



# PERSONNEL COMMISSION

PLEASE POST

## MEETING AGENDA

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

July 30, 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  
None
7. MINUTES
  - 7.1 **Approval of Minutes for July 16, 2009** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246**
  - 8.2 **Appeal of Disqualified Applicant** Restricted Action
9. BULLETINS AND TESTING ACTIONS
  - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action
    - Facilities Planning Technician Dual 10-0013-5138
  - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** Restricted Action

ASB Financial Technician	Prom	09-0140-0751
Custodian	Dual	09-0141-0139
Custodian – Substitutes	Open/Cont	10-SUBS-0139
Instructional Aide – Special	Open/Cont	10-0003-0448
Instructional Aide – Special/ Substitutes	Open/Cont	10-SUBS-0048
Intermediate Office Assistant – Schools (Avalon)	Dual	09-0134-3354
Intermediate Office Assistant – Schools (Avalon) – Subs.	Dual	09-0134-3354A
Pool Attendant (Amended)	Open/Cont	09-0093-0245
School Safety Officer	Dual	09-0119-5014
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on Thursday, August 13, 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

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SUBJECT: Minutes for July 16, 2009

PAGES: 7.1.1- 7.1.5

Date: July 30, 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 to the flag and asked for introductions.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer  
Stephanie Jimenez, Sr. Administrative Secretary  
Shirley Chiavetta, Sr. Personnel Analyst  
Marilyn Doss, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Maria Braunstein, Associate Personnel Analyst  
Dale Culton, Certification Services Manager  
Mary Cates, Human Resources Supervisor  
Paula Wiesenhutter, Certification Services Manager  
Susan Brister, Human Resources Technician  
Ericka Emery-Smith, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
Shelley Scott, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Dr. Felton Williams, Member, Board of Education; Mary Brown, CSEA President; Adrienne Rambo, CSEA Unit A, Vice President; Dan Ewaskey, CSEA Unit B, Vice President; Carri Matsumoto, Executive Director, Facilities; and Pat Heineke, Classified Personnel Director, Downey Unified School District.

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

None

REPORT FROM THE EXECUTIVE OFFICER

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

REPORT FROM THE EXECUTIVE OFFICER

Mr. Curiel informed the Commissioners that the Board of Education Workshop will be held on August 17 and 18. Personnel Commission will provide a presentation on the Annual Report on Monday, August 17<sup>th</sup>.

The minutes of the June 11, 2009 Personnel Commission Meeting were approved.

CLASSIFICATION/RESTRUCTURE RECOMMENDATIONS PER EDUCATION CODE 45246:

CREATION OF OF FACILITIES PLANNING TECHNICIAN

Mr. Curiel reported that Personnel Analyst, Susan Leaming has been working with Carri Matsumoto, Executive Director Facilities, regarding the staffing needs of the Facilities Department. Ms. Leaming spoke about the proposed new classification and recommended reclassification of existing staff. Ms. Matsumoto explained with the passage of the Measure K bond, there has been a marked increase in activity within the Facilities office, necessitating the need for a type of dedicated technical support

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules, and with the proviso that if any of these actions were affected by the hiring freeze they may not be implemented until the freeze is lifted:

CREATE A NEW CLASSIFICATION

CREATE A NEW CLASSIFICATION

Facilities Planning Technician

REQUEST FOR HEARING IN  
DISCIPLINARY MATTER

REQUEST FOR HEARING IN  
DISCIPLINARY MATTER

Per Personnel Commission Rule 11.6, a permanent Nutrition Services Supervisor I requested a hearing regarding her dismissal from the classified service by the Board of Education in accordance with the rules, and related material. The Commission moved this item to Closed Session.

STAFF REPORT – LAYOFF PROCESS

A PowerPoint presentation on Classified Staffing Reductions: The Layoff Process and the Effects of Layoff was provided. The presentation provided an explanation of how the Personnel Commission is responsible for the implementation of District staffing reductions (either abolishment of positions or hour and calendar reductions). Dale Culton, Certification Services Manager and Maria Lynn Braunstein, Associate Personnel Analyst were thanked for their participation in the presentation, Susan Leaming, Personnel Analyst, was thanked for creating the PowerPoint Presentation, and CSEA was thanked for their collaboration with the displacement process.

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.

Choral Accompanist  
Job Developer

Dual  
Dual

10-0002-0122  
10-0001-0463

## 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. 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:

Campus Security Officer	Open/Cont	09-0058-5011
Campus Security Officer	Open/Cont	09-0131-5011
Campus Security Officer – Substitute	Open/Cont	09-LTES-5011
Campus Security Officer – Substitute	Open/Cont	09-LTES-5011
Custodian	Dual	09-0122-0139
Custodian	Dual	09-0132-0139
Custodian – Limited Term & Substitute	Open/Cont	09-LTES-0139
Custodian – Limited Term & Substitute	Open/Cont	09-LTES-0139
High School Office Supervisor – Avalon	Dual	09-0125-3349
Instructional Aide – Special	Open/Cont	09-0133-0448
Instructional Aide – Special	Open/Cont	09-0138-0448
Instructional Aide – Special	Open/Cont	09-0142-0448
Instructional Aide – Special/ Substitute	Open/Cont	09-LTES-0448
Instructional Aide – Special/ Substitute	Open/Cont	09-LTES-0448
Instructional Aide – Special/ Substitute	Open/Cont	09-LTES-0448
Instructional Assistant – Intensive Behavioral Treatment	Open/Cont	09-0128-5035
Migrant Education Assistant, Bilingual Spanish	Dual	09-0127-3326
Nutrition Services Worker	Open/Cont	09-0136-5068
Plant Supervisor I	Prom	09-MC05-5026
Plant Supervisor Headquarters	Prom	09-MC06-5028
Pool Attendant	Dual	09-0137-0245

## OTHER ITEMS

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The Renewal of California School Personnel Commissioners Association Membership Dues will be tabled pending the negotiation of the Annual Membership Dues rate.

Board Member, Dr. Felton Williams thanked the Personnel Commission staff for inviting him to attend our Personnel Commission meeting today.

Chairperson Terry Ulaszewski proudly announced that Executive Officer Ramon Curiel has been awarded the Robert Fisher Award for Professional Excellence in the Field of School Personnel Management for 2008 by Personnel Commissioners Association of Southern California. Pat Heineke, Classified Personnel Director of Downey Unified School District, was present and provided a certificate of recognition. Ms. Heineke invited Mr. Curiel and the Commissioners to attend the September 23<sup>rd</sup> PCASC meeting where Mr. Curiel will be formally presented with the Robert Fisher Award plaque.

## NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, July 30, 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

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The Personnel Commission adjourned to Closed Session at 9:30 a.m. to discuss Debra Smith's request for a disciplinary hearing.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:48 a.m.

The following reportable action was taken during Closed Session:

The Commission acted to authorize a hearing for Debra Smith as provided for in the Rules and Regulations. The Commission directed the Personnel Commission Executive Officer to notify all parties involved of this decision to conduct the hearing, appoint a hearing officer and coordinate a hearing date.

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned at 9:55 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer