



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING May 31, 2007 MINUTES

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

Vice-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 STAFF MEMBERS PRESENT

Vera Mulkey, Vice-Chairperson
Terry Ulaszewski, Member

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

PRELIMINARY

Guests: Mary Brown, CSEA President ; Adrienne Rambo, CSEA Unit A Vice President;
Karen Foote, CSEA Treasurer; Carri Matsumoto, Executive Director Facilities.

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 reported on the events of the past week. Including the success of the following events, the annual Classified Employee Barbecue, The Broad Foundation visit and the Most Inspiring Students Award Dinner.

Mr. Curiel thanked the Commissioners, CSEA, the Long Beach Education Foundation and the other sponsors and individuals who made it all possible through their donations and hard work. Mary Brown, CSEA President, Adrienne Rambo, CSEA Unit A Vice President and Karen Foote, CSEA Treasurer stated the BBQ was magnificent, the feedback has been positive and they were proud to see the number of employees and vendors participating.

Mr. Curiel reported that the District is once again one of five finalists for the Broad Foundation Award. He stated focus groups comprised of various employees, District Administrators and Union Representatives met with the Broad team. The winner of the Broad Award will be announced in September.

Vice Chairperson Vera Mulkey and Commissioner Terry Ulaszewski commented on the events of the week and thanked Mr. Curiel and all the District employees who helped to make each event a success.

Mr. Curiel informed the Commission 2 employees of the Year, Joanne Barham and Jay Holthe were selected this year and would be recognized at the Board of Education meeting on June 5, 2007.

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.

PERSONNEL COMMISSION MINUTES

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The minutes of the May 17, 2007 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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RECOMMENDATIONS

Mr. Curiel informed the Commission of the need to pull a couple of items. The first is the creation of the Instructional Aide Special position at Tincher. Certification Supervisor, Paula Wiesenhutter explained that the position was to be created as a result of an individual on a leave of absence. The incumbent with the permission of Human Resource Services will be returning from leave early therefore will remain in the position. The second item to be pulled is the Removal from Eligibility, item 8.2. The item will be resubmitted at a later date to ensure the individual has been given proper notification.

The Commission moved to pull the above items.

Mr. Curiel reported that Personnel Analyst, Susan Leaming has been working with Carri Matsumoto, Executive Director Facilities, regarding the staffing needs of the Facilities Department. Ms. Leaming spoke about the proposed new classifications and recommended reclassification of existing staff. Ms. Matsumoto discussed the specific needs of the department that are being addressed by the creation of the new classifications and reiterated the need for additional staffing.

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 CLASSIFICATION
Assistant Facilities Project Manager
Facilities Project Manager

CREATE A NEW CLASSIFICATION

CREATE A NEW POSITION

CREATE A NEW POSITON

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Research	Assoc Educ Research Analyst	100% 12 Month
Research	Assoc Educ Researcg Analyst	100% 12 Month
Maintenance	HVAC Technician	100% 12 Month
Maintenance	HVAC Technician	100% 12 Month
Buffum	Inst Aide-Spc	47.5% 202 Day
Garfield	Inst Aide-Spc	47.5% 202 Day
Hamilton	Inst Aide-Spc	47.5% 202 Day Traditional modified
Holmes	Inst Aide-Spc	47.5% 202 Day

Jordan	Inst Aide-Spc	47.5% 202 Day
Madison	Inst Aide-Spc	47.5% 202 Day
Muir	Inst Aide-Spc	47.5% 202 Day
Stanford	Inst Aide-Spc	47.5% 202 Day
Wilson	Int Nutrition Srvs Worker	62.5% 204 Day
Facilities	Sr Administrative Secretary	100% 12 Month
Renaissance	Student Store Operator	47.5% 217 Day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING CLASSIFICATION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Hernandez, Sandra	Inst Aide-Spc Barton	From: 47.5% 202 Day To: 75% 202 Day
Ulanday, Remedios	Inst Aide-Spc Birney	From: 47.5% 202 Day To: 75% 202 Day
Flores, Ofelia	Inst Aide-Spc McKinley	From: 47.5% 202 Day To: 75% 202 Day
York, Jared	Inst Aide-Spc Wilson	From: 47.5% 202 Day To: 75% 202 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.15. The individual was not present. The Commission acted to remove Steve Branch from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.4 and 4.2.a.7. The individual was not present. The Commission acted to remove Dianna Marie Heard 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.5. The individual was not present. The Commission acted to remove Cedric Ransom from current eligibility lists.

PERSONNEL COMMISSION MEETING DATES

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The Commission acted to approve the following dates for the 2007-2008 regular Personnel Commission meetings. All meetings are scheduled for 8:15 a.m. at the Personnel Commission Office.

July 12, 2007
July 26, 2007

January 10, 2008
January 24, 2008

August 9, 2007
August 23, 2007

February 7, 2008
February 21, 2008

September 6, 2007
September 20, 2007

March 6, 2008
March 20, 2008

October 4, 2007
October 18, 2007

April 3, 2008
April 17, 2008

November 1, 2007
November 15, 2007
November 29, 2007

May 1, 2008
May 15, 2008
May 29, 2008

December 13, 2007
December 27, 2007

June 12, 2008
June 26, 2008

BULLETINS

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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:

Business Services Administrator	Dual	07-0223-0427
Financial Services Officer	Dual	07-0222-0385

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:

Contract Analyst	Dual	07-MC46-0624
Cook Remote Site	Dual	07-0200-0591
Custodian	Dual	07-MC07-0139
Locker Room Attendant	Dual	07-MC17-0208
School Support Secretary	Prom	07-MC37-3361

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 14, 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

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The Personnel Commission adjourned to Closed Session at 9:20 a.m. to discuss the Personnel Commission & Classified Employment Executive Officer's Performance Evaluation.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 10:14a.m. No reportable actions were taken.

ADJOURNMENT

ADJOURNMENT

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

Respectfully submitted,

Ramon Curiel
Executive Officer

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