



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

April 29, 2010
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
 1. Terry Ulaszewski, Chairperson Present _____
 2. Chuck Acosta, Vice-chairperson Present _____
 3. Vera Mulkey, 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 April 15, 2010 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action

None
9. BULLETINS AND TESTING ACTIONS
 - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B Lead Custodian Action
 - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Instructional Aide Special Instructional Aide Special Substitute Instructional Assistant Intensive Behavioral Treatment Pool Attendant Restricted Action
10. Other Items
 - 10.1 Annual Election of Commission Officers for 2010-2011 Action
11. The next regular meeting of the Personnel Commission will be held on Thursday, May 13, 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
None
13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for April 15, 2010

PAGE: 7.1.1 – 7.1.7

Date: April 29, 2010

Reason for
Consideration: Action

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

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:16 a.m. and 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
Dale Culton, Certification Services Manager
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Maria Braunstein, Assoc. Personnel Analyst
Mary Cates, Human Resources Supervisor

Tammie Hirth, Human Resources Technician
Shelley Scott, Human Resources Technician
Ericka Emery, Human Resources Technician
Judy Marshall, Human Resources Assistant
Adriana Araujo-Honorio, Staff Secretary
Maria Villalobos, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Mary Brown, President CSEA; Adrienne Rambo, Unit A Vice President CSEA; Dan Ewaskey, Unit B Vice President CSEA, d'Ann Madore, CSEA Labor Relations Representative.

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

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None

Ramon Curiel, Executive Officer, reported to the Commissioners that the April 20, Board of Education meeting agenda will include 96 FTE reductions and 92 abolishments. FTE reductions include equalizing Campus Security Officer work calendars to be consistently 204 day. The Board of Education will take final action on these items.

Mr. Curiel reported that the Employee of the Year Selection Committee received 47 nominations to date. The Committee extended the deadline for nominations by one week until April 23, 2010.

Mr. Curiel reminded the Commission that the annual classified celebration will be Friday, May 21 with an Ice Cream Social.

Mr. Curiel asked the department managers present to update the commissioners on their respective departments. Each manager present gave a brief report on the current activities of their units.

Mr. Curiel clarified a point in the layoff procedure saying that one individual affected by reduction or abolishment may mean three or four individuals will be affected due to seniority and the bumping sequence. He thanked Dale Culton, Certification Services Manager, Susan Leaming, Personnel Analyst and Maria Braunstein Associate Personnel Analyst for their help in completing seniority lists. Mr. Curiel stated that the week following the Board of Education Meeting Personnel Commission staff would meet with CSEA.

Mary Brown, President CSEA, asked to meet with affected employees after the Board of Education takes action. Staff suggested CSEA attend the "Surviving Downsizing" seminar offered to affected employees.

D'Ann Madore, CSEA Labor Relations Representative, commented that people are affected by the reductions and abolishments and that many more people than just 96 reductions and 92 abolishments will be involved.

Mr. Curiel reiterated that the person ultimately affected, after the typical bumping sequence which usually involves several positions/individuals, may not be the individual listed on the April 20 board agenda.

PUBLIC HEARING FOR THE
PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2010-2011

PUBLIC HEARING FOR THE
PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2009-2010

Commission Chairperson Terry Ulaszewski opened the public hearing for the 2010/2011 Personnel Commission Budget at 8:29 a.m.

Ramon Curiel explained the process of the Personnel Commission's budget as required by the Education Code. Mr. Curiel reported that since the implementation of budget reductions three years ago, the Personnel Commission has cut staff and budget by 50%. Mr. Curiel noted that the recommended budget for the 2010/2011 fiscal year reflects cuts that will greatly impact the day to day functions of the department; closing the office to the public one day a week and reducing support to the Commissioners and Executive Officer. The 2010/2011 budget includes staffing reductions of 1.40 including abolishing the Senior Personnel Analyst position, and FTE reductions to the Senior Administrative Secretary and Human Resources Assistant of 20%. Mr. Curiel recommends that Commission adopt the \$1,561,799 budget for the 2010/2011 school year.

Chairperson Ulaszewski asked if there were any additional questions or comments from the floor regarding the proposed budget.

Ms. Madore expressed CSEA's disappointment of the Commission's potential inability to continue to perform job family studies due to the budget cuts. In particular, CSEA is concerned about when the Child Care and Instructional Job Family would be studied which is next in the rotation of job family studies.

Vera Mulkey, Commissioner, asked if the office closure one day a week is imminent. Mr. Curiel responded that yes it is. The office will be closed to the public one day a week; staff will carry on their regular duties but will not open the lobby to receive the public. The office will be open to District personnel.

Chairperson Ulaszewski stated that these are hard decisions to be made, and they will affect people's lives and their families. However the Commission also realizes it is important to comply with the realities of the State budget and make these difficult staffing reductions.

Chairperson Ulaszewski closed the public hearing at 8:44 a.m. The Commission acted to approve the 2010/2011 Personnel Commission budget as submitted. The Commission directed the Personnel Commission Executive Officer to submit the budget to the Superintendent or Board of Education for concurrence and the Los Angeles County Office of Education for final approval.

MINUTES

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The Commission approved the minutes of the April 1, 2010 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 to add language regarding the district's safe driving standard and the use of a district vehicle or a personal vehicle.

- Senior Purchasing Assistant SR 22 (C1)
- Purchasing Agent SR 34 (C1)
- Purchasing Supervisor SR 38 (S1)

ABOLISHMENTS OF CLASSIFICATIONS

The Personnel Commission acted to table the abolishment of vacant classifications Community Liaison Worker and Community Liaison Worker – BL Khmer as each classification, although vacant, has an individual on the 39 month reemployment list.

The Commission acted to abolish the following classification:

- Court Liaison Assistant SR 20 (C1) Vacant

MEETING DATES OF THE PERSONNEL
COMMISSION FOR 2010 – 2011

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COMMISSION FOR 2010 - 2011

The Personnel Commission acted to adopt the following dates as the regular meetings of the Personnel Commission. All meetings are held at the Personnel Commission offices, 999 Atlantic Avenue, Long Beach, California at 8:15 a.m.

- July 8, 2010
- July 22, 2010

- October 14, 2010
- October 28, 2010

- August 5, 2010
- August 19, 2010

- November 18, 2010

- December 9, 2010

- September 2, 2010
- September 16, 2010
- September 30, 2010

- January 6, 2011
- January 20, 2011

February 3, 2011
February 17, 2011

April 14, 2011

March 3, 2011
March 17, 2011
March 31, 2011

May 12, 2011
May 26, 2011

June 9, 2011
June 23, 2011

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. The Commission acted to ratify the following bulletins:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
School Safety Officer	Dual	10-0081-5014

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.

Ms. Madore asked how many Lead Custodian positions are currently open. Les Leahy, Business Services Administrator, responded that there are four vacancies being held to accommodate future layoffs.

The Commission acted to certify the following eligibility lists:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Instructional Aide – Deaf & Hard Of Hearing	Dual	10-0082-3271
Instructional Aide – Special	Open	10-0093-0448
Instructional Aide – Special Substitute	Open	10-SUBS-0448
Lead Custodian	Open	10-0078-0205
Lead Custodian	Promotional	10-0078-0205
School Safety Officer	Dual	10-0079-5014

OTHER ITEMS

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ANNUAL ELECTION OF PERSONNEL COMMISSION OFFICERS

In accordance with Personnel Commission Rule 2.1.A it is recommended that a new chairperson and vice-chairperson be elected at this time.

Mr. Curiel explained that the Commission rules state that the Commission elect new officers at the first meeting in May. The Commission took the recommendations under advisement and acted to table the election until the next meeting April 29, 2010.

Ms. Brown addressed the Commission regarding the Office of Multimedia Services Job Family Study and expressed regret for not being able to attend the Commission meeting of April 1. She stated that CSEA was also unable to attend the initial Job Family Orientation Meeting and wanted to emphasize that CSEA must continue to be invited to other meetings regarding Job Family Studies.

Ms. Madore stated that CSEA did not feel they were kept apprised through receipt of materials or timelines and they should receive such items even if they cannot attend the meetings.

Mr. Ulaszewski stated that it was unfortunate that CSEA was not able to attend the initial meeting, but since the job family was small only one meeting was necessary. Mr. Ulaszewski added that regular status reports were given at Personnel Commission meetings during the course of the study and CSEA was provided materials and Commission agendas and minutes.

Ms. Madore expressed concern regarding the Personnel Commission's reduced staffing because the Rules and Regulations have not been updated to include any language for a reclassification appeal process or Job Family Studies.

Mr. Ulaszewski explained that the reclassification process has evolved over the years. Staff continues to incorporate suggestions for improvements to the process from both employees and CSEA.

Mr. Curiel stated that staff is always mindful and sensitive to continual self assessment in regards to policies, practices and procedures.

CLOSED SESSION

CLOSED SESSION

The Commission adjourned to Closed Session at 9:13 a.m.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Commission returned to Open Session. There were no reportable actions.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, April 29, 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 10:00 a.m.

Respectfully submitted,

/s/

Ramon Curiel
Executive Officer

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