



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

January 10, 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 December 13, 2007 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
8.1 Classification/Restructure Recommendations per Education Code 45246 Action

CREATE A NEW POSITION

Table with 3 columns: SITE, POSITION, ASSIGNMENT. Rows include Dooley Nutrition Services Worker (37.5% 204 Day), Dooley Nutrition Services Worker (37.5% 204 Day), Poly School Community Worker-BL Sp (100% 204 Day).

RESTRUCTURE AN EXISTING POSITION

Table with 3 columns: NAME, POSITION, ASSIGNMENT. Rows include Limbocker, Denise (Intermediate Nutrition Services Wrkr Dooley), Dixon, Rebecca (Instructional Aide-Special Hughes), Myles, Rosalind (Instructional Aide-Special Lakewood), Gowin, Becky (Nutrition Services Supervisor I Dooley).

**8.2 Request for Hearing in Disciplinary Matter Restricted Action
(Commission may choose to discuss in Closed Session)**

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Braille Transcriber	Dual	08-0104-3340

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Building Maintenance Worker	Dual	08-0052-0625
Custodian	Open/Cont	08-0088-0139
Custodian (Limited Term/Substitute)	Open/Cont	08-LTES-0139
Intermediate Office Assistant	Dual	08-MC09-0673
Intermediate Office Assistant - Schools	Dual	08-MC10-3354
Instructional Aide - Special	Open/Cont	08-0103-0448
Instructional Aide - Special	Open/Cont	08-0092-0448
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	08-0105-3243
Nutrition Services Worker	Open/Cont	08-0097-5068
Office Assistant	Dual	08-MC03-3359
Plant Supervisor I	Prom	08-0075-5026
Plant Supervisor II	Prom	08-0076-5027
Plant Supervisor II	Prom	08-MC06-5026
Plant Supervisor – HQ	Prom	08-MC05-5028
Pool Attendant	Open/Cont	08-0102-0245
Receptionist	Dual	08-MC11-0674
Senior Office Assistant	Dual	08-MC08-0677
Senior Office Assistant – Schools	Dual	08-MC07-3363
Student Evaluation Tech B/L Spanish	Dual	08-0082-0483
<u>Extend Eligibility Lists</u>		
Associate Educational Research Analyst	Dual	07-0122-3368
Custodian (Avalon)	Dual	07-0109-0139
Educational Research Analyst I	Dual	07-0123-3301
Educational Research Analyst II	Dual	07-0124-3302
Maintenance Supervisor	Prom	07-0043-0531
School Safety Security Specialist	Dual	07-0102-5015
School Support Assistant (Avalon)	Dual	07-0106-5099
Staff Secretary Bilingual	Dual	07-0073-5085
Student Evaluation Technician Bilingual Khmer	Dual	07-0136-0480

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, January 24, 2008 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

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PERSONNEL COMMISSION MEETING December 13, 2007 MINUTES

Testing Room
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999 Atlantic Avenue
Long Beach, CA 90813

Chairperson Chuck Acosta called the meeting of the Personnel Commission to order at 8:18 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer
Therese Waltower, Sr. Administrative Secretary
Marilyn Doss, Personnel Analyst
Rob Pfungsthorn, Sr. Personnel Analyst
Susan Leaming, Personnel Analyst
Alison Maitlen, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Tammie Hirth, Human Resources Technician
Judy Marshall, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Mary Brown, CSEA President; Adrienne Rambo, CSEA Unit A, Vice President; Dan Ewaskey, CSEA Unit B, Vice President; Charles Gilmore, 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 EXECUTIVE OFFICER

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Ramon Curiel shared with the Commission an overview of topics considered at the Board of Education Workshop which was held on Monday, December 10th and Tuesday, December 11th. In brief, the session on Monday focused primarily on board goals and structure as it relates to authority, implementation and policy. The Facilities Master Plan was also presented along with supporting documentation. The session on Tuesday covered Small Learning Communities, California Healthy Kids, Program Improvement and Strategic Plan Goals. Goal Team #4 – Workforce Development, for which Mr. Curiel serves as co-chair, has recently developed an informational handbook entitled "Handbook for the Classified Service" which is to be produced in conjunction with a separate handbook for managers and supervisors.

At Mr. Curiel's request, Alison Maitlen provided the Commission with information collected regarding the number of employees who have participated in staff development offerings and stated that a detailed summary would be forthcoming. She

also mentioned plans for the Winter/Spring catalog. Mary Brown shared observations regarding challenges for school site employees to attend staff development offerings scheduled during duty hours and encouraged scheduling some classes outside of the traditional work day.

Lastly, Mr. Curiel asked the Personnel Commission Division heads to give a brief update of their departments' activities. Dale Culton shared that Judy Marshall has been promoted to the position of Human Resources Technician in the Certification Services unit and each manager/supervisor present gave a brief report on the current activities of their units.

PERSONNEL COMMISSION MINUTES

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The minutes of the November 29, 2007 Personnel Commission Meeting were approved.

CREATE A NEW POSITION

CREATE A NEW POSITON

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
McKinley	Inst Aide ADD-V/V Read Clinic	75% 204 Day
Burroughs	Instructional Aide-Special	47.5% 202 Day
Burroughs	Instructional Aide-Special	47.5% 202 Day
Henry	Instructional Aide-Special	47.5% 202 Day
Muir	Instructional Aide-Special	47.5% 202 Day
Redondo House	Instructional Aide-Special	47.5% 202 Day
Stephens	Instructional Aide-Special	47.5% 202 Day
Twain	Instructional Aide-Special	47.5% 202 Day
The Willows	Inst Asst-Int Behavioral Trtmnt	75% 202 Day
Curriculum	Inst Asst-Parent Resources Ctr-R	100% 204 Day
Curriculum	Inst Asst-Parent Resources Ctr-R	100% 204 Day
Curriculum	Inst Asst-Par Resources Ctr/BL-R	100% 204 Day
Monroe	Student Support Assistant	47.5% 202 Day
LBSA	Student Evaluation Technician	47.5% 204 Day
The Willows	Supervisor-Autism Services	100% 12 Month

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Klevos, Martha	General Educ Develop Examiner	From: 80% 204 Day
	LBSA	To: 100% 204 Day
Barton, Suzanne	Inst Aide-Interp-Deaf/Hard of Hearing	From: 75% 202 Day Flex
	Lakewood	To: 81.3% 202 Day

APPEAL OF DISQUALIFIED APPLICANT

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Staff submitted a recommendation to disqualify an applicant from the examination process per Personnel Commission Rule 4.2.A.6, 4.2.A.7 and 4.2.A.9. The appellant, Charles Gilmore, 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 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:

Intermediate Accounting Assistant	Dual	08-0095-0755
Senior Accounting Assistant	Dual	08-0096-0760
School Safety Communications Operator	Dual	08-0100-5013
Switchboard Operator	Dual	08-0094-50336
Water/Boiler Treatment Specialist	Dual	08-0101-3299

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:

Contract Analyst	Dual	08-0050-0624
Executive Director – Information & Technology Systems	Dual	08-0051-5116
Intermediate Payroll Accounting Technician	Dual	08-0065-0756
Instructional Aide - Special	Open/Cont	08-0091-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Kids Club Lead Assistant (Amended)	Dual	08-0062-0515
Senior Payroll Accounting Technician	Dual	08-0066-0762
Staff Secretary	Dual	08-0053-3364
Stage Technician	Dual	08-0081-0379

OTHER ITEMS

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At the request of the Executive Officer, the Commission moved consideration of the hearing appeal request to closed session.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 9:01 a.m. to hear the appeal of Charles Gilmore and consider the hearing extension request of Brian Wilson.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:25 a.m.

The following reportable actions were taken during Closed Session:

The Commission acted to grant the appeal of Charles Gilmore and allow him to continue in the examination process for Custodian pending receipt and approval of his current DMV report. The Executive Officer was instructed to notify Mr. Gilmore of this decision.

Further, the Commission acted to grant the request for a hearing extension for Brian Wilson with the proviso that Mr. Wilson will provide the Commission with documentation to support the necessity of this request.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, January 10, 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 9:46 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer