



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING March 24, 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 8:15 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
Lisa Gardner, Administrative Coordinator
Dale Culton, Certification Services Manager
Susan Leaming, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Maria Alvarez, Human Resources Technician
Judy Marshall, Human Resources Assistant
Adriana Araujo, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Shamusideen Aliu, CSEA Chapter 2 President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President.

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

None.

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REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

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Ramon Curiel reported on additional District budget cuts and requested CSEA Leadership meet with him after the meeting to review the proposed staffing cuts.

Mr. Curiel reported that the Personnel Commission Office had been working on the application for the CAPE award and presented the Commission with the final report. He noted that the application was a collaboration of the entire department but recognized Associate Personnel Analysts Susan Leaming and Alison Maitlen for taking leadership roles in the project. At Mr. Curiel request, Ms. Leaming gave an overview of the report highlighting various aspects in each section of the application. Commission Chairperson Chuck Acosta commended staff on the quality of the product.

HEARINGS

PERSONNEL COMMISSION MINUTES

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CREATE A POSITION

RESTRUCTURE AN EXISTING POSITION

[illegible]

[illegible]

1-Truck Driver 100% Head Start 12 mo to 217 day

ABOLISH AN EXISTING POSITION

ABOLISH AN EXISTING POSITION

1-Instructional Aide BL Spanish 100% Lakewood 204 day
1-Instructional Aide BL Spanish (R) 62.5% International 204 day
1-Intermediate Office Assistant 100% Textbook Services
1-Library Services Assistant 100% Library Services 217 day
1-Library Services Assistant 100% Library Services 217 day flex
1-Staff Secretary 100% Curriculum 217 day
1-Transportation Aide 100% Lincoln 204 day
1-Transportation Aide 100% Riley 204 day
1-Transportation Aide 100% Henry 204 day
1-Transportation Aide 100% Emerson 204 day
1-Transportation Aide 100% Edison 204 day

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The individual was not present. The Commission acted to remove Sharika Richardson from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The individual was not present. The Commission acted to remove Gregory Williams from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The individual was not present. The Commission acted to remove Nate Malone from current eligibility lists.

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:

Cook Remote Site

Dual

05-0120-0591

Credential Services Specialist	Dual	05-0135-3343
Laborer	Prom	05-0129-0204
Water/Boiler Treatment Specialist	Dual	05-0130-3299

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	05-0121-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	05-LTES-5011
Instructional Aide-Deaf/Hard of Hearing	Open/Cont	05-0117-3271
Instructional Aide Interpreter-Deaf/Hard of Hearing	Open/Cont	05-0080-3272
Instructional Aide-Special	Open/Cont	05-0118-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0124-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Intermediate Office Assistant	Dual	05-0126-0673
Intermediate Office Assistant-Schools	Dual	05-0127-3354
Nutrition Services Worker	Open/Cont	05-0119-5068
School Safety Officer	Dual/Cont	05-0067-5014

Extend Eligibility Lists:

Building Maintenance Worker	Dual	04-0154-0625
Chemical Application Technician	Dual	04-0044-5030
Instructional Aide Speech & Language Communication	Dual	04-0127-3293
Library/Media Assistant	Dual	04-0121-0465
Library/Media Center Assistant	Dual	04-0122-5021
Risk Management Director	Dual	04-0133-0578
Truck Driver	Dual	04-0111-0392

OTHER

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Ramon Curiel requested the Commission meet briefly in Closed Session to review items for the Special Personnel Commission meeting scheduled for April 10, 2005.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 7, 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 the Special Personnel Commission Meeting scheduled for
April 10, 2005.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:35 a.m.
No reportable actions were taken during the Closed Session.

ADJOURNMENT

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There being no further business, the Personnel Commission
adjourned at 9:36 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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