



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 Learning, 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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None.

REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

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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 Learning 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

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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

RESTRUCTURE 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
RULE 3.3

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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

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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.

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

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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.

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

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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

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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

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