



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING September 6, 2007 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    STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer  
Maria Lynn Braunstein, Acting Sr. Admin. Secretary  
Robert Pfingsthorn, Senior Personnel Analyst  
Susan Leaming, Personnel Analyst  
Marilyn Doss, Personnel Analyst  
Alison Maitlen, Personnel Analyst  
Dale Culton, Certification Services Manager  
Paula Wiesenhuber, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Judy Marshall, Acting Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary (C)  
Maria Villalobos, Human Resources Technician

#### PRELIMINARY

Guests: Chandra Sheldon, appellant.

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

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#### REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel updated the Commission on the status of staffing and announced Therese Waltower will be returning to the

Personnel Commission in a few weeks as the new Senior Administrative Secretary. He also announced the recent promotion of Maria Lynn Braunstein to Associate Personnel Analyst.

Mr. Curiel reported to the Commission, enrollment numbers were lower than anticipated and in the next few weeks we should have a more accurate picture of what our final numbers will be. Mr. Curiel noted most of the loss of students is being seen at the elementary school level.

Mr. Curiel asked the Personnel Commission Division heads present to give a brief update of their departments' activities. The staff managers and supervisors gave individual brief reports to the Commission on the current activities of their units.

#### PERSONNEL COMMISSION MINUTES

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The minutes of the August 23, 2007 Personnel Commission Meeting were approved.

#### CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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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

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<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Muir	Library/Media Assistant	20% 204 Day

#### RESCIND PREVIOUS ACTION

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August 9, 2007 PCA Restructure  
Stage Technician Position at Renaissance:      From: 100%/204 Day  
To: 100%/217 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.6 and 4.2.A.7. The individual was not present. The Commission acted to remove Melissa Johnson 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.7. The individual was not present. The Commission acted to remove Ann Marie Schneider 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.7. The appellant, Chandra Sheldon, was present and 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 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:

Instructional Aide – Mobile Classroom	Dual	08-0042-0601
Supervisor – Autism Services	Dual	08-0043-5046

### 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	08-0037-5011
Campus Security Officer (Limited Term/Substitute)	Open/Cont	07-LTES-5011
Custodian	Open/Cont	08-0028-0139
Custodian (Limited Term/Substitute)	Open/Cont	07-LTES-0139
Instructional Aide Interpreter – Deaf / Hard of Hearing	Open/Cont	08-0035-3272
Instructional Aide - Special	Open/Cont	08-0034-0448
Instructional Aide - Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Nutrition Services Worker	Dual	08-0029-5068
Program Supervisor – Special Projects	Dual	08-0003-5056
School Safety Officer	Open/Cont	08-0038-5014

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, September 20, 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.

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:50 a.m. to hear the appeal of Chandra Sheldon.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:50 a.m.

The following reportable actions were taken during Closed Session:

The Commission acted to postpone a final determination on the appeal of Chandra Sheldon pending further information and instructed the Executive Officer to notify her of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:52 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

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