



MEETING AGENDA

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

AUGUST 21, 2008
 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 EXECUTIVE OFFICER

6. HEARINGS
 None.

7. MINUTES

7.1 **Approval of Minutes August 7, 2008** **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

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

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Tincher	ASB Financial Technician	50% 217 Day
Bixby	Instructional Assistant-Computer Resources	32.5% 202 Day
Longfellow	Instructional Assistant-Computer Resources	47.5% 204 Day
Head Start	Intermediate Office Assistant	100% 217 Day Flex
Grant	Intermediate Office Assistant-Sch	20% 217 Day TB
Stanford	Intermediate Office Assistant/Sch-Bilingual Spanish	100% 217 Day
Willard	Intermediate Office AssistantSch-Bilingual Spanish	100% 217 Day Flex
The Willows	Supervisor-Autism Services	100% 12 Month
The Willows	Supervisor-Autism Services	100% 12 Month

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Duong, Oanh	ASB Financial Technician Renaissance	From: 50% 217 Day To: 60% 217 Day
Anderson, Michael	Student Intervention Specialist Tucker	From: 100% 204 Day To: 100% 217 Day

RESCIND PREVIOUS ACTION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
NONE		

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B **Action**
Risk Management Director **Dual** **09-0021-0578**

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action

Child Nutrition Specialist	Dual	08-0168-3322
Elementary School Office Supervisor - Amended	Prom	08-0155-3345
Instructional Aide Special	Open/Cont	09-0017-0448
Instructional Aide Special – Substitutes & LTES	Open/Cont	09-LTES-0448
Plant Supervisor I	Prom	08-0186-5026
Plant Supervisor II	Prom	08-0187-5027
Production Center Supervisor	Prom	09-0192-5070
School Support Secretary – Amended	Prom	08-0153-3361

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, September 4, 2008 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.

12. CLOSED SESSION

13. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING August 7, 2008 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 STAFF MEMBERS PRESENT

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

Robert Pfingsthorn, Sr. Personnel Analyst
Stephanie Jimenez, Sr. Administrative Secretary
Marilyn Doss, Personnel Analyst
Alison Maitlen, Personnel Analyst
Maria Lynn Braunstein, Assoc. Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: None

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

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None

REPORT FROM THE EXECUTIVE OFFICER

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Mr. Pfingsthorn, Senior Personnel Analyst informed the Commissioners that the Melgar Hearing is on scheduled for August 14, 2008.

Mr. Pfingsthorn provided an updated Recruitment and Testing calendar for the Commissioners.

Mr. Pfingsthorn asked the Personnel Commission Division heads to give a brief update of their departments' activities.

PERSONNEL COMMISSION MINUTES

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The minutes of the July 24, 2008 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:

REVISE CLASSIFICATION

Risk Management Director

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
The Willows	Instructional Asst-Int Behavioral Treat	75% 202 day

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RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
NONE		

RESCIND PREVIOUS ACTION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
NONE		

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 bulletins:

Chemical Applications Technician	Dual	09-0011-5030
Grounds Crew Supervisor	Dual	09-0009-5032
Grounds Supervisor – High School	Dual	09-0010-0605
Network Specialist	Dual	09-0016-5119
Purchasing Assistant	Dual	09-0004-5129
Senior Purchasing Assistant	Dual	09-0005-5133
Speech-Language Pathology Assistant	Dual	09-0019-5024

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:

ASB Financial Technician	Prom	09-0003-0751
Custodian	Open/Cont	09-0002-0139
Custodian – Limited Term and Substitute	Open/Cont	08-LTES-0139
Instructional Aide - Special	Open/Cont	08-0191-0448
Instructional Aide – Special Subs & LTES	Open/Cont	08-LTES-0448
Instructional Aide – Speech & Language Communication	Open/Cont	09-0013-3293
Instructional Assistant – Intensive Behavioral Treatment	Dual	09-0006-5035

OTHER ITEMS

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None

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, August 21, 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 Mulkey adjourned at 8:25 a.m.

Respectfully submitted,

Robert Pfingsthorn for Ramon Curiel
Executive Officer

sj