

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting for January 21, 2010

REVISED

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

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:22 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
Shirley Chiavetta, Sr. Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Marilyn Balmer, Personnel Analyst
Mary Cates Human Resources Supervisor
Maria Lynn Braunstein, Assoc. Personnel Analyst

PRELIMINARY

Guests: Mary Brown, CSEA Chapter President Long Beach 2; Dan Ewaskey, CSEA Unit B, Vice President; Les Leahy, Business Services Administrator

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, informed the Commissioners of the passing of James Gulek, Assistant Superintendent – Research, Planning & Evaluation.

Mr. Curiel congratulated Mrs. Mulkey on her reappointment to the Personnel Commission by State Superintendent of Public Instruction, Jack O'Connell, saying that the Commission can look forward to three more fruitful years.

Mr. Curiel reported on the special Board of Education meeting January 13 attended by Mr. Ulaszewski and Mrs. Mulkey for the installation of the new Board of Education Member, John McGinnis, representing District 3. The

Commissioners and Mr. Curiel invited Mr. McGinnis to the Personnel Commission meetings.

Mr. Curiel reported on the Board of Education meeting January 19 during which detailed budget expenditure information was provided for the Board's consideration. He notified the Commissioners that a second special Board of Education meeting will be held January 27 to discuss the budget further and review recommendations.

Mr. Curiel advised the Commission that many schools were affected by the current heavy rains and that all offices were in "stand by" mode to assist during an emergency.

Mr. Curiel asked the Personnel Commission department managers to report on the activities of their respective departments. The managers provided an update to the Commission. Of note were the following items:

Marilyn Balmer, Personnel Analyst, recognized the quick response and fine work of the Information Services Branch including Matt Woods, James Avila, Bob Kelly, Steve Crothers, Anthony Wong, and Lord Galoyo, in overhauling the recovered computers.

Mary Brown, Chapter President of CSEA Long Beach, asked how many lead custodian vacancies there are. Mr. Curiel deferred the question to Les Leahy, Business Services Administrator, who stated that there are 21 positions that need to be filled. Mr. Leahy stated that Operations would prefer to fill the positions from the LBUSD Promotional Lead Custodian list, but recognized that the list does not have that many candidates to fill the positions. In that case they would have to select individuals from the Open Lead Custodian list, which may result in custodian layoffs.

Susan Leaming, Personnel Analyst, reported that she issued press releases to the District Public Information Office, advising employees and potential employees of NEOGOV.

Mr. Curiel commended Dale Culton, Certification Services Manager, on department efforts to place displaced employees into multiple sites with partial FTE positions. Mr. Culton informed the Commission that it is due to the flexibility of the school sites and the employee that this effort is successful.

Mary Cates, Human Resources Supervisor, brought the Commission up to date on Summer School classified staffing. Information and applications are posted to the Personnel Commission website and all sites and departments will receive email with the same information.

Shirley Chiavetta reported the date for the CPR training, for staff whose position requires an up to date CPR certification, is January 28.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the January 7, 2010 Personnel Commission meeting.

CLASSIFICATION/RESTRUCTURE
RECOMMENDATIONS

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RECOMMENDATIONS

In accordance with the Personnel Commission Rules, staff submits the attached classification recommendations for the consideration of the Commission.

ABOLISH A CLASSIFICATION

Lead Asphalt Worker – Salary Range 27 (C2)

CREATE A NEW CLASSIFICATION

Asphalt Worker – Salary Range 27 (C2)

Dan Ewaskey, CSEA Vice President, requested the Commission table the Lead Asphalt Worker and Asphalt Worker actions to provide him additional time to discuss with maintenance managers.

The Commission agreed to table both Lead Asphalt Worker and Asphalt Worker classification actions until the next Personnel Commission meeting.

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>
Braille Transcriber Executive Director,	Dual	10-0069-3340
Information and Technology Systems	Promotional	10-0073-5116
Instructional Aide Interpreter– Deaf/Hard of Hearing	Dual	10-0070-3272

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 the following eligibility lists:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Head Start Instructional Aide	Open/Continuous	10-0051-0657
Head Start Instructional Aide	Open/Continuous	10-0052-0657
IA – Speech & Language Communication	Dual	10-0072-3293
Plant Supervisor I	Promotional	10-0029-5026

OTHER ITEMS

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None

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 9:12 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 9:40 a.m. There were no reportable actions taken during Closed Session.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, February 4, 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 in the memory of James Gulek. Chairperson Ulaszewski remembers Mr. Gulek as being instrumental in getting grants for the district. After a moment of silence to reflect on the memory of Mr. Gulek, the meeting was adjourned at 9:42 a.m.*

Respectfully submitted,

Ramon Curiel
Executive Officer
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