



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING December 14, 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 9:30 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  
Anne Follett, 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: None.

#### 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 Shelley Scott's mother recently passed away and the funeral services were attended by a number of staff.

Mr. Curiel and the Commissioners discussed the presentation of the Personnel Commission Annual Report to the Board of Education at the past Board Workshop. All agreed that the Board of Education and the Executive Staff provided positive feedback after the presentation.

Mr. Curiel reported on proposed changes within the Personnel Commission staff and set goals to be accomplished during the remainder of this fiscal year.

Mr. Curiel asked the Personnel Commission Division heads 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 November 30, 2006 Personnel Commission Meeting were approved.

### CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

Mr. Curiel noted that there was an addendum regarding a reclassification request and staff's report of its findings and recommendation. He 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:

### ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Building & Parking Security Attendant

### RECLASSIFY A POSITION

RECLASSIFY A POSITION

<u>Incumbent</u>	<u>Classification</u>	<u>Site</u>
Aimee Daez	Fr: Intermediate Office Assistant (SR15 C1) To: Senior Office Assistant (SR19 C1)	Medi-Cal Office
Lynn Verana	Fr: Intermediate Office Assistant (SR15 C1) To: Senior Office Assistant (SR19 C1)	Medi-Cal Office
Susan Leaming	Fr: Associate Personnel Analyst (SR35 M2) To: Personnel Analyst (SR40 M2)	Personnel Commission
Alison Maitlen	Fr: Associate Personnel Analyst (SR35 M2) To: Personnel Analyst (SR40 M2)	Personnel Commission

Jennifer Howe Fr: Instructional Aide (SR10 C1) Holmes  
To: Instructional Assistant-Computer Resources (SR20 C1)

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Buffum	Instructional Aide-Special	75% 202 day
Cabrillo	Instructional Aide-Special	47.5% 202 day
DeMille	Instructional Aide-Special	75% 202 day
Gant	Instructional Aide-Special	47.5% 202 day
Jordan	Instructional Aide-Special	47.5% 202 day
Lakewood	Instructional Aide-Special	47.5% 202 day
Millikan	Instructional Aide-Special	47.5% 202 day
Monroe	Instructional Aide-Special	75% 202 day
Poly	Instructional Aide-Special	47.5% 202 day
Rogers	Instructional Aide-Special	75% 202 day
Stanford	Instructional Aide-Special	75% 202 day
The Willows	Instructional Aide-Special	47.5% 202 day
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Wilson	Instructional Aide-Special	47.5% 202 day
Emerson	School Support Assistant	75% 202 day
Monroe	School Support Assistant	75% 202 day
Cabrillo	Campus Security Officer	100% 217 day
Jordan	Campus Security Officer	100% 204 day
Lakewood	Campus Security Officer	100% 204 day
Millikan	Campus Security Officer	100% 204 day
Renaissance	Campus Security Officer	100% 217 day
Wilson	Campus Security Officer	100% 204 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Leon, Samrath	Instructional Aide-Special	From: 75% 202 day
	Jordan	To: 100% 202 day
Bellino, Elena	Instructional Aide-Special	From: 12.5% 202 day
	The Willows	To: 30% 202 day
Orozco, Jacqueline	Instructional Aide-Special	From: 21.3% 202 day
	The Willows	To: 30% 202 day
Struett, Diana	Instructional Aide-Special	From: 17.5% 202 day
	The Willows	To: 30% 202 day
Rosenquist, Alan	Instructional Aide-Special	From: 75% 202 day
	Wilson	To: 100% 202 day

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current Campus Security Officer eligibility list per Personnel Commission Rule 4.2.A.24. The individual was not present. The Commission acted to remove Keith Davis, Sr. from the current Campus Security Officer eligibility list.

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:

Automotive Mechanic	Dual	07-0115-0092
Library/Media Assistant	Dual	07-0113-0465
Library/Media Center Assistant	Dual	07-0112-5021
Sign Maker	Prom	07-0111-0123

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:

Accountant	Dual	07-0057-0358
Custodian	Open/Cont	07-0083-0139
Custodian (Limited Term & Substitute)	Open/Cont	07-LTES-0139
Custodian	Dual	07-MC07-0139
Food Production Utility Worker	Dual	07-0071-0477
Intermediate Office Assistant	Dual	07-0053-0673
Intermediate Office Assistant (Limited Term & Substitute)	Dual	07-LTES-0673
Intermediate Office Assistant-Schools	Dual	07-0054-3354
Intermediate Office Assistant-Schools (Limited Term & Substitute)	Dual	07-LTES-3354
Lead Custodian	Dual	07-MC18-0205
Locker Room Attendant	Dual	07-MC17-0208
Nutrition Services Worker	Open/Cont	07-0092-5068
Office Assistant	Dual	07-MC16-3359
Receptionist	Dual	07-MC15-0674
Risk Management Benefits Coordinator	Dual	07-0034-5102
Sr. Food Production Utility Worker	Dual	07-0072-0478
Workers Compensation Program Coordinator	Dual	07-0033-5101

OTHER ITEMS

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None.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, January 11, 2007. 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, the Personnel Commission adjourned at 10:39 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

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