



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING June 12, 2008 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 8:17 a.m. at which time she led the pledge of allegiance to the flag

COMMISSION MEMBERS PRESENT STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer
Stephanie Jimenez, Sr. Administrative Secretary
Marilyn Doss, Personnel Analyst
Susan Leaming, Personnel Analyst
Alison Maitlen, Personnel Analyst
Dale Culton, Certification Services Manager
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Judy Marshall, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator.

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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Mr. Curiel thanked the Commissioners for their presence at the Employee of the Year plaque presentation at the Board Meeting held on June 3rd. The Board Members were appreciative of the recognition given to the Classified employees.

Mr. Curiel shared the Administrative promotions with the Commissioners.

Mr. Curiel informed the Commissioners that CSEA voted on a Memorandum of Understanding on the effects of the layoffs imposed by LBUSD Governing Board on Wednesday, June 11th.

Susan Leaming, Personnel Analyst reported that Personnel Commission staff has been trained by our district Webmaster on how to update our website. Personnel Commission is the #1 visited website at this current time.

Mary Cates, HR Supervisor, has currently placed 698 summer school classified placements.

PERSONNEL COMMISSION MINUTES

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The minutes of the May 29, 2008 Personnel Commission Meeting were approved.

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
NONE		

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
NONE		

RESCIND PREVIOUS ACTION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
NONE		

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:

Grounds Crew Supervisor	Dual	08-0185-0605
Grounds Supervisor – High School	Dual	08-0184-5032
Plant Supervisor I	Prom	08-0186-5026
Plant Supervisor II	Prom	08-0187-5027

ELIGIBILITY LISTS

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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:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
High School Office Supervisor	Prom	08-0152-3349
Instructional Aide – Special	Open/Cont	08-0177-0448
Instructional Aide – Special Substitute & LTES	Open/Cont	08-LTES-0448
Library Media Assistant	Dual	08-0141-5021
Payroll Manager	Open/Prom	08-0162-5134
Pool Attendant	Open/Cont	08-0159-0245
School Support Secretary	Prom	08-0153-3361

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, July 10, 2008. 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.

ADJOURNMENT

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There being no further business, Chairperson Mulkey adjourned at 8:38 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

sj