

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting for February 4, 2010

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

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:15 a.m. and led the pledge of allegiance.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer
Lori Gamble, Sr. Administrative Secretary
Dale Culton, Certification Services Manager
Susan Leaming, Personnel Analyst
Marilyn Balmer, Personnel Analyst
Mary Cates, Human Resources Supervisor
Maria Lynn Braunstein, Assoc. Personnel Analyst
Adrianna Araujo-Honorio, Staff Secretary
Ericka Emery, Human Resources Technician
Judy Marshall, Human Resources Assistant
Shelley Scott, Human Resources Technician

PRELIMINARY

Guests: Mary Brown, CSEA Chapter President Long Beach 2; Dan Ewaskey, CSEA Unit B, Vice President; Adrienne Rambo, CSEA Vice President, April Saucedo, 2nd Vice President, Les Leahy, Business Services Administrator, and Joe Romero, Operations Director

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

None

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REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel reported to the Commissioners on the January 27th special meeting of the Board of Education. The Board recognized and honored schools who received the STAR Awards. The Board also took action to cut \$32.5 million. Mr. Curiel stated that the Board will revisit the discussion of the specific cuts at the February 9 meeting. All departments are required to cut their department budgets to realize a \$10 million goal for central administration. The Personnel Commission staff is preparing for the implementation of upcoming potential layoffs, including providing Displacement Services to affected employees.

Mr. Curiel announced the retirement of Terry Ulaszewski from the City of Newport Beach. He presented Chairperson Ulaszewski with a card signed by the staff, commission and union board members. Chairperson Ulaszewski thanked everyone and said that after a career of 50 years he is looking forward to the next adventure.

Mr. Curiel asked the Personnel Commission department managers to report on the activities of their respective departments.

Mary Brown, President of CSEA congratulated Chairperson Ulaszewski on his retirement and introduced April Saucedo, CSEA 2nd Vice President who is newly elected to the post.

Ms. Saucedo asked how staff choose the panelists for panel interviews. Marilyn Balmer, Personnel Analyst, explained that staff choose people who have experience or knowledge of the field. For example for a School Safety Officer, an officer from the City of Long Beach, or School Safety Officers from other districts would be considered for the panel. Ms. Saucedo questioned using our own School Safety Officers. Ms. Balmer responded that we usually do not use our own officers as many are 1st or 2nd tier supervisors who cannot interview their own staff.

HEARINGS

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None

MINUTES

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The Commission approved the revised minutes of the January 21, 2010 Personnel Commission meeting.

CLASSIFICATION/RESTRUCTURE
RECOMMENDATIONS

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RECOMMENDATIONS

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules. Ms. Learning, Personnel Analyst, gave an overview of the classification recommendations and noted that these recommendations grew out of a collaborative, cooperative effort between the Personnel Commission, Operations management, Maintenance management and CSEA. Mr. Curiel noted that it is collaborations such as this that exemplify the benefits of the Merit System while accommodating the needs of employees and management.

ABOLISH A CLASSIFICATION

Lead Asphalt Worker – Salary Range 27 (C2)

CREATE A NEW CLASSIFICATION

Asphalt Worker – Salary Range 27 (C2)

ABOLISH A CLASS SPECIFICATION

Mail Services Supervisor – Salary Range 20 (S1)
 Mail Services Assistant – Salary Range 15 (C1)
 Switchboard Operator - Salary Range 13 (C1)

CREATE A NEW CLASSIFICATION

Mail/Switchboard Services Supervisor – Salary Range 20 (S1)
 Mail/Switchboard Services Assistant – Salary Range 16 (C1)

RECLASSIFY AN EMPLOYEE

<u>INCUMBANT</u>	<u>CLASSIFICATION</u>	<u>SITE</u>
Robert Bergman	From: Mail Services Assistant Salary Range 15 (C1)	
	To: Mail/Switchboard Services Assistant Salary Range 16 (C1)	Mail Room

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. The Commission acted to ratify the following bulletins:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Asphalt Worker	Promotional	10-0076-xxx
Mail/Switchboard Services Supervisor	Promotional	10-0075-xxx

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. The Commission acted to certify and extend the following eligibility lists:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Custodian	Amended Open Continuous	10-0040-0139
Executive Director, Information & Technology Services	Promotional	10-0073-5116
Executive Secretary (C)	Promotional	10-0058-0678

Grounds Equipment Operator II	Dual	10-0054-0176
Instructional Aide Special	Open Continuous	10-0063-0448
Instructional Aide Special Substitute	Open Continuous	10-SUBS-0448
Lead Custodian	Open	10-0061-0205
Lead Custodian	Promotional	10-0061-0205
Senior Administrative Secretary	Promotional	10-MC01-3362
Transportation Scheduler	Promotional	10-0064-5040
Transportation Supervisor	Promotional	10-0065-0886

EXTEND ELIGIBILITY LIST

Kids' Club Supervisor II	Dual	09-0061-3267
Kids' Club Supervisor III		

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 9:05 a.m. to discuss the evaluation of the Personnel Commission Executive Officer.

RETURN TO OPEN SESSION

OPEN SESSION

The Personnel Commission returned to Open Session at 9:42 a.m. There were no reportable actions taken during Closed Session.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, February 21, 2010 at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned the Meeting 9:45 a.m.

Respectfully submitted,

/s/

Ramon Curiel
Executive Officer

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