



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING September 21, 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  
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  
Maria Lynn Braunstein, Human Resources Technician  
Ericka Emery-Smith, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Silaue Taeleifi, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Judy

Marshall, Human Resources Assistant

Adriana Araujo-Honorio, Staff Secretary  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Charles Clark, Chief, School Safety and 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; Ralph Weil, Buyer, Purchasing.

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

None.

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## REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel reported on the evacuation of Camp Hi Hill and Superintendent Steinhauer commendation of all District personnel involved in its success. At Mr. Curiel's request, Chief Clark, School Safety and Emergency Preparedness, gave a summary of the events that took place during the evacuation process.

Mr. Curiel reported on the District's declining enrollment and its impact on the District's budget. He also updated the Commission on the District's Strategic Plan and explained a set of proposed goals for the 2006-2007 school year.

Mr. Curiel described the recent workshop presented to staff based on the book "How Full is Your Bucket" and stated that it will be offered to all classified employees in the Winter/Spring Classified Staff Development catalog.

Mr. Curiel announced Administrative Coordinator Lisa Gardner's promotion to the Personnel Director position at Charter Oak Unified School District. Commission Chairperson Terry Ulaszewski congratulated Ms. Gardner on behalf of all three Commissioners and applauded her accomplishments over the years here at the Personnel Commission Office.

## PERSONNEL COMMISSION MINUTES

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CSEA Unit B Vice-President Joseph Schessler requested revision to the September 7, 2006 minutes under Other Items to include the Education Code Section he quoted, "45272 (a) all vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission" as well as CSEA's request that future testing be pursued as open/promotional with promotional taking precedence.

The minutes of the September 7, 2006 Personnel Commission Meeting were approved with the amendment.

## CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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Mr. Curiel explained that the recommended revision to the School Safety Officer classification designates the classification as a police class and reflects an increase in the probationary period from 6 months to 1 year. He reminded the Commission that this had been

brought to them at the July 27 meeting and tabled per CSEA's request because of issues they had with the recommended revisions. Mr. Curiel recommended that the Commission approve the revisions to the School Safety Officer classification at this time and let CSEA negotiate with the District afterwards. He stated that the effective date would be the date of Commission approval and would therefore be amended to reflect an effective date of September 21, 2006 if approved. After discussion between the Commission, CSEA, and Chief Clark, the Commission approved this item with the amended effective date.

Mr. Curiel noted that there was an addendum for the restructuring of an existing position in the Elementary School Office 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 A CLASSIFICATION

REVISE A CLASSIFICATION

School Safety Officer

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>	
Birney	Instructional Aide-Special	47.5%	202 day
Cabrillo	Instructional Aide-Special	62.5%	202 day
Cabrillo	Instructional Aide-Special	75%	202 day
Cubberley	Instructional Aide-Special	62.5%	202 day
Holmes	Instructional Aide-Special	47.5%	202 day
Holmes	Instructional Aide-Special	47.5%	202 day
Holmes	Instructional Aide-Special	75%	202 day
Hughes	Instructional Aide-Special	75%	202 day
Jordan	Instructional Aide-Special	47.5%	202 day
Jordan	Instructional Aide-Special	75%	202 day
Keller	Instructional Aide-Special	47.5%	202 day
Keller	Instructional Aide-Special	47.5%	202 day
Lakewood	Instructional Aide-Special	47.5%	202 day
Lakewood	Instructional Aide-Special	75%	202 day
Mann	Instructional Aide-Special	47.5%	202 day
Mann	Instructional Aide-Special	47.5%	202 day
Mann	Instructional Aide-Special	47.5%	202 day
Millikan	Instructional Aide-Special	75%	202 day
Millikan	Instructional Aide-Special	75%	202 day
Poly	Instructional Aide-Special	47.5%	202 day
Poly	Instructional Aide-Special	62.5%	202 day
Tincher	Instructional Aide-Special	47.5%	202 day

Tucker	Instructional Aide-Special	47.5%	202 day
Tucker	Instructional Aide-Special	47.5%	202 day
The Willows	Instructional Aide-Special	75%	202 day
The Willows	Instructional Assistant-Intensive Behavioral Treatment	75%	202 day
The Willows	Instructional Assistant-Intensive Behavioral Treatment	75%	202 day
The Willows	Instructional Assistant-Intensive Behavioral Treatment	75%	202 day
The Willows	Instructional Assistant-Intensive Behavioral Treatment	75%	202 day
The Willows	Instructional Assistant-Intensive Behavioral Treatment	75%	202 day

#### RESTRUCTURE AN EXISTING POSITION

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<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Noimanee, Wulnee	Instructional Aide-Special Alvarado	From: 47.5% 202 day flex To: 75% 202 day flex
Lugo, Sherri	Instructional Aide-Special The Willows	From: 47.5% 202 day To: 75% 202 day
Vacant	School Support Secretary Elementary School Office	From: 100% 217 day To: 100% 12 month

#### 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 Earline Jones from current eligibility lists.

#### APPEAL OF DISQUALIFIED APPLICANT

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An applicant had been disqualified from continuing in the examination process for the classification of Contract Analyst per Personnel Commission Rule 4.2.C and appealed to the Personnel Commission. The appellant, Ralph Weil, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

#### BULLETINS

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CSEA Unit B Vice President Joseph Schessler questioned the bulletin for Salary Services Supervisor asking if there were an adequate number of in-house candidates to make the recruitment promotional only. Associate Personnel Analyst Marilyn Doss answered that the hiring Department was asked by staff and responded that there were not and requested the recruitment be dual. Mr. Schessler reiterated CSEA's stance that recruitments be open/promotional whenever possible with promotional candidates taking precedence.

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:

Instructional Assistant-Adult School Literacy Services	Dual	07-0044-0773
Salary Services Supervisor	Dual	07-0060-5009
Senior Executive Secretary (C)	Prom	07-0035-0679
Transportation Aide BL Spanish	Dual	07-0062-0491

### ELIGIBILITY LISTS

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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:

Associate Personnel Analyst	Dual	07-0011-3270
Computer Support Specialist Assistant	Dual	07-0028-0388
Computer Support User Representative	Dual	07-MC01-5000
Groundskeeper	Dual	07-0063-0172
Instructional Aide-Deaf/Hard of Hearing	Open/Cont	07-0046-3271
Instructional Aide-Deaf/Hard of Hearing (Limited Term & Substitute)	Open/Cont	07-LTES-3271
Instructional Aide-Special	Open/Cont	07-0041-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Nutrition Services Worker	Open/Cont	07-0061-5068
Personnel Analyst	Dual	07-0012-0236
Personnel Analyst	Prom	07-0064-0236
Senior Personnel Analyst	Prom	07-0005-0855

### OTHER ITEMS

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CSEA Chapter 2 President Mary Brown congratulated Administrative Coordinator Lisa Gardner on her promotion and expressed CSEA's appreciation to her for all work and assistance. Ms. Brown also informed the Commission that the previous CSEA Labor Relations Representative for LBUSD, Frank Runkle, passed away last week.

### NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, October 5, 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 with a moment of silence in memory of Frank Runkle at 9:03 a.m. to hear the appeal of Mr. Weil and to discuss the Performance Evaluation of the Executive Officer.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 11:39 a.m. The following reportable action was taken during Closed Session:

The Commission acted to deny the appeal of Ralph Weil and instructed the Executive Officer to notify him of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 11:40 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

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