



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING May 4, 2006 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 8:15 a.m. at which time she led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator
Lynne Karlsen, Personnel Analyst
Marilyn Doss, Associate Personnel Analyst
Susan Learning, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Judy Marshall, Human Resources Assistant
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: 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.

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 welcomed Human Resources Assistant Judy Marshall back to the Personnel Commission.

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

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Mr. Curiel informed the Commission that the Long Beach Education Foundation Most Inspiring Student dinner had been rescheduled to May 25 and confirmed that Personnel Commission had submitted a congratulatory note for the Tribute Book.

Mr. Curiel reported on the progress of the Annual Classified Employee Barbecue preparations and the selection of the Classified Employee of the Year Award.

Mr. Curiel asked the Personnel Commission Division heads present to give a brief update of their departments' activities. The staff managers gave individual brief reports to the Commission on the current activities of their units.

PERSONNEL COMMISSION MINUTES

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The minutes of the April 20, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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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 AN EXISTING CLASSIFICATION

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Assistant Transportation Director

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>	
Risk Management	Benefits Manager	100%	12 month
Assistant Superintendent- Elementary School	Executive Secretary (C)	100%	12 month
Human Resource Services	Human Resources Technician	100%	12 month
Avalon	Instructional Aide BL Spanish	16.7%	204 day
Twain	Instructional Aide-Special	47.5%	202 day
Twain	Instructional Aide-Special	47.5%	202 day
Risk Management	Return to Work Specialist (C)	100%	12 month
Risk Management	Workers' Compensation Manager	100%	12 month

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:

Administrative Coordinator – Facilities, Development and Planning	Dual	06-0174-5054
Boiler and Gas Appliance Technician	Dual	06-0165-0285
Facilities Planner	Dual	06-0173-0599

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:

Instructional Aide-Special	Open/Cont	06-0156-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Special	Open/Cont	06-0163-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Intermediate Office Assistant	Dual	06-0102-0673
Intermediate Office Assistant (Limited Term & Substitute)	Dual	06-LTES-0673
Intermediate Office Assistant-Schools	Dual	06-0101-3354
Intermediate Office Assistant-Schools (Limited Term & Substitute)	Dual	06-LTES-3354
Nutrition Services Worker	Open/Cont	06-0164-5068
School Data Technician	Prom	06-0123-3360
School Safety/Security Specialist	Prom	06-0129-5015

OTHER

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Ramon Curiel noted that three Personnel Commission meetings are scheduled in June and the Commission discussed eliminating one of the meetings. The Commission acted to cancel the Personnel Commission meeting scheduled for June 1, 2006.

ANNUAL ELECTION

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Personnel Commission Rule 2.1.A states that “the Commission shall elect one of its members as Chairperson and another as Vice-chairperson at the first meeting of each May.” In accordance with this rule the Commission elected Terence Ulaszewski to serve as Chairperson and Chuck Acosta as Vice-Chairperson.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 18, 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

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The Personnel Commission adjourned to Closed Session at 8:48 a.m. to discuss the Personnel Commission Administrator’s Performance Evaluation.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:19 a.m. No reportable action was taken during Closed Session.

ADJOURNMENT

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There being no further business, the Personnel Commission adjourned at 9:20 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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