



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING October 2, 2008 MINUTES

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

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:18 a.m. at which time she led the pledge of allegiance to the flag.

#### COMMISSION MEMBERS PRESENT    STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer  
Stephanie Jimenez, Sr. Administrative Secretary  
Robert Pfingsthorn, Sr. Personnel Analyst  
Susan Leaming, Personnel Analyst  
Alison Maitlen, Personnel Analyst  
Maria Lynn Braunstein, Assoc. Personnel Analyst  
Dale Culton, Certification Services Manager  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Judy Marshall, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary

#### PRELIMINARY

Guests: Mary Brown, CSEA President; Adrienne Rambo, CSEA Unit A, Vice President;  
Dan Ewaskey, CSEA Unit B, Vice President.

#### 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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Mr. Curiel discussed the budget briefly. The Governor's State Budget has been approved.

Mr. Curiel provided the Commissioners with a copy of Mr. Steinhäuser's recent memo regarding our School District's Bond Election on November 4, 2008. The advisory has been provided to the District to assist in understanding protected rights to participate in the political process and our obligations to ensure that public funds are not be used for political purposes. Mary Brown, CSEA President expressed that CSEA is supporting the current Bond Election on November 4, 2008.

Mr. Curiel asked the Personnel Commission Division heads to give a brief update of their departments' activities. Each manager/supervisor present gave a brief report on the current activities of their units.

## PERSONNEL COMMISSION MINUTES

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The minutes of the September 18, 2008 Personnel Commission Meeting were approved.

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

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Financial Services	Executive Director, Information & Technology Systems	100% 12 Month
Burnett	Intermediate Office Assistant/Schools Bilingual Spanish	100% 217 Day
Track B Edison	Intermediate Office Assistant/Schools Bilingual Spanish	20% 217 Day
Track B Reid	School Support Secretary	100% 217 Day

### RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Leach, Cederick	Campus Security Officer	From:75% 204 Day
	Community Day School-Secondary	To: 100% 204 Day
Sheehan, Kevin	Production Center Supervisor	From:100% 204 Day
	Nutrition Services Production Center	To:100% 217 Day

### RESCIND PREVIOUS ACTION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
NONE		

### 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.6 and 4.2.A.7. The individual was not present. The Commission acted to remove Gina Dunn from current eligibility lists.

### 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.6 and 4.2.A.7. The individual was not present. The Commission acted to remove Maudnette Graves from current eligibility lists.

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.6 and 4.2.A.7. The individual was not present. The Commission acted to remove Temecka Richardson from current eligibility lists.

### BULLETINS

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

Senior Purchasing Assistant	Dual	09-0045-5133
Supervisor – Autism Services	Open/Cont	09-0048-5046

### ELIGIBILITY LISTS

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Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer 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	Open/Cont	09-0038-5011
Campus Security Officer/Substitutes and LTES	Open/Cont	09-LTES-5011
Executive Secretary to the Superintendent/ Board of Education	Prom	08-0093-3347
Human Resources Assistant	Prom	09-0033-3350
Instructional Aide – Special	Open/Cont	09-0034-0448
Instructional Aide – Special	Open/Cont	09-0035-0448
Instructional Aide – Special / Substitutes and LTES	Open/Cont	09-LTES-0448
Instructional Aide – Special / Substitutes and LTES	Open/Cont	09-LTES-0448
Speech Language Pathology Assistant	Dual	09-0019-5024

### OTHER ITEMS

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None

### NEXT MEETING

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There will be a special closed session meeting of the Commission on Monday, October 13, 2008 at 9:00 a.m. in the Staff Development Training Room of the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, 90813 to hear the appeal of Ignazio “Tony” Rallo. The next regular meeting of the Personnel Commission will be held on Thursday, October 16, 2008. 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.

### CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:50 a.m. to discuss the upcoming disciplinary hearing.

### RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:55 a.m.

No reportable actions were taken.

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned at 10:05 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer