



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

DECEMBER 1, 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 November 17, 2005** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
None
 - 8.2 **Appeal of Disqualified Applicant** Restricted Action
9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action
[Food Production Equipment Technician – 0476 \(dual\)](#)
[Site Specialist – Special Projects – 5055 \(dual\)](#)
 - 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)
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 Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Instructional Assistant-Intensive Behavioral Treatment – 5035 (open/cont)
Kids Club Assistant – 0515 (dual)
Nutrition Services Worker – 5068 (open/cont)

10. OTHER ITEMS

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

12. CLOSED SESSION

- 12.1 Discussion of Item From November 17, 2005 Meeting Regarding Removal From Eligibility List

- 12.2 Performance Evaluation of Personnel Commission Administrator

13. ADJOURNMENT



PERSONNEL COMMISSION

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PERSONNEL COMMISSION MEETING November 17, 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 8:19 a.m. at which time she led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

Vera Mulkey, Chairperson
Terry Ulaszewski, Vice-Chairperson

STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator
Lisa Gardner, Administrative Coordinator
Marilyn Doss, Associate Personnel Analyst
Susan Leaming, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Maria Villalobos, Human Resources Technician
Silaue Taeleifi, Human Resources Assistant
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Jerry Sprewell, Jr., appellant.

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

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

None.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

Ramon Curiel reported on the presentation of the Personnel Commission Annual Report at the Board of Education Workshop and commented on the positive responses received from Board of Education members.

Mr. Curiel updated the Commission on the contract negotiations between CSEA and the District. He informed the Commission that there are questions of the interpretation of the agreement regarding layoff status of specific employees which needs further clarification before Personnel Commission can proceed with the process of rescinding any layoff actions.

Mr. Curiel asked specific management staff to give the Commission brief updates on issues the Personnel Commission is currently addressing. Administrative Coordinator Lisa Gardner reported on the No Child Left Behind mandate and informed the Commission that the District must be in full compliance by July 1, 2006. She stated that Personnel Commission is monitoring this requirement through higher employment standards for new employees and training and testing opportunities for current employees. Associate

Personnel Analyst Alison Maitlen gave an update on the Classified Staff Development Program and reviewed some of the new classes that are being offered. Associate Personnel Analyst Marilyn Doss reported on Recruitment and Testing’s participation in ROP training which includes instructing the ROP classes regarding the testing and interviewing process and includes a mock interview.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the November 3, 2005 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
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:

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Holmes	Custodian	100%12 month
Emerson	Health Assistant-Charter School	75%204 day
Jordan	Instructional Aide Parent Resources Center	75%204 day
Assistant Superintendent-High School	Senior Office Asst	100%217 day

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant, Jerry Sprewell, Jr., was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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 bulletin:

Head Start Parent Involvement Manager	Dual	06-0069-0786
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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	06-0051-0139
Custodian (Limited Term & Substitute)	Open/Cont	06-LTES-0139
Instructional Aide-Speech & Language Communication	Dual	06-0050-3293
Instructional Aide-Special	Open/Cont	06-0060-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Special	Open/Cont	06-0065-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Special	Open/Cont	06-0070-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Nutrition Services Worker	Open/Cont	06-0061-5068

OTHER

OTHER

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, December 1, 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 9:49 a.m. to hear the appeal of Mr. Sprewell.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:24 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to table action regarding Mr. Sprewell’s appeal pending further review of documentation provided by the appellant. The Personnel Commission Administrator was directed to review the material and present a recommendation to the Commission at the December 1 Commission meeting.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:25 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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