



PERSONNEL COMMISSION

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MEETING AGENDA

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

AUGUST 25, 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 July 25, 2005** Action
 - 7.2 **Approval of Minutes of July 28, 2005** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

CREATE A NEW POSITION

- 1-Groundskeeper 100% Lakewood 12 mo
funding source: general funds
- 1-Head Start Nutrition Manager 100% Head Start 12 mo
funding source: categorical funds
- 1-Instructional Assistant-Computer Resources 50% Willard 12 mo
funding source: categorical funds
- 1-Instructional Assistant-On Campus Program 100% Bancroft 202 day
funding source: categorical funds
- 1-Intermediate Office Assistant-Schls 100% Cabrillo 217 day
funding source: general funds
- 1-Intermediate Office Assistant-Schls BL Sp 20% Signal Hill 217 day flex
funding source: general funds
- 1-Library/Media Assistant 40% King 204 day
funding source: general funds
- 1-Office Assistant 100% Bancroft 202 day
funding source: categorical funds

RESTRUCTURE AN EXISTING POSITION

1-Head Start Instructional Aide 100% Head Start 217 day to 12 mo

incumbent: Maricela Davalos

reason: increased workload

funding source: categorical funds

1-Instructional Asst.-Computer Resources BL Sp 87.5% Lindbergh 204 day flex to 12 mo

incumbent: Emmanuel Hernandez

reason: increased workload

funding source: categorical funds

1-Intermediate Office Assistant-Schls BL Sp 40% Jefferson 217 day to 50%

incumbent: vacant position

reason: increased workload

funding source: general/categorical funds

1-Intermediate Office Assistant-Schls BL Sp 50% Renaissance 217 day to 100%

incumbent: Veronica Ochoa

reason: increased workload

funding source: general funds

1-Staff Secretary 100% Curriculum 204 day to 217 day

incumbent: vacant position

reason: increase workload

funding source: general/categorical funds

9. BULLETINS AND TESTING ACTIONS

9.1 **Bulletins – Per Personnel Commission Rule 4.6.B**

Action

None

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)

Contract Analyst – 0624 (dual)

Custodian – 0139 (open/cont)

Custodian (Limited Term & Substitute) – 0139 (open/cont)

Grounds Supervisor-High School – 5032 (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 (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 (LTE and Substitute) – 3354 (dual)

Mail Delivery Driver – 0219 (dual)

Nutrition Services Worker – 5068 (open/cont)

School Safety Officer – 5014 (dual/cont)

Supervisor-Autism Services – 5046 (dual)

Extend Eligibility Lists

ASB Financial Technician – 0751 (dual)

Community Liaison Worker BL Sp – 0155 (dual)

Custodian – 0139 (open/cont)

Custodian – 0139 (open/cont)

Educational Research Analyst I – 3301 (dual)

Educational Research Analyst II – 3302 (dual)

Groundskeeper – 0172 (open)

Human Resource Services Operations Manager – 0737 (prom)

Intermediate Accounting Assistant – 0755 (dual)

Lead Custodian – 0205 (dual)

Plant Supervisor II – 5027 (prom)

Plant Supervisor-High School – 0142 (prom)

Purchasing Office Assistant – 0708 (dual)
Purchasing Office Assistant-Food Services – 0709 (dual)
Senior ASB Financial Assistant – 0761 (dual)
Student Store Operator – 0287 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, September 8, 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

SPECIAL MEETING OF THE PERSONNEL COMMISSION July 25, 2005 MINUTES

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

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:00 a.m. at which time she led the pledge of allegiance to the flag.

Present:

Vera Mulkey, Chairperson
Terry Ulaszewski, Vice-Chairperson
Chuck Acosta, Member
Ramon Curiel, Personnel Commission Administrator
Gail Rainwater, Sr. Administrative Secretary

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:04 a.m. to review the Personnel Commission Administrator's report of his further investigation as requested by the Commission and to take action on the Hearing Officer's Report regarding the demotion of a classified employee.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:10 a.m. The Commission unanimously resolved that the Hearing Officer's recommendation to demote Jeffery Singleton to the position of Laborer not be adopted and that the decision of the Board to demote him to Custodian be sustained in this case.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:11 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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PERSONNEL COMMISSION
PLEASE POST

PERSONNEL COMMISSION MEETING
July 28, 2005
MINUTES

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

Vice-Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:40 a.m. at which time he led the pledge of allegiance to the flag.

Mr. Ulaszewski announced that Ramon Curiel, Personnel Commission Administrator, was on vacation and Lisa Gardner, Administrative Coordinator, would be conducting the meeting in Mr. Curiel's absence.

COMMISSION MEMBERS PRESENT

Terry Ulaszewski, Vice-Chairperson
Chuck Acosta, Member

STAFF MEMBERS PRESENT

Lisa Gardner, Administrative Coordinator
Lynne Karlsen, Personnel Analyst
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
Anne Follett, Human Resources Technician
Vanessa Martinez, Human Resources Technician
Karla Salas-Ramirez, Human Resources Technician
Maria Villalobos, Human Resources Technician
Judy Marshall, Human Resources Assistant
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Debbie Ecung, Director, Employee Relations Services; Mary Brown, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; Valeeta Pharr, CSEA Jr. Past President; d'Ann Madore, CSEA Labor Relations Representative; Joseph Sayre, Jr., Appellant; Gerald Dunbar, Appellant.

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

None.

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REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

Ms. Gardner recognized the staff who work at the Personnel Commission lobby's front desk for their outstanding job performance stating that they had received 100% overall satisfaction from the 326 evaluations returned by customers.

Ms. Gardner updated the Commission on the transition of the Human Resource Services duties and appropriate staff to the Personnel Commission.

Ms. Gardner reminded the Commission of the upcoming Prospector Award presentation to the Personnel Commission and asked the Commissioners to confirm their availability to attend the presentation ceremony.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the July 14, 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

- 1-Intermediate Office Assistant 40% Hi Hill 217 day flex
- 1-Intermediate Office Assistant-Schools 20% Harte 217 day flex
- 1-Intermediate Office Assistant-Schools 80% King 12 mo
- 1-Intermediate Office Assistant-Schools 75% Hill 217 day
- 1-Library/Media Assistant 20% Sutter 204 day
- 1-School Community Worker 20% Barton 217 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

- 1-Library/Media Assistant 20% Riley 204 day to 40%
- 1-School Community Worker BL Sp 60% Emerson 204 day to 100%

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, Joseph Sayre, Jr., was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.5 and 4.2.A.7. The individual, Leonard Fegan, was not present. The Commission moved this item to Closed Session for discussion.

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, Gerald Dunbar, 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 bulletins:

Audits Director	Dual	06-0018-0860
Computer Equipment Support Supervisor	Prom	06-0015-3281

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:

Campus Security Officer	Dual/Cont	06-0013-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	06-LTES-5011
Head Start Instructional Aide	Dual	06-0001-0657
Head Start Nutrition Manager	Dual	06-0003-0285
Heavy Truck Driver	Dual	05-0172-0182
Instructional Aide-Special	Open/Cont	06-0012-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Intermediate Office Assistant	Open/Cont	05-0092-0673
Intermediate Office Assistant (Limited Term & Substitute)	Open/Cont	05-LTES-0673
Intermediate Office Assistant-Schools	Open/Cont	05-0093-3354
Intermediate Office Assistant-Schools (Limited Term and Substitute)	Open/Cont	05-LTES-3354
Nutrition Services Worker	Open/Cont	06-0006-5068
Plant Supervisor I	Prom	05-0156-5026
School Safety Officer	Dual/Cont	06-0009-5014

OTHER ITEMS

OTHER ITEMS

Joseph Schessler, CSEA Unit B Vice-President, voiced CSEA's disappointment in the Personnel Commission's decision in a Disciplinary Action Appeal Hearing. He also stated CSEA's opposition to unspecified processes outlined in the Rules and Regulations of the Personnel Commission. Mr. Schessler stated that CSEA members are questioning and exploring merit system options and that these issues will be discussed at the September CSEA Board meeting.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, August 11, 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 8:50 a.m. to hear the appeals of Mr. Sayre and Mr. Dunbar and to discuss the recommendation to remove Leonard Fegan from eligibility lists.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:43 a.m. The following reportable actions were taken during the Closed Session:

The Commission acted to deny the appeal of Joseph Sayre, Jr. and instructed the Administrative Coordinator to notify him of this decision.

The Commission acted to sustain staff's recommendation to remove Leonard Fegan from current eligibility lists and instructed the Administrative Coordinator to notify him of this decision.

The Commission acted to deny the appeal of Gerald Dunbar and instructed the Administrative Coordinator to notify him of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:44 a.m.

Respectfully submitted,

Lisa Gardner
Administrative Coordinator
Personnel Commission

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