



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

April 3, 2008  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER

2. ROLL

1. Chuck Acosta, Chairperson	Present _____
2. Vera Mulkey, Vice-chairperson	Present _____
3. Terry Ulaszewski, 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 EXECUTIVE OFFICER

6. HEARINGS  
None.

7. MINUTES

**7.1 Approval of Minutes March 20, 2008** **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

**8.1 Classification/Restructure Recommendations per Education Code 45246** **Action**

None

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**

Custodian	Open/Cont	08-0126-0139
Custodian (Limited Term/Substitute)	Open/Cont	08-LTES-0139
Instructional Aide – Special	Open/Cont	08-0138-0448
Instructional Aide – Special	Open/Cont	08-0142-0448
Instructional Aide – Special (Limited Term/Substitute)	Open Cont	08-LTES-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide – Speech & Language Communication	Open/Cont	07-0139-3293
Instructional Aide Interpreter – Deaf/Hard of Hearing	Open/Cont	08-0130-3272
Intermediate Office Assistant	Open/Cont	08-0120-0673
Intermediate Office Assistant (Limited Term/Substitute)	Open/Cont	08-LTES-0673
Intermediate Office Assistant-Schools	Open/Cont	08-0121-3354
Intermediate Office Asst.-Sch. (Limited Term/Substitute)	Open/Cont	08-LTES-3354
Office Assistant	Open/Cont	08-MC03-3359
Plant Supervisor II (Amended)	Prom	08-0076-5027
Senior Systems Analyst	Dual	08-0110-5120
Systems Analyst	Dual	08-0109-5107
Systems Analyst	Dual	08-MC14-5107

Systems Operator

Dual

08-0108-5111

10. OTHER ITEMS

11. CLOSED SESSION

**11.1 Continuation of Review/Take Action on the Hearing Officer's Report  
Regarding the Dismissal of a Classified Employee Restricted Action**

12. The next regular meeting of the Personnel Commission will be held on Thursday, April 17, 2008 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.

13. ADJOURNMENT



## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING March 20, 2008 MINUTES

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

Chairperson Chuck Acosta called the meeting of the Personnel Commission to order at 8:25 a.m. at which time he led the pledge of allegiance to the flag.

#### COMMISSION MEMBERS PRESENT

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

#### STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer  
Stephanie Jimenez, Sr. Administrative Secretary  
Marilyn Doss, Personnel Analyst  
Alison Maitlen, Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Judy Marshall, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary  
Esther Martinez, Human Resources Assistant

#### PRELIMINARY

Guests: Ruth Ashley, Assistant Superintendent, Human Resource Services; Debbie Ecung, Director, Employee Relations Services; Les Leahy, Administrator, Business Services; Mary Brown, CSEA President; d'Ann Madore, CSEA Labor Representative; Kris Donald, Appellant.

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

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QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA

None

#### REPORT FROM THE EXECUTIVE OFFICER

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Mr. Curiel asked Rob Pfingsthorn, Senior Personnel Analyst to provide the Commissioners with a current handout of the Recruitment and Testing Services Activity calendar.

Mr. Curiel provided Commissioners with the 2008 Classified Employee Recognition Employee of the Year nomination form. Mr. Curiel informed the Commission that the Employee Recognition Committee shall meet on May 5<sup>th</sup> to review nomination forms. The 2008 Classified Employee of the Year will be announced at the 2008 LBUSD Classified Employees' "All Star Classified Barbeque" on May 23<sup>rd</sup>.

#### PUBLIC HEARING FOR THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2007-2008

PUBLIC HEARING FOR THE  
PERSONNEL COMMISSION BUDGET  
FOR FISCAL YEAR 2008-2009

Commission Chairperson Chuck Acosta opened the public hearing for the 2008/2009 Personnel Commission budget at 8:40 a.m.

Ramon Curiel explained the process of the Personnel Commission's budget as required by the Education Code. Mr. Curiel explained to the Commissioners that the LBUSD Board of Education has approved approximately \$40 million in funding shifts and budget cuts from all LBUSD departments and sites to cope with the state budget crisis. Mr. Curiel noted that the recommended budget for the 2008/2009 fiscal year reflected a 10% reduction. CSEA President, Mary Brown asked how our department would be affected. Mr. Curiel provided a brief explanation. d'Ann Madore asked for clarification on placement services for affected employees and Mr. Curiel confirmed that they would be provided.

Chairperson Acosta asked if there were any additional questions or comments from the floor regarding the proposed budget. Hearing none, Chairperson Acosta closed the public hearing at 8:50 a.m. The Commission acted to approve the 2008/2009 Personnel Commission budget as submitted. The Commission directed the Personnel Commission Executive Officer to submit the budget to the Superintendent or Board of Education for concurrence and the Los Angeles County Office of Education for final approval.

PERSONNEL COMMISSION MINUTES

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The minutes of the March 6, 2008 Personnel Commission Meeting were approved.

REVISION OF RULES AND REGULATIONS

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Ramon Curiel presented the second reading of the revision to the Rule 10.10F and explained the need for the revision to restore language reflecting the implementation date of such increments consistent with the past and current District policy and practices.

The Commission acted to approve the rule revision and Personnel Commission Rules 10.10F and now reads as follows:

10.10 CAREER INCREMENT     Effective July 1, 2005, Classified employees are eligible for career increments as established by the Board of Education. The following are increments as approved and the guidelines for determining eligibility:

- F. Payment of a career increment compensation to an employee is on a prorated basis as determined by the number of quadri-weeks in the employee's currently assigned work year, and in accordance with the employee's current percent of assignment, effective the first quadric-weekly period following attainment of the required number of years of credited service.

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 bulletin:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Library/Media Assistant	Dual	08-0140-0465
Libray/Media Center Assistant	Dual	08-0141-5021

Student Evaluation Technician  
Transportation Aide – Bilingual Spanish

Open/Cont  
Dual

08-0136-0399  
08-0135-0491

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:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Instructional Aide-Special	Open/Cont	08-0124-0448
Instructional Aide- Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Assistant –Intensive Behavioral Treatment	Open/Cont	08-0119-5035
Nutrition Services Worker	Open/Cont	08-0125-5068

Extend Eligibility Lists

Administrative Secretary	Prom	07-0158-3339
Area Custodial Manager	Prom	07-0225-0600
Buyer	Dual	07-0144-0104
Groundskeeper	Dual	07-0139-0172
Intermediate Office Assistant Bilingual Spanish	Dual	07-0197-5050
Intermediate Office Assistant Schools Bilingual Spanish	Dual	07-0198-5052
Kids’ Club Supervisor I	Dual	07-0162-3266
Kids Club Supervisor II	Dual	07-0163-3267
Kids Club Supervisor III	Dual	07-0164-3268
Plant Supervisor – High School	Prom	07-0148-5029

OTHER ITEMS

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None

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 9:00 a.m. to hear comments from appellant Kris Donald and the District regarding the Hearing Officer’s report recommendation on her dismissal. The Commission relocated the meeting to the Staff Development Training Room.

After hearing comments from the appellant and the District the Personnel Commission recessed at 10:30 a.m. The Commission resumed the review in closed session at 10:35 a.m.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 11:30 a.m. Mr. Acosta reported that no final action was taken in the case at this meeting but a decision would be made at the next regular meeting of the Commission on April 3, 2008.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 3, 2008. 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

ADJOURNMENT

There being no further business, Chairperson Acosta adjourned at 11:31 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

sj