



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING August 9, 2007 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    STAFF MEMBERS PRESENT

Chuck Acosta, Chairperson  
Terry Ulaszewski, Member

Ramon Curiel, Executive Officer  
Maria Lynn Braunstein, Acting Sr. Admin. Secretary  
Robert Pfingsthorn, Senior Personnel Analyst  
Marilyn Doss, Personnel Analyst  
Alison Maitlen, Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Judy Marshall, Acting Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary (C)  
Anne Follett, Human Resources Technician  
Tammie Hirth, Human Resources Technician  
Esther Martinez, Human Resources Assistant  
Denise Petty-Trietsch, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Maria Villalobos, Human Resources Technician

#### PRELIMINARY

Guests: Valeeta Pharr, CSEA 1<sup>st</sup> Vice President; Donna O'Neill, appellant; Linda Guthmann Krieger, attorney; Steven Chrysler, appellant; Robert Maldonado, Grounds Supervisor – High School; Monroe Goolsby, Grounds Supervisor – High School.

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

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 led the Commission Staff and guests in singing Happy Birthday to Commissioner Terry Ulaszewski. Mr. Curiel requested that his report be moved to the end of the agenda.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:25 a.m. to review the appeal and Hearing Officer's report regarding the dismissal of Steven Chrysler. The Commission relocated the meeting to the Staff Development Training Room.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session in the Testing Room at 8:55 a.m.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the July 12, 2007 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:

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Burcham	ASB Financial Technician	50% 217 Day
Gompers	ASB Financial Technician	50% 217 Day
Burcham	Inst Aide-Alternative Sch	47.5% 204 Day
Tucker	Inst Aide-Alternative Sch	47.5% 204 Day
DeMille	Inst Aide-Special	47.5% 202 Day
Garfield	Inst Aide-Special	47.5% 202 Day

Risk Management	Inter Office Asst	100% 12 Month
Jordan	Inter Office Asst-Sch	100% 217 Day
Special Projects	Inter Office Asst-Sch	100% 217 Day Flex
Garfield	Library/Media Asst	20% 204 Day
Gant	Office Asst	37.5% 202 Day
Lincoln	Site Specialist-Spec Projects	100% 12 Month
Monroe	Site Specialist-Spec Projects	100% 12 Month
Powell	Site Specialist-Spec Projects	100% 12 Month
Riley	Site Specialist-Spec Projects	100% 12 Month
The Willows	Speech-Language Pathology Asst	100% 204 Day
The Willows	Speech-Language Pathology Asst	100% 204 Day
Roosevelt	Transportation Aide-BL Spanish	100% 204 Day

#### RESTRUCTURE AN EXISTING POSITION

#### RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Stephens, David	Stage Technician	From: 100% 204 Day
	Renaissance	To: 100% 217 Day
Johnston, Tamara	Student Store Operator	From: 100% 204 Day
	Cabrillo	To: 100% 217 Day

Ramon Curiel explained the need to update the duties and salary range allocation for the Grounds Supervisor – High School was warranted at this time as duties are now similar to those of the Grounds Crew Supervisor. Mr. Curiel and Commission Staff worked with Mr. Robert Maldonado, Grounds Supervisor – High School, and Operations Management to confirm and revise the classification specification.

Mr. Maldonado confirmed the similarities and informed the Commission of the various sites the Grounds Supervisor – High School incumbents are assigned to maintain. Ms. Valeeta Pharr, CSEA 1<sup>st</sup> Vice President, asked the specification be revised to include off site locations. The Commission acted to approve the classification specification and salary reallocation with the modification to the specification.

#### REALLOCATE AN EXISTING CLASSIFICATION

#### REALLOCATE AN EXISTING CLASSIFICATION

Grounds Supervisor – High School (C1) SRS 24 to SRS 26

#### 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 Genene Mitchell from current eligibility lists.

### 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, Donna O'Neill, 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:

Assistant Facilities Project Manager	Dual	08-0013-5104
Computer Support Technician	Dual	08-0018-5108
Facilities Project Manager	Dual	08-0012-5105
Network Specialist	Dual	08-0019-5119
Site Specialist – Special Projects	Dual	08-0021-5055
Substitute Custodian	Open/Cont	

### 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:

Business Services Administrator	Dual	07-0223-0427
Campus Security Officer	Open/Cont	08-0014-5011
Campus Security Officer (Limited Term/Substitute)	Open/Cont	07-LTES-5011
Custodian	Open/Cont	07-0240-0139
Custodian (Limited Term/Substitute)	Open/Cont	07-LTES-0139
Financial Services Officer	Dual	07-0222-0385
Food Production Equipment Technician	Dual	07-0231-0476
Instructional Aide - Deaf/Hard of Hearing	Open/Cont	07-0209-3271
Instructional Aide – Deaf/Hard of Hearing (Limited Term/Substitute)	Open/Cont	07-LTES-3271
Instructional Aide – Special	Open/Cont	08-0006-0448

Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide – Special	Open/Cont	08-0017-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Assistant –Intensive Behavioral Treatment	Dual	07-0221-5035
Intermediate Nutrition Services Worker @ Avalon	Dual	07-MC51-5058
Nutrition Services Worker	Dual	08-0007-5068
Nutrition Services Worker	Dual	08-0016-5068
Nutrition Services Supervisor @ Avalon	Dual	07-0237-5065
School Safety Officer	Open/Cont	08-0015-5014
Warehouse Materials Processor	Dual	07-0167-0712

#### REPORT FROM THE EXECUTIVE OFFICER

#### REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel introduced the new member of the Commission Staff, Robert Pfingsthorn, Senior Personnel Analyst and updated the Commission on staffing.

Mr. Curiel reported on the Executive Staff meeting which took place at Boeing. Mr. Curiel informed the Commission the Superintendent has released his plan for the School District's focus for the coming year. Valeeta Pharr informed the Commission that the Health and Welfare Committee is developing a Wellness page for District employees. Mr. Curiel reported that the Technology Master Plan and the Facilities Master Plan are expected to be completed this year.

Mr. Curiel informed the Commission of the District's desire to expand employee recognition to include certificated personnel. He also informed the Commission that the Unit B salaries have been updated in the salary schedule.

Mr. Curiel asked the Division heads present to give brief updates on the Secretarial Task Force, the AESOP substitute system and the audit of No Child Left Behind requirements. Personnel Analyst, Alison Maitlen reported on the Task Force accomplishments to date. Mr. Curiel commended Ms. Maitlen for the hard work she has put into this project. Ms. Mary Cates, Human Resources Supervisor updated the Commission on the upcoming AESOP training at Millikan High School. Robert Pfingsthorn, Senior Personnel Analyst and Marilyn Doss, Personnel Analyst reported on the activities of their unit and the completeness of the No Child Left Behind records.

Mr. Curiel informed the Commission of the new Personnel Commission Employee Recognition Program. Alison Maitlen introduced the "Making a Difference" award which will be given to a Commission Staff member at the monthly staff meetings.

OTHER ITEMS

OTHER ITEMS

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, August 23, 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.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 9:50 a.m. to hear the appeal of Donna O'Neill and to review and take action on the appeal and Hearing Officer's report regarding the dismissal of Steven Chrysler.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:10 a.m.

The following reportable actions were taken during Closed Session:

The Commission acted to grant the appeal of Donna O'Neill and instructed the Personnel Commission Executive Officer to notify her of this decision.

The Commission acted to accept the Hearing Officer's recommendation regarding the dismissal of Steven Chrysler and instructed the Executive Officer to notify him of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:15 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

mb