



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
TITLE TYPE NUMBER
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
TITLE TYPE NUMBER EXPIRES
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 Open/Cont. 11-0027-5035 05/02/2011
Behavioral Treatment
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

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SUBJECT: Minutes for October 28, 2010

PAGE: 7.1.1 – 7.1.6

Date: November 18, 2010

Reason for  
Consideration: Action

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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

REPORT FROM THE EXECUTIVE OFFICER

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.

NEOGOV DEMONSTRATION

NEOGOV DEMONSTRATION

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

OTHER ITEMS

None

CLOSED SESSION

CLOSED SESSION

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