



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

June 10, 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 May 27, 2010** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246
None
9. BULLETINS AND TESTING ACTIONS
 - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B
None
 - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A**

Title	Type	<u>Restricted Action</u> Number
Instructional Assistant		
Intensive Behavioral Treatment	Open Continuous	10-0100-5035
Instructional Aide Interpreter-Deaf/Hard of Hearing (Revised)	Dual	10-0070-3272
Instructional Aide – Special	Open Continuous	10-0103-0448
Instructional Aide – Special Substitute	Open Continuous	10-SUBS-0448
Intermediate Nutrition Services Worker Amended	Dual	10-0089-5058
Nutrition Services Supervisor I	Dual	10-0086-5064
Nutrition Services Supervisor II	Dual	10-0087-5066
Nutrition Services Supervisor III	Dual	10-0088-5066
Nutrition Services Worker	Open Continuous	10-0104-5068
School Safety Officer`	Dual	10-0081-5014
10. Other Items
None
11. The next regular meeting of the Personnel Commission will be held on Thursday, June 24, 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 May 27, 2010

PAGE: 7.1.1 – 7.1.6

Date: June 10, 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 8:15 a.m. and led 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
Dale Culton, Certification Services Manager
Susan Leaming, Personnel Analyst
Tammie Hirth, Human Resources Technician
Susan Brister, Human Resources Technician
Maria Villalobos, Human Resources Technician

Lori Gamble, Sr. Administrative Secretary
Shelley Scott, Human Resources Technician
Ericka Emery, Human Resources Technician
Judy Marshall, Human Resources Assistant
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Joe Romero, Operations Director; Mary Brown, Chapter President, Long Beach 2 CSEA; April Saucedo, 2nd Vice President CSEA; Adrienne Rambo, Unit A Vice President CSEA; Dan Ewaskey, Unit B Vice President CSEA

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 reported that the 2010 Classified Employee Week Ice Cream Social Celebration was a success with a preliminary count of approximately 500 attendees. The Classified Employee of the Year is Mingle Kwock, a custodian at Bret Harte Elementary School. Mr. Curiel thanked the Ice Cream Social Planning Committee and especially the sponsors without which the event would not be possible.

Mr. Curiel provided a draft-agenda for the June 1, 2010 Board of Education meeting to the Commissioners. He advised them of several items among which the Board of Education will recognize the 2010 Employee of the Year with a plaque.

Mr. Curiel asked Susan Leaming, Personnel Analyst, to provide the Commissioners a status update on the implementation of NEOGOV, the new online applicant tracking system. Ms. Leaming reported that the project implementation is going well and staff now expects to “go-live” with the new system July 1. Currently staff is working with NEOGOV to convert selected data from the old system, and Ms. Leaming specifically thanked Matt Woods, Executive Director – Information and Technology Systems and Anthony Wong, Network Specialist for their assistance in extracting the necessary data from the old system. Ms. Leaming also thanked Deron Mashburn, Webmaster, for his assistance working with NEOGOV to assure the new “employment” web page will have the same look as the current “Employment” web page. Ms.

Leaming also discussed some of the benefits the new system will provide such as the ability for candidates to submit online applications, testing notifications sent by email which will save postage and she explained that a kiosk has been set up in the Commission lobby for applicants to use in lieu of completing a paper application. She noted that the department receives approximately 7,000 applications annually, and currently these must be manually entered by staff.

Mr. Curiel asked Dale Culton, Certification Manager, for an update on the Certification Unit's activities. Mr. Culton advised the Commissioners that recent Board of Education actions resulted in 94 abolishments and 98 calendar reductions of classified positions. Mr. Culton reported that summer school placement has been completed. More than 900 applications were submitted for a very limited number of summer school positions.

Terry Ulaszewski, Chairperson, thanked Judy Marshall and Lori Gamble for their participation and work at the Ice Cream Social.

Vera Mulkey, Vice-Chairperson, thanked the Ice Cream Social Committee and said that everyone in attendance enjoyed the games and ice cream.

HEARINGS

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None

MINUTES

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It was moved by Vice-Chairperson Mulkey, that the minutes of May 13, 2010 be approved as written. The motion was carried and approved.

CLASSIFICATION/RESTRUCTURE

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None

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. 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>
Chemical Applications Technician	Dual	10-0108-5030
Grounds Crew Supervisor	Dual	10-0106-0605
Grounds Equipment Operator I	Dual	10-0107-0175

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>
Asphalt Worker	AMENDED	Promotional	10-0076-5142
Instructional Aide – Special		Open Continuous	10-0099-0448
Instructional Aide – Special Substitute		Open Continuous	10-SUBS-0448
Instructional Assistant Intensive Behavioral Treatment	AMENDED	Open Continuous	10-0094-5035
Intermediate Nutrition Services Worker		Dual	10-0089-5058
Records Supervisor		Promotional	01-0092-5145
Senior Nutrition Services Worker		Dual	01-0090-5071

OTHER ITEMS

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None

CLOSED SESSION

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None

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, June 10, 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 8:33 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer
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