



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING April 17, 2008 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 8:17 a.m. at which time he led the pledge of allegiance to the flag.

Chairperson Acosta welcomed guests and Personnel Commission Staff and asked for brief introductions from those present.

#### COMMISSION MEMBERS PRESENT    STAFF MEMBERS PRESENT

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

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

#### PRELIMINARY

Guests: Betty Ng, Financial Services Officer; Sandra Abraham, Payroll Director; and Les Leahy, Business Services Administrator.

#### 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 copy of the Board of Education Classified Action from April 15<sup>th</sup>. Mr. Curiel explained that the board action included many abolishments and reductions. Personnel Commission will be providing Placement Services (including EDD, one on one counseling, health insurance information, etc.) for employees affected.

Mr. Curiel provided the Commissioners with the Classified Barbecue details on May 23<sup>rd</sup> and informed them that we would be announcing the Classified Employee of the Year at noon. Mr. Curiel and Co-Chair, Sandra Abraham asked the Commissioners if they were available to volunteer to assist at the Classified Barbecue and to let Stephanie know availability.

Mr. Curiel reminded Commissioners that they would be voting for a new Commission Chairperson and Vice Chairperson at the next Personnel Commission Meeting held on May 1, 2008.

Mr. Curiel asked the Commissioners if they would like to place an advertisement in the "Most Inspiring Student" program this year. The Commissioners agreed to place a ½ page ad from the Commissioners, Personnel Commission and Classified Staff.

Mr. Curiel commended Paula Wiesenhutter, Certification Services Supervisor for all the endless hours she puts into working with the Hiring Freeze Committee and for the excellent customer service she provides to all staff and sites.

Mr. Curiel asked the Personnel Commission Division heads to give a brief update of their departments' activities. The staff managers gave individual brief reports to the Commission on the current activities of their units.

PERSONNEL COMMISSION MINUTES

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The minutes of the April 3, 2008 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

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RECOMMENDATIONS

Mr. Curiel reported that Susan Leaming, Personnel Analyst has been working with Betty Ng, Financial Services Officer and Sandra Abraham, Payroll Director regarding the organizational structure and classification needs of the Payroll Department. Ms. Leaming provided a brief overview of the department's structure and recommended new classification of Payroll Manager. Ms. Ng discussed the specific needs of the department that will be addressed by the creation of this new classification. Ms. Ng also thanked Mr. Curiel and Ms. Leaming for their guidance and assistance through this process. Ms. Ng also thanked the entire Commission Staff for the work they have done for her since she joined the District.

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules.

CREATE A NEW CLASSIFICATION

CREATE A NEW CLASSIFICATION

Payroll Manager – Salary Range 42 (M2)

REVISE A CLASSIFICATION

REVISE A CLASSIFICATION

Custodian

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 Jose Nolasco from current eligibility lists.

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 Juan Flores from current eligibility lists.

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 Randy Ringor from current eligibility lists.

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:

High School Office Supervisor	Prom	08-0152-3349
School Support Secretary	Prom	08-0153-3361
Supervisor – Autism Services	Dual	08-0150-5046

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	08-0133-5011
Campus Security Officer	Open/Cont	08-LTES-5011
Instructional Aide – Special	Open/Cont	08-0143-0448
Instructional Aide – Special – LTES & SUBS	Open/Cont	08-LTES-0448
Instructional Aide – Speech & Language – LTES & SUBS	Open/Cont	08-LTES-0448
Instructional Aide –Speech & Language	Open/Cont	08-0156-3293
Intermediate Office Assistant	Open/Cont	08-0032-0673
Intermediate Office Assistant – LTES & SUBS	Open/Cont	08-LTES-0673
Intermediate Office Assistant /Schools	Open/Cont	08-0033-3354
Intermediate Office Assistant /Schools – LTES & SUBS	Open/Cont	08-LTES-3354
Nutrition Services Worker	Open/Cont	08-0137-5068
Office Assistant	Open/Cont	08-MC03-3359
School Safety Officer	Open/Cont	08-0134-5014
Workers' Compensation Program Coordinator	Dual	08-0116-5101

Extend Eligibility Lists

School Safety Officer	Open/Cont	08-0071-5014
School Safety Officer	Open/Cont	08-0090-5014

OTHER ITEMS

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Mr. Curiel informed the Commissioners that the 2008-2009 Personnel Commission Meeting dates will be reviewed for action on May 1, 2008

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 9:04 a.m.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:25 a.m.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, May 1, 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 Acosta adjourned at 9:27 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

sj