

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting for April 1, 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 8:20 a.m. and led the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Terry Ulaszewski, Chairperson
Vera Mulkey, Member

STAFF MEMBERS PRESENT

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

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Ray Sharp, Program Facilitator Multimedia Services; Adrienne Rambo, Unit A Vice President CSEA; Valeeta Pharr, Chief Job Steward CSEA; Elliott Moore, Site Representative Coordinator CSEA; Laura Johnston, Computer Graphic Artist and Kelvin Axel, Broadcast/Production Associate.

**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, announced an addendum to be added to the Eligibility Lists for the classification of Asphalt Worker.

Mr. Curiel reported to the Commissioners that the reductions and abolishments scheduled to be approved at the March 25th Board of Education meeting were postponed and they will be reconsidered at the next Board of Education meeting on April 20th. Additional reductions and abolishments will also be considered by

the Board on the April 20th agenda. Mr. Curiel added that there is a plan for him to make a presentation to the Board of Education regarding the process of reductions and abolishments of classified positions.

Mr. Curiel informed the Commissioners that most departments have submitted their online vacancy assignments (VA's) for budget cuts and reductions including the abolishment of 1.4 FTE affecting three Personnel Commission employees.

Mr. Curiel reported that the Classified Employee of the year celebration for May 21st is going well and that we have received several contributions from donors.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the March 18, 2010 Personnel Commission meeting.

MEDIA SERVICES JOB FAMILY CLASSIFICATION STUDY

CLASSIFICATION STUDY

Mr. Curiel asked Susan Leaming, Personnel Analyst to give the Commission a brief overview of the Media Services Job Family Classification Study. Ms. Leaming gave a history of the timeline of the study; the resulting classification recommendations and feedback received from study participants. She explained that initially there were no second step appeals to the Commission however, since the production of the final report, two employees had decided to personally address the Commission.

Laura Johnston, Computer Graphic Artist and Kelvin Axel, Broadcast/Production Associate were present and both presented separate appeals in open session to the Commission regarding the individual classification recommendation for their position. Ms. Valeeta Pharr, Chief Job Steward CSEA, also spoke on behalf of the appellants and asked questions regarding the process and timelines of the study. Mr. Ray Sharp, Program Facilitator for the Office of Multimedia Services responded to several statements made by the appellants and indicated he was in support of the study findings.

Mr. Ulaszewski, Chairperson stated that the Commission would take their appeals under advisement and will notify them of their decision.

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> |
|-------------------------------|-------------|---------------|
| Student Evaluation Technician | Open Cont | 10-0095-0399 |

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> |
|--------------------------------------|-----------------|---------------|
| Asphalt Worker | Promotional | 10-0076-5142 |
| Instructional Aide – Special | Open Continuous | 10-0091-0448 |
| Instructional Aide – Special Sub | Open Continuous | 10-SUBS-0448 |
| IA - Intensive Behavioral Treatment | Open Continuous | 10-0077-5035 |
| Mail/Switchboard Services Supervisor | Promotional | 10-0075-5143 |

OTHER ITEMS

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Personnel Commission approved a hearing for the Personnel Commission Budget 2010-2011 for April 15, 2010 at 8:15 a.m.

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 9:18 a.m. to discuss the response to Maria Legaspi regarding Personnel Commission Rule 5.8 and to review the appeals of Laura Johnston, Computer Graphic Artist and Kelvin Axel, Broadcast/Production Associate.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 10:50 a.m. The following reportable actions were taken during the Closed Session:

The Commission acted to uphold the Executive Officer's decision to deny the appeal of Maria Legaspi and the Chairperson will notify her of this decision.

The Commission acted to uphold Staff's recommendation and deny the appeals of Laura Johnston, Computer Graphic Artist and Kelvin Axel, Broadcast/Production Associate and instructed the Executive Officer to notify them of this decision.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 15, 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 10:53 a.m.

Respectfully submitted,

/s/

Ramon Curiel
Executive Officer

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