



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING October 20, 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 8:18 a.m. at which time she led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

Vera Mulkey, Chairperson
Terry Ulaszewski, Vice-Chairperson
Chuck Acosta, 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
Mary Cates, Human Resources Supervisor
Maria Alvarez, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; d'Ann Madore, CSEA Labor Relations Representative.

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

None.

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

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

Ramon Curiel informed the Commission that the Personnel Commission Annual Report will be presented at the Board of Education Workshop on November 14. He stated that a draft of the report will be presented to the Commission at the next Personnel Commission meeting for their review.

Mr. Curiel reported on a new bill signed into effect that reduces the minimum number of days required for posting job bulletins provided the recruitment is posted on the web. He told the Commission that he would keep them updated on this new bill.

Mr. Curiel reported that he and Lisa Gardner, Administrative Coordinator, met with the CASSA president regarding CASSA's concerns of the layoff process. He stated that he is scheduled to meet with CASSA membership at their next meeting.

CSEA President Mary Brown commended Mr. Curiel, Ms. Gardner, Certification Services Manager Dale Culton and Associate Personnel Analyst Alison Maitlen for the displacement services they are offering employees affected by layoff. CSEA Chapter 2 Unit B Vice-President Joseph Schessler commented on CSEA's active participation at Board of Education meetings regarding the District's budget and the layoff of classified employees.

Mr. Curiel asked the Commission to pull agenda item 8.2, creation of a School Information Services Technician at Long Beach School for Adults per the request of Fitzgerald Jones, Director of Long Beach School for Adults.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the October 6, 2005 Personnel Commission Meeting were approved.

BOARD OF EDUCATION APPROVED
CLASSIFIED STAFF REDUCTIONS

BOARD OF EDUCATION APPROVED
CLASSIFIED STAFF REDUCTIONS

Mr. Curiel stated that agenda item 8.1 is included for informational purposes only. He explained that there was question whether the reduction and abolishment of classified positions were the responsibility of the Board of Education or the Personnel Commission. He informed the Commission that he sought a legal

opinion from an attorney on the matter and requested that the Commission discuss it with him in Closed Session. Mr. Curiel stated that CSEA was given the information contained in agenda item 8.1.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

The Personnel Commission pulled the item as requested by Long Beach School for Adults Director and 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:

RECLASSIFY A POSITION

RECLASSIFY A POSITION

From Intermediate Nutrition Services Worker 37.5% Washington 204 day flex
To Nutrition Services Worker 37.5% Washington 204 day flex

From Heavy Truck Driver 100% Nutrition Services 12 month
To Truck Driver 100% Nutrition Services 12 month

CREATE A NEW POSITION

CREATE A NEW POSITION

| <u>SITE</u> | <u>POSITION</u> | <u>ASSIGNMENT</u> |
|----------------------------|--|-------------------|
| Jordan Academy | Instructional Aide ADD V/V Reading Clinic | 75% 204 day |
| Head Start | Inst Aide Speech/Language Communications | 100% 217 day |
| Student Placement Services | Intermediate Office Assistant | 50% 217 day |

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

| <u>NAME</u> | <u>POSITION/SITE</u> | <u>ASSIGNMENT</u> |
|----------------|--|-------------------------------------|
| James Sharrar | Instructional Aide (Restricted) Hill | From 75% 204 day To 100% 204 day |
| Jammy Espinoza | Intermediate Office Assist-Schools Bryant | From 20% 217 day To 40% 217 day |
| Brenda Camrin | Intermediate Office Assist-Schools Hill | From 75% 217 day To 100% 217 day |

Maricela Enriquez

Intermediate Office Assist-Schools
Reid

From 100% 202 day
To 100% 217 day flex

BULLETINS

BULLETINS

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:

| | | |
|--|------|--------------|
| High School Office Supervisor | Prom | 06-0064-3349 |
| Instructional Aide-Speech & Language Communication | Dual | 06-0050-3293 |
| Intermediate Office Assistant | Dual | 06-0053-0673 |
| Intermediate Office Assistant-Schools | Dual | 06-0054-3354 |
| Intermediate Office Assistant BL Spanish | Dual | 06-0055-5050 |
| Intermediate Office Assistant-Schools BL Spanish | Dual | 06-0056-5052 |
| Kids Club Lead Assistant | Dual | 06-0059-0515 |
| Senior Payroll Accounting Technician | Dual | 06-0046-0762 |
| Truck Driver | Prom | 06-0052-0392 |

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:

| | | |
|---|-----------|--------------|
| Assistant Warehouse Manager | Prom | 06-0043-0770 |
| Custodian | Open/Cont | 06-0038-0139 |
| Custodian (Limited Term & Substitute) | Open/Cont | 06-LTES-0139 |
| Head Start Family Services Liaison | Dual | 06-0027-5075 |
| Health Assistant-Charter Schools | Dual | 06-0039-5093 |
| Instructional Aide-Deaf/Hard of Hearing | Open/Cont | 06-0057-3271 |
| Instructional Aide-Deaf/Hard of Hearing (Limited Term & Substitute) | Open/Cont | 06-LTES-3271 |
| Instructional Aide Interpreter-Deaf/Hard of Hearing | Open/Cont | 06-0031-3272 |
| Instructional Aide Interpreter-Deaf/Hard of Hearing (Limited Term & Substitute) | Open/Cont | 06-LTES-3272 |
| Instructional Aide-Special | Open/Cont | 06-0035-0448 |
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 06-LTES-0448 |
| Instructional Aide-Special | Open/Cont | 06-0042-0448 |

| | | |
|--|-----------|--------------|
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 06-LTES-0448 |
| Instructional Assistant-Intensive Behavioral Treatment | Dual | 06-0030-5035 |
| Kids Club Assistant | Dual | 06-0032-0694 |
| Kids Club Lead Assistant | Dual | 06-0033-0515 |
| Nutrition Services Worker | Open/Cont | 06-0047-5068 |
| Supervising Food Production Equipment Technician | Prom | 06-0024-0499 |

OTHER ITEMS

OTHER ITEMS

Certification Services Manager Dale Culton commented that CSEA Chapter 2 Unit B Vice-President Joseph Schessler was on the news last night with State Superintendent of Public Instruction Jack O'Connell.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, November 3, 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

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:58 a.m. to discuss the Personnel Commission Administrator's Performance Evaluation and the legal opinion received regarding the reduction and abolishment of classified positions.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:39 a.m. No reportable actions were taken during the Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:40 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

gr