



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

February 17, 2011  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. ROLL  
Terry Ulaszewski, Chairperson Present \_\_\_\_\_  
Vera Mulkey, Vice-Chairperson Present \_\_\_\_\_  
Charles Acosta, 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 February 3 and February 10, 2011 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action
9. BULLETINS AND TESTING ACTIONS
  - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action
  - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action
10. Other Items
11. The next regular meeting of the Personnel Commission will be held on Thursday, March 3, 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
  - 12.1 Performance Evaluation of the Executive Officer, Personnel Commissioner
13. ADJOURNMENT

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes of February 3 and February 10, 2011

PAGE: 7.1.1 – 7.1.6

Date: February 17, 2011

Reason for  
Consideration: Action

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

Chairperson Terry Ulaszewski called the February 3, 2011 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

Terry Ulaszewski, Chairperson  
Vera Mulkey, Vice-Chairperson

COMMISSION MEMBERS ABSENT

Charles Acosta, Member

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer  
Marilyn Balmer, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Maria Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Anne Follett, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Mary Brown, CSEA President; Adrienne Rambo, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; Ramona Hyde, Plant Supervisor II; Gregory Broadway, Plant Supervisor II; Alicia Brown, Plant Supervisor II

## REPORT FROM THE EXECUTIVE OFFICER

## REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel, Executive Officer, reported on items of interest from the previous Board of Education meeting which included the approval of increased class size at certain grade levels and the closure of Buffum and Burroughs Elementary Schools which will result in approximately 429 teacher reductions. Mr. Curiel also informed the Commission that additional cuts will be reviewed and acted on at the next board meeting which may include a proposed \$10 million cut to central offices.

Mr. Curiel reported that many of the proposed cuts will be contingent on the outcome of the pending special election in June.

Mr. Curiel informed the Commission that the Chief Business Financial Officer, Kim Stallings will be retiring at the end of March as noted in the employee newsletter.

Mr. Curiel updated the Commission on the status of the Personnel Commissioner recruitment informing them that the Board of Education is scheduled to make a decision at their February 15<sup>th</sup> meeting and submit the recommendation to the State Superintendent of Public Instruction for appointment.

Mr. Curiel announced that as his retirement date quickly approaches he has been working with Personnel Analysts, Susan Leaming and Marilyn Balmer to prepare them for the upcoming rotation of the Executive Officer position while the recruitment is in progress.

Mr. Curiel asked the managers to give a brief update on their unit's activities. The staff managers gave brief reports to the Commission on the recruitments, classification and certification activities of their units.

Ms. Balmer reported the Recruitment and Testing unit is currently working on 18 recruitments in various classifications.

Mary Cates, Human Resources Supervisor, reported that Staff has been receiving numerous calls from employees regarding their seniority and the status of their jobs. Mr. Ulaszewski, Personnel Commission Chairperson, stated that until the outcome of the June election is known the status can not be determined as many of the reductions are contingent upon the election.

Ms. Cates reported that many of the Instructional Aide-Special substitutes have been tainted and will soon be off for the required 3 months. Mary Brown, CSEA President, requested a list of the tainted employees. Maria Braunstein, Associate Personnel Analyst, informed Ms. Brown that the LTE report which contains the requested information is prepared by the Personnel Commission quarterly and submitted to Employee Relations as required.

On behalf of Dale Culton, Certification Services Manager, Ms. Cates reported that the 36% restoration of positions as agreed upon between CSEA and the District has been completed. She also reported that summer school applications are now available on the Personnel Commission website and applications are coming in daily for the limited number of positions available.

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

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QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA

None

HEARINGS

HEARINGS

None

MINUTES

MINUTES

The Commission approved the minutes of the January 20, 2011 Personnel Commission meeting. It was moved by Vice-Chairperson Mulkey to approve the minutes. The motion was seconded by Chairperson Ulaszewski and passed unanimously.

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

Executive Officer, Personnel Commission and Classified Employment

Ramon Curiel summarized the revisions to the classification and explained the recruitment timeline for the Executive Officer position. Vice-Chairperson Mulkey moved to revise the Executive Officer, Personnel Commission and Classified Employment classification and accept the timeline, Chairperson Ulaszewski seconded and the motion passed unanimously.

Plant Supervisor I  
Plant Supervisor II

Ms. Leaming summarized the report for the revision to the current Plant Supervisor I and II classifications. She explained that the changes clarify the square footage needed to classify an employee as a Plant Supervisor I and Plant Supervisor II. Ms. Ramona Hyde, Plant Supervisor II, commented regarding the supervisory experience requirements for the Plant Supervisor series. Ms. Leaming said that she will work with Operations management to review the experience requirements. Ms. Alicia Brown, Plant Supervisor II, asked if there is a maximum on the square footage for the Plant Supervisor II classification. Mr. Les Leahy, Business Services Administrator, explained that there is no maximum on the square footage. Vice-Chairperson Mulkey moved to revise the Plant Supervisor I and Plant Supervisor II classifications, Chairperson Ulaszewski seconded and the motion passed unanimously.

## BULLETINS

## BULLETINS

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.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Executive Officer, Personnel Commission and Classified Employment	Dual	11-0079-5095

## 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. It was moved by Vice-Chairperson Mulkey to certify the following eligibility lists. The motion was seconded by Chairperson Ulaszewski and passed unanimously.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Instructional Assistant – Intensive Behavioral Treatment	Open/Cont.	11-0059-5035	07/31/2011
Kids Club Supervisor I	Dual	11-0053-3266	01/26/2012
Kids Club Supervisor II	Dual	11-0054-3267	01/26/2012
Kids Club Supervisor III	Dual	11-0055-3268	01/26/2012
Supervisor – Autism Services	Open/Cont.	11-0036-5046	01/27/2012

## OTHER ITEMS

## OTHER ITEMS

None

## CLOSED SESSION

## CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 9:20 a.m. to discuss the Performance Evaluation of the Executive Officer and to discuss correspondence received from a classified employee.

## RETURN TO OPEN SESSION

## RETURN TO OPEN SESSION

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

The Commission reviewed and discussed the correspondence received from Colleen Walker, a classified employee, and the Chairperson will be mailing a response to Ms. Walker.

## NEXT MEETING

## NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, February 17, 2011 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 at 10:55 a.m.

Respectfully submitted,

*Signature on file*

Ramon Curiel  
Executive Officer

mb

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

Chairperson Terry Ulaszewski the February 10, 2011 meeting of the Personnel Commission to order at 2:07 p.m. and led the Commissioners, staff and audience in the pledge of allegiance.

#### COMMISSION MEMBERS PRESENT

Terry Ulaszewski, Chairperson  
Vera Mulkey, Vice-Chairperson

#### COMMISSION MEMBERS ABSENT

Charles Acosta, Member

#### STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer  
Maria Braunstein, Associate Personnel Analyst

#### CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 2:09 p.m. to review the examination materials for the Executive Officer, Personnel Commission recruitment.

#### RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 3:28 a.m. The following reportable action was taken during Closed Session:

The Commission acted to approve the Executive Officer, Personnel Commission and Classified Employment examination materials and related items.

#### NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, February 17, 2011 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 at 3:30 p.m.

Respectfully submitted,

*Signature on file*

Ramon Curiel  
Executive Officer

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Classification/Restructure Recommendations per  
Education Code 45246

PAGE: 8.1.1

Date: February 17, 2011

Reason for  
Consideration: Action

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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.

None



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:     Bulletins

PAGE: 9.1.1-9.1.5

Date:             February 17, 2011

Reason for Consideration:  
Action

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Personnel Commission Rule 4.6.b.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
ASB Financial Technician	Promotional	11-0082-0751	2
Glazier	Dual	11-0077-0111	3
Intermediate Nutrition Services Worker	Dual	11-0083-5058	5
School Data Technician	Promotional	11-0078-3360	4
Senior Nutrition Services Worker	Dual	11-0084-5071	5

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 9.2.1 – 9.2.9

Date: February 17, 2011

Reason for  
Consideration: Restricted Action

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Personnel Commission Rule 5.1.A, states that the Personnel Commission Administrator shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. Accordingly staff submits the following eligibility lists for consideration of the Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>	<u>PAGE</u>
Child Nutrition Specialist	Dual	11-0058-3322	01/02/2012	2
Instructional Aide - Special	Open/Cont.	11-0057-0448	02/09/2012	4
Instructional Aide – Special Substitute	Open/Cont.	11-SUBS-0448	02/09/2013	6
Student Data Systems Coordinator	Dual	11-0060-5160	02/08/2012	8