



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

JUNE 12, 2008
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
 1. Vera Mulkey, Chairperson Present _____
 2. Terry Ulaszewski, Vice-chairperson Present _____
 3. Chuck Acostai, 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 EXECUTIVE OFFICER
6. HEARINGS
None.
7. MINUTES
 - 7.1 **Approval of Minutes May 29, 2008** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action

Grounds Crew Supervisor	Dual	08-0185-0605
Grounds Supervisor – High School	Dual	08-0184-5032
Plant Supervisor I	Prom	08-0186-5026
Plant Supervisor II	Prom	08-0187-5027
 - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**

High School Office Supervisor	Prom	08-0152-3349
Instructional Aide – Special	Open/Cont	08-0177-0448
Instructional Aide – Special Substitute & LTES	Open/Cont	08-LTES-0448
Library Media Assistant	Dual	08-0141-5021
Payroll Manager	Open/Prom	08-0162-5134
Pool Attendant	Open/Cont	08-0159-0245
School Support Secretary	Prom	08-0153-3361
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on Thursday, June 26, 2008 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.
12. CLOSED SESSION
Performance Evaluation of the Executive Officer
13. ADJOURNMENT



PERSONNEL COMMISSION

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PERSONNEL COMMISSION MEETING May 29, 2008 MINUTES

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

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:17 a.m. at which time she led the pledge of allegiance to the flag. Chairperson Mulkey is very pleased to be serving as the Personnel Commission's Chairperson. Chairperson Mulkey also congratulated Personnel Commission's Employee of the Year, Mary Cates.

COMMISSION MEMBERS PRESENT STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer
Stephanie Jimenez, Sr. Administrative Secretary
Marilyn Doss, Personnel Analyst
Susan Leaming, Personnel Analyst
Alison Maitlen, Personnel Analyst
Maria Braunstein, Associate Personnel Analyst
Dale Culton, Certification Services Manager
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Judy Marshall, Human Resources Technician
Maria Villalobos, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator and Michael Jeglum, appellant.

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

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QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Mr. Curiel welcomed our new Chairperson, Vera Mulkey. Mr. Curiel informed the Commissioners that he recently attended the Board Workshop on May 19th and 20th. A couple of the main topics discussed at the Board Workshop were: (1) Discussion of the Governor's state budget and (2) the Strategic Plan was presented and finalized. Mr. Curiel was the Co-Chair for Goal Team #4 – Growth and Development of the Workforce, a final copy of the recently developed informational handbook entitled "Handbook for the Classified Service" was provided to the Commissioners. All LBUSD classified employees, including certificated managers should be familiar with the "Handbook for the Classified Service" by Fall 2008. Mr. Curiel thanked Cecelia Slater and Ron Hoppe for their assistance with working on the revised handbook.

Mr. Curiel thanked everyone for their hard work on the "All Stars" Classified Barbecue. Mr. Steinhauser was very pleased with the Classified Barbecue results. Mr. Curiel thanked the Commissioners for their presence. Congratulations to the new Classified Employee of the Year, Phoebe McBennett. Chairperson Mulkey and Board President Dr. Williams will present an Employee of the Year plaque to Ms. McBennett at the Board of Education meeting held on June 3rd.

Mr. Curiel asked the Personnel Commission Division heads to give a brief update of their departments' activities. Each manager/supervisor present gave a brief report on the current activities of their units. Dale Culton, Certification Services Manager and Maria Lynn Braunstein, Associate Personnel Analyst gave a brief update on displacements and displacement services being provided.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the May 15, 2008 Personnel Commission Meeting were approved.

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Head Start	Speech-Language Pathology Asst	100% 204 Day

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
NONE		

RESCIND PREVIOUS ACTION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
NONE		

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.7. The individual was not present. The Commission acted to remove Keya Brady 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.7. The individual was not present. The Commission acted to remove Patrice Ewell 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.7 and 4.3. The individual was not present. The Commission acted to remove Roslin King 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.7. The individual was not present. The Commission acted to remove Danielle Lee 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.7 and 4.3. The individual was not present. The Commission acted to remove Terry McCowan 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.7. The individual was not present. The Commission acted to remove Clevy Phinsee 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.7. The individual was not present. The Commission acted to allow Maria Rodriguez to remain on the 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.7. The individual was not present. The Commission acted to remove Sharon Zuniga from current eligibility lists.

APPEAL OF DISQUALIFIED APPLICANT

APPEAL OF DISQUALIFIED APPLICANT

Staff submitted a recommendation to disqualify an applicant from the examination process per Personnel Commission Rule 4.2.A.24. The appellant, Michael Jeglum, 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 Commission Executive Officer 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:

None

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer 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:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Instructional Aide – Special	Open/Cont	08-0178-0448
Instructional Aide – Special Substitute & LTES	Open/Cont	08-LTES-0448
IA – Speech & Language Communication	Open/Cont	08-0174-3293
Intermediate Office Assistant	Open/Cont	08-0145-0673
Intermediate Office Assistant – Substitute & LTES	Open/Cont	08-LTES-0673
Intermediate Office Assistant – Schools	Open/Cont	08-0146-3354
Nutrition Services Worker	Open/Cont	08-0163-5068
Office Assistant	Open/Cont	08-MC03-3359
Supervisor – Autism Services	Dual	08-0150-5046

OTHER ITEMS

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None

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:58 a.m. to hear the appeal of Michael Jeglum.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:30 a.m.

The following reportable actions were taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove Michael Jeglum from continuing the examination process for Pool

Attendant but to also state that Mr. Jeglum may reapply for employment with the district as of January 2009, with the proviso that there are no further violations on his record and that he is forthcoming on future application materials. The Commissioners instructed the Executive Officer to notify him of this decision.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 12, 2008. 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.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned at 9:38 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

sj