



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

September 24, 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 Action
 - 7.1 Approval of Minutes for September 10, 2009
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action
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 Review and discuss the Commission Meeting Schedule
11. The next regular meeting of the Personnel Commission will be held on Thursday, October 8, 2009 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.
12. CLOSED SESSION
13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for September 10, 2009

PAGE: 7.1 – 7.4

Date: September 24, 2009

Reason for
Consideration: Action

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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

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

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer
Lori Gamble, Sr. Administrative Secretary
Shirley Chiavetta, Sr. Personnel Analyst
Marilyn Doss, Personnel Analyst
Susan Learning, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Anne Follett, Human Resources Technician
Judy Marshall, Human Resources Assistant
Shelley Scott, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator, Debra Ecung, Director Employee Relations Services, Mary Brown, CSEA President, Dan Ewaskey, CSEA Unit B, Vice President.

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

None

Ramon Curiel informed the Commission that he provided the Superintendent with a brief summary of the cost of substitutes as a follow up to a request by Board Member Felton Williams August 18 at the Board of Education Workshop.

Mr. Curiel updated the Commissioners of items of interest at the September 1, 2009 Board of Education meeting. Mr. Curiel reported that there will be a special election on December 29, 2009, to fill the now vacant position in Board of Education District 3.

Mr. Curiel reported that the Board of Education approved the Memorandum of Understanding between the District and CSEA regarding Custodian Team Cleaning Crew concept.

Mr. Curiel informed the Commission that the NeoGov applicant tracking system contract was approved. He asked Marilyn Doss to provide a demonstration. Mr. Curiel thanked Staff, Barry Bartlett and Matt Woods for their collaboration on this project.

Mr. Ulaszewski commented that the NeoGov system allows candidates to interface with multiple agencies.

The Personnel Commission received an invitation from the Personnel Commission Association of Southern California to attend a dinner meeting September 23. Agenda items include presentation of the Fisher Award and an important bylaws change.

HEARINGS

The Commission moved the item be moved to closed session

PERSONNEL COMMISSION MINUTES

The Commission approved the minutes of the August 27, 2009, Personnel Commission Meeting.

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove an applicant from the eligibility list per Personnel Commission Rule 4.2.A.5 AND 4.2.A.6. The appellant, Sabrina Singleton was not present. The Commission acted to remove Sabrina Singleton from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove an applicant from the eligibility list per Personnel Commission Rule 4.2.A.5. The appellant, Arthur Young, was not present. The Commission acted to remove Arthur Young from current eligibility lists.

CLASSIFICATION/RESTRUCTURE

Mr. Curiel brought before the Commission revisions to the Class Specifications for Custodian and Lead Custodian. Debbie Ecung, Director of Employee Relations and Mary Brown, Chapter

President, Long Beach 2 of CSEA, briefed the Commission with the process and stated that CSEA and the District negotiated and came to agreement for the job descriptions for Custodian and Lead Custodian within the Custodian Team Cleaning Crews. Mary Brown stated that CSEA's role was to protect the employees.

Charles Acosta, Commissioner, asked if the cleaning crew concept was on a trial basis or final. Ms. Brown answered the question stating that CSEA has agreed to review periodically in 6 month intervals. Dan Ewaskey said the union is working through many issues but that they would assess in two years time.

Debbie Ecung stated that all the Training is completed and that CSEA participated in the training.

Les Leahy reported that employees were accommodated if they could not drive to different sites. Each employee was asked if they wanted to waive the 10 day notice, if not, then a sub will be provided.

Mr. Acosta asked which local districts use the Team Cleaning Crew concept. Mr. Leahy stated that Paramount and Norwalk/La Mirada have cleaning crews. Our concept is different in that we have one employee who is stationary at the school site for four hours and then joins the traveling crew. We have 23 traveling crews and 17 that do not travel.

Ms. Brown stated that the employees need the mileage form. Mr. Leahy explained that the form is online and that the area managers can provide the form to any employees that ask for it.

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules:

Custodian
Lead Custodian

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.

None

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:

Custodian	Open/Cont	10-0012-0139
Custodian - Substitute	Open/Cont	10-SUBS-0139
Job Developer	Dual Exam	10-0001-0463
Middle School Office Supervisor	Prom	10-0023-3357
Nutrition Services Worker (Amended)	Open/Cont	09-0136-5068
Pool Attendant	Open Cont	10-0016-0245

OTHER ITEMS

None

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, September 24, 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.

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:52 a.m. to discuss the appeal of Matthew Ty and the matter of rescinding the approval of an appeal hearing for Debra Smith.

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:45a.m.
The following reportable actions were taken:

The Commission acted to sustain staff's recommendation to remove Matthew Ty from current eligibility lists for Nutrition Services Worker and instructed the Executive Officer to notify him of this decision.

The Commission acted to rescind the approval of an appeal hearing for Debra Smith and instructed the Executive Officer to notify her of this decision.

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned at 9:52 a.m.

Respectfully submitted,
Ramon Curiel
Executive Officer