



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING June 16, 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 8:15 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
Lynne Karlsen, Personnel Analyst
Dale Culton, Certification Services Manager
Marilyn Doss, Associate Personnel Analyst
Susan Leaming, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Adriana Araujo, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Ralph Weil, CSEA Chapter 2 Unit A 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.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

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REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel stated that he had no report today for the Commission but asked each Personnel Commission Division head to give a brief update of their departments' activities. The staff managers gave individual brief reports to the Commission on the current activities of their units.

PERSONNEL COMMISSION MINUTES

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The minutes of the June 2, 2005 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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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 NEW POSITION

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- 1-Executive Director – Facilities Development and Planning 100% Facilities 12 mo
- 1-Office Assistant 100% Tincher 217 day
- 1-Transportation Aide 50% Addams 204 day
- 1-Transportation Aide 50% Lee 204 day
- 1-Webmaster 100% Communications & Community Relations 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:

Grounds Supervisor – High School	Dual	06-0005-5032
Head Start Nutrition Manager	Dual	06-0003-0785
Mail Delivery Driver	Dual	06-0002-0219

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:

Choral Accompanist	Dual	05-0108-0122
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Computer Support User Representative	Dual	05-0148-5000
Instructional Aide-Special	Open/Cont	05-0171-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0175-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Plant Supervisor – Avalon	Dual	05-0155-5081

OTHER ITEMS

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None.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, June 30, 2005. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 8:43 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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