



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING November 17, 2005 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 8:19 a.m. at which time she led the pledge of allegiance to the flag.

#### COMMISSION MEMBERS PRESENT

Vera Mulkey, Chairperson  
Terry Ulaszewski, Vice-Chairperson

#### STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator  
Lisa Gardner, Administrative Coordinator  
Marilyn Doss, Associate Personnel Analyst  
Susan Leaming, Associate Personnel Analyst  
Alison Maitlen, Associate Personnel Analyst  
Maria Villalobos, Human Resources Technician  
Silaue Taeleifi, Human Resources Assistant  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Jerry Sprewell, Jr., appellant.

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

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None.

#### REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

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COMMISSION ADMINISTRATOR

Ramon Curiel reported on the presentation of the Personnel Commission Annual Report at the Board of Education Workshop and commented on the positive responses received from Board of Education members.

Mr. Curiel updated the Commission on the contract negotiations between CSEA and the District. He informed the Commission that

there are questions of the interpretation of the agreement regarding layoff status of specific employees which needs further clarification before Personnel Commission can proceed with the process of rescinding any layoff actions.

Mr. Curiel asked specific management staff to give the Commission brief updates on issues the Personnel Commission is currently addressing. Administrative Coordinator Lisa Gardner reported on the No Child Left Behind mandate and informed the Commission that the District must be in full compliance by July 1, 2006. She stated that Personnel Commission is monitoring this requirement through higher employment standards for new employees and training and testing opportunities for current employees. Associate Personnel Analyst Alison Maitlen gave an update on the Classified Staff Development Program and reviewed some of the new classes that are being offered. Associate Personnel Analyst Marilyn Doss reported on Recruitment and Testing's participation in ROP training which includes instructing the ROP classes regarding the testing and interviewing process and includes a mock interview.

#### PERSONNEL COMMISSION MINUTES

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The minutes of the November 3, 2005 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:

#### CREATE A NEW POSITION

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<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Holmes	Custodian	100%12 month
Emerson	Health Assistant-Charter School	75%204 day
Jordan	Instructional Aide Parent Resources Center	75%204 day
Assistant Superintendent- High School	Senior Office Asst	100%217 day

## REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant, Jerry Sprewell, Jr., was present and requested to be heard in Closed Session. 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 bulletin:

Head Start Parent Involvement Manager	Dual	06-0069-0786
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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:

Custodian	Open/Cont	06-0051-0139
Custodian (Limited Term & Substitute)	Open/Cont	06-LTES-0139
Instructional Aide-Speech & Language Communication	Dual	06-0050-3293
Instructional Aide-Special	Open/Cont	06-0060-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Special	Open/Cont	06-0065-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Special	Open/Cont	06-0070-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Nutrition Services Worker	Open/Cont	06-0061-5068

## OTHER

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None.

## NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, December 1, 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 9:49 a.m. to hear the appeal of Mr. Sprewell.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:24 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to table action regarding Mr. Sprewell's appeal pending further review of documentation provided by the appellant. The Personnel Commission Administrator was directed to review the material and present a recommendation to the Commission at the December 1 Commission meeting.

ADJOURNMENT

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There being no further business, the Personnel Commission adjourned at 10:25 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

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