



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING October 21, 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  
Maria Alvarez, Human Resources Technician  
Vanessa Martinez, Human Resources Technician  
Karla Salas-Ramirez, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Ericka Emery, Human Resources Assistant  
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.

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

None.

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REPORT FROM THE PERSONNEL  
COMMISSION ADMINISTRATOR

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COMMISSION ADMINISTRATOR

Ramon Curiel deferred from giving a report for the sake of reserving time for the presentation of the annual report later in the meeting.

HEARINGS

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None.

PERSONNEL COMMISSION MINUTES

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The minutes of the October 7, 2004 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

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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 POSITION

CREATE A NEW POSITION

1-Instructional Aide-Alternative Schools 75% Tucker 204 day  
1-Instructional Aide-Alternative Schools 75% Burcham 204 day  
1-Instructional Aide-Special 75% Community Day School 204 day  
1-Instructional Assistant-Cross Cultural BL Spanish 80% Palms 217 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

1-Instructional Aide-Special 47.5% Hill 202 day to 75%  
1-Instructional Aide-Special 47.5% McKinley 202 day to 62.5%  
1-Instructional Aide-Special 62.5% Gompers 202 day to 75%  
1-Instructional Technology Assistant 100% Harte 12 mo to 217 day flex  
1-Library/Media Assistant 60% McKinley 204 day to 40%

ABOLISH A POSITION

ABOLISH A POSITION

1-Intermediate Accounting Assistant 100% Nutrition Services 12 mo  
1-School Community Worker BL Spanish 100% Gompers 204 day

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current Campus Security Officer eligibility list per Personnel Commission Rule 4.2.A.1. The individual was not present. The Commission acted to remove Joy LaPointe from the current Campus Security Officer eligibility list.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from the current Campus Security Officer eligibility list per Personnel Commission Rule 4.2.A.1. The individual was not present. The Commission acted to remove Gayle Nathan from the current Campus Security Officer eligibility list.

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 Bora Sar 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. The Commission acted to ratify the following bulletins:

Lead Custodian	Dual	05-0062-0205
School Safety Supervisor	Prom	05-0053-5016
Speech-Language Pathology Assistant	Dual	05-0046-5024
Warehouse Materials Processor	Dual	05-0063-0712

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:

Accounting Technician	Dual	05-0018-0750
Head Start Family Services Liaison	Dual	05-0041-5075
Instructional Aide-Special	Open/Cont	05-0054-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Deaf/Hard of Hearing	Open/Cont	05-0059-3271
Instructional Aide-Deaf/Hard of Hearing (Limited Term and Substitutes)	Open/Cont	05-LTES-3271
Instructional Aide Interpreter-Deaf/Hard of Hearing	Open/Cont	05-0043-3272
Instructional Aide Interpreter-Deaf/Hard of Hearing (Limited Term and Substitute)	Open/Cont	05-LTES-3272

Extend Eligibility Lists

Credential Services Specialist	Dual	04-0063-3343
Elementary School Office Supervisor	Prom	04-0035-3345
Elementary School Office Supervisor-Multi Track/Year Round	Prom	04-0034-3346
Grounds Keeper (Avalon)	Dual	02-0148-0173
High School Office Supervisor	Prom	04-0032-3349
Middle School Office Supervisor	Prom	04-0033-3357
School Support Secretary	Prom	04-0036-3361

OTHER

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Ramon Curiel explained that the Education Code requires the Personnel Commission to prepare an Annual Report to present to the Board of Education. The Report's function is to inform the Board of Education about the activities of the Personnel Commission during the preceding fiscal year.

Mr. Curiel delivered a power point presentation of the Annual Report for the Commission's review and consideration. Following comments and discussion, the Commission approved the Annual Report for presentation to the Board of Education at the upcoming Board Workshop.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, November 4, 2004. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813. It was noted that a Hearing Regarding Disciplinary Action will be conducted during a Closed Session of the meeting immediately following Open Session.

ADJOURNMENT

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There being no further business, the Personnel Commission adjourned at 9:48 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

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