



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

April 1, 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 March 18, 2010 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
8.1 Media Services Job Family Classification Study Discussion/Action
8.2 Response to Communication Regarding Personnel Commission Rule 5.8 Discussion/Action
9. BULLETINS AND TESTING ACTIONS
9.1 Bulletins - Per Personnel Commission Rule 4.6.B Action
Student Evaluation Technician Open Continuous 10-0095-0399
9.2 Eligibility Lists - Per Personnel Commission Rule 5.1.A Restricted Action
Instructional Aide - Special Open Continuous 10-0091-0448
Instructional Aide - Special Sub Open Continuous 10-SUBS-0448
IA - Intensive Behavioral Treatment Open Continuous 10-0077-5035
Mail/Switchboard Services Supervisor Promotional 10-0075-5143
10. Other Items
10.1 Establish a Public Hearing Date for Proposed Personnel Commission Budget for 2010-2011 Action
11. The next regular meeting of the Personnel Commission will be held on Thursday, April 15, 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
12.1 Evaluation of the Executive Officer
13. ADJOURNMENT

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for March 18, 2010

PAGE: 7.1.1 – 7.1.5

Date: April 1, 2010

Reason for  
Consideration: Action

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

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:19 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  
Adrianna Araujo-Honorio, Staff Secretary  
Shelley Scott, Human Resources Technician  
Susan Brister, Human Resources Technician  
Ericka Emery, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Ray Sharp, Program Facilitator Multimedia Services; Barry Bartlett, Director, Purchasing and Contracts Branch; Mary Brown, President, CSEA; Adrienne Rambo, 1<sup>st</sup> Vice President CSEA; April Saucido, 2<sup>nd</sup> Vice President CSEA; and Lisa Balbirnie, appellant.

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 to the Commissioners that the lay-off process continues with the district sending out notices to certificated employees. The next two board agendas will affect classified employees, particularly categorically funded classified employees, due to budget short falls. The next Board of Education meeting is March 25 which will combine a workshop in the morning and a regular meeting in the evening.

Mr. Curiel announced that the Employee of the Year Selection Committee met. He stated that the nomination form was sent to each employee with the help of the Public Information Office, and to School Secretaries to post at their sites. Nominations have already been received.

Mr. Curiel reported that the State of California recognizes Classified Employees the week of May 17-21, and the District Classified Event will be May 21, from 1-4 at the TRC location.

Mr. Curiel asked the Personnel Commission Division Heads to give a brief update of the Department's activities. The staff managers present gave individual reports to the Commission on the current projects of their units.

Mr. Curiel relayed that there is no new information about furlough days but guidelines are being developed. He reported that it is the intent of the guidelines to consider an employee's retirement service credit so that employees may continue to accrue the same service credit as they did before taking furlough days.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the March 4, 2010 Personnel Commission meeting.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

The Personnel Commission reviewed reports on the items listed and acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules.

- A. Records Office and Related Classifications
- B. Nutrition Services Supervisor Series

ABOLISH A CLASSIFICATION  
Records Manager SR 32 (S1)

ABOLISH A CLASSIFICATION

CREATE A NEW CLASSIFICATION  
Records Supervisor SR 31 (S1)

CREATE A NEW CLASSIFICATION

ALLOCATE A NEW CLASSIFICATION  
Records Supervisor SR 31 (S1)

ALLOCATE A NEW CLASSIFICATION

REVISE A CLASS SPECIFICATION  
Reprographics Supervisor SR 31 (S1)  
Records Office Assistant SR 15 (C1)  
Nutrition Services Supervisor I SR 16 (S1)  
Nutrition Services Supervisor II SR 20 (S1)  
Nutrition Services Supervisor III SR 24 (S1)

REVISE A CLASS SPECIFICATION

The Personnel Commission acted to postpone action item 8.2 Media Services Job Family Classification Study to allow additional time for CSEA to review the study materials.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7 and 4.2.A.9. The individual was not present. The Commission acted to remove Iviorson Chapman from current eligibility lists.

APPEAL OF A DISQUALIFIED APPLICANT

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Staff submitted a recommendation to disqualify an applicant from the examination process per Personnel Commission Rule 4.2.A.7 and 4.2.A.15. The appellant, Lisa Balbirnie, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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> |
|--|-------------|---------------|
| Records Supervisor                     | Promotional | 10-0092-5145  |
| Senior Nutrition Services Worker       | Dual Exam   | 10-0090-5071  |
| Intermediate Nutrition Services Worker | Dual Exam   | 10-0089-5058  |

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. The Commission acted to certify the following eligibility lists:

| <u>TITLE</u>  | <u>TYPE</u>     | <u>NUMBER</u> |
|---|-----------------|---------------|
| Instructional Aide Interpreter-Deaf/Hard of Hearing | Dual Exam       | 10-0070-3272  |
| Instructional Aide – Special                        | Open Continuous | 10-0080-0448  |
| Instructional Aide – Special Sub                    | Open Continuous | 10-SUBS-0448  |
| Lead Custodian – Open                               | Open            | 10-0062-0205  |
| Lead Custodian – Promotional                        | Promotional     | 10-0062-0205  |

OTHER ITEMS

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Sponsorship of the Long Beach Education Foundation Most Inspiring Students Awards. The Personnel Commission moved this item to closed session.

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:39 a.m. to hear the appeal of Lisa Balbirnie and discuss possible sponsorship.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:51 a.m. The following reportable actions were taken during the Closed Session:

The Commission acted to allow Lisa Balbirnie to proceed in the recruitment process for Instructional Aide Interpreter-Deaf/Hard of Hearing after May, 2010 and instructed the Executive Officer to notify her of this decision.

The Commission acted to sponsor the Long Beach Education Foundation Most Inspiring Students Awards with a half-page section and the Commissioners and Executive Officer agreed to fund the ad using their personal funds.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 1, 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 9:52 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

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