



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING October 30, 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 8:16 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
Maria Lynn Braunstein, Assoc. Personnel Analyst
Dale Culton, Certification Services Manager
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Judy Marshall, Human Resources Technician
Maria Villalobos, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Adrienne Rambo, CSEA Unit A, Vice President and Dan Ewaskey, CSEA Unit B, Vice President.

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

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Mr. Curiel provided the Commissioners with a brief update on the state of California's budget.

Mr. Curiel reminded Commissioners that Senior Personnel Analyst Robert Pfingsthorn's has resigned effective October 31st. Marilyn Doss, Personnel Analyst will be overseeing Recruitment and Testing and Maria Lynn Braunstein, Associate Personnel Analyst will be assisting Recruitment and Testing on designated Recruiting and Testing assignments.

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 October 13, 2008 Personnel Commission Meeting were approved.

The minutes of the October 16, 2008 Personnel Commission were approved with modification of the removal of two eligibility lists for Grounds Crew Supervisor and Grounds Crew Supervisor – High School.

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:

REVISE CLASSIFICATIONS

Grounds Crew Supervisor
Grounds Crew Supervisor – High School

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:

Kids Club Supervisor I	Dual	09-0060-3266
Kids Club Supervisor II	Dual	09-0061-3267
Kids Club Supervisor III	Dual	09-0062-3268

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:

Chemical Applications Technician	Dual	09-0011-5030
Custodian	Open/Cont	09-0040-0139
Custodian - Substitutes & LTES	Open/Cont	08-LTES-0139
Head Start Instructional Aide	Dual	09-0037-0657
Instructional Aide – Special	Open/Cont	09-0047-0448
Instructional Aide – Special / Substitutes & LTES	Open/Cont	09-LTES-0448
Instructional Assistant – IBT	Open/Cont	09-0018-5035
Intermediate Office Assistant	Dual	09-0052-0673
Intermediate Office Assistant – Substitutes & LTES	Dual	09-LTES-0673
Intermediate Office Assistant – Schools	Dual	09-0053-3354
Intermediate Office Assistant – Schools / Subs & LTES	Dual	09-LTES-3354
Nutrition Services Worker	Open/Cont	09-0044-5068
Nutrition Services Worker	Open/Cont	09-0059-5068
Office Assistant	Dual	09-MC01-3359

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, November 13, 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 8:44 a.m.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:13 a.m.

No reportable actions were taken.

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned at 9:18 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer