

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting for March 18, 2010

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, 1st Vice President CSEA; April Saucido, 2nd 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

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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

ABOLISH A CLASSIFICATION

Records Manager SR 32 (S1)

CREATE A NEW CLASSIFICATION

CREATE A NEW CLASSIFICATION

Records Supervisor SR 31 (S1)

ALLOCATE A NEW CLASSIFICATION

ALLOCATE A NEW CLASSIFICATION

Records Supervisor SR 31 (S1)

REVISE A CLASS SPECIFICATION

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)

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

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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

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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

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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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