

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting for September 16, 2010

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

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:17 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Adriana Araujo-Honorio, Staff Secretary

Lori Gamble, Sr. Administrative Secretary
Dale Culton, Certification Services Manager
Maria Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Mary Brown, CSEA Chapter President Long Beach 2; Adrienne Rambo, CSEA Unit A, Vice President; and 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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None

REPORT FROM THE EXECUTIVE OFFICER

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Terry Ulaszewski, Chairperson, welcomed back Ramon Curiel, Executive Officer, who recently returned from an extended absence.

Mr. Curiel thanked the Commission and staff for the many cards, kind thoughts and prayers during his absence. He recognized the fine job staff did and particularly Marilyn Balmer, Personnel Analyst, for leading the department during his absence.

Mr. Curiel asked the Department Heads present to report on their individual units.

Ms. Balmer reported that NEOGOV, the online applicant tracking system, is up and running. The response has been overwhelming and staff is working to

review hundreds applications while still in a learning curve. She recognized Recruitment and Testing staff for going above and beyond to learn the system and assure a smooth transition. Ericka Emery, Human Resources Technician, was given kudos for creating an applicant instruction sheet for the kiosks in the Commission lobby. Ms. Balmer stated that the recruitment response volume has increased due to NEOGOV and the fact that recruitments are posted on their web site, governmentjobs.com.

Maria Lynn Braunstein, Associate Personnel Analyst, reported there were over 2,500 hits on the employment website since going live with NEOGOV over two weeks ago. She gave an example of single recruitment receiving 237 applications for just one part-time, non-benefited position.

Commissioner Mulkey asked if any applicants had reported difficulty submitting applications online. Ms. Balmer responded that applicants who have reported difficulty typically did not follow all instructions or complete necessary fields of the application. Mr. Curiel stated staff will provide the Commissioners a live overview of NEOGOV at an upcoming meeting.

Mr. Curiel reported the Commission will host the Merit Academy for the California School Personnel Commissioners Association beginning this Saturday, September 18. The Merit Academy will meet monthly at the Commission offices for the next four months and Ms. Braunstein is coordinating the meetings.

Susan Leaming, Personnel Analyst, reported on a successful displacement counseling session that resulted in a laid-off employee coming in to test for bilingual ability and subsequently being selected for a full-time vacancy.

Dale Culton, Certification Services Manager, reported he and staff met with Special Education administrators and that Special Education is now using the AESOP substitute system to track absences and substitute placements for Instructional Aide-Specials.

Mr. Curiel stated CSEA recently questioned the number of Instructional Aide – Special substitutes and a specific unfilled substitute request. Mr. Culton responded that AESOP experienced a system-wide software issue on the day of this unfilled request which affected all clients, not just LBUSD. AESOP immediately sent notification they were aware of the problem and were working to assure it did not happen again. Mr. Culton said there are currently 235 Instructional Aide-Special eligible substitutes.

Mr. Culton explained that walk-on coaches and volunteers such as Volunteers in Public Schools (VIPS) are now required to be fingerprinted due to changes in California legislation. Staff is coordinating fingerprinting efforts with the Office of Special Projects which oversees the use of volunteers, and District administrators utilizing walk-on coaches at school sites.

Mary Cates, Human Resources Supervisor, reported staff will be fingerprinting Better Learning After School Today (BLAST) mentors during the months of September and October. She also reported that Nutrition Services recently received training on, and is now utilizing the AESOP system.

Mr. Curiel thanked Les Leahy, Business Services Administrator, for his help in guiding the departments under his umbrella to utilize AESOP, and stated that all Classified substitute placements are now being tracked in AESOP.

Chairperson Ulaszewski asked who funds the costs related to fingerprinting BLAST mentors. Mr. Culton responded that the Commission works under the directive of the Superintendent's office and is provided a budget for expected fingerprinting costs.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the August 19, 2010 Personnel Commission meeting. It was moved by Vice-Chairperson Mulkey to approve the minutes. The motion was carried and approved.

CLASSIFICATION/RESTRUCTURE

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None

BULLETINS

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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. It was moved by Vice-Chairperson Mulkey to ratify the following bulletins. The motion was carried and approved.

Ms. Balmer requested the closing date for the Inventory Control Technician bulletin be changed to September 27, 2010. Chairperson Ulaszewski moved to ratify the change in date. The motion was carried and approved.

TITLE

TYPE

NUMBER

Building Maintenance Worker/Driver	Promotional	11-0015-0880
Inventory Control Technician	Promotional	11-0019-5126
Nutrition Services Manager	Promotional	11-0020-5061

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. It was moved by Vice-Chairperson Mulkey to certify the following eligibility lists. The motion was carried and approved.

TITLE

TYPE

NUMBER

Campus Security Officer		Substitute	11-SUBS-5011
Elementary School Office Supervisor		Promotional	11-0003-3345
Grounds Equipment Operator I	AMENDED	Dual	10-0107-0175
Job Developer		Dual	11-0007-0463
Records Office Assistant	AMENDED	Promotional	11-0001-0675
Supervisor – Autism Services		Open Continuous	11-0023-5046

OTHER ITEMS

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Chairperson Ulaszewski thanked Commission staff for pitching in and doing an excellent job during Mr. Curiel's absence. He specifically recognized their efforts to assist sites and departments with personnel needs throughout the start of school while also successfully implementing NEOGOV during this extremely busy time.

CLOSED SESSION

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The Commission adjourned to Closed Session at 8:44.

RETURN TO OPEN SESSION

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The Commission returned to Open Session at 9:05. There were no reportable actions.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, September 30, 2010 at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

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There being no further business, Chairperson Ulaszewski adjourned the meeting at 9:07 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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