



PERSONNEL COMMISSION

MEETING AGENDA

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

AUGUST 10, 2006
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
 1. Terry 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 July 27, 2006** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
None.
 - 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** Action
ASB Financial Technician – 0751 (dual)
Computer Support Specialist Assistant – 0388 (dual)
Risk Management Benefits Coordinator – 5102 (dual)
Workers' Compensation Program Coordinator – 5101 (dual)
 - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** Restricted Action
Associate Analyst – HRS – 3298 (prom)
Contract Analyst – 0624 (dual)
Custodian – 0139 (open/cont)
Custodian (Limited Term & Substitute) – 0139 (open/cont)
Facilities Planner – 5098 (dual)
Nutrition Services Worker – 5068 (open/cont)
Senior Personnel Analyst – 0855 (prom)
Extend Eligibility List
Human Resource Services Operations Manager – 0737 (prom)
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on Thursday, August 24, 2006 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 July 27, 2006 MINUTES

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

Chairperson Terry Ulaszewski 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

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

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer
Lisa Gardner, Administrative Coordinator
Lynne Karlsen, Personnel Analyst
Dale Culton, Certification Services Manager
Marilyn Doss, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Jan Medford, Human Resources Technician
Denise Petty-Trietsch, Human Resources Technician
Shelley Scott, Human Resources Technician
Silaue Taeleifi, Human Resources Technician
Maria Villalobos, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Debra Ecung, Director, Employee Relations; Charles Clark, Chief, School Safety & Emergency Preparedness; Mary Brown, CSEA Chapter 2 President; Adrienne Rambo, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; d'Ann Madore, CSEA Labor Relations Representative; Tony Gipson, appellant.

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

None.

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

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel announced Commission Chairperson Terry Ulaszewski would be celebrating his birthday the next day and asked the Commission and staff to join in singing Happy Birthday to Mr. Ulaszewski.

Mr. Curiel reported on some possible changes regarding Board of Education meetings including the posting of Board agendas on the District's web page and televising Board meetings. He stated that the new Board of Education members have been invited to visit the Personnel Commission office for an orientation of its responsibilities and to a Personnel Commission meeting.

Mr. Curiel reported that the pre-hearing conference authorized by the Commission regarding the disciplinary action of an employee had been a success stating that the District and employee reached an agreement that averted the need for a disciplinary hearing. The Commission initiated a discussion with CSEA Leadership regarding CSEA's involvement in follow up help or training for employees in these situations.

Mr. Curiel reported that CSEA raised the issue of a required 7 day notification that must be given to CSEA before new classification and revised classification recommendations can be brought to the Commission for action. Employee Relations Director Debra Ecung and Mr. Curiel discussed with CSEA a process to ensure this requirement is met in the future.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the July 13, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Mr. Curiel stated that CSEA had concerns regarding the revision to the classification of School Safety Officer and asked that it be pulled from the agenda per CSEA’s request. He suggested that Charles Clark, Chief of School Safety and Emergency Preparedness, be given the floor to address CSEA’s concerns at this meeting and then table the item for action at the next meeting. At the Commission’s directive Chief Clark discussed with CSEA their concern regarding the recommended change of the probationary period from 6 months to 1 year for School Safety Officers hired after the adoption of the revised classification.

Mr. Curiel stated that CSEA Unit B Vice-President Joseph Schessler requested the new HVAC Technician classification be tabled to give him the opportunity to further review it.

The Commission agreed to pull these two items for the agenda.

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 CLASSIFICATION

CREATE A NEW CLASSIFICATION

Risk Management Benefits Coordinator
Workers’ Compensation Program Coordinator
Environmental Health and Safety Manager

REVISE A CLASSIFICATION

REVISE A CLASSIFICATION

Financial Services Officer

RECLASSIFY A POSITION

RECLASSIFY A POSITION

<u>Incumbent</u>	<u>Classification</u>	<u>Site</u>
Veronica Loza	Fr: School Community Worker BL Spanish (SR13 C1) To: Community Liaison Worker BL Spanish (SR17 C1)	Emerson
Ana Baltazar	Fr: Transportation Aide (SR07 C1) To: Intermediate Office Assistant-Schools BL Spanish (SR15 C1)	Cubberley

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Bixby	Custodian	50% 12 month
Burcham	Custodian	50% 12 month
Jefferson	Custodian	50% 12 month
Prisk	Custodian	50% 12 month
Cabrillo	Instructional Aide	75% 202 day
Burcham	School Community Worker BL Spanish	45% 217 day
Wilson	Student Evaluation Technician BL Khmer	100% 217 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>Incumbent</u>	<u>Position/Site</u>	<u>Assignment</u>
Harrison, Joanne	Instructional Aide-Instrumental Music	From: 30% 12 month
	Burnett	To: 60% 202 day flex

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 individual, Guillaume Ebelle, 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 Rules 4.2.A.5 and 4.2.A.7. The individual, Tracy Prince, was not present. The Commission moved this item to Closed Session for discussion.

APPEAL OF DISQUALIFIED APPLICANT

APPEAL OF DISQUALIFIED APPLICANT

An applicant had been disqualified from continuing in the examination process for the classification of Campus Security Officer per Personnel Commission Rule 4.2.A.15 and appealed to the Personnel Commission. The appellant, Tony Gipson, 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 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:

Financial Services Officer	Dual	07-0021-0385
Locksmith Supervisor	Prom	07-0027-0501

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	Open/Cont	07-0013-5011
Campus Security Officer (Limited Term & Substitute)	Open/Cont	07-LTES-5011
Custodian	Open/Cont	07-0010-0139
Custodian (Limited Term & Substitute)	Open/Cont	07-LTES-0139
Executive Secretary	Prom	060167-0678
Instructional Aide-Special	Open/Cont	07-0006-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide-Special	Open/Cont	07-0015-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide-Deaf/Hard of Hearing	Open/Cont	07-0014-3271
Instructional Aide-Deaf/Hard of Hearing (Limited Term & Substitute)	Open/Cont	07-LTES-3271
Nutrition Services Worker	Open/Cont	07-0017-5068

OTHER ITEMS

OTHER ITEMS

Mr. Curiel discussed the 3 months separation period for Limited Term Employees and its impact on the current shortage of LTE Custodians. Administrative Coordinator Lisa Gardner explained processes that staff has tried to rectify the shortage of LTE's in various classifications.

CSEA Chapter 2 President Mary Brown reported that the new CSEA contract had been ratified the previous day. Debra Ecung, Employee

Relations Director, commended CSEA for their cooperation and professionalism throughout the process.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, August 10, 2006. 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.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 9:04 a.m. to hear the appeal of Mr. Gipson and to consider staff's recommendations to remove Mr. Ebelle and Mr. Prince from eligibility lists.

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 Closed Session:

The Commission acted to sustain staff's recommendation to remove Guillaume Ebelle from current eligibility lists and instructed the Executive Officer to notify him of this decision.

The Commission acted to sustain staff's recommendation to remove Tracy Prince from current eligibility lists and instructed the Executive Officer to notify him of this decision.

The Commission tabled action regarding Tony Gipson's disqualification appeal pending review of additional documentation to be provided by the appellant after his August 2 court date.

ADJOURNMENT

ADJOURNMENT

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

Respectfully submitted,

Ramon Curiel
Executive Officer

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