



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING March 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 8:16 a.m. at which time he led the pledge of allegiance to the flag.

#### 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  
Susan Brister, Human Resources Technician  
Jan Medford, Human Resources Technician  
Silaue Taeleifi, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
Gail Rainwater, Senior Administrative Secretary (C)

#### PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; Adrienne Rambo, CSEA Chapter 2 Unit A Vice-President; Ruth Abeyta, appellant; Clarence Cureton, appellant.

#### 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 EXECUTIVE OFFICER

## REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel reported that the disciplinary action appeal hearing approved by the Commission at the March 8 meeting has been scheduled for April 19 and a Hearing Officer has been appointed.

Mr. Curiel informed the Commission that the March 26 Board of Education Workshop will be conducted "after hours" beginning at 4:00 p.m.

Mr. Curiel updated the Commission on the activities of the District's Strategic Planning Committee and asked Personnel Analyst Alison Maitlen to report on the proposed Classified Needs Assessment Survey. Ms. Maitlen described the purpose of the survey and defined the target groups to be surveyed. She outlined the time line for implementation of the survey and the technology to be utilized for data collection. The survey will be deployed in April 2007 to all Classified and Certificated Managers, Classified Supervisors and Classified Employees.

Mr. Curiel asked the Personnel Commission Division heads to give a brief update of their departments' activities. Each manager/supervisor present gave a brief report on the current activities of their units.

Mr. Curiel reported that the nomination process for the 2007 Classified Employee of the Year has started and requested CSEA's assistance in publicizing the event.

## PERSONNEL COMMISSION MINUTES

## PERSONNEL COMMISSION MINUTES

Commissioner Vera Mulkey stated that she wanted clarification on information reported in the Return to Open Session section of the March 8 minutes. Ms. Mulkey asked that this be discussed in Closed Session because the clarification was on information discussed in Closed Session at the March 8 meeting.

The Commission approved the minutes of the March 8, 2007 Personnel Commission Meeting with the stipulation that there may be modifications to the minutes regarding the item addressed by Commissioner Mulkey.

## 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:

REALLOCATE A CLASSIFICATION

REALLOCATE A CLASSIFICATION

Return to Work Specialist (C)

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Lincoln	Intermediate Office Assistant-Schools BL Spanish	60% 12 month

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 appellant, Ruth Abeyta, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

APPEAL OF DISQUALIFIED APPLICANT

APPEAL OF DISQUALIFIED APPLICANT

An applicant had been disqualified from continuing in the examination process for the classification of Campus Security Officer per Personnel Commission Rules 4.2.A.15 and 4.2.A.24 and appealed to the Personnel Commission. The appellant, Clarence Cureton, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

BULLETINS

BULLETINS

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

Elementary School Office Supervisor	Prom	07-0177-3345
High School Office Supervisor	Prom	07-0179-3349
Instructional Aide – Alternative Schools	Dual	07-0175-0221
Instructional Assistant–Computer Resources	Dual	07-0169-0603
Instructional Assistant–Computer Resources BL Spanish	Dual	07-0168-0452
Middle School Office Supervisor	Prom	07-0178-3357

Nutrition Services Supervisor I	Dual	07-0183-5064
Nutrition Services Supervisor II	Dual	07-0184-5065
Nutrition Services Supervisor III	Dual	07-0185-5066
Water/Boiler Treatment Specialist	Dual	07-0176-3299

### ELIGIBILITY LISTS

### ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer 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 Purchasing & Contract Director	Dual	07-0133-0777
Campus Security Officer	Open/Cont	07-0152-5011
Campus Security Officer (Limited Term & Substitute)	Open/Cont	07-LTES-5011
Contract Manager	Dual	07-0134-0216
Instructional Aide-Special	Open/Cont	07-0171-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide-Special	Open/Cont	07-0180-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide-Special – Avalon (Amended)	Dual	07-0108-0448
Instructional Aide-Special – Avalon (Limited Term & Substitute) (Amended)	Dual	07-LTES-0448
Instructional Aide Speech & Language Communication	Open/Cont	07-0187-3293
School Safety Officer	Open/Cont	07-0153-5014

### Extend Eligibility Lists

Intermediate Office Assistant BL Spanish	Dual	06-0055-5050
Intermediate Office Assistant-Schools BL Spanish	Dual	06-0056-5052
Mail Delivery Driver	Dual	06-0002-0219

### OTHER ITEMS

### OTHER ITEMS

Chairperson Terry Ulaszewski reported that CSEA Chapter 2 President Mary Brown was selected as the “2007 Unsung Hero” for her exemplary work and would be honored with an award at the CSEA Annual Member Recognition Banquet on April 14<sup>th</sup>. The Commission and the Personnel Commission Executive Officer congratulated Ms. Brown.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 5, 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

ADJOURN TO CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:55 a.m. to hear the appeals of Ruth Abeyta and Clarence Cureton and to clarify a Closed Session item reported on the March 8 minutes.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:04 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to grant the appeal of Ruth Abeyta and instructed the Personnel Commission Executive Officer to notify her of this decision.

The Commission acted to deny the appeal of Clarence Cureton and instructed the Personnel Commission Executive Officer to notify him of this decision.

The Commission modified the Return to Open Session section of the March 8 minutes to include that Raymond Cook, Jr. was given a provision for future employment reconsideration based on conditions set forth by the Personnel Commission.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:05 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

gr