



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING

March 10, 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
Lynne Karlsen, Personnel Analyst
Marilyn Doss, Associate Personnel Analyst
Susan Leaming, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Paula Wiesenhuber, Certification Services Supervisor
Maria Alvarez, Human Resources Technician
Anne Follett, Human Resources Technician
Vanessa Martinez, Human Resources Technician
Shelley Scott, Human Resources Technician
Maria Villalobos, Human Resources Technician
Judy Marshall, Human Resources Assistant
Denise Petty-Trietsch, Human Resources Assistant
Silaue Taeleifi, 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.

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 reported that Personnel Commission managers presented an orientation explaining the functions of the various departments in Personnel Commission to CSEA President Shamusideen Aliu. Mr. Aliu interjected that he appreciated the orientation and received a lot of useful information.

Mr. Curiel reported that the District has initiated a strategic planning project using the Baldrige process. A committee representative of the school district, parents and community has been established. He stated that he would keep the Commission updated.

Mr. Curiel informed the Commission that Superintendent Steinhauser has requested he proceed with the annual Classified Employee Barbecue and Classified Employee of the Year programs for this year. The barbeque and presentation are tentatively scheduled for May 20th.

Mr. Curiel spoke about his experience reading to students at Keller Elementary School and Jefferson Middle School during Read Across America Week. CSEA Vice President Ralph Weil also commented on his own experience as a reader.

Mr. Curiel led staff and guests in singing "Happy Birthday" to Mr. Acosta.

Commission Chairperson Chuck Acosta initiated a discussion regarding the recent shooting incident involving Cabrillo High School. Commissioner Vera Mulkey gave input about the community meeting the previous Saturday that she attended. Mr. Curiel informed the Commission that Personnel Commission managers are participants in the District's Safety Teams. Mr. Acosta suggested possible future discussions among Personnel Commission staff regarding issues of student safety be considered.

HEARINGS

HEARINGS

None.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the February 17, 2005 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
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:

RECLASSIFY A POSITION

RECLASSIFY A POSITION

- 1-Plant Supervisor-High School 100% Avalon 12 mo to
Plant Supervisor – Avalon
- 1-Senior Nutrition Services Worker 100% Food Services 12 mo to
Intermediate Nutrition Services Worker

CREATE A POSITION

CREATE A POSITION

- 1-Nutrition Services Worker 37.5% Poly 204 day
- 1-Research Testing Materials Supervisor 100% Research 12 mo

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

- 1-Intermediate Office Assistant-Schools 80% Cubberley 217 day to 100%
- 1-Senior Nutrition Services Worker 84.3% Millikan 204 day to 87.5%

ABOLISH AN EXISTING POSITION

ABOLISH AN EXISTING POSITION

- 1-Contract Analyst 100% Purchasing 12 mo
- 1-Intermediate Office Assistant-Schools 20% Cubberley 217 day
- 1-Staff Secretary 100% High School Assistant Superintendent's Office 217 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 Davouth Prom from current eligibility lists.

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:

Assistant Purchasing and Contracts Director	Dual	05-0112-0777
Coordinator – Autism Services	Dual	05-0116-5036

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 Maintenance Director	Dual	05-0078-0504
Custodian	Open/Cont	05-0094-0139
Custodian (Substitute & LTE)	Open/Cont	05-LTES-0139
Grounds Equipment Operator II/Driver	Dual	05-0084-5031
Human Resources Technician	Dual	05-0087-3352
Instructional Aide-Special	Open/Cont	05-0109-0448
Instructional Aide-Special (Substitute & LTE)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0115-0448
Instructional Aide-Special (Substitute & LTE)	Open/Cont	05-LTES-0448
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	05-0110-5035
Nutrition Services Worker	Open/Cont	05-0111-5068
Senior Office Assistant	Dual	05-0113-0677
Senior Office Assistant-Schools	Dual	05-0114-3363
Stage Technician	Dual	05-0095-0379

OTHER

OTHER

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, March 24, 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 8:45 a.m. to discuss the Personnel Commission Administrator's Performance Evaluation.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:15 a.m. No reportable actions were taken during the Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:16 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

gr