

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of February 3, 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
Maria Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Anne Follett, Human Resources Technician
Maria Villalobos, Human Resources Technician
Shelley Scott, Human Resources Technician
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Mary Brown, CSEA President; Adrienne Rambo, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; Ramona Hyde, Plant Supervisor II; Gregory Broadway, Plant Supervisor II; Alicia Brown, Plant Supervisor II

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 approval of increased class size at certain grade levels and the closure of Buffum and Burroughs Elementary Schools which will result in approximately 429 teacher reductions. Mr. Curiel also informed the Commission that additional cuts will be reviewed and acted on at the next board meeting which may include a proposed \$10 million cut to central offices.

Mr. Curiel reported that many of the proposed cuts will be contingent on the outcome of the pending special election in June.

Mr. Curiel informed the Commission that the Chief Business Financial Officer, Kim Stallings will be retiring at the end of March as noted in the employee newsletter.

Mr. Curiel updated the Commission on the status of the Personnel Commissioner recruitment informing them that the Board of Education is scheduled to make a decision at their February 15th meeting and submit the recommendation to the State Superintendent of Public Instruction for appointment.

Mr. Curiel announced that as his retirement date quickly approaches he has been working with Personnel Analysts, Susan Leaming and Marilyn Balmer to prepare them for the upcoming rotation of the Executive Officer position while the recruitment is in progress.

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.

Ms. Balmer reported the Recruitment and Testing unit is currently working on 18 recruitments in various classifications.

Mary Cates, Human Resources Supervisor, reported that Staff has been receiving numerous calls from employees regarding their seniority and the status of their jobs. Mr. Ulaszewski, Personnel Commission Chairperson, stated that until the outcome of the June election is known the status can not be determined as many of the reductions are contingent upon the election.

Ms. Cates reported that many of the Instructional Aide-Special substitutes have been tainted and will soon be off for the required 3 months. Mary Brown, CSEA President, requested a list of the tainted employees. Maria Braunstein, Associate Personnel Analyst, informed Ms. Brown that the LTE report which contains the requested information is prepared by the Personnel Commission quarterly and submitted to Employee Relations as required.

On behalf of Dale Culton, Certification Services Manager, Ms. Cates reported that the 36% restoration of positions as agreed upon between CSEA and the District has been completed. She also reported that summer school applications are now available on the Personnel Commission website and applications are coming in daily for the limited number of positions available.

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

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None

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the January 20, 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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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 submits the attached classification recommendations for the consideration of the Commission.

REVISE CLASSIFICATIONS

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Executive Officer, Personnel Commission and Classified Employment

Ramon Curiel summarized the revisions to the classification and explained the recruitment timeline for the Executive Officer position. Vice-Chairperson Mulkey moved to revise the Executive Officer, Personnel Commission and Classified Employment classification and accept the timeline, Chairperson Ulaszewski seconded and the motion passed unanimously.

Plant Supervisor I
Plant Supervisor II

Ms. Leaming summarized the report for the revision to the current Plant Supervisor I and II classifications. She explained that the changes clarify the square footage needed to classify an employee as a Plant Supervisor I and Plant Supervisor II. Ms. Ramona Hyde, Plant Supervisor II, commented regarding the supervisory experience requirements for the Plant Supervisor series. Ms. Leaming said that she will work with Operations management to review the experience requirements. Ms. Alicia Brown, Plant Supervisor II, asked if there is a maximum on the square footage for the Plant Supervisor II classification. Mr. Les Leahy, Business Services Administrator, explained that there is no maximum on the square footage. Vice-Chairperson Mulkey moved to revise the Plant Supervisor I and Plant Supervisor II classifications, Chairperson Ulaszewski seconded and the motion passed unanimously.

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.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Executive Officer, Personnel Commission and Classified Employment	Dual	11-0079-5095

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 Assistant – Intensive Behavioral Treatment	Open/Cont.	11-0059-5035	07/31/2011
Kids Club Supervisor I	Dual	11-0053-3266	01/26/2012
Kids Club Supervisor II	Dual	11-0054-3267	01/26/2012
Kids Club Supervisor III	Dual	11-0055-3268	01/26/2012
Supervisor – Autism Services	Open/Cont.	11-0036-5046	01/27/2012

OTHER ITEMS

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None

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 9:20 a.m. to discuss the Performance Evaluation of the Executive Officer and to discuss correspondence received from a classified employee.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 10:50 a.m. The following reportable actions were taken during Closed Session:

The Commission reviewed and discussed the correspondence received from Colleen Walker, a classified employee, and the Chairperson will be mailing a response to Ms. Walker.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, February 17, 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 10:55 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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