



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING September 4, 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 8:15 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
Robert Pflingsthorn, Sr. Personnel Analyst
Marilyn Doss, Personnel Analyst
Susan Leaming, Personnel Analyst
Maria Lynn Braunstein, Assoc. Personnel Analyst
Dale Culton, Certification Services Manager
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Susan Brister, Human Resources Technician
Judy Marshall, Human Resources Technician

PRELIMINARY

Guests: Mary Brown, CSEA President; Adrienne Rambo, CSEA Unit A, Vice President; Dan Ewaskey, CSEA Unit B, Vice President ; Brett Boone, appellant; Mark Kitchen, appellant; and Cecil Morris, appellant.

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

None

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REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel reported on items of interest from the last Board of Education meeting. He informed the Commission that a public hearing was held on the issue of whether evidence exists to revoke the M.A.T.T.I.E. Academy Charter. The Board will take action on this item at a later meeting in September. Mr. Curiel also reported that Superintendent Steinhauser's contract has been extended for an additional year, now set to expire in 2012.

Mr. Curiel also informed the Commission that the National Broad Prize for Urban Education has doubled to \$2 million. If Long Beach is named the winner of the 2008 Broad Prize, the District will receive \$1 million in college scholarships for graduating high school seniors. The four finalist school districts not named as the winner will each receive \$250,000 in college scholarships.

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 informed the Commission that personalized displacement services continue for employees affected by the District budgetary reductions. Mary Brown, CSEA President requested a report listing affected individuals. Mr. Culton said that he had the report and would give her a copy.

PERSONNEL COMMISSION MINUTES

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The minutes of the August 21, 2008 Personnel Commission Meeting were approved.

APPEAL OF DISQUALIFIED APPLICANT

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Staff submitted a recommendation to disqualify an applicant from the examination process per Personnel Commission Rule 4.2.A.5. The appellant, Brett Boone, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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:

| | | |
|--|------|--------------|
| Avalon -Custodian | Dual | 09-0031-0139 |
| Avalon -Groundskeeper | Dual | 09-0032-0172 |
| Avalon -Intermediate Office Assistant – Schools | Dual | 09-0030-3354 |
| Avalon -Instructional Aide – Special | Dual | 09-0029-0448 |
| Avalon -Nutrition Services Worker | Dual | 09-0028-5068 |
| Head Start Instructional Aide | Dual | 09-0037-0657 |
| Lead Custodian | Dual | 09-0036-0205 |

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:

| | | |
|---|-----------|--------------|
| Campus Security Officer | Open/Cont | 09-0014-5011 |
| Campus Security Officer/Limited Term Substitute | Open/Cont | 08-LTES-5011 |
| Custodian | Open/Cont | 09-0008-0139 |
| Custodian – Limited Term and Substitute | Open/Cont | 08-LTES-0139 |
| Instructional Aide – Special | Open/Cont | 09-0022-0448 |
| Instructional Aide – Special/ Limited Term & Substitute | Open/Cont | 09-LTES-0448 |
| Intermediate Office Assistant Amended | Open/Cont | 08-0188-0673 |
| Intermediate Office Assistant Schools Amended | Open/Cont | 08-0189-3354 |
| Intermediate Office Assistant – LTES & Subs Amended | Open/Cont | 08-LTES-0673 |
| Intermediate Office Assistant Schools – LTES & Subs Amended | Open/Cont | 08-LTES-3354 |
| Nutrition Services Worker | Open/Cont | 09-0012-5068 |
| Office Assistant Amended | Open/Cont | 08-MC03-3350 |
| School Safety Officer | Open/Cont | 09-0015-5014 |
| Stage Technician Amended | Dual | 08-0081-0379 |

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, September 18, 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.

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:40 a.m. to discuss the Hearing Officer's report recommendation on Rudy Melgar's dismissal and hear the appeals for Brett Boone, Mark Kitchen, and Cecil Morris.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:20 a.m.

The following reportable actions were taken during Closed Session:

The Commission acted to sustain staff's recommendation to disqualify Brett Boone at this time from current eligibility lists and instructed the Executive Officer to notify him of this decision.

The Commission acted to sustain staff's recommendation to disqualify Mark Kitchen from current eligibility list for Campus Security Officer and instructed the Executive Officer to notify him of this decision. The Commission decided to postpone action on eligibility for Intermediate Office Assistant and will allow him to continue in the examination process for Purchasing Assistant pending receipt and approval of additional documentation related to the appeal of Mark Kitchen and instructed the Executive Officer to inform him of the need to submit the required documentation.

The Commission acted to rescind its action of August 21, 2008 to disqualify Cecil Morris from current eligibility lists and instructed the Executive Officer to allow Cecil Morris to remain on the current eligibility list for Limited Term Employee Custodian.

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

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned at 10:30 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

sj