



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

October 14, 2010
THURSDAY
8:15 A.M.

- 1. CALL TO ORDER
- 2. ROLL
 - 1. Terry Ulaszewski, Chairperson Present _____
 - 2. Vera Mulkey, Vice-Chairperson Present _____
 - 3. 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 September 30, 2010 Action
- 8. **ITEMS FOR DISCUSSION AND/OR ACTION**
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246 Action**
 - A. CREATE A NEW CLASSIFICATION
 - Office Assistant – Bilingual Spanish
Salary Range 16 (C1)
 - School Support Secretary – Bilingual Spanish
Salary Range 22 (S1)
 - B. REVISE A CURRENT CLIASIFICATION
 - Head Start Nutrition Assistant
Salary Range 16 (C1)
 - 8.2 Revision of PC Rule 10.8 (Second Reading) Action
 - 8.3 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7 Restricted 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>
Plant Supervisor – High School	Promotional	11-0037-5029
 - 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>
Nutrition Services Worker	Open	11-0024-5066	9-8-12
- 10. Other Items
- 11. The next regular meeting of the Personnel Commission will be held on Thursday, October 28, 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**

Minutes of the Meeting for September 30, 2010

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
Charles Acosta, Member

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer	Lori Gamble, Sr. Administrative Secretary
Marilyn Balmer, Personnel Analyst	Dale Culton, Certification Services Manager
Susan Leaming, Personnel Analyst	Maria Braunstein, Associate Personnel Analyst
Adriana Araujo-Honorio, Staff Secretary	Mary Cates, Human Resources Supervisor

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Mary Brown, CSEA Chapter President Long Beach 2; Adrienne Rambo, CSEA Unit A, Vice President; and Dan Ewaskey, CSEA Unit B, Vice President, Jose Martinez, Plant Supervisor II, Jordan Academy

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

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Jose Martinez, Plant Supervisor II, Jordan Academy, read a statement regarding the interview process for Plant Supervisor – High School position at Cabrillo High School. He expressed his concerns that no selection was made at the site after the interviews were completed. There was lack of communication regarding the non-selection. After the interviews he asked Mr. Curiel why a selection had not been made and was told that the site did not have to make a selection because the eligibility list had already expired. He stated that he believes an eligibility list should remain active until another list is in place. He also questioned the selection of certain people as members of the interview panel at the site. He said that one of the interviewers was on the same eligibility list.

Ramon Curiel, Executive Officer, responded to Mr. Martinez' concerns by first explaining how and for how long eligibility lists are established, and how they are used to certify eligible candidates for selection. He went on to clarify that the authority to select a candidate is with the site administrator as delegated by the Board of Education. An eligibility list is active until it expires. In this case by the time interviews were completed the list had already expired. Therefore, the hiring authority was not required to make a selection from that list. The position remains vacant until a new list is established and a selection is made. Under the Education Code lists may be established for a minimum of six months and may be extended to a maximum of two years. Dale Culton, Certification Services Manager, added that the Plant Supervisor High School list was requested and sent to the site on July 29, 2010 and was due to expire on July 31, 2010. It had already been extended for an additional six months and had been used to fill two vacancies. Mr. Curiel stated that he believed the question Mr. Martinez was asking was whether or not there was a violation of the Merit System, the Rules and Regulations or the Education Code by not selecting one of those interviewed. He stated that there was no violation of any of these.

Commissioner Ulaszewski asked to see a copy of the expired eligibility list and was provided one. He confirmed the expiration date and suggested to Mr. Martinez that he seek a temporary upgrade through Operations. Mr. Les Leahy, Business Services Administrator, clarified that High School Plant Supervisors report to and

are selected by the High Schools directly not by Operations. Mr. Curiel added that it is the practice to rotate such temporary upgrades among Custodians at the site and, if none are interested in the assignment, requests for recommendations may be made to Operations.

Commissioner Mulkey asked that since this list has legitimately expired, is a recruitment upcoming and can individuals on the expired list be considered for the new list. Marilyn Balmer, Personnel Analyst, answered that the recruitment for Plant Supervisor - High School opens Monday, October 4 and candidates on the expired list would need to reapply to be considered.

Chairperson Ulaszewski asked if in the case of an acting position would the person get paid. Mr. Curiel answered that any employee in a temporary upgrade is given out-of-class pay for the added responsibilities.

Mr. Martinez stated that many times the site will not make a decision but wait for the list to expire so that perhaps the acting person will be on the new list. He asked commissioners to consider changing the rule so that the person who is temporarily upgraded to act in a vacant position not be considered for the same position.

REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel, Executive Officer, reported that the Merit Academy began two weeks ago with great success. He thanked Maria Lynn Braunstein, Associate Personnel Analyst, who coordinated the session. The initial session was presented by John Caldecot, Director of Classified Personnel at Newport Mesa. George Cole, Executive Director of California School Personnel Commissioners Association welcomed all to the opening session.

Mr. Curiel announced that Gwendolyn Mathews, Assistant Superintendent, Middle & K-8 Schools, had retired and announced that Peter Davis and Frank Gutierrez will be Acting Directors for K-8 and Middle Schools.

Mr. Curiel provided an update regarding the Memorandum of Understanding between CSEA and the District regarding the effects of layoff.

Mary Brown, CSEA Chapter President Long Beach 2, stated that CSEA knows that the MOU has expired and that all parties are in agreement that the MOU should continue. CSEA Leadership will talk to the membership regarding the MOU update.

Mr. Curiel offered condolences on behalf of the department to Marilyn Balmer and her husband due to the passing of Mr. Balmer's mother and to Silaue Taeleifi and her family due to the passing of her mother.

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

Ms. Balmer reported on the latest developments with NEOGOV, the online applicant tracking system, stating that during the learning period the unit is improving the website and assuring that users understand where to look for promotions, applications, and information. The kiosk is very popular to submit applications but we are still offering paper applications for those who want them. Mr. Curiel added that even though we will urge an applicant to use the electronic process and sign up with NEOGOV and establish an account which will allow the candidate to view every position with NEOGOV, they can use the manual process. However, Technicians must input the application by hand.

Adrienne Rambo, CSEA Vice President, Unit A, asked when staff will provide a live demonstration of NEOGOV. Ms. Balmer responded that the demonstration would take place at the next Commission meeting, October 14, 2010.

September 30, 2010

Chairperson Ulaszewski asked if there is a process for NEOGOV to initiate interest cards. Mrs. Balmer stated that this feature will be available.

Ms. Balmer continued her report saying the "Long Beach Way" is still the preferred way as Downey Unified is sending three analysts to LBUSD to learn about our processes.

Maria Lynn Braunstein, Associate Personnel Analyst reported that she is collaborating with Laura Foster, Program Specialist of Nursing Services to provide CPR training.

Dan Ewaskey, CSEA Vice President, Unit B, asked if employees who are currently CPR certified can recertify with the upcoming course. Ms. Braunstein stated that employees must recertify every two years.

Susan Leaming, Personnel Analyst, met with Head Start Management to work on a new job description for Head Start Nutrition Assistant as the job has changed since the last revision five years ago.

Mr. Culton reported that the Blast fingerprinting is nearly complete and staff will begin fingerprinting walk-on coaches. Staff is reviewing District fingerprinting fees. Mr. Culton also thanked Marilyn and Anne who assisted in the Blast fingerprinting.

Ms. Brown asked what agencies review submitted fingerprints for walk-on coaches? Mr. Culton responded that the Education Code requires the State Department of Justice to review the fingerprints if the individual has only lived in this state. FBI review is required for those who have been employed out of state.

Mr. Culton continued the update stating the Hiring Freeze Committee has approved more open Custodian positions. Mr. Culton will be able to ask more displaced Custodians to return to work.

Mr. Culton announced that 25% of IA-Special substitutes have inactivated themselves affecting the number of substitutes available to fill substitute assignments.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the September 16, 2010 Personnel Commission meeting. It was moved by Commissioner Acosta to approve the minutes. The motion was carried and approved.

RULE REVISION FIRST READING

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Ramon Curiel presented Rule 10.8 for first reading. He asked Susan Leaming to summarize the report. This rule change was requested by the Director of Employee Relations. Staff worked closely with CSEA Leadership to reflect the current language of the CSEA contract for Units A & B.

REMOVAL FROM ELIGIBILITY LIST

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Staff recommended the removal of the request to remove an applicant. Member Acosta moved to remove item 8.2 from consideration. The motion was carried and approved.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove an applicant from the eligibility list per Personnel Commission Rule 4.2.A.5. and A.2.A.7. The appellant, Christian David Alonzo Ruiz was not present. The Commission acted to sustain staff recommendation to remove Mr. Alonzo from the 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.

Staff recommended removing the Head Start Nutrition Assistant bulletin from ratification. Ms. Braunstein explained that findings from a Head Start classification study indicate classification duties have changed and the description must be updated. Member Acosta moved to approve the removal. The motion was carried and approved.

It was moved by Vice-Chairperson Mulkey to ratify the following bulletins. The motion was carried and approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Head Start Family Services Liaison	Promotional	11-0033-5075

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. It was moved by Vice-Chairperson Mulkey to certify the following eligibility lists. The motion was carried and approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Computer Support Technician	Dual	11-0013-5108
Kids Club Assistant	Dual	11-0025-0694

OTHER ITEMS

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Ms. Mary Brown asked if a seniority list has been established for the Instructional Assistant - Intensive Behavioral Treatment classification. Mr. Culton responded that there was no need to create a list as there are no lay-offs and no re-employment list. Ms. Brown explained that new Instructional Assistant - Intensive Behavioral Treatment employees are getting 40 hour positions, over more senior employees who want the 40 hour positions. Mr. Culton recommended that the employee should speak to the supervisor to express interest in more hours or request a transfer to higher hour positions. There is no requirement to offer the most senior person additional hours.

CLOSED SESSION

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None

NEXT MEETING

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ADJOURNMENT

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There being no further business, Chairperson Ulaszewski adjourned the meeting at 9:07 a.m.

Respectfully submitted,

Signature on File at the Personnel Commission Offices

Ramon Curiel
Executive Officer