

**Personnel Commission**  
**LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of January 20, 2011**

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 8:15 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  
Susan Leaming, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Shelley Scott, Human Resources Technician  
Susan Brister, Human Resources Technician

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; Mary Brown, CSEA President; Dan Ewaskey, CSEA Vice President – Unit B; Jeffrey Taylor, substitute Custodian

**REPORT FROM THE EXECUTIVE OFFICER**

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Ramon Curiel, Executive Officer, reported on items of interest from the previous Board of Education meeting which included the proposed closure of Buffum and Burroughs Elementary Schools. Mr. Curiel reported that it was an information item for the Board. He also stated that many community members including teachers, parents and Mary Brown, CSEA President commented on the topic. Ms. Brown stated that she wants to make sure that there is open communication and transparency during the process as many employees will be affected.

Mr. Curiel updated the Commission on the status of the Personnel Commissioner recruitment informing them that the Board will review the ranked list of candidates

and submit their recommendation to the State Superintendent of Public Instruction for appointment.

Mr. Curiel reported that as the Commission directed at the January 6<sup>th</sup> meeting, a hearing officer has been retained and a date of February 11<sup>th</sup> has been set for the hearing of a dismissed classified employee.

Mr. Curiel asked the managers to give a brief update on their unit's activities. The staff managers gave brief reports to the Commission on the recruitments, classification and certification activities of their units.

Mary Cates, Human Resources Supervisor, reported on the summer school meeting she attended and informed the Commission that applications for summer employment for classified employees will be available on the Personnel Commission website by January 31, 2011.

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

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Mr. Jeffrey Taylor, substitute Custodian requested the eligibility list that he was on be extended. The Commission heard Mr. Taylor's request and informed him that they would discuss the matter in closed session.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the January 6, 2011 Personnel Commission meeting. It was moved by Vice-Chairperson Mulkey to approve the minutes. The motion was seconded by Chairperson Ulaszewski and passed unanimously.

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.

Mr. Curiel informed the Commission that the bulletin for Head Start Instructional Aide bulletin had a revised statement regarding the salaries being frozen to be consistent with all bulletins being published. It was moved by Chairperson Ulaszewski to ratify the following bulletins including the revised Head Start Instructional Aide bulletin. Vice-Chairperson Mulkey seconded the motion. The motion passed unanimously.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Associate Analyst-Human Resource Services	Dual	11-0067-3298
Head Start Instructional Aide	Dual	11-0063-0657
Painter	Dual	11-0061-0113

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 seconded by Chairperson Ulaszewski and passed unanimously.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Instructional Aide – Special	Open/Cont.	11-0049-0448	12/22/2011
Instructional Aide – Special Substitute	Open/Cont.	11-SUBS-0448	12/22/2012
Instructional Aide – Special BL Spanish	Open	11-0073-0450	12/19/2012
Instructional Assistant – Intensive Behavioral Treatment	Open/Cont.	11-0051-5035	06/20/2011
Plant Supervisor – High School	Promotional	11-0037-5029	01/05/2012
Nutrition Services Worker	Open/Cont.	11-0062-5068	01/10/2012
Senior Office Assistant	Promotional	11-0046-0677	01/14/2012
Senior Office Assistant BL Spanish	Promotional	11-0047-5089	01/14/2012
Senior Office Assistant – Schools	Promotional	11-0045-3363	01/14/2012
Senior Office Assistant – Schools BL Spanish	Promotional	11-0044-5091	01/14/2012
Site Specialist – Special Projects	Dual	11-0052-5055	12/27/2011

Extend Eligibility Lists

Intermediate Accounting Assistant	Dual	10-0066-0755	08/08/2011
Intermediate Office Assistant BI Spanish	Promotional	10-0047-5050	06/16/2011
Intermediate Office Assistant - Schools BL Spanish	Promotional	10-0048-5052	06/16/2011

OTHER ITEMS

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Chairperson Ulaszewski thanked Marilyn Balmer, Personnel Analyst, for organizing the panel for the Commissioner recruitment and also thanked CSEA for their participation.

Chairperson Ulaszewski opened the floor for comments or suggestions for changes to the Executive Officer's class specification. None were submitted. Chairperson Ulaszewski announced that any recommendations for changes to the class specification must be submitted to the Personnel Commission by January 27<sup>th</sup> for consideration. The revised class specification will be on the February 3<sup>rd</sup> Commission agenda for approval.

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 9:00 a.m. to discuss the request of Jeffrey Taylor.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 10:15 a.m. The following reportable actions were taken during Closed Session:

The Commission reviewed and discussed the request of Jeffrey Taylor and acted to maintain their practice of not extending open/continuous eligibility lists and instructed the Executive Officer to notify him of this decision.

The Commission acted to approve temporary upgrades for Susan Leaming, Personnel Analyst and Marilyn Balmer, Personnel Analyst, to the classification of Personnel Commission Administrator on an as needed basis until the new Executive Officer recruitment is completed.

The Commission acted to approve Ramon Curiel as an Executive Officer, retiree status to return on an as needed basis to complete the recruitment for the new Executive Officer, Personnel Commission.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, February 3, 2011 at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

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There being no further business, Chairperson Ulaszewski adjourned the meeting at 10:22 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

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