



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING November 4, 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  
Alison Maitlen, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Adriana Araujo, Staff Secretary  
Vanessa Martinez, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
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

Ralph Weil, CSEA Chapter 2 Unit A Vice-President, inquired about the establishment of a hiring freeze committee to oversee the District's certificated positions. Mr. Curiel responded that Deputy Superintendent Karen DeVries has been given the responsibility to review all requests to fill vacant certificated positions outside the collective bargaining agreement.

REPORT FROM THE PERSONNEL  
COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL  
COMMISSION ADMINISTRATOR

Ramon Curiel had distributed copies of the Board of Education Workshop agenda to the Commissioners and updated them on the presentation of the Personnel Commission's Annual Report at the workshop.

Mr. Curiel also distributed information to the Commissioners regarding the CSPCA Annual Conference being held in February. He noted that the first day of the conference is going to be a Staff Development Day for Personnel Commission support staffs. Mr. Curiel stated that he is attempting to secure Baldrige funds for staff's registration expenses and asked the Commissioners to notify the office if they are planning to attend the conference. Mr. Curiel, as Chairperson of the conference, commended Administrative Coordinator Lisa Gardner and Associate Personnel Analyst Alison Maitlen for all their efforts and assistance in coordinating the conference.

CSEA Chapter 2 President Val Pharr informed Mr. Curiel that at the CSEA conference it had been voted to form a new committee entitled Merit System Committee.

HEARINGS

HEARINGS

Ramon Curiel informed the Commission that the Hearing Regarding Disciplinary Action scheduled for today was postponed per the request of the appellant. Mr. Curiel asked CSEA Labor Relations Representative Frank Runkle if the appellant still wished to pursue the appeal and Mr. Runkle responded affirmatively. The Commission, with agreement from Mr. Runkle, rescheduled the hearing to take place at the Personnel Commission meeting scheduled for January 27, 2005.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the October 21, 2004 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

Ramon Curiel noted that there was an addendum item to be included in the agenda 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 POSITION

CREATE A NEW POSITION

- 1-Intermediate Office Assistant-Schools 70% Cabrillo 217 day
- 1-Student Store Operator 100% Jordan 217 day

RECLASSIFY AN EXISTING POSITION

RECLASSIFY AN EXISTING POSITION

- 1-Intermediate Nutrition Services Worker 37.5% Cabrillo 204 day to Nutrition Services Worker

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

- 1-Instructional Assistant-Intensive Behavioral Treatment 25% The Willows 202 day to 35%
- 1-Library/Media Assistant 20% Birney 204 day to 40%
- 1-Staff Secretary 80% Curriculum 217 day to 100%

ABOLISH A POSITION

ABOLISH A POSITION

- 1-Instructional Aide 37.5% MacArthur 204 day
- 1-Instructional Aide 37.5% MacArthur 204 day
- 1-Instructional Aide (R) 37.5% MacArthur 204 day
- 1-Instructional Aide BL Tagalog 45% Robinson 204 day flex
- 1-School Community Worker BL Spanish 100% Robinson 204 day flex
- 1-Staff Secretary 100% Special Projects 217 day

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:

Associate Research Analyst	Dual	05-0029-3368	2
Certified Occupational Therapy Assistant/Licensed	Dual	05-0037-5045	4
Contract Analyst	Dual	05-0032-0624	6
Instructional Aide-Special	Open/Cont	05-0056-0448	8

Instructional Aide-Special (LTE & Substitute)	Open/Cont	05-LTES-0448	10
Instructional Aide-Special	Open/Cont	05-0061-0448	12
Instructional Aide-Special (LTE & Substitute)	Open/Cont	05-LTES-0448	14
Instructional Aide-Special	Open/Cont	05-0064-0448	16
Instructional Aide-Special (LTE & Substitute)	Open/Cont	05-LTES-0448	18
Nutrition Service Worker	Open/Cont	05-0036-5068	20
Senior Accounting Assistant	Dual	05-0020-0760	22

Extend Eligibility Lists

Campus Security Officer (LTE & Substitute)	Dual	03-LTES-5011	24
Carpenter Supervisor	Dual	04-0059-0115	24
Custodian	Open/Cont	04-0043-0139	24
Custodian	Open/Cont	04-0001-0139	24
Custodian	Open/Cont	04-0065-0139	24
Custodian	Open/Cont	04-0017-0139	24
Custodian (LTE & Substitute)	Dual/Cont	03-LTES-0139	24
Instructional Aide-Special (LTE & Substitute)	Open/Cont	03-LTES-0448	24
Instructional Assistant Computer Resources BL Spanish	Dual	04-0056-0452	24
Instructional Assistant On Campus Program	Dual	03-0034-0214	24
Intermediate Office Assistant	Dual/Cont	03-0031-0673	24
Intermediate Office Assistant (LTE & Substitute)	Dual/Cont	03-LTES-0673	24
Intermediate Office Assistant-Schools	Dual/Cont	03-0032-3354	25
Intermediate Office Assistant-Schools (LTE & Substitute)	Dual/Cont	03-LTES-3354	25
Locksmith	Dual	04-0081-0209	25
Painter Supervisor	Dual	04-0062-0232	25

OTHER

OTHER

Administrative Coordinator Lisa Gardner acknowledged the Human Resource Assistants at the front lobby for their excellent service. She stated that 100% of the front lobby/reception survey responses received were positive with many of the surveys including additional complimentary comments of the staff. The Commissioners thanked the front office staff for all their efforts and great service.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, November 18, 2004. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 8:49 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

gr