



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING February 22, 2007 MINUTES

Testing Room  
Personnel Commission Office  
999 Atlantic Avenue  
Long Beach, CA 90813

Chairperson Terry Ulaszewski 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.

Mr. Ulaszewski conveyed the Commission's sympathy to Ms. Mulkey for the death of her daughter, Stephanie Mulkey. He expressed his thoughts about the funeral service that was attended by so many who praised all of Stephanie's life accomplishments. He concluded that this Commission meeting would be adjourned on behalf of the Mulkey family in Stephanie's honor. Ms. Mulkey thanked everyone for their acts of thoughtfulness during this time.

#### COMMISSION MEMBERS PRESENT    STAFF MEMBERS PRESENT

Terry Ulaszewski, Chairperson  
Chuck Acosta, Vice-Chairperson  
Vera Mulkey, Member

Ramon Curiel, Executive Officer  
Susan Leaming, Acting Administrative Coordinator  
Marilyn Doss, Personnel Analyst  
Alison Maitlen, Personnel Analyst  
Vanessa Martinez, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Maria Lynn Braunstein, Human Resources Technician  
Susan Brister, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
Adriana Araujo-Honorio, Staff Secretary (C)  
Gail Rainwater, Senior Administrative Secretary (C)

#### PRELIMINARY

Guests: Debra Ecung, Director, Employee Relations Services, Mary Brown, CSEA Chapter 2 President; Adrienne Rambo, CSEA Chapter 2 Unit A Vice-President.

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

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None.

### REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel expressed the sympathy and support of the Commission staff to Ms. Mulkey.

Mr. Curiel reported on items of interest from the last Board of Education meeting including the continuing issue of library funding and staffing, District Baldrige training and the Strategic Planning efforts.

Mr. Curiel reported that Personnel Commission had been asked and agreed to take on an intern as a requirement of her course credit and gave a brief account of Ameerah Rabb.

Mr. Curiel asked the Personnel Commission Division heads 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.

Mr. Curiel reported on the success of the CSPCA Conference. Commissioners Terry Ulaszewski and Chuck Acosta also gave input on the various workshops they attended and agreed that the Conference had been a tremendous success.

### PERSONNEL COMMISSION MINUTES

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The minutes of the February 8, 2007 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:

### REVISE CLASSIFICATIONS

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Groundskeeper

### RESTRUCTURE AN EXISTING POSITION

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<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Rios-Gallegos, Ana	School Community Worker BL Spanish	From: 80% 204 day
	Garfield	To: 100% 204 day

Brotherton, Yvette      School Support Assistant  
Newcomb

From: 80%    204 day  
To:    100%   204 day

### REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.6 and 4.2.A.7. The individual was not present. The Commission acted to remove Duvallo Porter from current eligibility lists.

### APPEAL OF DISQUALIFIED APPLICANT

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An applicant had been disqualified from continuing in the examination process for the classification of Nutrition Services Worker per Personnel Commission Rule 4.2.A.11 and appealed to the Personnel Commission. The appellant was not present. The Commission acted to deny the appeal of Carnela Hogan and instructed the Executive Officer to notify her of this decision.

### BULLETINS

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Personnel Commission Rule 4.6.B.1, states that the Personnel Commission 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:

Intermediate Office Assistant	Dual	07-0159-0673
Intermediate Office Assistant-Schools	Dual	07-0160-3354
Plant Supervisor I	Prom	07-0146-5026
Plant Supervisor II	Prom	07-0147-5027
Plant Supervisor High School	Prom	07-0148-5029

### ELIGIBILITY LISTS

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Personnel Commission Rule 5.1.A, states that the Personnel Commission 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:

ASB Financial Technician	Dual	07-MC35-0751
Campus Security Officer	Dual	07-MC38-5011
Executive Secretary	Dual	07-MC26-0678
Facilities Planner	Dual	07-0110-5098
Instructional Aide-Special	Open/Cont	07-0142-0448

Instructional Aide-Special (Limited Term & Substitutes)	Open/Cont	07-LTES-0448
Instructional Aide-Special	Open/Cont	07-MC14-0448
Instructional Aide-Special	Open/Cont	07-0149-0448
Instructional Aide-Special (Limited Term & Substitutes)	Open/Cont	07-LTES-0448
Instructional Aide-Speech & Language Communication	Open/Cont	07-0150-3293
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	07-0080-5035
Intermediate Accounting Assistant	Dual	07-MC03-0755
Intermediate Payroll Accounting Technician	Dual	07-MC02-0756
Library/Media Assistant	Dual	07-0113-0465
Library/Media Center Assistant	Dual	07-0112-5021
Nutrition Services Worker	Open/Cont	07-0140-5068
School Safety/Security Specialist	Dual	07-0102-5015
Senior Accounting Assistant	Dual	07-0100-0760

#### 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, March 8, 2007. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, 90813.

#### ADJOURN TO CLOSED SESSION

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Chairperson Terry Ulaszewski requested a moment of silence in honor of the Mulkey family and in memory of Stephanie Mulkey.

The Personnel Commission recessed for a short break and then adjourned to Closed Session at 8:53 a.m. to discuss the Performance Evaluation of the Personnel Commission Administrator.

#### RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:49 a.m. No reportable actions were taken during Closed Session.

#### ADJOURNMENT

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There being no further business, the Personnel Commission adjourned at 9:50 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

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