



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

APRIL 8, 2004  
THURSDAY  
8:15 a.m.

1. CALL TO ORDER
2. ROLL
  1. Terence Ulaszewski, Chairperson Present \_\_\_\_\_
  2. Chuck Acosta, Vice-chairperson Present \_\_\_\_\_
  3. Vera Mulkey, 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 March 25, 2004** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
    - CREATE A NEW CLASSIFICATION/CLASS SPECIFICATION
      - Intermediate Office Assistant Bilingual Spanish
      - Intermediate Office Assistant Bilingual Khmer
      - Intermediate Office Assistant-Schools Bilingual Spanish
      - Intermediate Office Assistant-Schools Bilingual Khmer
    - CREATE A NEW POSITION
      - 2-Food Service Worker 37.5% K-5 Broadway & Golden 204 day  
(to be filled after 6/30/04)
      - 1-Instructional Aide BL Spanish (R) 37.5% Avalon 204 day
    - RESTRUCTURE AN EXISTING POSITION
      - 1-Instructional Assistant-Computer Resources 87.5% Prisk 204 day to 75%  
incumbent: *Elissa Lecesne*  
reason: *lack of funds*
      - 1-Intermediate Office Assistant-Schools 70% Jordan 217 day to 100%  
vacant position  
reason: *increased workload*
      - 1-School Community Worker 100% Sutter 204 day to 80%  
incumbent: *Doris Dunk*  
reason: *lack of funds*
    - ABOLISH A POSITION
      - 1-Instructional Aide (R) 45% Carver 202 day  
incumbent: *Cynthia Bennett*  
reason: *lack of funds (categorical)*

1-Instructional Aide (R) 45% Carver 202 day  
*incumbent: Sharon Berg*  
*reason: lack of funds (categorical)*

1-Instructional Aide (R) 45% Carver 202 day  
*incumbent: Cindy Carroll*  
*reason: lack of funds (categorical)*

1-Instructional Aide (R) 45% Carver 202 day  
*incumbent: Laura Gross*  
*reason: lack of funds (categorical)*

1-Instructional Aide (R) 45% Carver 202 day  
*incumbent: Gwen Harper*  
*reason: lack of funds (categorical)*

1-Instructional Aide (R) 45% Carver 202 day  
*incumbent: Theresa Muller*  
*reason: lack of funds (categorical)*

1-Instructional Aide (R) 45% Carver 202 day  
*incumbent: Marsha Resner*  
*reason: lack of funds (categorical)*

1-Instructional Aide (R) 45% Carver 202 day  
*incumbent: Karen Robinson*  
*reason: lack of funds (categorical)*

1-Instructional Aide (R) 45% King 204 day flex  
*incumbent: Quentella Hale*  
*reason: lack of funds (categorical)*

1-Instructional Aide BL Spanish 45% King 12 mo  
*incumbent: Irene Mariscal*  
*reason: lack of funds (categorical)*

1-Instructional Aide BL Spanish 45% King 12 mo  
*incumbent: Venus Oliva*  
*reason: lack of funds (categorical)*

1-Instructional Aide BL Spanish (R) 45% King 204 day flex  
*incumbent: Diana Reyes*  
*reason: lack of funds (categorical)*

1-Instructional Aide BL Spanish (R) 45% King 204 day flex  
*incumbent: Adriana Reyes*  
*reason: lack of funds (categorical)*

1-Instructional Aide-Mobile Classroom 50% Special Projects 204 day  
*vacant position*  
*reason: lack of funds (categorical)*

1-Instructional Assistant-Computer Resources BL Spanish 100%  
 Millikan 204 day  
*incumbent: Mary Mendoza*  
*reason: lack of funds (categorical)*

1-Intermediate Office Assistant-Schools 20% Prisk 217 day  
*incumbent: Jennie Williams*  
*reason: lack of funds (categorical)*

1-Intermediate Office Assistant-Schools 20% Carver 217 day  
*incumbent: Michelle Wittenberg*  
*reason: lack of funds (categorical)*

1-Intermediate Office Assistant-Schools 50% Stephens 217 day  
*incumbent: Charlet Steffanni*  
*reason: lack of funds (categorical)*

1-Library Services Assistant 100% Library Services 217 day flex  
*incumbent: Patricia Scholz*  
*reason: lack of funds (general)*

1-Staff Secretary 100% Curriculum 217 day  
*vacant position*  
*reason: lack of funds (general)*

**8.2 Personnel Commission Budget for Fiscal Year 2004-2005  
 Set Public Hearing**

**Action**

It is recommended the Commission set the Public Hearing to be

held in the Testing Room of the Personnel Commission Office,  
999 Atlantic Avenue, Third Floor, Long Beach, California on  
Thursday, April 22, 2004 at 8:15 a.m.

- |     |  |                                 |
|-----|--|---------------------------------|
| 8.3 | <b>Revision of PC Rule 9.2 Notification of Layoff<br/>(Second Reading)</b>                 | <b>Discussion</b>               |
| 8.4 | <b>Recommendation to Remove from Eligibility List per<br/>PC Rule 4.2.A.5</b>              | <b><u>Restricted</u> Action</b> |
| 8.5 | <b>Recommendation to Remove from Eligibility List per<br/>PC Rules 4.2.A.5 and 4.2.A.6</b> | <b><u>Restricted</u> Action</b> |
| 8.6 | <b>Recommendation to Remove from Eligibility List per<br/>PC Rules 4.2.A.6 and 4.2.A.7</b> | <b><u>Restricted</u> Action</b> |
| 8.7 | <b>Recommendation to Remove from Eligibility List per<br/>PC Rules 4.2.A.6 and 4.2.A.7</b> | <b><u>Restricted</u> Action</b> |
| 8.8 | <b>Recommendation to Remove from Eligibility List per<br/>PC Rule 4.2.A.13</b>             | <b><u>Restricted</u> Action</b> |
9. BULLETINS AND TESTING ACTIONS
- |     |   |                                 |
|-----|---|---------------------------------|
| 9.1 | <b>Bulletins – Per Personnel Commission Rule 4.6.B</b>                    | <b>Action</b>                   |
|     | Kids Club Supervisor I – 3266 (dual)                                      |                                 |
|     | Kids Club Supervisor II – 3267 (dual)                                     |                                 |
|     | Kids Club Supervisor III – 3268 (dual)                                    |                                 |
|     | Painter –0113 (dual)  |                                 |
| 9.2 | <b>Eligibility Lists – Per Personnel Commission Rule 5.1.A</b>            | <b><u>Restricted</u> Action</b> |
|     | Campus Security Officer – 5011 (dual/cont)                                |                                 |
|     | Campus Security Officer (Limited Term & Substitute) – 5011 (dual/cont)    |                                 |
|     | Groundskeeper – 0172 (dual)   |                                 |
|     | Instructional Aide-Special – 0448 (open/cont)                             |                                 |
|     | Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont) |                                 |
|     | Instructional Aide-Special – 0448 (open/cont)                             |                                 |
|     | Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont) |                                 |
|     | Instructional Aide-Speech & Language Communication – 3293 (dual)          |                                 |
|     | Instructional Assistant – Intensive Behavioral Treatment – 5035 (dual)    |                                 |
|     | School Safety Officer – 5014 (open/cont)                                  |                                 |
|     | Truck Driver – 0392 (dual)  |                                 |
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on Thursday,  
April 22, 2004 at 8:15 a.m., in the Testing Room of the Personnel Commission Office  
at 999 Atlantic Avenue, Long Beach, CA 90813.
12. ADJOURNMENT



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING March 25, 2004 MINUTES

Community Room  
Administration Building  
1515 Hughes Way  
Long Beach, CA 90810

Chairperson Terence Ulaszewski 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    STAFF MEMBERS PRESENT

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

Ramon Curiel, Personnel Commission Administrator  
Lynne Karlsen, Personnel Analyst  
Susan Leaming, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Mary Brown, CSEA Chapter 2 First Vice-President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; Frank Runkle, CSEA Labor Relations Representative.

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

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QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA

None.

#### REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM PERSONNEL  
COMMISSION ADMINISTRATOR

Ramon Curiel updated the Commission on the Budget Advisory Committee's recommendations to the Board of Education regarding cost savings suggestions. Mr. Curiel reported that there could be staffing adjustments at sites resulting in the restructuring and/or abolishment of positions. He stated that the Superintendent and Board of Education have committed that the staffing reductions would be done through attrition. Mr. Curiel reported that the Hiring Freeze Committee will continue to review all vacancy assignment requests. CSEA President Val Pharr expressed concern over the continuance of the Hiring Freeze Committee stating that CSEA was told during negotiations that the committee would be eliminated. Mr. Curiel answered that it is appropriate for positions to continue to be reviewed on a case by case basis while the District is still in a budget crisis.

Mr. Curiel reported that he would initiate the Personnel Commission's budget process at the next Commission meeting with the recommendation to the Commission to set the date for a public hearing as required by the Education Code.

Mr. Curiel and Chairperson Terry Ulaszewski reported on the presentation and information received at the PCASC Dinner meeting they attended.

#### PERSONNEL COMMISSION MINUTES

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The minutes of the March 11, 2004 Personnel Commission Meeting were approved.

#### CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

#### CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

The Commission requested clarification on the various position abolishment recommendations. Mr. Curiel answered the Commission's questions and also explained the Commission's role in dealing with the sites and the incumbents during the process. CSEA President Val Pharr expressed concern regarding the sensitivity used by administrators when informing incumbents of the abolishment of their positions.

Associate Personnel Analyst Susan Leaming briefly reported on the specification revisions for the 69 classifications on the agenda stating that the revisions standardized the minimal physical demands and/or working conditions for the classifications.

Chairperson Terry Ulaszewski stated that he would abstain from any action pertaining to the Chief Business and Financial Officer position from this point forward.

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 CLASSIFICATION SPECIFICATIONS

#### REVISE CLASSIFICATION SPECIFICATIONS

Chief Business & Financial Officer SRS 70 M2

The following classifications were modified to include physical demands and/or working conditions:

Accounting Manager  
Administrative Analyst  
Administrative Coordinator – Human Resource Services  
Architectural Drafting Technician  
Assistant Budget Director  
Assistant Buyer  
Assistant Facilities Director  
Assistant Head Start Director, Family Services  
Assistant Information Services Director – Business Systems and Support  
Assistant Maintenance Director  
Assistant Operations Director  
Assistant Purchasing and Contracts Director  
Assistant Transportation Director  
Associate Analyst – Human Resource Services  
Business Branch Director  
Business Services Administrator  
Buyer  
Buyer Supervisor  
Career-Vocational Education Financial Assistant  
Chief Business and Financial Officer  
Chief Radio-TV Station Engineer  
Computer Graphic Artist

Computer Operator  
Computer Support Specialist  
Construction Manager  
Contract Analyst  
Contract Manager  
Data Processing Operations Manager  
Director, Food and Nutrition Services  
Director, Governmental Relations  
Executive Assistant  
Facilities Planning Coordinator  
Financial Services Officer  
Furniture Purchasing Assistant  
Head Start Director  
Head Start Fiscal Officer  
Head Start Health Manager  
Head Start Nutrition Manager  
Head Start Parent Aide  
Head Start Parent Involvement Manager  
Head Start Program Monitor  
Head Start Social Services Manager  
Head Start Support Services Manager  
Inventory Control Assistant  
Job Developer  
Legal Adviser – Schools Attorney  
Maintenance Director  
Maintenance Manager  
Marketing and Recruitment Specialist – Magnet Schools  
Multi-Media Writer/Producer/Director  
Operations and Grounds Services Manager  
Public and Employee Information Assistant  
Purchasing and Contracts Director  
Purchasing Office Assistant  
Purchasing Office Assistant-Food Services  
Radio-TV Station Engineer  
Receiving Clerk  
Records Manager  
ROP-School for Adults Financial Assistant  
School Recreation Supervisor  
Senior Architectural Drafting Technician  
Senior Programmer Analyst  
Senior Purchasing Office Assistant  
Special Projects Fiscal Officer  
Student Store Operator  
Supervising Graphic Design/Coordinator  
Transportation Director  
Transportation Manager  
Vocational Program Supervisor

RECLASSIFY A POSITION

RECLASSIFY A POSITION

1-Groundskeeper 100% Operations 12 mo to Chemical  
Application Technician

CREATE A NEW POSITION

CREATE A NEW POSITION

1-Custodian 50% Harte 12 mo  
1-Food Service Supervisor I 75% K-5 Broadway/Golden (Elementary  
pending completion) 204 day

RSTRUCTURE A POSITION

RESTRUCTURE A POSITION

1-Heavy Truck Driver 100% Food Services 204 day to 12 mo  
1-Instructional Aide Interpreter – Deaf/Hard of Hearing 75% The Willows  
202 day to 81.3%

1-Instructional Aide Interpreter – Deaf/Hard of Hearing 75% The Willows  
202 day to 81.3%  
1-Instructional Aide-Instrumental Music 30% Burnett 202 day flex to 12 mo

ABOLISH A POSITION

RESTRUCTURE A POSITION

1-Healthy Start Site Coordinator 100% Cabrillo 217 day  
1-Healthy Start Site Coordinator 100% Cabrillo 217 day  
1-Healthy Start Site Specialist 50% Lee/50% Willard 12 mo  
1-Heavy Truck Driver 100% Food Services 12 mo  
1-Heavy Truck Driver 100% Food Services 12 mo  
1-Instructional Aide BL Vietnamese 100% International Student Registration  
204 day flex

REVISION OF PERSONNEL COMMISSION

REVISION OF PERSONNEL COMMISSION

RULE 3.3

RULE 3.3

The Education Code states that employees shall be given written notice of layoff not less than 30 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights. The Education Code also states that when, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of a school year, affected employees will be given written notice of layoff on or before May 29. New legislation was passed in October, 2003 increasing the 30 day time requirement to 45 days and changing the date of notification from May 29 to April 29. Staff submitted a revision to Personnel Commission Rule 9.2 – Notification of Layoff to reflect the amended language of the new legislation for a first reading and discussion. The Commission approved the first reading of the revision recommendations of Rule 9.2.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove George Simpkins from current eligibility lists per Personnel Commission Rules 4.2.A.6 and 4.2.A.7 at the Personnel Commission meeting of February 26, 2004. Mr. Simpkins appealed to the Commission at that meeting. The Commission acted at that time to hold their decision pending additional information. Staff resubmitted the recommendation, with the requested additional information, to the Commission for final action. The Commission moved this item to Closed Session for discussion.

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.

Chief Business and Financial Officer	Open	04-0144-0689
Grounds Equipment Operator II	Dual	04-0141-0176
Healthy Start Assistant BL Spanish	Prom	04-0138-0882
Student Evaluation Technician	Dual	04-0142-0399

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.

Computer Equipment Support Manager	Prom	04-0126-5049
Custodian	Open/Cont	04-0123-0139
Custodian (Limited Term & Substitute)	Open/Cont	04-LTES-0139
Food Service Worker	Open/Cont	04-0130-0595
Instructional Aide-Special	Open/Cont	04-0134-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448
Instructional Aide-Special	Open/Cont	04-0139-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448

OTHER ITEMS

OTHER ITEMS

Chairperson Terry Ulaszewski stated that because of the neglect of adjourning the meeting of March 11, 2004 in memory of Liwayway (Lonnie) Mines as intended, today’s meeting would be adjourned in her honor.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 8, 2004, at 8:15 a.m. 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 9:01 a.m. to consider the appeal of George Simpkins.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:08 a.m. The following reportable action was taken during the Closed Session:

The Commission acted to deny the appeal of George Simpkins and instructed the Personnel Commission Administrator to notify him of this decision. His name will be removed from current eligibility lists.

The Commission determined that Personnel Commission meetings would be held at the Administration Building on a quarterly basis.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:09 a.m. in honor of Liwayway Mines.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

gr