

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting for August 19, 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 8:16 a.m. and asked retiring Human Resources Assistant, Judy Marshall, to lead the pledge of allegiance.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Marilyn Balmer, Personnel Analyst
Dale Culton, Certification Services Manager
Adriana Araujo-Honorio, Staff Secretary
Ericka Emery, Human Resources Technician
Anne Follett, Human Resources Technician

Lori Gamble, Sr. Administrative Secretary
Maria Braunstein, Associate Personnel Analyst
Judy Marshall, Human Resources Assistant
Shelley Scott, Human Resources Technician
Mary Cates, Human Resources Supervisor

PRELIMINARY

Guests: 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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Designated to act on behalf of the Executive Officer during his absence, Personnel Analyst Marilyn Balmer reported to the Commission that she attended the Board of Education Meeting August 17, 2010. She distributed copies of the Administrative Assignments announced at the meeting.

Mrs. Balmer reported that the elevator repair project is currently underway and nearing completion. She also gave an update that the Department will be able to "go live" with the NEOGOV Applicant Tracking System in the next few days.

Mrs. Balmer asked the Personnel Commission Division Heads to give a brief update of the Department's activities. The staff managers present gave individual reports to the Commission on the current projects of their units.

Mrs. Balmer gave a tribute to Judy Marshall, Human Resources Assistant who is retiring September 1, 2010. The Commissioners congratulated Ms. Marshall on a fine job and wished her well. Ms. Marshall thanked the Commissioners and staff.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the July 8, 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.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Computer Support Technician	Dual	11-0013-5108
Mail/Switchboard services Assistant	Promotional	11-0017-5144
Supervising Research Office Technician	Dual	11-0018-5157

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.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Chemical Application Technician	Dual	10-0108-5030
Grounds Equipment Operator I	Dual	10-0107-0175
Grounds Crew Supervisor	Dual	10-0106-0605
Heavy Truck Driver	Promotional	11-0008-0187
Instructional Aide – Special	Open Cont.	11-0004-0448
Instructional Aide – Special	Open Cont.	11-0012-0448
Instructional Aide – Special Substitute	Open Cont.	11-SUBS-0448
Instructional Aide – Special Substitute	Open Cont.	11-SUBS-0448
Instructional Assistant Intensive Behavioral Treatment	Open Cont.	10-0110-5035

Instructional Assistant Intensive Behavioral Treatment	Open Cont.	11-0005-5035
Locker Room Attendant	Promotional	11-0002-0208
Nutrition Services Worker	Open Cont.	11-0006-5068
Nutrition Services Worker	Open Cont.	11-0014-5068
Nutrition Services Worker	Open Cont.	11-0016-5068
Plant Supervisor I AMENDED	Promotional	10-0029-5026
Plant Supervisor II AMENDED	Promotional	10-0030-5027
Program Supervisor – Special Projects	Dual	10-0111-5056
Records Office Assistant	Promotional	11-0001-0675
Senior Software Applications Engineer, Research, Planning and Evaluation	Dual	11-0010-5073
Software Applications Engineer, Research, Planning and Evaluation	Dual	11-0009-5072
Supervisor – Autism Services	Open Cont.	10-0118-5046
Supervising Software Applications Engineer - Research, Planning and Evaluation	Dual	11-0011-5074

OTHER ITEMS

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None

CLOSED SESSION

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The Commission adjourned to Closed Session at 8:41.

RETURN TO OPEN SESSION

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The Commission returned to Open Session at 9:01. There were no reportable actions.

NEXT MEETING

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Chairperson Ulaszewski cancelled the meeting of September 2, 2010. The next regular meeting of the Personnel Commission will be held on Thursday, September 16, 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,
Signature on file at the Personnel Commission Offices
Marilyn Balmer
Personnel Analyst

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