



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

JUNE 17, 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 June 3, 2004** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

#### CREATE A NEW CLASSIFICATION/CLASS SPECIFICATION

Site Specialist – Special Projects SRS 24 (C1)

Program Supervisor – Special Projects SRS 29 (C1)

#### CREATE A NEW POSITION

1-Administrative Coordinator – Facilities 100% Facilities 12 mo

1-Instructional Assistant-Computer Resources BL Spanish 87.5% Grant  
204 day flex

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

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

1-Instructional Aide-Special 62.5% The Willows 202 day

1-Instructional Aide-Special 33.7% The Willows 202 day

1-Instructional Aide-Special 30% The Willows 202 day

1-Instructional Aide-Special 26.2% The Willows 202 day

1-Instructional Aide-Special 23.7% The Willows 202 day

1-Instructional Aide-Special 22.5% The Willows 202 day

1-Instructional Aide-Special 17.5% The Willows 202 day

1-Instructional Aide-Special 17.5% The Willows 202 day

1-Instructional Aide-Special 12.5% The Willows 202 day

1-School Support Secretary 100% Jordan 12 mo

#### RESTRUCTURE AN EXISTING POSITION

- 1-ASB Financial Technician 100% Powell 12 mo to 50%  
*incumbent: Herminia Velasco*  
*reason: lack of funds (general)*
- 1-Human Resources Assistant 100% Special Projects 12 mo to 217 day  
*incumbent: Denise Petty-Trietsch*  
*reason: lack of work*
- 1-Instructional Aide (R) 45% Carver 202 day to 38.7%  
*incumbent: Cindy Carroll*  
*reason: lack of funds (categorical)*
- 1-Instructional Aide (R) 45% Carver 202 day to 38.7%  
*incumbent: Sharon Berg*  
*reason: lack of funds (categorical)*

#### RECLASSIFY AN EXISTING POSITION

- 1-Intermediate Food Service Worker 37.5% Lindbergh 12 mo to  
Food Service Worker  
*vacant position*

#### ABOLISH A POSITION

- 1-Head Start Family Child Care Manager 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*
- 1-Head Start Family Child Care Manager 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*
- 1-Head Start Family Child Care Manager 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*
- 1-Head Start Instructional Aide 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*
- 1-Head Start Parent Aide (R) 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*
- 1-Head Start Parent Aide (R) 100% Head Start 217 day  
*vacant position*  
*reason: lack of work*
- 1-Head Start Program Monitor 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*
- 1-High School Office Supervisor 100% Millikan 12 mo  
*vacant position*  
*reason: lack of funds (general)*
- 1-Instructional Aide (R) 45% King 204 day flex  
*vacant position*  
*reason: lack of funds (categorical)*
- 1-Instructional Aide (R) 45% King 204 day flex  
*vacant position*  
*reason: lack of funds (categorical)*
- 1-Instructional Aide BL Spanish (R) 45% King 204 day flex  
*incumbent: Juan Madan*  
*reason: lack of funds (categorical)*
- 1-Instructional Aide BL Spanish (R) 45% King 204 day flex  
*vacant position*  
*reason: lack of funds (categorical)*
- 1-Instructional Aide BL Spanish (R) 45% King 204 day flex  
*vacant position*  
*reason: lack of funds (categorical)*
- 1-Instructional Assistant-Cross Cultural BL Spanish 100% Stevenson 12 mo  
*incumbent: Teresita Valenciano*

*reason: lack of funds (categorical)*  
 1-Intermediate Accounting Assistant 100% Purchasing 12 mo  
*vacant position*  
*reason: lack of work*  
 1-Intermediate Food Service Worker 75% Jordan 204 day  
*vacant position*  
*reason: lack of work*  
 1-Intermediate Office Assistant-Schools 100% Lincoln 12 mo  
*incumbent: Francisca Alegre-Villanueva*  
*reason: lack of funds (categorical)*  
 1-School Community Worker 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*  
 1-Senior Office Assistant 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*

#### RESCISSION OF PREVIOUS ACTION

1-Instructional Aide (R) 45% Carver 202 day  
*incumbent: Karen Robinson*  
*reason: lack of funds (categorical)*  
*Abolished – PCA 4/8/04*  
 1-Instructional Aide (R) 45% Carver 202 day  
*incumbent: Cindy Carroll*  
*reason: lack of funds (categorical)*  
*Abolished – PCA 4/8/04*  
 1-Instructional Aide (R) 45% Carver 202 day  
*incumbent: Sharon Berg*  
*reason: lack of funds (categorical)*  
*Abolished – PCA 4/8/04*

#### 8.2 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7

Restricted Action

### 9. BULLETINS AND TESTING ACTIONS

#### 9.1 Bulletins – Per Personnel Commission Rule 4.6.B [Speech-Language Pathology Assistant - 5024 \(dual\)](#)

Action

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

Administrative Coordinator – Facilities –5054 (prom)  
 Chief Business & Financial Officer – 0689 (dual)  
 Construction Manager – 0645 (dual)  
 Emergency Preparedness Program Manager – 3371 (dual)  
 Instructional Aide-Special – 0448 (open/cont)  
 Instructional Aide-Special (Substitute & LTE) – 0448 (open/cont)

#### Extend Eligibility List

Associate Educational Research Analyst – 3368 (dual)  
 Custodian – 0139 (open/cont)  
 Custodian – 0139 (open/cont)  
 Instructional Aide-Deaf/Hard of Hearing – 3271 (open/cont)  
 Instructional Aide Instrumental Music – 0447 (dual)  
 Intermediate Office Assistant – 0673 (dual)  
 Intermediate Office Assistant – 0673 (dual)  
 Intermediate Office Assistant – 0673 (dual)  
 Intermediate Office Assistant – 0673 (dual)  
 Intermediate Office Assistant-Schools – 3354 (dual)  
 Intermediate Office Assistant-Schools – 3354 (dual)  
 Intermediate Office Assistant-Schools – 3354 (dual)

Intermediate Office Assistant-Schools – 3354 (dual)  
Senior Office Assistant – 0677 (dual)  
Senior Office Assistant-Schools – 3363 (dual)  
Senior Payroll Accounting Technician – 0762 (dual)  
Student Evaluation Technician – 0399 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, July 1, 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  
June 3, 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 8:17 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, Vice-Chairperson  
Terry Ulaszewski, Member

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  
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; George Davis, appellant.

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 thanked the Commissioners for all their hard work on the various Classified Employee activities that took place the last month. A brief PowerPoint presentation of the Beach Blanket Barbecue was then shown.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the May 17, 2004 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

Ramon Curiel noted that there was an addendum to agenda item 8.1 and confirmed that all appropriate individuals present had received the addendum materials.

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 CLASS SPECIFICATION

REVISE CLASS SPECIFICATION

Instructional Assistant – Intensive Behavioral Treatment

CREATE A NEW POSITION

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 A POSITION

RESTRUCTURE A POSITION

1-Food Service Supervisor I 87.5% Birney 204 day to 93.8%  
1-Instructional Aide (R) 45% Carver 202 day to 38.7%  
1-Instructional Aide (R) 45% Carver 202 day to 38.7%  
1-Instructional Aide (R) 45% Carver 202 day to 38.7%  
1-Instructional Aide (R) 45% Carver 202 day to 38.7%  
1-Instructional Aide (R) 45% Carver 202 day to 38.7%  
1-Instructional Assistant-On Campus Program 40% Jordan 204 day to 100%  
1-Intermediate Office Assistant-Schools 80% Carver 217 day to 60%

RESCISSION OF PREVIOUS ACTION

RESCISSION OF PREVIOUS ACTION

1-Instructional Aide (R) 45% Carver 202 day  
*Abolished - PCA 4/8/04*  
1-Instructional Aide (R) 45% Carver 202 day  
*Abolished - PCA 4/8/04*  
1-Instructional Aide (R) 45% Carver 202 day  
*Abolished - PCA 4/8/04*  
1-Instructional Aide (R) 45% Carver 202 day  
*Abolished - PCA 4/8/04*

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.6, 4.2.A.7 and 4.2.A.10. The individual was not present. The Commission acted to remove Ginger Garrett 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 Rule 4.2.A.10. The appellant, George Davis, was present and requested to be heard in Closed Session. 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 Rule 4.2.A.24 for reconsideration. This item had been brought before the Commission previously on May 6, 2004 and the Commission held a decision pending further information from the appellant. The

individual, Melvina Mikes, was not present. The Commission moved this item to Closed Session for discussion.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.24 for reconsideration. This item had been brought before the Commission previously on May 6, 2004 and the Commission held a decision pending further information from the appellant. The individual, Sharon Hollis, was not present. The Commission moved this item to Closed Session for discussion.

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:

Community Liaison Worker BL Spanish	Dual	04-0180-0155
Head Start Instructional Aide	Open	04-0176-0657

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:

Food Service Worker	Open/Cont	04-0170-0595
Food Service Worker	Open/Cont	04-0177-0595
Instructional Aide-Special	Open/Cont	04-0175-0448
Instructional Aide-Special (Substitute & LTE)	Open/Cont	04-LTES-0448
Instructional Assistant-Intensive Behavioral Treatment	Dual	04-0168-5035
Kids Club Supervisor I	Dual	04-0145-3266
Kids Club Supervisor II	Dual	04-0146-3267
Kids Club Supervisor III	Dual	04-0147-3268
Painter	Dual	04-0143-0113

OTHER

OTHER

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 17, 2004. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:33 a.m. to hear the appeal of Mr. Davis and to discuss the two items that were brought back to the Commission for reconsideration.

## RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:34 a.m.  
The following reportable actions were taken during the Closed Session:

The Commission acted to grant the appeal of George Davis and instructed the Personnel Commission Administrator to notify him of this decision. His name will remain on the Custodian eligibility list.

The Commission acted to deny the appeal of Melvina Mikes and instructed the Personnel Commission Administrator to notify her of this decision. Her name will be removed from current eligibility lists.

The Commission acted to deny the appeal of Sharon Hollis with the modification that she be allowed to reapply for employment with the District after June 3, 2005 provided her Department of Motor Vehicle report has remained in good standing over the year. The Personnel Commission Administrator was instructed to notify Ms. Hollis of this decision.

## ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:35 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

gr