



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING October 7, 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  
Lynne Karlsen, Personnel Analyst  
Marilyn Doss, Associate Personnel Analyst  
Susan Leaming, Associate Personnel Analyst  
Alison Maitlen, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Adriana Araujo, Staff Secretary  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; Erick Bryant, appellant.

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

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None.

Commission Chairperson Chuck Acosta explained the difference between Open and Closed Session to appellant Erick Bryant and asked him which he would prefer. Mr. Bryant said he would prefer to be heard in Closed Session.

REPORT FROM THE PERSONNEL  
COMMISSION ADMINISTRATOR

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COMMISSION ADMINISTRATOR

Ramon Curiel stated that he did not have a report for the Commission at this time. He did inform the Commission that the staff's annual Holiday Celebration is scheduled for December 13<sup>th</sup> and invited the Commission to the event.

HEARINGS

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None.

PERSONNEL COMMISSION MINUTES

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The minutes of the September 23, 2004 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

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RECOMMENDATIONS

CSEA Chapter 2 Unit B Vice President Joseph Schessler commented on the abolishment recommendation of the Senior Electronics Technician position stating that the former incumbent in the position promoted to a supervisory position in the department but continues to perform one of the bargaining unit duties of a Technician. Mr. Schessler asked that the record reflect that CSEA objects to the abolishment of this position and CSEA will be sending a cease and desist letter to the supervisor to ensure that the work stays within the bargaining unit.

Ramon Curiel informed the Commission that the District is attempting to clean up obsolete vacant positions at all sites and, as a result, the Commission will be acting on the recommendation to abolish these vacant positions. CSEA Leadership voiced concern and frustration regarding the abolishment of classified positions. Commissioner Terry Ulaszewski reminded CSEA Leadership that District issues are outside the jurisdiction of the Personnel Commission.

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 A CLASSIFICATION/  
CLASS SPECIFICATION

REVISE A CLASSIFICATION  
CLASS SPECIFICATION

Food Service Projects and Equipment Production Manager  
Purchasing Office Assistant-Food Services  
Instructional Warehouse Assistant

RECLASSIFY A POSITION

RECLASSIFY A POSITION

1-Intermediate Nutrition Services Worker 37.5% Nutrition Services  
217 day to Nutrition Services Worker

ABOLISH A POSITION

ABOLISH A POSITION

1-Assistant Construction Manager 100% Maintenance 12 mo  
1-Electrician Supervisor 100% Maintenance 12 mo  
1-Electrician Supervisor 100% Maintenance 12 mo  
1-Environmental Health and Safety Worker 100% Maintenance 12 mo  
1-Environmental Health and Safety Worker 100% Maintenance 12 mo  
1-Senior Architectural Drafting Technician 100% Maintenance 12 mo  
1-Senior Electronics Technician 100% Maintenance 12 mo  
1-Senior Office Assistant 100% Maintenance 12 mo  
1-Senior Accounting Assistant 100% Maintenance 12 mo  
1-Telecommunications System Supervisor 100% Maintenance 12 mo

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.5 and 4.2.A.7. The appellant, Johnny Heard, was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.7 and 4.2.A.13. The individual was not present. The Commission acted to remove Marcia Johnson from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.7 and 4.2.A.24. The appellant, Erick Bryant, was present and had requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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:

Kids Club Assistant	Dual	05-0051-0694
Kids Club Lead Assistant	Dual	05-0052-0515
Nutrition Service Worker	Open/Cont	05-0060-5068

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:

Campus Security Officer	Dual/Cont	05-0050-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	05-LTES-5011
Educational Research Analyst I	Dual	05-0030-3301
Educational Research Analyst II	Dual	05-0031-3302
Instructional Aide-Alternative Schools	Dual	05-0010-0221
Instructional Aide-Alternative Schools BL Khmer	Dual	05-0011-0438
Instructional Aide-Alternative Schools BL Spanish	Dual	05-0012-0439
Instructional Aide-Special	Open/Cont	05-0038-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0047-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Intermediate Accounting Assistant	Dual	05-0019-0755
Research Office Technician	Dual	05-0017-0433
Senior Research Office Technician	Dual	05-0024-3369
Supervisor – Autism Services	Dual/Cont	05-0042-5046

OTHER

OTHER

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 21, 2004 at 8:15 a.m. It was noted that this meeting will be held in the Community Room of the Administration Building, 1515 Hughes Way, Long Beach, CA 90810.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:38 a.m. to discuss the recommendation regarding Johnny Heard, to hear the appeal of Erick Bryant and to discuss a pending Hearing regarding disciplinary action and confirm the Hearing date.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:10 a.m. The following reportable actions were taken during the Closed Session:

The Commission acted to sustain staff's recommendation to remove Johnny Heard from current eligibility lists and instructed the Personnel Commission Administrator to notify him of this decision.

The Commission acted to grant the appeal of Erick Bryant and instructed the Personnel Commission Administrator to notify him of this decision.

The Commission rescheduled the date for the Hearing regarding disciplinary action for Marsden Burton to November 4, 2004.

ADJOURNMENT

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There being no further business, the Personnel Commission adjourned at 10:11 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

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