



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, California

November 18, 2010
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
Terry Ulaszewski, Chairperson Present _____
Vera Mulkey, Vice-Chairperson Present _____
Charles Acosta, Member Present _____
3. PRELIMINARY
 - 3.1 Pledge of Allegiance to the Flag
 - 3.2 Introduction of Guests
4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
5. REPORT FROM THE EXECUTIVE OFFICER
6. HEARINGS
None
7. MINUTES
 - 7.1 Approval of Minutes for October 28, 2010 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action
ABOLISH A CLASSIFICATION
Maintenance Programs Analyst
Instructional Assistant – DATE
Instructional Assistant – DATE, BL Khmer
 - 8.2 REVISE AN EXISTING CLASSIFICATION
From: Assistant Grounds Manger SR 38 (M2)
To: Assistant Grounds Service Manager SR 38 (M2) Action
9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Associate Producer/Production Designer	Dual	11-0041-5147
Custodian	Dual	11-0042-0139
Middle School Office Supervisor	Promotional	11-0048-3357
Senior Office Assistant	Promotional	11-0045-3363
Senior Office Assistant – Schools	Promotional	11-0046-0677
Senior Office Assistant B/L Spanish	Promotional	11-0047-5089
Senior Office Assistant – Schools – B/L Spanish	Promotional	11-0048-5091
Site Specialist – Special Projects	Dual	11-0052-5055
 - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** **Restricted Action**

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Braille Transcriber	Dual	10-0069-3340	11/01/2011
Building Maintenance Worker/Driver	Promotional	11-0015-0880	11/10/2011
Campus Security Officer	Open/Cont.	10-0067-5011	11/09/2011
Campus Security Officer	Open/Cont.	11-SUBS-5011	11/09/2012
Inventory Control Technician	Promotional	11-0019-5126	11/09-2011
Instructional Aide – Special	Open/Cont.	11-0035-0448	10/25/2011
Instructional Aide – Special	Open/Cont.	11-0031-0448	11/10/2011
Instructional Aide – Special Substitute	Open/Cont.	11-SUBS-0448	10/25/2012
Instructional Aide – Special Substitute	Open/Cont.	11-SUBS-0448	11/10/2012
Instructional Assistant Intensive Behavioral Treatment	Open/Cont.	11-0027-5035	05/02/2011
Mail Switchboard Services Assistant	Promotional	11-0017-5144	10/13/2011
Nutrition Services Worker	Open/Cont.	11-0032-5068	10/28/2012
Nutrition Services Worker	Open/Cont.	11-0043-5068	11/11/2012
School Safety Office	Dual	10-0081-5014	11/09/2011
10. Other Items
11. The next regular meeting of the Personnel Commission will be held on Thursday, December 9, 2010 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
12. CLOSED SESSION
13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for October 28, 2010

PAGE: 7.1.1 – 7.1.6

Date: November 18, 2010

Reason for
Consideration: Action

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, California

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:17 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Terry Ulaszewski, Chairperson
Vera Mulkey, Vice-Chairperson

COMMISSION MEMBERS ABSENT

Charles Acosta, Member

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer
Marilyn Balmer, Personnel Analyst
Maria Braunstein, Assoc. Personnel Analyst
Mary Cates, Human Resources Supervisor
Esther Martinez, Human Resources Asst.
Tammie Hirth, Human Resources Technician
Jan Medford, Human Resources Technician

Lori Gamble, Sr. Administrative Secretary
Susan Leaming, Personnel Analyst
Dale Culton, Certifications Services Manager
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Ericka Emery, Human Resources Technician
Shelley Scott, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator, Joe Romero, Director Operations Branch, Mary Brown, President CSEA Chapter 2, Adrienne Rambo, CSEA Vice President – Unit A, Dan Ewaskey, CSEA Vice President – Unit B

Chairperson Ulaszewski recognized Joe Romero, Director Operations Branch for his 40 years of continuous service with the District. Mr. Ulaszewski thanked Mr. Romero for his dedicated service in solving many problems for the betterment of the District. Chairperson Ulaszewski was joined by staff and guests and applauded Mr. Romero.

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

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None

REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel, Executive Officer, extended an appropriate Halloween greeting to the Commissioners and guests.

Mr. Curiel reported that the CSEA vote will be held later today to decide the tentative agreement between the District and CSEA members. He provided the Commissioners with a summary of the proposed changes.

Mr. Curiel asked Mary Brown, CSEA Chapter President to discuss some of the changes to the contract. Ms. Brown began by thanking the negotiating team for their long hours and hard work. She summarized the changes in the contract.

Dan Ewaskey, CSEA Unit B Vice President added that the agreement contains a 5% “co-pay” for health insurance for full and part time employees. The agreement also keeps the leave time categories of Personnel Leave, Bereavement & Imminent Death, and others. He stated that this contract is a two year agreement.

Chairperson Ulaszewski expressed his appreciation and thanked the CSEA Leadership Team.

Mr. Curiel presented a brief history of the technology search for a program to track applicants. Susan Leaming led an extensive search, resulting in a program that is utilized by many school districts and agencies in the State - NEOGOV. Mr. Curiel invited Marilyn Balmer Personnel Analyst to give an overview and demonstration of NEOGOV. Ms. Balmer presented a live demonstration showing many aspects of the system from an applicant's point of view. Dale Culton, Certification Services Manager, demonstrated NEOGOV's eligibility list system and how District sites will eventually use the program. After questions and comments Mr. Curiel thanked Staff for their individual contributions and team effort.

ANNUAL REPORT

ANNUAL REPORT

Mr. Curiel stated that the Education Code requires the Personnel Commission to prepare an Annual Report of the Personnel Commission to present to the Board of Education. The Report's function is to inform the Board of Education about the activities of the Personnel Commission during the preceding fiscal year.

Mr. Curiel provided the Commissioners with a copy of the Annual Report. Mr. Curiel and Managers presented a power point slide presentation of the Annual Report for the Commission's review and consideration. Following comments and discussion, Vice-Chairperson Mulkey moved to accept the Annual Report. The motion was seconded and passed unanimously. Chairperson Ulaszewski directed the Executive Officer to present the Annual Report to the Board of Education at the Board Workshop on November 8, 2010.

HEARINGS

HEARINGS

None

MINUTES

MINUTES

The Commission approved the minutes of the October 14, 2010 Personnel Commission meeting. It was moved by Vice-Chairperson Mulkey to approve the minutes. The motion was seconded and passed unanimously.

CLASSIFICATION / RESTRUCTURE

CLASSIFICATION / RESTRUCTURE

One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submitted a report for a new classification for Student Data Systems Coordinator for the Office of Research, Evaluation and Planning.

CREATE A NEW CLASSIFICATION

CREATE A NEW CLASSIFICATION

Student Data Systems Coordinator – Salary Range 43 (M2)

ALLOCATE A CLASSIFICATION

ALLOCATE A CLASSIFICATION

Student Data Systems Coordinator - Salary Range 43 (M2)

Vice-Chairperson Mulkey motioned to create the classification of Student Data Systems Coordinator – Salary Range 43 (M2) and allocate the classification. The motion was seconded and passed unanimously.

BULLETINS

BULLETINS

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.

It was moved by Vice-Chairperson Mulkey to ratify the following bulletins. The motion was seconded and passed unanimously.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Head Start Nutrition Assistant	Dual	11-0034-3297

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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. It was moved by Vice-Chairperson Mulkey to certify the following eligibility lists. The motion was seconded and passed unanimously.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Instructional Aide - Special	Open	11-0026-0448	10-19-11
Instructional Aide - Special Substitute	Open	11-SUBS-0448	10-19-11
Nutrition Services Worker	Open	11-0029-5066	10-18-12
Supervising Research Office Technician	Dual	11-0018-5157	10-15-11

OTHER ITEMS

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None

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 9:50 a.m. to review the evaluation of the Executive Officer.

RETURN TO OPEN SESSION

OPEN SESSION

The Personnel Commission returned to Open Session at 10:20 a.m. There were no reportable actions.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, November 18, 2010 at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned the meeting at 10:25 a.m.

Respectfully submitted,
Signature on File at the Personnel Commission Offices
Ramon Curiel
Executive Officer