



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

October 8, 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 24, 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
11. The next regular meeting of the Personnel Commission will be held on Thursday, October 22, 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 24, 2009

PAGE: 7.1 – 7.5

Date: October 8, 2009

Reason for  
Consideration: Action

---

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  
Chuck Acosta, Member  
Vera Mulkey, Member

Ramon Curiel, Executive Officer  
Lori Gamble, Sr. Administrative Secretary  
Susan Leaming, 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  
Shelley Scott, Human Resources Technician  
Ericka Emery, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator, Joe Romero, Director – Operations, Mary Brown, CSEA President, Dan Ewaskey, CSEA Unit B, Vice President, Adrienne Rambo, CSEA Unit A, Vice President

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

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

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel, Executive Officer, reported to the Commission that Theresa Daley passed away and recommended that the Commission adjourn in her

honor. Mrs. Daley recently retired as the Executive Secretary to the Board of Education.

Mr. Curiel announced that Long Beach Unified School District was the first runner up for the Broad Award. Not only was the school district recognized as “America’s crown jewel of urban education”, but received a monetary award in the amount of \$250,000 that will be used for student scholarships. Mr. Curiel stated that classified staff were included in that success.

Mr. Curiel reported that in a presentation at the quarterly Personnel Commission Association of Southern California, that he was the recipient of a plaque for the Robert Fisher Memorial Award for Professional Excellence. The award is given to Southern California Personnel Commission leaders. The perpetual award was last given in 1998.

Terry Ulaszewski, Commissioner, commented that this esteemed award was due to the successes and hard work of the Personnel Commission staff and the leadership of Ramon Curiel. Mr. Ulaszewski thanked Mr. Curiel for his great leadership and thanked the staff of the Personnel Commission for “making it happen”.

Mr. Curiel asked the Personnel Commission Division heads to give a brief update of their departments’ activities. The staff managers gave individual reports to the Commission on the current activities of their units.

Maria Braunstein, Associate Personnel Analyst, reported that Recruitment and Testing is moving forward with several new recruitments. Ms. Braunstein also reported that CASSA, the Confidential and Supervising Secretary’s Association, were happy to receive and distribute the Secretarial Survival Boxes. The boxes were the culmination of the efforts of the Secretarial Task Force.

Mary Brown, Chapter President, Long Beach 2 of CSEA asked if the Lead Custodian position was officially open. Mr. Curiel responded that yes, it is open and will remain open until filled. There are three cut-off dates, but the position will continue to remain open as long as Lead Custodian positions are unfilled. The first position closing is October 2.

Susan Leaming, Personnel Analyst, reported that the implementation of NEOGOV (the new on-line applicant tracking system) has begun and Commission staff will begin training on the system in the near future. The system is expected to be fully implemented and functional in January 2010.

Dale Culton, Certification Services Manager, reported that staff is processing predominately Instructional Aide – Special positions. The unit also assisted with the BLAST volunteer fingerprinting, servicing more than 150 individuals.

Mr. Culton relayed that the first new school-year pay-period had very few problems considering all the personnel moves that transpired during the

recent position abolishments and FTE reductions. Mr. Culton complimented the unit for their diligent work making all the changes in a timely manner.

Mary Cates, Human Resources Supervisor, reported that CASSA is requesting an on-line VA Training. She is working with Human Resource Services to facilitate the training.

## HEARINGS

HEARINGS

None

## PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The Commission approved the minutes of the September 10, 2009, Personnel Commission Meeting.

## CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

The Commission agreed to table the review of the classification specifications for Pest Control Supervisor and Pest Control Technician to provide a full seven day review period for CSEA.

Ms. Brown requested that the section regarding respiratory equipment in the Pest Control Supervisor job specification be included in the Pest Control Technician specification. Ms. Leaming will add the section to the Class Specification.

Ms. Leaming explained that the added language to the job specifications includes the District safe-driving standard allowing the Commission to screen future applicants to assure they are fully qualified.

The Commission approved the staff recommendations for the following classifications:

Supervising Food Production Equipment Technician  
Nutrition Services Assistant Director  
Production Center Supervisor  
Nutrition Services Supervisor I  
Nutrition Services Supervisor II  
Nutrition Services Supervisor III

## 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.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Instructional Aide – Instrumental Music	Dual	10-0027-0447
Senior Executive Secretary	Prom	10-0028-0679
Senior Office Assistant	Prom	10-0032-0677
Senior Office Assistant – Schools	Prom	10-0033-3363
Student Store Operator	Dual	10-00340287

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>
Instructional Aide – Special	Dual	10-0018-0448
Instructional Aide – Special Substitute	Dual	10-SUBS-0448
Instructional Aide – Special	Dual	10-0018-0448
Instructional Aide – Special Substitute	Dual	10-SUBS-0448

OTHER ITEMS

OTHER ITEMS

Personnel Commission reviewed the Commission meeting dates to accommodate the Commissioner’s availability.

Mr. Curiel noted that most Personnel Commissions meet in the evening and that the time of the meeting would be at the discretion of the Commission. He also offered that the location may change as well and that locations to be considered would be the Board Building or school sites.

Mr. Ulaszewski explained that the Commission would consider and accommodate CSEA.

Chairperson Ulaszewski noted that there being no further discussion the meeting schedule would remain as is, subject to future revisions.

Ms. Brown asked the Commission if there were any plans to provide Classified Staff Development.

Mr. Curiel responded that Shirley Chiavetta, Senior Personnel Analyst, is reviewing Classified Staff Development needs. He also noted that the "Role of the Supervisor" inservice and VA Training is upcoming. Mr. Curiel will advise Ms. Chiavetta to consult with CSEA and to keep in mind that funding is a question but staff development could be facilitated by internal staff.

#### NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 8, 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 in memory of Theresa Daley who was a bright spot at the Board of Education meetings for many years and involved with the district. He said that she will be greatly missed and adjourned the meeting at 8:59 a.m.

Respectfully submitted,

/s/

Ramon Curiel  
Executive Officer

lg