



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

**Community Room
Administration Building
1515 Hughes Way
Long Beach, CA 90810**

**JANUARY 29, 2004
THURSDAY
8:15 a.m.**

1. CALL TO ORDER
2. ROLL
 1. Terence Ulaszewski, Chairperson Present _____
 2. Chuck Acosta, Vice-chairperson Present _____
 3. Vera Mulkey, 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 January 8, 2003** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

CREATE A NEW POSITION
1-Instructional Aide-Special 75% Garfield 202 day
1-Instructional Aide-Special 62.5% Tincher 202 day
1-Instructional Aide-Special 75% The Willows 202 day
1-Instructional Aide-Special 47.5% The Willows 202 day
1-Instructional Assistant-Computer Resources BL Spanish 87.5% Lindbergh 204 day flex
1-Instructional Assistant-On Campus Program 40% Jordan 204 day
1-Intermediate Office Assistant 100% Head Start 12 mo
2-School Safety Officer 45% Security 12 mo

RESTRUCTURE A POSITION
1-ASB Financial Technician 50% Powell 12 mo to 100%
incumbent in position – Herminia Velasco
reason – increased workload
1-Instructional Aide-Special 47.5% Lakewood 202 day to 62.5%
incumbent in position – Jo Ann Causey
reason – increased workload
1-Instructional Assistant-After School Program 62.5% Washington 217 day flex to 75%

incumbent in position – Jose Herrera
reason – increased workload
 1-Instructional Assistant-Computer Resources 80% Gompers 204 day to 100%
incumbent in position – Beverly Hutchison
reason – increased workload
 1-Intermediate Office Assistant-Schools 40% Sutter 217 day to 80%
incumbent in position – Dagney Collier
reason – increased workload

ABOLISH A POSITION

1-Intermediate Office Assistant 100% Facilities 12 mo
vacant position
reason – lack of work

RECLASSIFY A POSITION

1-Carpenter Supervisor (SRS 38 S1) 100% Maintenance 12 mo to Painter Supervisor (SRS 38 S1)
vacant position
reason – better meet site’s needs
 1-Plant Supervisor II (SRS 21 S1) 100% Burnett 12 mo to Plant Supervisor I (SRS 18 S1)
incumbent in position – Jimmy Collins
reason – position was grandfathered as a result of the Operations study and identified as needing to be reclassified once vacant. Mr. Collins was aware of the reclassification when he accepted this position and has been paid at Plant Supervisor I salary range since he started on 11/19/03.

RECLASSIFY A POSITION AND RETRO PAY RECOMMENDATION

1-Intermediate Office Assistant-Schools (SRS 15 C1) 100% Harte 12 mo to Instructional Technology Assistant (SRS 20 C1)
incumbent in position – Francisco Saldana 3

RECLASSIFY POSITIONS AND ABOLISH CLASSIFICATION

2-Keypunch Operators (SRS 15 C1) 100% Payroll 12 mo to Intermediate Office Assistant (SRS 15 C1)
incumbents – Edna Barretto & Sheilla Minnig
 Abolish Keypunch Operator Classification 7

- | | | |
|----------------------------------|--|---------------------------------|
| 8.2 | Revision of PC Rule 3.3 Reclassification (Final Reading & Adoption) | Action |
| 8.3 | Recommendation to Remove from Eligibility List per PC Rules 4.2.A.6 and 4.2.A.7 | <u>Restricted</u> Action |
| 8.4 | Recommendation to Remove from Eligibility List per PC Rule 4.2.A.24 | <u>Restricted</u> Action |
| 9. BULLETINS AND TESTING ACTIONS | | |
| 9.1 | Bulletins – Per Personnel Commission Rule 4.6.B
Groundskeeper – 0172 (dual)
Human Resources Assistant – 3350 (dual)
Intermediate Office Assistant – 0673 (dual)
Intermediate Office Assistant-Schools – 3354 (dual)
Truck Driver – 0392 (dual) | Action |
| 9.2 | Eligibility Lists – Per Personnel Commission Rule 5.1.A | <u>Restricted</u> Action |
| | Campus Security Officer – 5011 (dual/cont)
Campus Security Officer (Limited Term & Substitute) – 5011 (dual/cont) | |

Food Service Worker – 0595 (open/cont)
Food Service Worker – 0595 (open/cont)
Heavy Truck Driver – 0187 (dual)
Human Resource Services Operations Manager – 0737 (prom)
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 Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Intermediate Office Assistant – 0673 (dual)
Intermediate Office Assistant (Limited Term & Substitute) – 0673 (dual)
Intermediate Office Assistant-Schools (Avalon) – 3354 (dual)
Intermediate Office Assistant-Schools – 3354 (dual)
Intermediate Office Assistant-Schools (Limited Term
& Substitute) – 3354 (dual)
School Data Technician – 3360 (prom)
School Safety Officer – 5014 (open/cont)
Supervisor – Autism Services – 5046 (dual)

Extend Eligibility Lists

Campus Security Officer – 5011 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, February 12, 2004 at 8:15 a.m., in the Testing Room of the Personnel Commission Office @ 999 Atlantic Avenue, Long Beach, CA 90813.

12. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING January 8, 2004 MINUTES

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

Chairperson Terence Ulaszewski called the meeting of the Personnel Commission to order at 8:16 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator
Lisa Gardner, Administrative Coordinator
Lynne Karlsen, Personnel Analyst
Dale Culton, Certification Services Manager
Susan Leaming, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Adriana Araujo, Staff Secretary
Vanessa Martinez, Human Resources Technician
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joe Schessler, CSEA Chapter 2 Unit B Vice-President; Vern Gates, CSEA Labor Relations Representative.

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

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None.

REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM PERSONNEL
COMMISSION ADMINISTRATOR

Ramon Curiel updated the Commission on the District's continuing budget review process stating that the Superintendent established a Budget Advisory Group to which he was appointed. The Advisory Group will be recommending budget adjustments to the Superintendent and the Board.

Mr. Curiel reported on a partnership opportunities program between LBUSD and the City of Long Beach. He stated that there has been discussion between himself and the Personnel Director for the City of Long Beach regarding possible shared employment activities such as recruiting, testing and training. Any proposals in these areas will be brought to the Commission for action. Mr. Acosta suggested a possible meeting with the City's Civil Service Commission.

Lastly, Mr. Curiel distributed the new Staff Development catalog of classes noting that it has been mailed to all sites as well as being posted on the Personnel Commission website.

PERSONNEL COMMISSION MINUTES

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The minutes of the December 18, 2003 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 SPECIFICATION

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Chemical Application Technician

CREATE A NEW POSITION

CREATE A NEW POSITION

1-Intermediate Office Assistant 80% Special Projects 217 day

RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

1-Instructional Aide-Instrumental Music 55% 202 day flex to 30%
1-Instructional Assistant-Parent Resources Center 100% 12 mo to 90%

REVISION OF PERSONNEL COMMISSION RULE 3.3

REVISION OF PERSONNEL COMMISSION
RULE 3.3

The Education Code states that incumbents of reclassified positions who have had a continuous employment record of three or more years in the position may be reclassified with the position. New legislation was passed effective January 1, 2004 decreasing the three year time requirement to two years. The Commission approved the second reading of the recommended revision of Personnel Commission Rule 3.3 – Reclassification which reflects the amended language of the new legislation.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current Campus Security Officer eligibility list per Personnel Commission Rule 4.2.A.1. The individual was not present. The Commission acted to remove Johnny Santos from the current Campus Security Officer eligibility list.

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.

Administrative Secretary

Prom 04-0100-3339

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.

Campus Security Officer	Dual/Cont	04-0092-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	04-LTES-5011
Custodian	Open/Cont	04-0017-0139
Custodian (Limited Term & Substitute)	Open/Cont	04-LTES-0139
Instructional Aide-Special	Open/Cont	04-0093-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448
Intermediate Office Assistant	Dual	04-0039-0673
Intermediate Office Assistant (Limited Term & Substitute)	Dual	04-LTES-0673
Intermediate Office Assistant – Schools	Dual	04-0040-3354
Intermediate Office Assistant – Schools (Limited Term & Substitute)	Dual	04-LTES-3354
Locksmith	Dual	04-0081-0209

OTHER ITEMS

OTHER ITEMS

CSEA Chapter 2 President Val Pharr invited Ramon Curiel and Commissioners Terry Ulaszewski, Chuck Acosta and Vera Mulkey to the CSEA Officers’ Installation Luncheon on January 31, 2004 as guests of the CSEA Long Beach Chapter 2 Executive Board.

CSEA Unit B Vice-president Joseph Schessler read a letter from Superintendent Steinhauer addressed to CSEA represented employees regarding his commitment to preserve classified positions and his gratitude for their cooperation during the District’s current fiscal crisis.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, January 29, 2004, at 8:15 a.m. in the Community Room of the Administration Building, 1515 Hughes Way, Long Beach, CA 90810.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 8:48 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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