



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Community Room
Administration Building
1515 Hughes Way
Long Beach, CA 90810

DECEMBER 15, 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
 - 5.1 Presentation of "Displacement 101" Information Item
6. HEARINGS
None
7. MINUTES
 - 7.1 **Approval of Minutes of December 1, 2005** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

REVISE EXISTING CLASSIFICATION

Student Evaluation Technician series

Salary Range 20 (C1)

Transportation Scheduler – 5040

Salary Range 28 (C2)

Public Information Director – 0151

Salary Range 55 (M2)

ABOLISH CLASSIFICATION

Executive Director of Communications and Community Relations – 3292 (M2)

Middle School Communications Coordinator – 0735 (M2)

Communications and Community Relations Coordinator – 5047 (M2)

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>	
Franklin	Campus Security Officer	100%	217 day flex
Carver	Instructional Aide-Special	75%	202 day
Cubberley	Instructional Aide-Special	47.5%	202 day
Henry	Instructional Aide-Special	75%	202 day
Holmes	Instructional Aide-Special	75%	202 day
Hoover	Instructional Aide-Special	47.5%	202 day

International	Instructional Aide-Special	75%	202 day
Jordan	Instructional Aide-Special	75%	202 day
Madison	Instructional Aide-Special	47.5%	202 day
Marshall	Instructional Aide-Special	47.5%	202 day
Willard	Instructional Aide-Special	47.5%	202 day flex
Jordan	Instructional Assistant-On Campus Program	100%	204 day
Powell	Intermediate Office Assistant-Schools BL Spanish	100%	12 month
Roosevelt	Intermediate Office Assistant-Schools BL Spanish	100%	12 month
Kids Club-Gant	Kids Club Assistant	45%	217 day
Jordan	School Community Worker-BL Spanish	47.5%	204 day
Mann	School Community Worker-BL Spanish	25%	204 day

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position</u>	<u>Assignment</u>		
Chavez, Yolanda	Community Liaison Worker (R) Roosevelt	From	37.5%	202 day flex
		To	45%	202 day flex
Nunez-Lindsay, A.	Instructional Aide (R) Alvarado	From	45%	202 day flex
		To	100%	12 month
Meza, Marian	Instructional Aide-Special DeMille	From	75%	202 day
		To	100%	202 day
Hinojos, Ernest	Instructional Aide-Special Wilson	From	75%	202 day
		To	100%	202 day
Maas, Patrice	Office Assistant Gant	From	62.5%	202 day
		To	82.5%	202 day
Mendoza, Mireya	School Community Worker BL Spanish Muir	From	80%	204 day
		To	100%	204 day

9. BULLETINS AND TESTING ACTIONS

- 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
[Braille Transcriber – 3340 \(dual\)](#)
[Nutrition Services Operations Coordinator – 5063 \(prom\)](#)
- 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Intermediate Office Assistant – 0673 (dual)
Intermediate Office Assistant (Limited Term & Substitute) – 0673 (dual)
Intermediate Office Assistant-Schools – 3354 (dual)
Intermediate Office Assistant-Schools (Limited Term & Substitute) – 3354 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, December 29, 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 December 1, 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
Mary Cates, Human Resources Supervisor
Paula Wiesenhutter, Certification Services Supervisor
Vanessa Martinez, Human Resources Technician
Shelley Scott, Human Resources Technician
Silaue Taeleifi, Human Resources Assistant
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; d'Ann Madore, CSEA Labor Relations Representative; Michael Ashe, appellant.

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

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None.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

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COMMISSION ADMINISTRATOR

Ramon Curiel informed the Commission that the contract negotiations between the District and CSEA were concluded and the contract was ratified. CSEA Leadership gave input on some specific details of the contract.

Mr. Curiel reported that Administrative Coordinator Lisa Gardner and Certification Services Manager Dale Culton will be presenting "Displacement 101" at the next Personnel Commission meeting on December 15. He stated that this presentation explains the layoff process for LBUSD classified employees and details the wide range effects on employees and sites due to the abolishment or reduction of positions. Mr. Curiel reported that the Board of Education, the Executive Staff, CSEA and CASSA Leadership have been invited to attend the Commission meeting to view the

presentation. He said that he hoped the presentation would impress on all who participate in the layoff process the necessity of thorough planning. CSEA Labor Relations Representative d’Ann Madore and CSEA Chapter 2 President Mary Brown thanked and commended Personnel Commission staff for their assistance and support to CSEA and all affected employees during the District’s layoff turmoil.

At Mr. Curiel’s request, Lisa Gardner reported on the agreement between the District and CSEA regarding the No Child Left Behind Act. Ms. Gardner explained the Personnel Commission’s participation in assisting the District in complying with NCLB requirements and meeting the agreements of the Memorandum of Understanding with CSEA.

PERSONNEL COMMISSION MINUTES

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The minutes of the November 17, 2005 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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RECOMMENDATIONS

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:

None.

APPEAL OF DISQUALIFIED APPLICANT

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An applicant had been disqualified from continuing in the examination process for the classification of Campus Security Officer per Personnel Commission Rule 4.2.A.11 and appealed to the Personnel Commission. The appellant, Michael Ashe, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

BULLETINS

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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:

Food Production Equipment Technician	Dual	06-0078-0476
Site Specialist – Special Projects	Dual	06-0079-5055

ELIGIBILITY LISTS

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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:

Campus Security Officer	Dual/Cont	06-0067-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	06-LTES-5011
Instructional Aide-Special	Open/Cont	06-0076-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Special	Open/Cont	06-0073-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Special	Open/Cont	06-0080-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	06-0066-5035
Kids Club Assistant	Dual	06-0059-0515
Nutrition Services Worker	Open/Cont	06-0075-5068

OTHEROTHER

CSEA Unit B Vice President Joseph Schessler briefly discussed an article in the Press Telegram regarding the decline of enrollment in the District and possible future program cuts.

NEXT MEETINGNEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, December 15, 2005. The meeting will be at 8:15 a.m. in the Community Room of the Administration Building, 1515 Hughes Way, 90810.

CLOSED SESSIONCLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:44 a.m. to hear the appeal of Mr. Ashe, to reconsider the November 17 appeal of Mr. Sprewell and to discuss the Performance Evaluation of the Personnel Commission Administrator.

RETURN TO OPEN SESSIONRETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:13 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to grant Michael Ashe’s appeal and directed the Personnel Commission Administrator to notify him of the decision.

The Commission acted to grant Jerry Sprewell, Jr.’s appeal and directed the Personnel Commission Administrator to notify him of the decision.

ADJOURNMENTADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:14 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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