



PERSONNEL COMMISSION

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MEETING AGENDA

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, CA 90813

November 5, 2009
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 Action
None
7. **MINUTES**
 - 7.1 **Approval of Minutes for October 22, 2009** Action
8. **ITEMS FOR DISCUSSION AND/OR ACTION**
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
 - 8.2 **Recommendation to Remove from Eligibility List per Restricted Action P.C. Rule 4.2.A.7**
 - 8.3 **Recommendation to Remove from Eligibility List per Restricted Action P.C. Rule 4.2.A.7**
 - 8.4 **Recommendation to Remove from Eligibility List per Restricted Action P.C. Rule 4.2.A.5 and 4.2.A.7**
 - 8.5 **Recommendation to Remove from Eligibility List per Restricted Action P.C. Rule 4.2.A.7**

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B

Action

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action

10. OTHER ITEMS

10.1 December Meeting Schedule

11. The next regular meeting of the Personnel Commission will be held on Thursday, November 19, 2009 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

SUBJECT: Hearings

PAGE: 6.1

Date: November 5, 2009

Reason for
Consideration: Action

None

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for October 22, 2009

PAGE: 7.1 – 7.1.4

Date: November 5, 2009

Reason for
Consideration: Action

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Testing Room
Personnel Commission Office
999 Atlantic Avenue
Long Beach, CA 90813

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:17 a.m. at which time he led the pledge of allegiance.

COMMISSION MEMBERS PRESENT

STAFF MEMBERS PRESENT

Terry Ulaszewski, Chairperson
Charles Acosta, Member
Vera Mulkey, Member

Ramon Curiel, Executive Officer
Lori Gamble, Sr. Administrative Secretary
Shirley Chiavetta, Sr. Personnel Analyst
Dale Culton, Certification Services Manager
Marilyn Doss, Personnel Analyst
Susan Leaming, Personnel Analyst
Mary Cates, Human Resources Supervisor
Anne Follett, Human Resources Technician
Adrianna Araujo-Honorio, Staff Secretary
Maria Villalobos, Human Resources Technician
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Adrienne Rambo, CSEA Unit A, Vice President, Dan Ewaskey, CSEA Unit B, Vice President

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

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QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE
EXECUTIVE OFFICER

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EXECUTIVE OFFICER

Ramon Curiel updated the Commission regarding the District budget crisis with an email from Superintendent Steinhauser that was sent to all District employees concerning possible teacher layoffs. Mr. Curiel said that this is the first time in many years that layoffs could affect teachers.

Mr. Curiel then asked staff to give department overviews. Susan Learning, Personnel Analyst, reported that she recently conducted a Media Services Job Family Study orientation session for affected employees. She also stated that the "kick-off" conference call with NEOGOV, the new applicant tracking system vendor, went well and that they are hoping to begin training Commission staff on the new system in January.

Anne Follett, Human Resources Technician outlined the current activities of Recruitment & Testing.

Dale Culton, Certification Services Manager, announced that Operations is using AESOP, the substitute request system. Mr. Curiel thanked Les Leahy for assisting in this change.

Mr. Curiel reported to the Commission that he, Ms. Learning and Mr. Culton attended an Executive Staff Meeting with the Superintendent to review the layoff process.

Mary Cates, Human Resources Supervisor and HRS provided a Vacancy Assignment training to school secretaries. She is attending the upcoming Elementary and Middle School Office Supervisor meetings to ascertain special training needs that may be met using in-house resources.

Shirley Chiavetta, Senior Personnel Analyst updated the Commission on future staff development needs and progress on revisions to the Rules and Regulations of the Classified Service.

HEARINGS

HEARINGS

None

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The Commission approved the minutes of the October 8, 2009, Personnel Commission Meeting.

REVISIONS TO A CLASS DESCRIPTION

Dan Ewaskey, CSEA Unit B Vice President, requested the abolishment of the Tool Sharpener classification be pulled from the agenda. After discussion, the Commission agreed to withdraw the Tool Sharpener classification from abolishment, but hold it for review in the future. The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules to abolish the following classifications with the exception of Tool Sharpener.

CLASSIFICATION

- Catering Supervisor
- Director, Governmental Relations
- Executive Assistant
- Instructional Assistant – Composition Magnet Program
- Legal Advisor/Schools Attorney
- Legislative Specialist
- Special Education Operations Manager
- Special Education Office Supervisor

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. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Commission meeting. The Commission acted to ratify the following bulletins:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Administrative Secretary	Prom	10-0046-3339
Intermediate Office Assistant – Bilingual Spanish	Prom	10-0047-5050
Intermediate Office Assistant-Schools – Bilingual Spanish	Prom	10-0048-5052
Physician Services Technician	Prom	10-0044-5139
Student Evaluation Technician	Dual	10-0049-0399

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. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. The Commission acted to certify the following eligibility lists:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Custodian	Dual	10-0017-0139
Custodian Substitute	Open	10-SUBS-0139
Custodian	Dual	10-0021-0139
Custodian Substitute	Open	10-SUBS-0139
Groundskeeper	Open	10-0025-0172
Instructional Aide – Special	Open	10-0035-0448
Instructional Aide – Special Substitute	Open	10-SUBS-0448
Intermediate Office Assistant - Bilingual Spanish	Dual	09-0139-5050
Locker Room Attendant	Dual	09-0143-0208
Pool Attendant	Open	10-0026-0245

OTHER ITEMS

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None

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, November 5, 2009. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, 90813.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned the meeting at 8:49 a.m.

Respectfully submitted,

/s/

Ramon Curiel
Executive Officer

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure Recommendations

PAGE: 8.1- 8.1.12

Date: November 5, 2009

Reason for
Consideration: Action

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.

CREATE A NEW CLASSIFICATION

POSITION

PAGE

Administrative Secretary – Bilingual Spanish

4

REVISIONS TO A CLASS SPECIFICATION

POSITION

Instructional Aide – A.D.D. – V/V

9

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGE: 8.2.1 – 8.2.15

Date: November 5, 2009

Reason for
Consideration: Restricted Action

Personnel Commission Rules 4.2.A.7 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation by certified mail and has not responded. If the appellant is present and requests the matter be discussed in open session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGE: 8.3.1 – 8.3.8

Date: November 5, 2009

Reason for
Consideration: Restricted Action

Personnel Commission Rules 4.2.A.7 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

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It is recommended the Commission act to approve this recommendation.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 8.4.1 – 8.4.12

Date: November 5, 2009

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A.5 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list if “presently continuing to serve a judicially imposed sentence including a probationary period for a conviction, unless the District waives this subsection.”

Personnel Commission Rule 4.2.A.7 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation by certified mail and has not responded. If the appellant is present and requests the matter be discussed in open session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGE: 8.5.1 – 8.5.14

Date: November 5, 2009

Reason for
Consideration: Restricted Action

Personnel Commission Rules 4.2.A.7 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation by certified mail and has not responded. If the appellant is present and requests the matter be discussed in open session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 - 9.1.4

Date: November 5, 2009

Reason for
Consideration: Action

Personnel Commission Rule 4.6.b.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Plant Supervisor I	Prom	10-0029-5026	2
Small Engine Mechanic	Dual	10-0053-0573	3
Substitute Head Start Instructional Aide	Open	10-0051-0657	4

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1 – 9.2.18

Date: November 5, 2009

Reason for
Consideration: Restricted Action

Personnel Commission Rule 5.1.A, states that the Personnel Commission Administrator shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. Accordingly staff submits the following eligibility lists for consideration of the Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Campus Security Officer	Dual	10-0041-5011	2
Campus Security Officer Limited Term and Substitutes	Open	10-SUBS-5011	4
Custodian	Dual	10-0036-0139	6
Custodian Substitute	Open	10-subs-0139	8
Instructional Aide – Special	Open	10-0042-0448	10
Instructional Aide – Special Substitute	Open	10-SUBS-0448	12
Senior Executive Secretary (C)	Prom	10-0028-0679	14
Senior Office Assistant	Prom	10-0032-0677	16
Senior Office Assistant – Schools	Prom	10-0033-3363	18
Student Store Operator	Dual	10-0034-0287	20

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Other Items

PAGES: 10.1.1 – 10.1.2

Date: November 5, 2009

Reason for
Consideration: Restricted Action

Personnel Commission shall review the Commission meeting dates in December due to the holidays.