



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING January 27, 2005 MINUTES

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

Chairperson Chuck Acosta called the meeting of the Personnel Commission to order at 8:16 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
Lisa Gardner, Administrative Coordinator
Lynne Karlsen, Personnel Analyst
Dale Culton, Certification Services Manager
Marilyn Doss, Associate Personnel Analyst
Susan Leaming, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Judy Marshall, Human Resources Assistant
Adriana Araujo, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Shamusideen Aliu, CSEA Chapter 2 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.

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

None.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

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

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel reviewed for the Commission a plan of budget cuts

proposed by the District and the Personnel Commission's role in the process of employee layoff. Mr. Curiel explained employees' rights regarding layoff, seniority and reemployment and the practice of putting displaced employees in vacant positions when possible. Administrative Coordinator Lisa Gardner reported that Personnel Commission staff has coordinated with the California Employment Development Department for services to assist District employees facing layoff. Mr. Curiel stated that Personnel Commission staff will offer one-on-one counseling to any employee who should lose their job.

CSEA Chapter 2 President Shamisudeen Aliu stated he wanted the record to reflect that CSEA is very supportive and will always be available to help if wanted.

HEARINGS

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It was noted that there was a Hearing of Disciplinary Action scheduled for Closed Session.

PERSONNEL COMMISSION MINUTES

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The minutes of the January 13, 2005 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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RECOMMENDATIONS

CSEA Unit B Vice-President Joseph Schessler voiced concern regarding the justification for the abolishment of the two Intermediate Office Assistant-Schools positions at King. Mr. Curiel explained the circumstances regarding these abolishment 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 POSITION

CREATE A POSITION

1-Campus Security Officer 100% Franklin 217 day flex
1-Intermediate Office Assistant-Schools BL Spanish 100% King 12 mo
1-Stage Technician 100% Renaissance 204 day

RECLASSIFY A POSITION

RECLASSIFY A POSITION

1-Senior Nutrition Services Worker 75% Franklin 217 day flex to
Intermediate Nutrition Services Worker

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

1-Campus Security Officer 47.5% LBSA 202 day to 100%

ABOLISH AN EXISTING POSITION

ABOLISH AN EXISTING POSITION

1-Intermediate Office Assistant 100% ISR 12 mo
1-Intermediate Office Assistant-Schools 100% King 12 mo
1-Intermediate Office Assistant-Schools 100% King 12 mo

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:

Stage Technician	Dual	05-0095-0379
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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	05-0090-0448
Instructional Aide-Special (LTE & Substitutes)	Open/Cont	09-LTES-0448
Instructional Aide-Special	Open/Cont	05-0097-0448
Instructional Aide-Special (LTE & Substitutes)	Open/Cont	09-LTES-0448

Extend Eligibility Lists

ASB Financial Technician	Dual	03-0085-0751
Heavy Truck Driver	Dual	04-0084-0187
Intermediate Office Assistant-Schools (Avalon)	Open	04-0105-3354
Senior Payroll Accounting Technician	Dual	03-0064-0762

OTHER

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Ramon Curiel reported that appellant Carl Lambrinck, who was scheduled for an appeal hearing on February 17th, withdrew his request for a hearing. Mr. Curiel suggested the Commission retain the hearing date and Hearing Officer for February 17th and schedule Jeffery Singleton for his appeal hearing on that date. The Commission directed Mr. Curiel to contact the parties involved to proceed with this suggestion.

NEXT MEETING

NEXT MEETING

The Commission rescheduled the next regular meeting for the Personnel Commission from its original date of February 10 to February 17, 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 8:49 a.m. for Marsden Burton's Appeal Hearing regarding Disciplinary Action. The Commission relocated the meeting to the Staff Development Training Room and the Hearing began at 9:00 a.m.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 1:07 p.m. The Personnel Commission directed the Personnel Commission Administrator to prepare a Hearing Report for the Commission's discussion and consideration.

ADJOURNMENT

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There being no further business, the Personnel Commission adjourned at 1:08 p.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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