



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING January 25, 2007 MINUTES

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

Chairperson Terry 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

Terry Ulaszewski, Chairperson  
Chuck Acosta, Vice-Chairperson  
Vera Mulkey, Member

Ramon Curiel, Executive Officer  
Susan Leaming, Acting Administrative Coordinator  
Marilyn Doss, Personnel Analyst  
Alison Maitlen, Personnel Analyst  
Dale Culton, Certification Services Manager  
Vanessa Martinez, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Jan Medford, Human Resources Technician  
Silauae Taeleifi, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; Adrienne Rambo, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; d'Ann Madore, 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 EXECUTIVE OFFICER

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Ramon Curiel reported items of interest from the previous Board of Education Meeting which included funding sources for Librarians and the presentation of the STAR schools.

At Mr. Curiel's directive, Human Resources Supervisor Mary Cates reported on summer school staffing. Ms. Cates spoke about the revised summer school application and its availability on the Personnel Commission web page. She stated that the application was being sent to all sites as an email attachment and also through the District mail. Ms. Cates stated that the concern of all classified employees receiving notification of summer school employment opportunities was being addressed through advertisement in the blue school bulletin and asked CSEA Leadership if they would also advertise in the Bear Facts publication. Ms. Cates gave the Commission general information including summer school dates and numbers of summer school positions. CSEA Chapter 2 President Mary Brown stated that CSEA is concerned that specific classified employees are selected for the same summer school positions each year. Mr. Curiel explained that this subject is specifically addressed in the CSEA contract and in compliance with the contract language. Ms. Brown stated that CSEA would deal with this through the negotiations process.

PERSONNEL COMMISSION MINUTES

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The minutes of the January 11, 2007 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

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Poly	School Support Secretary	100% 12 month

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Castaneda, Rosa	Instructional Aide-Special	From: 47.5% 202 day
	Buffum	To: 75% 202 day

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.15. The individual was not present. The Commission acted to remove Robert Edwards from current eligibility lists.

BULLETINS

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Personnel Commission Rule 4.6.B.1, states that the Personnel Commission 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:

Area Custodial Manager	Dual	07-0130-0600
Assistant Purchasing and Contracts Director	Dual	07-0133-0777
Contract Manager	Dual	07-0134-0216
HVAC Technician	Dual	07-0114-5103

ELIGIBILITY LISTS

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Personnel Commission Rule 5.1.A, states that the Personnel Commission 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:

Environmental Health & Safety Manager	Dual	07-0074-0610
Instructional Aide-Special	Open/Cont	07-0128-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Nutrition Services Worker	Open/Cont	07-0129-5068

OTHER ITEMS

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None.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, February 8, 2007. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, 90813.

ADJOURNMENT

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There being no further business, the Personnel Commission adjourned at 8:55 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

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