



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING February 17, 2005 MINUTES

Staff Training Room  
Personnel Commission Office  
999 Atlantic Avenue  
Long Beach, CA 90813

Chairperson Chuck Acosta called the meeting of the Personnel Commission to order at 8:15 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  
Lynne Karlsen, Personnel Analyst  
Marilyn Doss, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Vanessa Martinez, Human Resources Technician  
Adriana Araujo, Staff Secretary  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Shamusideen Aliu, CSEA Chapter 2 President; Mary Brown, CSEA Chapter 2 First Vice-President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; Frank Runkle, CSEA Labor Relations Representative; Marcie Knipple, Administrative Secretary, Budget.

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

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Marcie Knipple, Administrative Secretary, addressed the Commission regarding the FTE reduction of her Administrative Secretary position in the Budget Branch and her transfer to the Operations Branch. Commission Chairperson Chuck Acosta and Personnel Commission Administrator Ramon Curiel explained for Ms. Knipple the process that had taken place and answered her questions and concerns.

REPORT FROM THE PERSONNEL  
COMMISSION ADMINISTRATOR

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COMMISSION ADMINISTRATOR

Ramon Curiel updated the Commission on the District's budget reductions. He informed them of the District's decision to abolish a number of Transportation Aide positions and Personnel Commission's involvement in an informational meeting for Transportation Aides regarding the layoff process.

Mr. Curiel reported on the CSPCA Conference and thanked the Commission and CSEA Leadership for their participation. The Commissioners and staff commented on individual conference sessions and speakers and on the overall success of the conference.

HEARINGS

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None.

PERSONNEL COMMISSION MINUTES

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The minutes of the January 27, 2005 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:

CREATE A NEW CLASSIFICATION

Plant Supervisor – Avalon (S1) Salary Range 26

CREATE A POSITION

CREATE A POSITION

1-Assistant Maintenance Director 100% Maintenance 12 mo  
1-Campus Security Officer 100% Butler 204 day flex  
1-Intermediate Office Assistant-Schools 40% Jefferson 217 day  
1-Intermediate Office Assistant-Schools 100% Jordan 217 day  
1-School Safety Officer 100% Security 12 mo

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

- 1-Instructional Assistant-Intensive Behavioral Treatment 75% The Willows  
202 day to 100%
- 1-Intermediate Office Assistant-Schools 75% Emerson 217 day to 100%

ABOLISH AN EXISTING POSITION

ABOLISH AN EXISTING POSITION

- 1-Accountant (C) 100% Budget 12 mo
- 1-Assistant Information Services Director – Business Systems & Support  
100% Information Services 12 mo
- 1-Gang Intervention Specialist 100% Security 12 mo
- 1-Gang Intervention Specialist 100% Security 12 mo
- 1-Human Resources Assistant 100% Special Projects 217 day
- 1-Intermediate Accounting Assistant 100% Accounting 12 mo
- 1-Intermediate Office Assistant 50% ISR 12 mo
- 1-Offset Press Operator 100% Purchasing 12 mo
- 1-School Community Worker (R) 7.5% 202 day
- 1-Staff Secretary 100% Purchasing 12 mo
- 1-Warehouse Materials Processor 100% Purchasing 12 mo
- 1-Warehouse Materials Processor 100% Purchasing 12 mo

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove James Richardson from current eligibility lists per Personnel Commission Rule 4.2.A.7 at a previous meeting. Mr. Richardson appealed the recommendation and the Commission held action pending additional information. Staff resubmitted the recommendation with the additional requested information. The Commission moved this item to Closed Session.

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:

Bus Driver	Dual	05-0107-0101
Data Center/User Services Manager	Dual	05-0101-5080
Human Resources Assistant	Dual	05-0102-3350

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	05-0098-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	05-LTES-5011
Child Nutrition Specialist	Dual	05-0074-3322
Instructional Aide-Special	Open/Cont	05-0100-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0103-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0106-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	05-0089-5035
Intermediate Office Assistant	Dual	05-0034-0673
Intermediate Office Assistant (Limited Term & Substitute)	Dual	05-LTES-0673
Intermediate Office Assistant-Schools	Dual	05-0035-3354
Intermediate Office Assistant-Schools (Limited Term & Substitute)	Dual	05-LTES-3354
Maintenance Director	Dual	05-0077-0083
Nutrition Services Worker	Open/Cont	05-0096-5068
Nutrition Services Worker	Open/Cont	05-0104-5068
Supervisor – Autism Services	Dual/Cont	05-0076-5046
Translator – Interpreter BL Spanish	Prom	05-0072-5079

Extend Eligibility Lists

Area Custodial Manager	Prom	03-0075-0600
Custodian	Open/Cont	04-0101-0139
Custodian	Dual/Cont	04-0123-0139
Groundskeeper	Open	04-0110-0172
Human Resource Services Operations Manager	Prom	04-0088-0737
Instructional Aide-Deaf/Hard of Hearing	Open/Cont	04-0132-3271
Intermediate Office Assistant	Dual/Cont	03-0023-0673
Intermediate Office Assistant	Dual	03-0128-0673
Intermediate Office Assistant	Dual	03-0154-0673
Intermediate Office Assistant	Dual	04-0050-0673
Intermediate Office Assistant	Dual	04-0085-0673
Intermediate Office Assistant-Schools	Dual	03-0129-3354

Intermediate Office Assistant-Schools	Dual	03-0138-3354
Intermediate Office Assistant-Schools	Dual	03-0155-3354
Intermediate Office Assistant-Schools	Dual	04-0010-3354
Intermediate Office Assistant-Schools	Dual	04-0051-3354
Intermediate Office Assistant-Schools	Dual	04-0086-3354
Lead Custodian	Dual	04-0078-0205
Plant Supervisor – High School	Prom	03-0045-0142
Pool Attendant	Dual	04-0014-0245
Purchasing Office Assistant	Dual	04-0005-0708
Purchasing Office Assistant-Food Services	Dual	04-0004-0709
Senior ASB Financial Assistant	Dual	03-0086-0761

OTHER

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None.

NEXT MEETING

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The Commission rescheduled the next regular meeting for the Personnel Commission from its original date of February 24 to March 10, 2005. 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 8:55 a.m.

to discuss James Richardson's appeal and the Hearing Report for Marsden Burton's Appeal Hearing.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:21 a.m. The following reportable actions were taken during the Closed Session:

The Commission acted to grant Mr. Richardson's appeal and directed the Personnel Commission Administrator to notify him of the decision.

The Personnel Commission voted unanimously to adopt the Hearing Report for Marsden Burton which sustains the disciplinary action taken by the Board of Education.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:22 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

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