



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING April 22, 2004 MINUTES

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

Vice-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 STAFF MEMBERS PRESENT

Chuck Acosta, Vice-Chairperson
Vera Mulkey, Member

Ramon Curiel, Personnel Commission Administrator
Lisa Gardner, Administrative Coordinator
Lynne Karlsen, Personnel Analyst
Dale Culton, Certification Services Manager
Marilyn Doss, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Adriana Araujo, Staff Secretary
Vanessa Martinez, Human Resources Technician
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; Frank Runkle, CSEA Labor Relations Representative.

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 updated the Commission on the Chief Business and Financial Officer recruitment, giving proposed timelines for the processes. He also reported on highlights from the Board of

Education Workshop he attended, stating that much emphasis of the Workshop was placed on High School reform. Mr. Curiel reminded the Commission of the upcoming Southern California Personnel Commissioners Association conference in February, stating that, as chairperson, he would like to involve the Commission, CSEA leadership and staff in the conference. Lastly, Mr. Curiel reported that the Personnel Commission agendas and minutes are now located on the Personnel Commission web page and thanked Staff Secretary Adriana Araujo for her efforts in completing this undertaking.

PUBLIC HEARING FOR THE
PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2004-2005

PUBLIC HEARING FOR THE
PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2004-2005

Commission Vice-Chairperson Chuck Acosta opened the public hearing for the 2004-2005 Personnel Commission budget at 8:29 a.m.

Ramon Curiel explained the process of the Personnel Commission's budget as required by the Education Code. He noted that the recommended budget for the 04-05 fiscal year reflects an increase from the current 03-04 budget due largely to increased benefits costs. He reported that there could be a future 10% to 15% reduction to this proposed budget based on Superintendent Steinhauser's recommendation.

Mr. Curiel recommended the Commission approve the proposed budget and direct staff to submit it to the Board of Education for concurrence and the Los Angeles County Office of Education for final approval.

Mr. Acosta asked if there were any questions or comments from the floor regarding the proposed budget. Hearing no comments, Mr. Acosta closed the public hearing at 8:42 a.m. The Commission acted to approve the 2004-2005 Personnel Commission budget as submitted.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the April 8, 2004 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Ramon Curiel noted that there was an addendum to agenda item 8.1 and confirmed that all appropriate individuals present had

received the addendum materials.

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

Administrative Coordinator, Facilities SRS 51 (M2)

REVISE A CLASSIFICATION/
CLASS SPECIFICATION

REVISE A CLASSIFICATION/
CLASS SPECIFICATION

Construction Manager (M2)

RETRO PAY REQUEST

RETRO PAY REQUEST

Plant Supervisor I to Plant Supervisor II @ Monroe

RECLASSIFY A POSITION

RECLASSIFY A POSITION

Assistant Security Director to Assistant School Safety and Emergency
Preparedness Director

CREATE A NEW POSITION

CREATE A NEW POSITION

3-Instructional Assistant-Intensive Behavioral Treatment
75% The Willows 202 day

RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

1-Campus Security Officer 100% Franklin 12 mo to 217 day flex
1-Campus Security Officer 100% Franklin 12 mo to 217 day flex
1-Instructional Aide BL Spanish 37.5% Migrant Ed Office 12 mo to 100%
1-Intermediate Office Assistant – Schools 100% Franklin 12 mo to 217 day flex
1-Intermediate Office Assistant – Schools 100% Franklin 12 mo to 217 day flex
1-Intermediate Office Assistant – Schools 80% Gompers 217 day to 60%
1-Intermediate Office Assistant – Schools 100% Henry 217 day to 60%

ABOLISH A POSITION

RESTRUCTURE A POSITION

1-Instructional Aide 31.3% Holmes 204 day
1-Instructional Aide (R) 75% Hill 204 day
1-Instructional Aide ADD-V/V Reading Clinic 100% Webster 202 day
1-Instructional Aide ADD-V/V Reading Clinic 75% Webster 202 day

- 1-Instructional Aide ADD-V/V Reading Clinic 47.5% Webster 202 day
- 1-Instructional Technology Assistant 100% Lafayette 202 day flex
- 1-Intermediate Office Assistant 100% Mentor Teacher Program 217 day
- 1-Intermediate Office Assistant – Schools 50% Holmes 217 day
- 1-School Community Worker 100% Poly 204 day

REVISION OF PERSONNEL COMMISSION
RULE 9.2

REVISION OF PERSONNEL COMMISSION
RULE 9.2

Staff submitted recommended revisions to Personnel Commission Rule 9.2 regarding Notification of Layoff for a third reading and adoption. The revision amends the language of the Rule to reflect the language of the new legislation concerning the number of days required for written notice of layoff.

The Commission acted to approve the rule revision and Personnel Commission Rule 9.2 now reads as follows:

Education Code 45117 Notification of Layoff

(a) When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of such school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of such school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than 45 days prior to the effective date of their layoff.

(b) When, as a result of a bona fide reduction or elimination of the service being performed by any department, classified employees shall be subject to layoff for lack of work, affected employees shall be given notice of layoff not less than 45 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.

The remainder of Personnel Commission Rule 9.2 remains unchanged.

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

Per Personnel Commission Rule 11.6, a permanent School Safety Supervisor requested a hearing regarding his suspension without pay for a period of 2 working days from the classified service of the District. 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. The Commission acted to ratify the following bulletins:

Construction Manager	Dual	04-0153-0645
----------------------	------	--------------

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:

Instructional Aide-Special	Open/Cont	04-0151-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448
Instructional Aide-Special	Open/Cont	04-0155-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448
Intermediate Office Assistant	Dual	04-0112-0673
Intermediate Office Assistant (Limited Term & Substitute)	Dual	04-LTES-0673
Intermediate Office Assistant – Schools	Dual	04-0113-3354
Intermediate Office Assistant – Schools (Limited Term & Substitute)	Dual	04-LTES-3354
Library/Media Assistant	Dual	04-0121-0465
Library/Media Center Assistant	Dual	04-0122-5021

OTHER ITEMS

OTHER ITEMS

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 6, 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 8:48 to discuss the request from an employee for a Hearing in a Disciplinary Matter.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:59 a.m. The following reportable action was taken during the Closed Session:

The Commission acted to authorize a Hearing Officer to conduct a hearing as provided for in the Rules and Regulations. Mr. Curiel was first directed to request a pre-hearing conference between the appellant, James Wooley, and the District and then, if appropriate, schedule a hearing and notify the parties of the time and place.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:00 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

gr