



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING November 16, 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 STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer
Alison Maitlen, Acting Administrative Coordinator
Marilyn Doss, Personnel Analyst
Dale Culton, Certification Services Manager
Susan Leaming, Associate Personnel Analyst
Vanessa Martinez, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Maria Lynn Braunstein, Human Resources Technician
Susan Brister, Human Resources Technician
Maria Villalobos, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
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.

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REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel informed the Commission that the Personnel Commission Annual Report would be presented to the Board of Education at their workshop on December 6th or 7th. He commended Associate Personnel Analyst Susan Leaming for preparing the PowerPoint presentation.

Mr. Curiel asked the Personnel Commission Division heads present to give a brief update of their departments' activities. Ms. Leaming updated the Commission on the status of the Purchasing job family study. Dale Culton reported on staff's assistance to sites in the transitioning of multi-track schools to single track. Mary Lynn Braunstein, temporarily on an upgrade working in the Classified Staff Development Program, reported on the upcoming Staff Development Program catalog. Alison Maitlen gave a brief summary of Baldrige activities and the recent Baldrige conference she attended. Marilyn Doss gave an update on staff's attempt to acquire a ROP intern from Long Beach School for Adults. Vanessa Martinez reported on the recent training she conducted at Head Start regarding employment interviewing tips. Mary Cates reported about staff's involvement at the School Office Supervisors' meetings and the new hire orientations and noted that summer school employment preparations have already begun.

Mr. Curiel asked the Commission to consider rescheduling the December 14th Personnel Commission meeting to begin at 9:30 a.m. and to consider canceling the December 28th Personnel Commission due to the holidays.

PERSONNEL COMMISSION MINUTES

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The minutes of the November 2, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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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:

REVISE A CLASSIFICATION

REVISE A CLASSIFICATION

Lead Custodian

CREATE A NEW POSITION

CREATE A NEW POSITION

| <u>Site</u> | <u>Position</u> | <u>Assignment</u> |
|-------------|--|-------------------|
| Poly | Campus Security Officer | 100% 204 day |
| Operations | Custodian | 100% 12 month |
| Poly | Instructional Aide-Special | 47.5% 202 day |
| Poly | Instructional Aide-Special | 47.5% 202 day |
| Jefferson | Intermediate Nutrition Services Worker | 37.5% 204 day |
| Hill | Intermediate Office Asst-School | 47.5% 217 day |
| Washington | Intermediate Office Asst-School | 100% 217 day |
| Maintenance | Maintenance Manager | 100% 12 month |
| Avalon | School Support Asst | 75% 202 day |
| Maintenance | Water Boiler Treatment Spec | 100% 12 month |

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

| <u>Name</u> | <u>Position/Site</u> | <u>Assignment</u> |
|-----------------|-------------------------------|--------------------|
| Avila, Patricia | High School Office Supervisor | From: 100% 217 day |
| | Renaissance | To: 100% 12 month |
| Ashbrooke, Gail | Library/Media Assistant | From: 20% 204 day |
| | McKinley | To: 40% 204 day |
| Narvaez, Yanira | Nutrition Services Worker | From: 25% 12 month |
| | Addams | To: 37.5% 12 month |

BULLETINS

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Personnel Commission Rule 4.6.B.1, states that the Personnel Commission 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:

| | | |
|---|------|--------------|
| Accounting Manager | Dual | 07-0094-0346 |
| Business Services Administrator | Dual | 07-0059-0427 |
| Environmental Health and Safety Manager | Dual | 07-0074-0610 |
| Intermediate Accounting Assistant | Dual | 07-0099-0755 |
| School Safety/Security Specialist | Dual | 07-0102-5015 |
| Senior Accounting Assistant | Dual | 07-0100-0760 |

ELIGIBILITY LISTS

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Personnel Commission Rule 5.1.A, states that the Personnel Commission 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-Instrumental Music | Dual | 07-0045-0447 |
| Instructional Aide-Special | Open/Cont | 07-0090-0448 |
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 07-LTES-0448 |
| Instructional Aide-Special | Open/Cont | 07-0093-0448 |
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 07-LTES-0448 |
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 07-LTES-0448 |
| Instructional Aide-Speech & Language Communication | Open/Cont | 07-0095-3293 |
| Instructional Aide-Speech & Language Communication BL Spanish | Open/Cont | 07-0085-3294 |
| Instructional Aide-Speech & Language Communication BL Spanish | Open/Cont | 07-0098-3294 |
| Nutrition Services Worker | Open/Cont | 07-0086-5068 |
| Salary Services Supervisor | Dual | 07-0060-5009 |
| Supervisor – Autism Services | Dual | 06-0183-5046 |
| Transportation Aide BL Spanish | Dual | 07-0062-0491 |

OTHER ITEMS

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CSEA Chapter 2 President Mary Brown shared the November issue of the School News which was dedicated to classified employees.

Joe Schessler, CSEA Unit B Vice-President, reminded everyone of the deadline for the health care open enrollment period and provided dates for the remaining health benefits informational meetings. He also commented on his continued effort of pursuing grievances for non-bargaining unit individuals performing classified work.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, November 30, 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.

ADJOURNMENT

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There being no further business, the Personnel Commission adjourned at 8:54 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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