-Special 62.5% Riley 202 day to 75%  
1-Intermediate Nutrition Services Worker 81.3% King 12 mo to 75% 204 day  
1-Intermediate Office Assistant-Schools 40% Bryant 217 day to 20%  
1-Intermediate Office Assistant-Schools 100% Cleveland 217 day to 80%  
1-Intermediate Office Assistant-Schools 100% Keller 217 day to 80%  
1-Intermediate Office Assistant-Schools 60% Mann 217 day to 40%  
1-Intermediate Office Assistant-Schools 100% Monroe 217 day to 60%  
1-Intermediate Office Assistant-Schools 40% Naples 217 day to 20%  
1-Nutrition Services Worker 43.8% Addams 12 mo to 25%

ABOLISH AN EXISTING POSITION

ABOLISH AN EXISTING POSITION

1-Attendance Services Field Assistant 100% Security and Emergency Preparedness 204 day  
1-Attendance Services Field Assistant 100% Security and Emergency Preparedness 204 day

1-Attendance Services Field Assistant 100% Security and Emergency Preparedness 204 day  
1-Head Start Parent Aide (R) 100% Head Start 217 day  
1-Head Start Parent Aide (R) 100% Head Start 217 day  
1-Head Start Parent Aide (R) 100% Head Start 12 mo  
1-Head Start Parent Aide (R) 100% Head Start 12 mo  
1-Head Start Parent Aide (R) 100% Head Start 12 mo  
1-Head Start Parent Aide (R) 100% Head Start 12 mo  
1-Head Start Parent Aide (R) 100% Head Start 12 mo  
1-Instructional Aide 45% Monroe 204 day  
1-Instructional Aide BL Spanish (R) 37.5% Avalon 204 day  
1-Instructional Aide-Special 75% Jordan 202 day  
1-Instructional Warehouse Assistant 100% Research 12 mo  
1-Intermediate Office Assistant-Schools 50% Avalon 217 day  
1-Intermediate Office Assistant-Schools 100% Barton 217 day  
1-School Community Worker BL Spanish 40% Cleveland 204 day  
1-Senior Office Assistant 100% Food Services 12 mo

RESCISSION OF PREVIOUS ACTION

RECISSION OF PREVIOUS ACTION

1-Transportation Aide 100% Emerson 204 day  
*Abolished – PCA 3/24/05*

PERSONNEL COMMISSION  
MEETING DATES

PERSONNEL COMMISSION  
MEETING DATES

The Commission acted to approve the following dates for the 2005-2006 regular Personnel Commission meetings. All meetings are scheduled for 8:15 a.m. at the Personnel Commission Office.

July 14, 2005	January 12, 2006
July 28, 2005	January 26, 2006
August 11, 2005	February 9, 2006
August 25, 2005	February 23, 2006
September 8, 2005	March 9, 2006
September 22, 2005	March 23, 2006
October 6, 2005	April 6, 2006
October 20, 2005	April 20, 2006
November 3, 2005	May 4, 2006
November 17, 2005	May 18, 2006
December 1, 2005	June 1, 2006
December 15, 2005	June 15, 2006
December 29, 2005	June 29, 2006

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Administrator 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:

Job Developer	Dual	05-0160-0463
School Safety Supervisor	Dual	05-0161-5016
Speech-Language Pathology Assistant	Dual	05-0162-5024

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Administrator 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	05-0150-0139
Custodian (Limited Term & Substitute)	Open/Cont	05-LTES-0139
Instructional Aide-Special	Open/Cont	05-0157-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0159-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Kids Club Supervisor I	Dual	05-0132-3266
Kids Club Supervisor II	Dual	05-0133-3267
Kids Club Supervisor III	Dual	05-0134-3268

Extend Eligibility List

Grounds Crew Supervisor	Dual	03-0062-0605
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PRESENTATION OF PERSONNEL  
COMMISSION EMPLOYEE OF THE YEAR

PRESENTATION OF PERSONNEL  
COMMISSION EMPLOYEE OF THE YEAR

Mr. Curiel explained that the Personnel Commission has a Staff Recognition Award Program that provides staff members the opportunity to receive recognition for their commitment to excellence, exemplary service and development of innovative and creative processes, program or projects. Each year the recipient of the award receives recognition by means of an individual award trophy and his/her name added to the permanent Personnel Commission Special Award Trophy displayed in the Commission Office.

Mr. Curiel stated that this year he again solicited staff’s input in the selection of the award winner by nominations. He announced that Dale Culton, Certification Services Manager, received the majority of staff’s votes and is the recipient of the 2005 Staff Recognition Award. Commissioners Vera Mulkey, Chuck Acosta and Terence Ulaszewski, along with Personnel Commission Administrator Ramon Curiel, presented the Personnel Commission Employee of the Year plaque to Mr. Culton.

The Personnel Commission staff was then shown a slide show presentation highlighting staff members at various Personnel Commission events and activities over the past years.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 2, 2005. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:55 a.m. to discuss the Personnel Commission Administrator’s Performance Evaluation.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:37 a.m.  
No reportable actions were taken during the Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission  
adjourned at 9:38 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

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