



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING September 9, 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

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
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; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; Mark Rankin, appellant; Guadalupe Acosta, appellant.

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

None.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel updated the Commission on student enrollment information and first day of school attendance. He also distributed

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

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

the 2004-2005 District Organizational chart to the Commission and all present.

HEARINGS

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None.

PERSONNEL COMMISSION MINUTES

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The minutes of the August 26, 2004 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:

CREATE A NEW POSITION

CREATE A NEW POSITION

1-Community Liaison Worker BL Spanish 100% Robinson 12 mo
1-Intermediate Office Assistant-Schools BL Spanish 50% Renaissance 217 day
1-School Community Worker BL Spanish 100% Cabrillo 217 day
1-Speech-Language Pathology Assistant 100% Head Start 217 day

RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

1-Instructional Aide-Parent Resources Center LB (R) 45% Stevenson
12 mo to 204 day flex
1-Intermediate Office Assistant-Schools 50% Powell 12 mo to 80%

RECLASSIFY A POSITION

RECLASSIFY A POSITION

1-Plant Supervisor I at Head Start to Plant Supervisor II

RESCISSION OF PREVIOUS ACTION

RESCISSION OF PREVIOUS ACTION

1-Intermediate Office Assistant-Schools 40% Carver 217 day
Created – PCA 8/26/04

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 Laronda Branch 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 appellant, Marc Rankin, 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.7. The appellant, Guadalupe Acosta, 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.15. The individual was not present. The Commission acted to remove Kieth Coleman from current eligibility lists.

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. The Commission acted to ratify the following bulletins:

Head Start Family Services Liaison	Dual	05-0041-5075
Senior Accounting Assistant	Dual	05-0020-0760
Speech-Language Pathology Assistant	Dual	05-0046-5024
Supervisor – Autism Services	Dual/Cont	05-0042-5046

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	05-0026-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	05-LTES-5011
Emergency Preparedness Program Supervisor	Prom	05-0016-5010
Instructional Aide-Special	Open/Cont	05-0014-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Nutrition Services Worker	Open/Cont	05-0033-0595
School Safety Officer	Dual/Cont	04-0169-5014
Student Store Operator	Dual	05-0007-0287

Extend Eligibility Lists

Area Custodial Manager	Prom	03-0075-0600
Infant/Toddler Caregiver	Open	03-0107-0783
Intermediate Payroll Accounting Technician	Dual	03-0063-0756
Pest Control Technician	Dual	02-0103-0184
Plant Supervisor – High School	Prom	03-0045-0142
Speech-Language Pathology Assistant	Dual	03-0171-5024
Transportation Aide – Bilingual Spanish	Open	03-0106-0491

OTHER

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CSEA Chapter 2 President Val Pharr commented on her participation at a Staff Development Committee meeting last week and commended staff for doing an excellent job in providing training opportunities for classified employees.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, September 23, 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

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The Personnel Commission adjourned to Closed Session at 8:39 a.m. to hear the appeals of Marc Rankin and Guadalupe Acosta and to review and take action on the Hearing Officer's Report regarding the suspension of James Wooley.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:14 a.m. The following reportable action was taken during the Closed Session:

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

The Commission acted to grant the appeal of Guadalupe Acosta and instructed the Personnel Commission Administrator to notify her of this decision.

The Commission acted to accept the Hearing Officer's recommendation regarding the suspension of School Safety Supervisor James Wooley.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:15 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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