

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting for November 18, 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

COMMISSION MEMBERS ABSENT

Charles Acosta, Member

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer
Marilyn Balmer, Personnel Analyst
Dale Culton, Certifications Services Manager
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician

Lori Gamble, Sr. Administrative Secretary
Susan Leaming, Personnel Analyst
Mary Cates, Human Resources Supervisor
Shelley Scott, Human Resources Technician

PRELIMINARY

Guests: Mary Brown, President CSEA Chapter 2, Adrienne Rambo, CSEA Vice President – Unit A, Dan Ewaskey, CSEA Vice President – Unit B, Robert Smock, Assistant Director - Operations

Chairperson Ulaszewski announced that Member Charles “Chuck” Acosta would not seek reappointment to the Commission and will retire. Chairperson Ulaszewski continued saying that Commissioner Acosta’s term officially expires December 1, 2010. However, he will continue as a Commissioner until an appointment has been made.

Mr. Ulaszewski congratulated Mr. Curiel on the occasion of his birthday, and extended birthday wishes to Susan Leaming and Maria Villalobos who also share a November birthday. Mr. Ulaszewski recognized Adrienne Rambo and wished her well on her engagement to be married.

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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Ramon Curiel, Executive Officer, reported that he attended the two-day Board of Education Workshop November 8 and 9, 2010. He continued saying that various departments gave presentations and updates to the Board of Education Members. Mr. Curiel shared with the Commissioners a note from Superintendent Steinhauser congratulating the Commission on the Annual Report presentation. Mr. Curiel explained that all the department presentations and updates are located on the district web site. Mr. Curiel provided a handout to the Commissioners regarding the District budget, which was created by Business Services and presented at the workshop.

Vice-Chairperson Mulkey complimented staff on the fine report. Chairperson Ulaszewski praised staff saying that it was an excellent presentation.

Mr. Curiel continued his report congratulating CSEA Chapter President, Mary Brown, Unit A Vice President Adrienne Rambo and Unit B Vice President Dan Ewaskey on a resounding "yes" vote for their respective contracts. Mr. Ewaskey praised the mediator and team for their efforts. Ms. Rambo recognized that this was the first time she has known of a split vote between the Units which finally resulted in a yes vote for the contract.

Mr. Curiel stated that this is the first time in twelve years that Long Beach Unified has had a Commissioner opening. He reported that the Commissioners and the Superintendent agreed to open recruitment for a Commissioner. Mr. Curiel asked Personnel Analyst Marilyn Balmer to summarize the recruitment packet. Ms. Balmer gave the Commissioners and CSEA leadership a copy of the application packet. The packet is accessible on the District website, but will not be accessible through NEOGOV. Ms. Balmer reported that she worked with the Public Information Office to create a Press Release and also to advertise the recruitment. She said that the application is posted on the District web site and the Personnel Commission web site.

Mr. Curiel asked each of the managers present to give a brief update on their unit's activities.

Ms. Balmer reported that Recruitment and Testing is coordinating several recruitments. She is currently working with High School Principals to modify the Plant Supervisor High-School exam.

Susan Leaming, Personnel Analyst, invited the Commissioners to the Staff Holiday luncheon next month.

Dale Culton, Certification Services Manager, reported that fingerprinting of the Walk-on Coaches for High Schools is nearly complete with only make-up appointments left to go. He explained that the Hiring Freeze Committee approved 25 Instructional Aide – Special positions. This creates a reverse domino effect where reduced or laid off employees are recalled to work.

Mary Cates, Human Resource Supervisor, reported that Summer School may possibly be the same as last year, for Special Education students only. She thanked staff for their support during her vacation and jury duty.

Mr. Curiel asked Mr. Culton if employees understand the furlough day process. Mr. Culton explained that the unit has received very few questions.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the October 28, 2010 Personnel Commission meeting. It was moved by Vice-Chairperson Mulkey to approve the minutes. The motion was seconded by Chairperson Ulaszewski and passed unanimously.

CLASSIFICATION / RESTRUCTURE

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One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submitted a report to abolish the classifications of Maintenance Programs Analyst, Instructional Assistant – DATE and Instructional Assistant – DATE, BL Khmer. Ms. Leaming summarized the report and stated that these classifications were vacant due to retirements or because grant-funding expired.

ABOLISH A CLASSIFICATION

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Maintenance Programs Analyst

Instructional Assistant – DATE

Instructional Assistant – DATE, BL Khmer

Vice-Chairperson Mulkey motioned to abolish the classifications of Maintenance Programs Analyst, Instructional Assistant – DATE and Instructional Assistant – DATE, Bilingual Khmer. Chairperson Ulaszewski seconded the motion and it passed unanimously.

REVISE AN EXISTING CLASSIFICATION

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Vacant From: Assistant Grounds Manager SR 38 (M2)
To: Assistant Grounds Service Manager SR 38 (M2)

Ms. Leaming summarized a report explaining the need to revise an existing classification of Assistant Grounds Manager. The original classification has evolved since 1998. Ms. Leaming collaborated with Operations Director to modify the

education and experience requirements. The salary remains the same. Bob Smock, Assistant Director, Operations, confirmed the information.

Vice-Chairperson Mulkey motioned to approve the revisions of the Assistant Grounds Manager classification to Assistant Grounds Service Manager. Chairperson Ulaszewski seconded the motion and it was passed unanimously.

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. Chairperson Ulaszewski asked for discussion. Ms. Brown stated that they are seeking clarification from Superintendent Steinhauser in regards to filling the Associate Producer/Production Designer position considering budget cuts in that area. Mr. Curiel explained that the responsibility of the Personnel Commission is to fill vacancies as directed by the administration. As there was no further discussion, the motion was seconded by Chairperson Ulaszewski and passed unanimously.

| <u>TITLE</u> | <u>TYPE</u> | <u>NUMBER</u> |
|---|-------------|---------------|
| Associate Producer/Production Designer | Dual | 11-0041-5147 |
| Custodian | Dual | 11-0042-0139 |
| Kids Club Supervisor I | Dual | 11-0053-2366 |
| Kids Club Supervisor II | Dual | 11-0054-3267 |
| Kids Club Supervisor III | Dual | 11-0055-3268 |
| Middle School Office Supervisor | Promotional | 11-0048-3357 |
| Senior Office Assistant | Promotional | 11-0045-3363 |
| Senior Office Assistant – Schools | Promotional | 11-0046-0677 |
| Senior Office Assistant B/L Spanish | Promotional | 11-0047-5089 |
| Senior Office Assistant – Schools – B/L Spanish | Promotional | 11-0048-5091 |
| Site Specialist – Special Projects | Dual | 11-0052-5055 |

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 seconded by Chairperson Ulaszewski and passed unanimously.

| <u>TITLE</u> | <u>TYPE</u> | <u>NUMBER</u> | <u>EXPIRES</u> |
|---|-------------|---------------|----------------|
| Braille Transcriber | Dual | 10-0069-3340 | 11/01/2011 |
| Building Maintenance Worker/Driver | Promotional | 11-0015-0880 | 11/10/2011 |
| Campus Security Officer | Open/Cont. | 10-0067-5011 | 11/09/2011 |
| Campus Security Officer Substitute | Open/Cont. | 11-SUBS-5011 | 11/09/2012 |
| Instructional Aide – Special | Open/Cont. | 11-0035-0448 | 10/25/2011 |
| Instructional Aide – Special | Open/Cont. | 11-0031-0448 | 11/10/2011 |
| Instructional Aide – Special Substitute | Open/Cont. | 11-SUBS-0448 | 10/25/2012 |

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|--|-------------|--------------|------------|
| Instructional Aide – Special Substitute | Open/Cont. | 11-SUBS-0448 | 11/10/2012 |
| Instructional Assistant Intensive Behavioral Treatment | Open/Cont. | 11-0027-5035 | 05/02/2011 |
| Inventory Control Technician | Promotional | 11-0019-5126 | 11/09/2011 |
| Mail Switchboard Services Assistant | Promotional | 11-0017-5144 | 10/13/2011 |
| Nutrition Services Worker | Open/Cont. | 11-0032-5068 | 10/28/2012 |
| Nutrition Services Worker | Open/Cont. | 11-0043-5068 | 11/11/2012 |
| School Safety Office | Dual | 10-0081-5014 | 11/09/2011 |

OTHER ITEMS

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None

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 9:04 a.m.

RETURN TO OPEN SESSION

OPEN SESSION

The Personnel Commission returned to Open Session at 10:20 a.m. Chairperson Ulaszewski reported that the Commission received notice of Mr. Curiel's retirement effective February 28, 2011.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, December 9, 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 10:22 a.m.

Respectfully submitted,
Signature on file in the Personnel Commission Offices
Ramon Curiel
Executive Officer

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