



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

October 22, 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 October 8, 2009
8. ITEMS FOR DISCUSSION AND/OR ACTION Action
  - 8.1 Classification/Restructure Recommendations per Education Code 45246
9. BULLETINS AND TESTING ACTIONS Action
  - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B
  - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on Thursday, November 5, 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 October 8, 2009

PAGE: 7.1 – 7.1.4

Date: October 22, 2009

Reason for  
Consideration: Action

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Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:19 a.m. at which time he led the pledge of allegiance.

COMMISSION MEMBERS PRESENT

STAFF MEMBERS PRESENT

Terry Ulaszewski, Chairperson  
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  
Maria Braunstein, Associate Personnel Analyst  
Susan Brister Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Joe Romero, Director, Operations; Ann Pullano Administrative Coordinator, Human Resource Services; Debra Ecung, Director, Employee Relations; Mary Brown, CSEA President; Adrienne Rambo, CSEA Unit A, Vice President.

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

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None

Ramon Curiel reported that he was a panel member for Compton Unified School District's Personnel Director recruitment. He announced that Jackie DeHay of Palmdale Unified was recently selected as the new Personnel Director of Huntington Beach Union High School District.

Mr. Curiel informed the Commission that on October 6, 2009 the board of Education took action and approved one reduction and nine position abolishments of the classified service. Mr. Curiel explained that Staff is working on the layoff scenarios and will meet with the District and CSEA to discuss the layoffs.

Mr. Curiel announced that due to recent position abolishments and reductions in the Office of Multimedia Services, District management has requested Personnel Commission conduct a classification review of the Media Services job family. Susan Leaming, Personnel Analyst, will begin the study October 15 with an Orientation Session for affected employees. Mary Brown, CSEA President, inquired as to when the Child Care and Instructional job family would be reviewed. Mr. Curiel explained that all job families are studied on a regular rotating basis. Ms. Leaming clarified that the Child Care and Instructional, Media Services and Student Services job families are all up in the rotation to be studied next. Ms. Leaming explained that because the Child Care and Instructional job family is very large, potentially affecting over 1,200 classified employees, thought has been given to hiring an outside consultant to study some or all of these classes. However, due to recent Commission budget cuts, hiring a consultant may no longer be feasible. Following the Media Services study, Ms. Leaming will work on preparing time lines as to when the Child Care and Instructional and Student Services job family studies will begin.

HEARINGS

HEARINGS

None

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The Commission approved the minutes of the September 24, 2009, Personnel Commission Meeting.

CLASSIFICATION/RESTRUCTURE  
RECOMMENDATIONS

CLASSIFICATION/RESTRUCTURE  
RECOMMENDATIONS

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules with the proviso that a statement regarding Health Insurance Portability and accountability Act (HIPAA) be added to the Physician Services Technician position description.

CREATE A NEW CLASS

CREATE A NEW CLASS

POSITION

Physician Services Technician (C)

REVISIONS TO A CLASS DESCRIPTION

REVISIONS TO A CLASS DESCRIPTION

POSITION

Chemical Application Technician  
Pest Control Supervisor  
Pest Control Technician  
Physician Services Technician (C)

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:

TITLE

Lead Custodian

TYPE

Open/Prom

NUMBER

10-0037-0205  
10-0038-0205  
10-0039-0205

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>
Campus Security Officer	Dual	10-0020-5011
Campus Security Officer Limited Term and Substitutes	Open Con.	10-SUBS-5011
Facilities Planning Technician	Dual	10-0013-5138
Instructional Aide – Special	Dual	10-0031-0448
Instructional Aide – Special Substitute	Dual	10-SUBS-0448

OTHER ITEMS

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None

NEXT MEETING

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ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned the meeting at 8:43 a.m.

Respectfully submitted,

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Ramon Curiel  
Executive Officer

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