



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

OCTOBER 21, 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 October 7, 2004** 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-Alternative Schools 75% Tucker 204 day
general funds
- 1-Instructional Aide-Alternative Schools 75% Burcham 204 day
general funds
- 1-Instructional Aide-Special 75% Community Day School 204 day
categorical funds
- 1-Instructional Assistant-Cross Cultural BL Spanish 80% Palms 217 day
categorical funds

RESTRUCTURE AN EXISTING POSITION

- 1-Instructional Aide-Special 47.5% Hill 202 day to 75%
incumbent: Yezica Palacios
reason: increased workload
categorical funds
- 1-Instructional Aide-Special 47.5% McKinley 202 day to 62.5%
incumbent: Llolanda Ortega
reason: Increased workload
categorical funds
- 1-Instructional Aide-Special 62.5% Gompers 202 day to 75%
incumbent: Jayne Massrey

reason: increased workload
categorical funds

- 1- Instructional Technology Assistant 100% Harte 12 mo to 217 day flex
incumbent: Francisco Saldana
reason: lack of funds
categorical funds
- 1-Library/Media Assistant 60% Mckinley 204 day to 40%
incumbent: Gail Ashbrooke
reason: decline in enrollment
50% categorical funds/50% general funds

ABOLISH A POSITION

- 1-Intermediate Accounting Assistant 100% Nutrition Services 12 mo
vacant position – vacant since 8/10/04
reason: lack of work
cafeteria funds
- 1-School Community Worker BL Spanish 100% Gompers 204 day
incumbent: Lucy Ramirez
reason: lack of funds
25% general funds/75% categorical funds

- 8.2 **Recommendation to Remove from Eligibility List per
PC Rules 4.2.A.1 and 4.2.B.3** **Restricted Action**
- 8.3 **Recommendation to Remove from Eligibility List per
PC Rules 4.2.A.1 and 4.2.B.3** **Restricted Action**
- 8.4 **Recommendation to Remove from Eligibility List per
PC Rule 4.2.A.13** **Restricted Action**

9. **BULLETINS AND TESTING ACTIONS**

- 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
Lead Custodian – 0205 (dual)
School Safety Supervisor – 5016 (prom)
Speech-Language Pathology Assistant – 5024 (dual)
Warehouse Materials Processor – 0712 (dual)
- 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** **Restricted Action**
Accounting Technician – 0750 (dual)
Head Start Family Services Liaison – 5075 (dual)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Instructional Aide-Deaf/Hard of Hearing – 3271 (open/cont)
Instructional Aide-Deaf/Hard of Hearing – 3271 (open/cont)
(Limited Term and Substitutes)
Instructional Aide Interpreter-Deaf/Hard of Hearing – 3272 (open/cont)
Instructional Aide Interpreter-Deaf/Hard of Hearing – 3272 (open/cont)
(Limited Term and Substitute)

Extend Eligibility List
Credential Services Specialist – 3343 (dual)
Elementary School Office Supervisor – 3345 (prom)
Elementary School Office Supervisor-Multi Track/Year Round– 3346 (prom)
Grounds Keeper (Avalon) – 0173 (dual)
High School Office Supervisor – 3349 (prom)
Middle School Office Supervisor – 3357 (prom)
School Support Secretary – 3361 (prom)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, November 4, 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

PLEASE POST

**PERSONNEL COMMISSION MEETING
October 7, 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
Marilyn Doss, Associate Personnel Analyst
Susan Leaming, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Adriana Araujo, Staff Secretary
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; Erick Bryant, appellant.

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

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None.

Commission Chairperson Chuck Acosta explained the difference between Open and Closed Session to appellant Erick Bryant and asked him which he would prefer. Mr. Bryant said he would prefer to be heard in Closed Session.

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

Ramon Curiel stated that he did not have a report for the Commission at this time. He did inform the Commission that the staff's annual Holiday Celebration is scheduled for December 13th and invited the Commission to the event.

HEARINGS

HEARINGS

None.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the September 23, 2004 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CSEA Chapter 2 Unit B Vice President Joseph Schessler commented on the abolishment recommendation of the Senior Electronics Technician position stating that the former incumbent in the position promoted to a supervisory position in the department but continues to perform one of the bargaining unit duties of a Technician. Mr. Schessler asked that the record reflect that CSEA objects to the abolishment of this position and CSEA will be sending a cease and desist letter to the supervisor to ensure that the work stays within the bargaining unit.

Ramon Curiel informed the Commission that the District is attempting to clean up obsolete vacant positions at all sites and, as a result, the Commission will be acting on the recommendation to abolish these vacant positions. CSEA Leadership voiced concern and frustration regarding the abolishment of classified positions. Commissioner Terry Ulaszewski reminded CSEA Leadership that District issues are outside the jurisdiction of the Personnel Commission.

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 A CLASSIFICATION/
CLASS SPECIFICATION

REVISE A CLASSIFICATION
CLASS SPECIFICATION

Food Service Projects and Equipment Production Manager
Purchasing Office Assistant-Food Services
Instructional Warehouse Assistant

RECLASSIFY A POSITION

RECLASSIFY A POSITION

1-Intermediate Nutrition Services Worker 37.5% Nutrition Services
217 day to Nutrition Services Worker

ABOLISH A POSITION

ABOLISH A POSITION

1-Assistant Construction Manager 100% Maintenance 12 mo
1-Electrician Supervisor 100% Maintenance 12 mo
1-Electrician Supervisor 100% Maintenance 12 mo
1-Environmental Health and Safety Worker 100% Maintenance 12 mo
1-Environmental Health and Safety Worker 100% Maintenance 12 mo
1-Senior Architectural Drafting Technician 100% Maintenance 12 mo
1-Senior Electronics Technician 100% Maintenance 12 mo
1-Senior Office Assistant 100% Maintenance 12 mo
1-Senior Accounting Assistant 100% Maintenance 12 mo
1-Telecommunications System Supervisor 100% Maintenance 12 mo

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.5 and 4.2.A.7. The appellant, Johnny Heard, was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.7 and 4.2.A.13. The individual was not present. The Commission acted to remove Marcia Johnson from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.7 and 4.2.A.24. The appellant, Erick Bryant, was present and had 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 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:

Kids Club Assistant	Dual	05-0051-0694
Kids Club Lead Assistant	Dual	05-0052-0515
Nutrition Service Worker	Open/Cont	05-0060-5068

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	05-0050-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	05-LTES-5011
Educational Research Analyst I	Dual	05-0030-3301
Educational Research Analyst II	Dual	05-0031-3302
Instructional Aide-Alternative Schools	Dual	05-0010-0221
Instructional Aide-Alternative Schools BL Khmer	Dual	05-0011-0438
Instructional Aide-Alternative Schools BL Spanish	Dual	05-0012-0439
Instructional Aide-Special	Open/Cont	05-0038-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0047-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Intermediate Accounting Assistant	Dual	05-0019-0755
Research Office Technician	Dual	05-0017-0433
Senior Research Office Technician	Dual	05-0024-3369
Supervisor – Autism Services	Dual/Cont	05-0042-5046

OTHER

OTHER

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 21, 2004 at 8:15 a.m. It was noted that this meeting will be held in the Community Room of the Administration Building, 1515 Hughes Way, Long Beach, CA 90810.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:38 a.m. to discuss the recommendation regarding Johnny Heard, to hear the appeal of Erick Bryant and to discuss a pending Hearing regarding disciplinary action and confirm the Hearing date.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:10 a.m. The following reportable actions were taken during the Closed Session:

The Commission acted to sustain staff's recommendation to remove Johnny Heard from current eligibility lists and instructed the Personnel Commission Administrator to notify him of this decision.

The Commission acted to grant the appeal of Erick Bryant and instructed the Personnel Commission Administrator to notify him of this decision.

The Commission rescheduled the date for the Hearing regarding disciplinary action for Marsden Burton to November 4, 2004.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:11 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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