



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

July 07, 2011
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
Vera Mulkey, Chairperson Present _____
Linda Vaughan, Vice-Chairperson Present _____
Terry Ulaszewski, Member Present _____
3. PRELIMINARY
 - 3.1 Pledge of Allegiance to the Flag
 - 3.2 Introduction of Guests
4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
5. REPORT FROM THE EXECUTIVE OFFICER
6. HEARINGS
None
7. MINUTES
 - 7.1 Approval of Minutes for June 23, 2011 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action
None
9. BULLETINS AND TESTING ACTIONS
 - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Credential Services Specialist	Dual	12-0004-3343
High School Office Supervisor	Promo	12-0005-3349
Senior Purchasing Assistant	Dual	12-0003-5133
 - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Heavy Truck/Bus/Automotive			
Mechanic	Promo	11-0104-3310	6/30/2012
Plumber	Dual	11-0097-0242	7/08/2012
Transportation Scheduler	Promo	11-0101-5040	7/07/2012
Truck Driver	Dual	11-0106-0392	7/01/2012

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on July 21, 2011 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.

12. CLOSED SESSION

13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for June 23, 2011

PAGE: 7.1.1 – 7.1.5

Date: July 7, 2011

Reason for
Consideration: Action

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

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Vera Mulkey, Chairperson
Linda Vaughan, Vice-Chairperson
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Marilyn Balmer, Acting Personnel Commission Administrator
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Ericka Emery, Human Resources Technician
Shelley Scott, Human Resources Technician
Esther Martinez, Human Resources Assistant
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Dan Ewaskey, CSEA Vice President – Unit B; Viola Mae Bledsoe, CSEA Chapter Public Relations Officer (CPRO); Karen Foote, CSEA Treasurer.

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

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

None

REPORT FROM THE ACTING
PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM THE ACTING
PERSONNEL COMMISSION ADMINISTRATOR

Marilyn Balmer, Acting Personnel Commission Administrator, greeted those assembled and mentioned that she attended the last Executive Staff meeting for the fiscal year. She explained that starting in July these meetings will now be held every second Thursday of each month from 8:00 a.m. to 10:00 a.m which may coincide with scheduled Commission meetings. Ms. Balmer added that the meeting format will also be different, the first hour will consist of announcements and the second hour will be agenda items and questions. Ms. Balmer also mentioned that Mr. Robert Tagorda gave an overview of the North Long Beach Initiative and provided the Commission copies of presented materials.

Ms. Balmer reported she attended the last Board of Education meeting where the proposed District budget was adopted and Betty Ng, Financial Services Officer, gave a presentation regarding the budget. She provided copies of the budget and Ms. Ng's presentation to the Commissioners.

Ms. Balmer reported the selection of Mr. James Novak as the new Chief Business Financial Officer. Ms. Balmer stated that Mr. Novak is currently the Assistant Superintendent, Business Services at Palm Springs USD since 2004. Prior to this, Mr. Novak was the Assistant Superintendent - Business Services for South San Francisco USD for three years and previously was the Executive Director of Business and Operations for Chelsea School District in Michigan where he served for four years.

Ms. Balmer reported that she and Susan Leaming, Personnel Analyst, met with CSEA leadership and she is in the process of scheduling a meeting with Debra Ecung, Director of Employee Relations, Wendy Rosenquist from the Office of School Support Services, Mary Cates, Human Resources Supervisor, and CSEA leadership to discuss concerns regarding the summer school application and staffing of Instructional Aide – Special employees.

Ms. Balmer asked the managers to give a brief update on their unit's activities. The staff managers gave brief reports to the Commission on the activities of their units.

Valeeta Pharr, CSEA Chapter 2 President commented that she had the pleasure of being part of the Chief Business Financial Officer panel and selection process.

Personnel Analyst Susan Leaming informed the Commission that the Board approved a salary decrease from \$11.03 to \$10.00 per hour for the exempt classification of Child Care Worker and said she would be updating the exempt salary schedule accordingly.

HEARINGS

HEARINGS

None

MINUTES

MINUTES

Member Ulaszewski moved to approve the minutes. Vice-Chairperson Vaughan stated she had a correction to the minutes regarding "the unanimous decision and have extended an offer of employment to Ms. Gail McMahon for the Executive Officer, Personnel Commission and Classified Employment position." Vice-Chairperson Vaughan clarified the original decision was a 2-1 vote, and that following reference checks the decision became unanimous. The minutes were approved with the noted correction.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

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 submits the attached classification recommendations for the consideration of the Commission.

REVISE CLASSIFICATIONS

REVISE CLASSIFICATIONS

Building Maintenance Worker/Driver
Carpenter
Pest Control Supervisor
Pest Control Technician

Ms. Leaming explained that while operation of a crane is mentioned in three of these class specifications, there is no corresponding statement of crane certification as required by the State. Incumbents in the Carpenter, Pest Control Supervisor and Pest Control Technician classifications may be required to work out of a crane, but they are not required to operate the crane. The proper classification for the crane certification would be the existing Building Maintenance Worker/Driver classification because they would drive the crane to the job site and then operate the crane.

Dan Ewaskey, CSEA Vice President – Unit B, requested a one step salary increase for the Building Maintenance Worker/Drivers from range 24 to 25 due to the addition of duties regarding operating a crane.

Les Leahy, Business Services Administrator, stated that the Building Maintenance Worker/Driver classification already has a higher pay scale than the regular Building Maintenance Worker class. In addition to already paying a higher range, the District will pay for the training to obtain crane certification.

Ms. Leaming mentioned that while the Commission recommends salaries to the Board for approval, CSEA could choose to negotiate the recommended salary range.

Ms. Pharr stated that a current Building Maintenance Worker, Chris Dozier, has the crane certification and submitted a reclassification request, but his request was caught in the current reclassification freeze. She mentioned that CSEA was informed of his request but were not aware of how complex the crane operation issue was until after the reclassification freeze policy was approved. Ms. Leaming stated that Mr. Dozier will be receiving a temporary upgrade to cover the approximately eight hours a week he has and will spend operating the crane.

Ms. Leaming clarified that existing incumbents in the Building Maintenance Worker/Driver classification will be provided the opportunity to obtain crane certification at the District's expense and this is a transferable skill. She also discussed the fact that the Commission has a long practice of not increasing salaries due to new State requirements for certification to prove competency.

Mr. Ewasky requested confirmation from Commission staff that a former BMW/Driver would still have bumping rights back to the BMW/Driver classification now that the crane operation was added to the description. The employee already has the crane certification. Ms. Leaming will confirm the employee held status in the classification and provide a written response to the request.

Vice-Chairperson Vaughan moved to approve the revisions, Member Ulaszewski seconded and the motion passed unanimously.

BULLETINS

BULLETINS

None

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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. Vice-Chairperson Vaughan moved for approval. The motion was seconded by Member Ulaszewski and passed unanimously.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Chief Business & Financial Officer	Dual	11-0093-0689	6/10/2012
Instructional Aide-Special	Open Cont	11-0097-0448	6/17/2012
Instructional Aide-Special Substitute	Open Cont	11-SUBS-0448	6/17/2013
Instructional Assistant-Intensive Behavior Treatment	Open Cont	11-0098-5035	12/15/2011

OTHER ITEMS

OTHER ITEMS

None

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:45 a.m.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:06 a.m.

No reportable actions were taken.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, July 7, 2011 at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned the meeting at 9:07 a.m.

Respectfully submitted,

Signature on File in the Personnel Commission Offices

Marilyn Balmer
Acting Personnel Commission Administrator

MB/aa