

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting for October 8, 2009

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 8:19 a.m. at which time he led the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Terry Ulaszewski, Chairperson
Vera Mulkey, Member

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer
Lori Gamble, Sr. Administrative Secretary
Shirley Chiavetta, Sr. Personnel Analyst
Dale Culton, Certification Services Manager
Marilyn Doss, Personnel Analyst
Susan Leaming, Personnel Analyst
Mary Cates, Human Resources Supervisor
Maria Braunstein, Associate Personnel Analyst
Susan Brister Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Joe Romero, Director, Operations; Ann Pullano Administrative Coordinator, Human Resource Services; Debra Ecung, Director, Employee Relations; Mary Brown, CSEA President; Adrianne Rambo, CSEA Unit A, 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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Ramon Curiel, reported that he was a panel member for Compton Unified School District's Personnel Director recruitment. He announced that Jackie DeHay of Palmdale Unified was recently selected as the new Personnel Director of Huntington Beach Union High School District.

Mr. Curiel informed the Commission that on October 6, 2009 the board of Education took action and approved one reduction and nine position abolishments of the classified service. Mr. Curiel explained that Staff is working on the layoff scenarios and will meet with the District and CSEA to discuss the layoffs.

Mr. Curiel announced that due to recent position abolishments and reductions in the Office of Multimedia Services, District management has requested Personnel Commission conduct a classification review of the Media Services job family. Susan Leaming, Personnel Analyst, will begin the study October 15 with an Orientation Session for affected employees. Ms. Brown inquired as to when the Child Care and Instructional job family would be reviewed. Mr. Curiel explained that all job families are studied on a regular rotating basis. Ms. Leaming clarified that the Child Care and Instructional, Media Services and Student Services job families are all up in the rotation to be studied next. Ms. Leaming explained that because the Child Care and Instructional job family is very large, potentially affecting over 1,200 classified employees, thought has been given to hiring an outside consultant to study some or all of these classes. However, due to recent Commission budget cuts, hiring a consultant may no longer be feasible. Following the Media Services study, Ms. Leaming will work on preparing time lines as to when the Child Care and Instructional and Student Services job family studies will begin.

HEARINGS

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None

PERSONNEL COMMISSION MINUTES

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The Commission approved the minutes of the September 24, 2009, Personnel Commission Meeting.

CLASSIFICATION/RESTRUCTURE REVISIONS TO A CLASS DESCRIPTION

CLASSIFICATION/RESTRUCTURE

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules with the proviso that a statement regarding Health Insurance Portability and accountability Act (HIPAA) be added to the Physician Services Technician position description.

POSITION

Chemical Application Technician
 Pest Control Supervisor
 Pest Control Technician
 Physician Services Technician (C)

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:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Lead Custodian	Open/Prom	10-0037-0205 10-0038-0205 10-0039-0205

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:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Campus Security Officer	Dual	10-0020-5011
Campus Security Officer Limited Term and Substitutes	Open Con.	10-SUBS-5011
Facilities Planning Technician	Dual	10-0013-5138
Instructional Aide – Special	Dual	10-0031-0448
Instructional Aide – Special Substitute	Dual	10-SUBS-0448

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, October 22, 2009. 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, Chairperson Ulaszewski adjourned the meeting at 8:43 a.m.

Respectfully submitted,

/s/

Ramon Curiel
Executive Officer

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