



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

JUNE 3, 2004
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 PERSONNEL COMMISSION ADMINISTRATOR

6. HEARINGS
None.

7. MINUTES

7.1 **Approval of Minutes of May 17, 2004** **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

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

REVISE CLASS SPECIFICATION

Instructional Assistant – Intensive Behavioral Treatment

CREATE A NEW POSITION

1-Elementary School Office Supervisor 100% Chavez (new school)
217 day

1-Instructional Assistant-Intensive Behavioral Treatment 75% The Willows
202 day

1-Library/Media Assistant 20% Chavez (new school) 204 day
1-Senior Office Assistant 100% Purchasing 12 mo

RESTRUCTURE AN EXISTING POSITION

1-Food Service Supervisor I 87.5% Birney 204 day to 93.8%
incumbent: Lisa Hancock
reason: increased work load

1-Instructional Aide (R) 45% Carver 202 day to 38.7%
incumbent: Gwen Harper
reason: lack of funds (categorical)

1-Instructional Aide (R) 45% Carver 202 day to 38.7%
incumbent: Laura Gross
reason: lack of funds (categorical)

- 1-Instructional Aide (R) 45% Carver 202 day to 38.7%
incumbent: Theresa Muller
reason: lack of funds (categorical)
- 1-Instructional Aide (R) 45% Carver 202 day to 38.7%
incumbent: Marsha Resner
reason: lack of funds (categorical)
- 1-Instructional Aide (R) 45% Carver 202 day to 38.7%
incumbent: Karen Robinson
reason: lack of funds (categorical)
- 1-Instructional Assistant-On Campus Program 40% Jordan 204 day to 100%
incumbent: Michael Stakias
reason: increased work load
- 1-Intermediate Office Assistant-Schools 80% Carver 217 day to 60%
incumbent: Leslie Davis
reason: lack of funds (general)

- 8.2 **Recommendation to Remove from Eligibility List per PC Rules 4.2.A.6, 4.2.A.7 and 4.2.A.10** **Restricted Action**
- 8.3 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.10** **Restricted Action**
- 8.4 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.24 (Reconsideration)** **Restricted Action**
- 8.5 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.24 (Reconsideration)** **Restricted Action**

9. BULLETINS AND TESTING ACTIONS

- 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
[Community Liaison Worker BL Spanish – 0155 \(dual\)](#)
[Head Start Instructional Aide – 0657 \(open\)](#)
- 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** **Restricted Action**
Food Service Worker – 0595 (open/cont)
Food Service Worker – 0595 (open/cont)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Substitute & LTE) – 0448 (open/cont)
Instructional Assistant-Intensive Behavioral Treatment – 5035 (dual)
Kids Club Supervisor I – 3266 (dual)
Kids Club Supervisor II – 3267 (dual)
Kids Club Supervisor III – 3268 (dual)
Painter – 0113 (dual)

10. OTHER ITEMS

- 11. The next regular meeting of the Personnel Commission will be held on Thursday, June 17, 2004 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 May 17, 2004 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 8:15 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator
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
Adriana Araujo, Staff Secretary
Maria Alvarez, Human Resources Technician
Anne Follett, Human Resources Technician
Chandra Reed, Human Resources Technician
Karla Ramirez-Salas, Human Resources Technician
Shelley Scott, Human Resources Technician
Stacy Turner, Human Resources Technician
Maria Villalobos, Human Resources Technician
Ericka Emery, Human Resources Assistant
Judy Marshall, Human Resources Assistant
Silaue Taeleifi, Human Resources Assistant
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; Frank Runkle, CSEA Labor Relations Representative.

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

None.

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REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

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Ramon Curiel reported that he attended a Middle Schools Principals' meeting in which departmental offices were evaluated by the principals. He commended staff for the good comments the Personnel Commission office received.

Mr. Curiel informed the Commission that the final interviews for the Chief Business and Financial Officer position would be taking place this week.

PERSONNEL COMMISSION MINUTES

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The minutes of the May 6, 2004 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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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

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1-Computer Support Specialist Assistant 100% Information Services 12 mo

RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

1-ASB Financial Technician 100% Franklin 12 mo to 50% 217 day flex
1-Custodian 100% Long Beach School for Adults 12 mo to 217 day
1-Instructional Aide 50% Jordan 204 day to 35%
1-Intermediate Office Assistant-Schools 100% Franklin 12 mo to 217 day flex
1-Intermediate Office Assistant-Schools 100% Lafayette 12 mo to 80%
1-Intermediate Office Assistant-Schools 100% Riley 217 day to 60%

ABOLISH A POSITION

RESTRUCTURE A POSITION

1-Clerk 100% Head Start 12 mo
1-Computer Electronic Technician 100% Information Services 12 mo
1-Food Service Worker 32% Whittier Comb/Child Development Center 12 mo
1-Head Start Support Services Assistant 100% Head Start 12 mo
1-Head Start Support Services Assistant 100% Head Start 12 mo
1-Instructional Aide 100% Child Development Center 12 mo
1-Instructional Aide-Special 100% The Willows 202 day
1-Instructional Aide-Special 31.3% The Willows 202 day
1-Instructional Aide-Special 47.5% The Willows 202 day
1-Instructional Aide-Special 47.5% The Willows 202 day
1-Instructional Aide-Special 75% The Willows 202 day
1-Instructional Assistant-Ballet Folklorico BL Spanish 47.5% Jordan 202 day
1-Intermediate Office Assistant 100% Special Ed 217 day
1-Intermediate Office Assistant 100% Special Ed 12 mo
1-Intermediate Office Assistant-Schools 50% Lakewood 217 day
1-Receptionist 100% Head Start 12 mo

RESCISSION OF PREVIOUS ACTION

RECISSION OF PREVIOUS ACTION

1-Instructional Aide ADD-V/V Reading Clinic 47.5% Webster 202 day
Abolished - PCA 4/22/04
1-Instructional Aide ADD-V/V Reading Clinic 100% Webster 202 day
Abolished - PCA 4/22/04

BULLETINS

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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:

Intermediate Office Assistant	Dual	04-0171-0673
Intermediate Office Assistant-Schools	Dual	04-0172-3354
Plumber	Dual	04-0167-0242
Speech-Language Pathology Assistant	Dual	04-0174-5024

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	04-0152-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	04-LTES-5011
Instructional Aide-Special	Open/Cont	04-0163-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448
Instructional Aide-Special	Open/Cont	04-0173-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448

Extend Eligibility Lists

Grounds Keeper (Avalon)	Dual	02-0148-0173
Head Start Family Service Worker	Dual	03-0153-0791
Intermediate Office Assistant	Dual/Cont	03-0031-0673
Intermediate Office Assistant	Dual	03-0116-0673
Intermediate Office Assistant-Schools	Dual/Cont	03-0032-3354
Intermediate Office Assistant-Schools	Dual	03-0117-3354

OTHER

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The Commissioners individually presented each Personnel Commission staff member with a copy of the Resolution for Classified School Employee Week.

PRESENTATION OF PERSONNEL
COMMISSION EMPLOYEE OF THE YEAR

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COMMISSION EMPLOYEE OF THE YEAR

The Personnel Commission staff viewed the PowerPoint presentation highlighting each staff member with photographs of themselves in celebration of Classified Employee Week.

Mr. Curiel then explained the Personnel Commission Staff Recognition Award Program stating that staff members have the opportunity to receive recognition for their commitment to excellence, exemplary service and for developing innovative and creative processes, program or projects. Each year the recipient of the award receives recognition by means of an individual award trophy and his/her name added to the permanent Personnel Commission Special Award Trophy displayed in the Commission Office.

Mr. Curiel stated that this year he solicited staff’s input in the selection of the award winner by nominations. He announced that Maria Villalobos, Human Resources Technician, is the recipient of

the 2004 Staff Recognition Award and commended her for her exemplary dedication and service. Commissioners Chuck Acosta, Vera Mulkey and Terence Ulaszewski presented the Personnel Commission Employee of the Year plaque to Ms. Villalobos.

All present were invited to remain after the meeting for cake and coffee in her honor.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 3, 2004. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:12 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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