



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING February 12, 2004 MINUTES

Testing Room
Personnel Commission Office
999 Atlantic Avenue
Long Beach, CA 90813

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

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

STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator
Lisa Gardner, Administrative Coordinator
Susan Leaming, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Adriana Araujo, Staff Secretary
Stacy Turner, Human Resources Technician
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Vern Gates, CSEA Labor Relations Representative.

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

None.

REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

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REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel reported that Personnel Analyst Lynne Karlsen and Associate Personnel Analyst Marilyn Doss were presently attending a CASSA meeting to review the promotional application with them.

He explained that CASSA had served an important role in the inception of the promotional application and this office wanted their input on tentative changes to the application.

Mr. Curiel introduced Stacy Turner, the new Human Resources Technician in Recruitment and Testing, to the Commission. On his request, Ms. Turner described her background in Human Resources.

Mr. Curiel asked Alison Maitlen, Associate Personnel Analyst in the Classified Staff Development Unit, to give the Commission an update on the Classified Staff Development Program. Ms. Maitlen reported on the current classes being offered and the numbers of classified employees participating in the program. She informed the Commission that the Classified Staff Development Committee, comprised of individuals from various District offices, will meet again in March for evaluation and brainstorming of the program.

Mr. Curiel reported that the Personnel Commission office had begun the application process for the Prospector Award through the California Association for Excellence Program. He explained that this is a State Baldrige award. On Mr. Curiel's request, Lisa Gardner, Administrative Coordinator, described the criteria for the award and the application process in more detail.

Mr. Curiel reported that the committees for the Classified Employee Recognition Program and the Classified Employee Week Celebration Barbecue are being organized and that he would keep the Commission updated on the events.

PERSONNEL COMMISSION MINUTES

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The minutes of the January 29, 2004 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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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

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Supervisor – Autism Services

Computer Equipment Support Supervisor
Computer Equipment Installation and Maintenance Manager to
Computer Equipment Support Manager

NEWLY CLASSIFY A POSITION

NEWLY CLASSIFY A POSITION

1-Maintenance Manager 100% Maintenance 12 mo to
Computer Equipment Support Manager

RECLASSIFICATION STUDY

RECLASSIFICATION STUDY

The Commission acted to affirm the Intermediate Office Assistant
position at Payroll was appropriately classified.

CREATE A NEW POSITION

CREATE A NEW POSITION

1-Food Service Worker 37.5% Lakewood 204 day
1-Instructional Aide-Special 75% Tucker 204 day

RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

1-Instructional Aide-Special 47.5% Newcomb 202 day to 62.5%
1-Instructional Aide-Special 62.5% Wilson 202 day to 75%
1-Intermediate Food Service Worker 62.5% Gompers 204 day to 68.8%
1-Intermediate Office Assistant-Schools 60% Burbank 12 mo to 100%

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.13. The
individual was not present. The Commission acted to remove
Japaul Adams from current eligibility lists.

BULLETINS

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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.

Instructional Assistant-Intensive Behavioral Treatment Open/Cont 04-0125-5035

ELIGIBILITY LISTS

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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.

Assistant School Safety and Emergency

Preparedness Director	Prom	04-0099-5048
Braille Transcriber	Open	04-0095-3340
Custodian	Open/Cont	04-0101-0139
Custodian (Limited Term & Substitute)	Open/Cont	04-LTES-0139
Fleet Maintenance Supervisor	Dual	04-0096-0071
Instructional Aide-Special	Open/Cont	04-0109-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448
Instructional Aide-Special	Open/Cont	04-0114-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448
Lead Custodian	Dual	04-0078-0205
Senior Office Assistant	Dual	04-0119-0677
Senior Office Assistant-Schools	Dual	04-0120-3363

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, February 26, 2004, at 8:15 a.m. in the Community Room of the Administration Building, 1515 Hughes Way, Long Beach, CA 90810.

ADJOURNMENT

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There being no further business, the Personnel Commission adjourned at 8:52 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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