



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

Testing Room  
Personnel Commission Building  
999 Atlantic Ave.  
Long Beach, CA 90813

JULY1, 2004  
THURSDAY  
8:15 a.m.

1. CALL TO ORDER
2. ROLL
  1. Chuck Acosta, Chairperson Present \_\_\_\_\_
  2. Vera Mulkey, Vice-chairperson Present \_\_\_\_\_
  3. Terry Ulaszewski, Member Present \_\_\_\_\_
3. PRELIMINARY
  - 3.1 Pledge of Allegiance to the Flag
  - 3.2 Introduction of Guests
4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
5. REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR
6. HEARINGS

None.
7. MINUTES
  - 7.1 **Approval of Minutes of June 17, 2004** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**
    - REVISE CLASS SPECIFICATION  
Instructional Assistant – Intensive Behavioral Treatment (C1)
    - ABOLISH A CLASSIFICATION  
Head Start Program Monitor (M2)
    - CREATE A NEW POSITION
      - 1-Campus Security Officer 100% Sutter 217 day
      - 1-Community Liaison Worker (R) 37.5% Roosevelt 202 day flex
      - 2-Custodian 100% Chavez 12 mo
      - 2-Instructional Assistant-Computer Resources 45% McKinley 204 day
      - 1-Intermediate Office Assistant-Schools 100% Poly 12 mo
      - 1-Intermediate Office Assistant-Schools 100% 21<sup>st</sup> Community Learning-Stephens 12 mo
      - 1-School Community Worker 100% Bancroft 202 day
      - 1-School Support Secretary 100% Millikan 12 mo
      - 1-School Support Secretary 100% Jordan 12 mo
      - 1-Plant Supervisor I 100% Chavez 12 mo
    - RESTRUCTURE AN EXISTING POSITION
      - 1-Instructional Aide BL Spanish 62.5% Jordan 204 day to 100%  
*incumbent: Octavio Mojica*  
*reason: increased workload*  
*categorical funds*

- 1-Instructional Aide BL Spanish 45% Stevenson 12 mo to 204 day flex  
*incumbent: Maria Matar*  
*reason: lack of funds*  
*categorical funds*
- 1-Instructional Aide BL Spanish 45% Stevenson 12 mo to 204 day flex  
*incumbent: Avelina Leyva*  
*reason: lack of funds*  
*categorical funds*
- 1-Intermediate Office Assistant-Schools 60% DeMille 217 day to 100%  
*incumbent: Timi Garcia*  
*reason: increased workload*  
*60% general funds/40% categorical funds*
- 1-School Community Worker BL Spanish 100% Burbank 204 day flex to 50%  
*vacant position*  
*reason: lack of funds*  
*categorical funds*
- 1-Senior Office Assistant 100% Special Projects 217 day to 12 mo  
*incumbent: Oralía Lopez*  
*increased workload*  
*80% categorical funds/20% general funds*

#### ABOLISH A POSITION

- 1-Custodian 25% Head Start 12 mo  
*vacant position*  
*reason: lack of work*  
*categorical funds*
- 1-Food Service worker 37.5% Bixby 204 day  
*vacant position*  
*reason: lack of work*  
*categorical funds*
- 1-Head Start Instructional Aide 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*  
*categorical funds*
- 1-Head Start Instructional Aide 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*  
*categorical funds*
- 1-Head Start Instructional Aide 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*  
*categorical funds*
- 1-Head Start Instructional Aide 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*  
*categorical funds*
- 1-Head Start Instructional Aide 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*  
*categorical funds*
- 1-Head Start Instructional Aide 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*  
*categorical funds*
- 1-Head Start Instructional Aide 100% Head Start 217 day  
*vacant position*  
*reason: lack of work*  
*categorical funds*
- 1-Head Start Instructional Aide 100% Head Start 217 day  
*vacant position*  
*reason: lack of work*  
*categorical funds*
- 1-Head Start Instructional Aide 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*  
*categorical funds*
- 1-Head Start Parent Aide (R) 100% Head Start 12 mo  
*vacant position*

*reason: lack of work*  
*categorical funds*  
1-Head Start Parent Aide (R) 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*  
*categorical funds*  
1-Head Start Parent Aide (R) 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*  
*categorical funds*  
1-Head Start Parent Aide (R) 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*  
*categorical funds*  
1-Head Start Parent Aide (R) 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*  
*categorical funds*  
1-Head Start Parent Aide (R) 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*  
*categorical funds*  
1-Head Start Parent Aide (R) 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*  
*categorical funds*  
1-Head Start Parent Aide (R) 100% Head Start 12 mo  
*vacant position*  
*reason: lack of work*  
*categorical funds*  
1-Head Start Parent Aide (R) 100% Head Start 217 day  
*vacant position*  
*reason: lack of work*  
*categorical funds*  
1-Head Start Parent Aide (R) 100% Head Start 217 day  
*vacant position*  
*reason: lack of work*  
*categorical funds*  
1-Head Start Parent Aide (R) 100% Head Start 217 day  
*vacant position*  
*reason: lack of work*  
*categorical funds*  
1-Head Start Parent Aide (R) 100% Head Start 217 day  
*vacant position*  
*reason: lack of work*  
*categorical funds*  
1-High School Office Supervisor 100% Jordan 12 mo  
*vacant position*  
*reason: lack of work*  
*general funds*  
1-Instructional Assistant-On Campus Program 60% Bancroft 204 day  
*vacant position*  
*reason: lack of work*  
*categorical funds*  
1-Intermediate Office Assistant-Schools 100% Addams 12 mo  
*vacant position*  
*reason: lack of work*  
*general funds*

RESCISSION OF PREVIOUS ACTION

1-Instructional Aide (R) 75% Hill 204 day

*incumbent: James Sharrar*

*reason: lack of funds (categorical)*

*Abolished – PCA 4/22/04*

- 8.2     **Recommendation to Remove from Eligibility List per  
PC Rules 4.2.A.6 and 4.2.A.7**     Restricted Action
- 8.3     **Recommendation to Remove from Eligibility List per  
PC Rule 4.2.A.11**     Restricted Action
- 8.4     **Recommendation to Remove from Eligibility List per  
PC Rule 4.2.A.24**     Restricted Action
- 8.5     **Appeal of Disqualified Applicant**     Restricted Action
- 8.6     **Request For Hearing In Disciplinary Matter**     Restricted Action  
(Commission may choose to discuss in Closed Session)
- 8.7     **Request For Hearing In Disciplinary Matter**     Restricted Action  
(Commission may choose to discuss in Closed Session)
- 8.8     **Request For Hearing In Disciplinary Matter**     Restricted Action  
(Commission may choose to discuss in Closed Session)

9.     BULLETINS AND TESTING ACTIONS

- 9.1     **Bulletins – Per Personnel Commission Rule 4.6.B**     Action  
[Painter – 0113 \(dual\)](#)  
[Program Supervisor – Special Projects – 5056 \(prom\)](#)  
[Supervisor – Autism Services – 5046 \(dual\)](#)
- 9.2     **Eligibility Lists – Per Personnel Commission Rule 5.1.A** Restricted Action  
Building Maintenance Worker – 0625 (dual)  
Food Service Worker – 0595 (open/cont)  
Instructional Aide-Special – 0448 (open/cont)  
Instructional Aide-Special (Substitute & LTE) – 0448 (open/cont)  
Intermediate Food Service Worker – 0594 (dual)  
Senior Food Service Worker – 0593 (dual)  
Plant Supervisor II – 5027 (prom)

10.    OTHER ITEMS

11.    The next regular meeting of the Personnel Commission will be held on Thursday,  
July 15, 2004 at 8:15 a.m., in the Testing Room of the Personnel Commission Office  
at 999 Atlantic Avenue, Long Beach, CA 90813.

12.    CLOSED SESSION

- 12.1   Possible Discussion of Agenda Items 8.6, 8.7 and 8.8 – Request For  
Hearing in Disciplinary Matter

13.    ADJOURNMENT



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING June 17, 2004 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 8:15 a.m. at which time he led the pledge of allegiance to the flag.

#### COMMISSION MEMBERS PRESENT

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

#### STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator  
Lisa Gardner, Administrative Coordinator  
Dale Culton, Certification Services Manager  
Marilyn Doss, Associate Personnel Analyst  
Susan Leaming, Associate Personnel Analyst  
Alison Maitlen, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Adriana Araujo, Staff Secretary  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Frank Runkle, CSEA Labor Relations Representative; Charles Greenlee-Ewer III, appellant.

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

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

None.

#### REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM PERSONNEL  
COMMISSION ADMINISTRATOR

Ramon Curiel informed the Commission of the new administrative appointments approved by the Board of Education at their last meeting. He also reported that the Superintendent intends to announce the new Chief Business and Financial Officer at the July 6 meeting of the Board of Education.

Mr. Curiel reported that the classified hiring freeze will end effective August 1. He stated that there will be some minor changes to the on-line VA process as a result.

Mr. Curiel updated the Commission on discussion and recommendations by the Merit System Directors Committee regarding revisions to the California Education Code. He reported that some of the recommended revisions pertain to the 15 day recruitment period requirement, the current open, promotional and dual processes, selective certification, employee evaluations, the rule of 3 ranks and the concept of salary increases based on merit. One other item being considered for revision is the compensation for Personnel Commissioners for attending meetings. Mr. Curiel stated that a final draft of proposed revisions will be presented to CSPCA in August.

## PERSONNEL COMMISSION MINUTES

## PERSONNEL COMMISSION MINUTES

The minutes of the June 3, 2004 Personnel Commission Meeting were approved.

### CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

### CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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/ CLASS SPECIFICATION

### CREATE A NEW CLASSIFICATION/ CLASS SPECIFICATION

Site Specialist – Special Projects SRS 24 (C1)  
Program Supervisor – Special Projects SRS 29 (C1)

### CREATE A NEW POSITION

### CREATE A NEW POSITION

1-Administrative Coordinator – Facilities 100% Facilities 12 mo  
1-Instructional Assistant-Computer Resources BL Spanish 87.5% Grant 204 day flex  
1-Instructional Assistant-Intensive Behavioral Treatment 75% The Willows 202 day  
1-Instructional Assistant-Intensive Behavioral Treatment 75% The Willows 202 day  
1-Instructional Aide-Special 62.5% The Willows 202 day  
1-Instructional Aide-Special 33.7% The Willows 202 day  
1-Instructional Aide-Special 30% The Willows 202 day  
1-Instructional Aide-Special 26.2% The Willows 202 day  
1-Instructional Aide-Special 23.7% The Willows 202 day  
1-Instructional Aide-Special 22.5% The Willows 202 day  
1-Instructional Aide-Special 17.5% The Willows 202 day  
1-Instructional Aide-Special 17.5% The Willows 202 day  
1-Instructional Aide-Special 12.5% The Willows 202 day  
1-School Support Secretary 100% Jordan 12 mo

### RESTRUCTURE A POSITION

### RESTRUCTURE A POSITION

1-ASB Financial Technician 100% Powell 12 mo to 50%  
1-Human Resources Assistant 100% Special Projects 12 mo to 217 day  
1-Instructional Aide (R) 45% Carver 202 day to 38.7%  
1-Instructional Aide (R) 45% Carver 202 day to 38.7%

### RECLASSIFY AN EXISTING POSITION

### RECLASSIFY AN EXISTING POSITION

1-Intermediate Food Service Worker 37.5% Lindbergh 12 mo to  
Food Service Worker

### ABOLISH A POSITION

### ABOLISH A POSITION

1-Head Start Family Child Care Manager 100% Head Start 12 mo  
1-Head Start Family Child Care Manager 100% Head Start 12 mo  
1-Head Start Family Child Care Manager 100% Head Start 12 mo  
1-Head Start Instructional Aide 100% Head Start 12 mo  
1-Head Start Parent Aide (R) 100% Head Start 12 mo  
1-Head Start Parent Aide (R) 100% Head Start 217 day  
1-Head Start Program Monitor 100% Head Start 12 mo  
1-High School Office Supervisor 100% Millikan 12 mo  
1-Instructional Aide (R) 45% King 204 day flex  
1-Instructional Aide (R) 45% King 204 day flex  
1-Instructional Aide BL Spanish (R) 45% King 204 day flex  
1-Instructional Aide BL Spanish (R) 45% King 204 day flex  
1-Instructional Aide BL Spanish (R) 45% King 204 day flex

1-Instructional Assistant-Cross Cultural BL Spanish 100% Stevenson 12 mo  
1-Intermediate Accounting Assistant 100% Purchasing 12 mo  
1-Intermediate Food Service Worker 75% Jordan 204 day  
1-Intermediate Office Assistant-Schools 100% Lincoln 12 mo  
1-School Community Worker 100% Head Start 12 mo  
1-Senior Office Assistant 100% Head Start 12 mo

#### RESCISSION OF PREVIOUS ACTION

#### RECISSION OF PREVIOUS ACTION

1-Instructional Aide (R) 45% Carver 202 day  
*Abolished – PCA 4/8/04*  
1-Instructional Aide (R) 45% Carver 202 day  
*Abolished – PCA 4/8/04*  
1-Instructional Aide (R) 45% Carver 202 day  
*Abolished – PCA 4/8/04*

#### 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.7. The appellant, Charles Greenlee-Ewer III, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

#### BULLETINS

#### BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Administrator 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 bulletin:

Speech-Language Pathology Assistant	Dual	05-0001-5024
-------------------------------------	------	--------------

#### ELIGIBILITY LISTS

#### ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Administrator 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:

Administrative Coordinator – Facilities	Prom	04-0166-5054
Chief Business & Financial Officer	Dual	04-0144-0689
Construction Manager	Dual	04-0153-0645
Emergency Preparedness Program Manager	Dual	04-0162-3371
Instructional Aide-Special	Open/Cont	04-0178-0448
Instructional Aide-Special (Substitute & LTE)	Open/Cont	04-LTES-0448

#### Extend Eligibility List

Associate Educational Research Analyst	Dual	03-0049-3368
Custodian	Open/Cont	03-0169-0139
Custodian	Open/Cont	04-0002-0139
Instructional Aide-Deaf/Hard of Hearing	Open/Cont	03-0165-3271
Instructional Aide Instrumental Music	Dual	03-0145-0447
Intermediate Office Assistant	Dual	03-0128-0673
Intermediate Office Assistant	Dual	03-0137-0673
Intermediate Office Assistant	Dual	03-0154-0673
Intermediate Office Assistant	Dual	04-0009-0673
Intermediate Office Assistant-Schools	Dual	03-0129-3354
Intermediate Office Assistant-Schools	Dual	03-0138-3354

Intermediate Office Assistant-Schools	Dual	03-0155-3354
Intermediate Office Assistant-Schools	Dual	04-0010-3354
Senior Office Assistant	Dual	02-0045-0677
Senior Office Assistant-Schools	Dual	02-0046-3363
Senior Payroll Accounting Technician	Dual	03-0064-0762
Student Evaluation Technician	Dual	02-0176-0399

#### OTHER

OTHER

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission and Personnel Commission Administrator that she would be meeting with Sr. Executive Secretary Janet Dominger regarding the new employee orientations.

Ramon Curiel reported that, effective July 1, 2004, the LBSBMA retirement program will be discontinued as a result of a State Supreme Court decision and negotiations with PERS. All current LBSBMA members will be converted to PERS.

Ms. Pharr asked for an update on the Head Start job study and Associate Personnel Analyst Susan Leaming gave a brief report on the study.

#### NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, July 1, 2004 at 8:15 a.m. The meeting was originally scheduled for the Community Room of the Administration Building but the Commission determined to reschedule the meeting in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

#### CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:55 a.m. to hear the appeal of Mr. Greenlee-Ewer III.

#### RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:30 a.m. The following reportable action was taken during the Closed Session:

The Commission acted to deny the appeal of Charles Greenlee-Ewer III and instructed the Personnel Commission Administrator to notify him of this decision. His name will be removed from current eligibility lists.

#### ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:31 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

gr