



MEETING AGENDA

Testing Room  
Personnel Commission Office  
999 Atlantic Avenue, Third Floor  
Long Beach, CA 90813

DECEMBER 11, 2008  
THURSDAY  
9:30 A.M.

1. CALL TO ORDER

2. ROLL

- 1. Vera Mulkey, Chairperson Present \_\_\_\_\_
- 2. Terry Ulaszewski, Vice-chairperson Present \_\_\_\_\_
- 3. Chuck 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 November 13, 2008** Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

- 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

CREATE A NEW CLASSIFICATION

Behavior Intervention and Coaching Specialist (C1) SRS 24

RECLASSIFY AN EXISTING POSITION

<u>Name</u>	<u>Position</u>	<u>Site</u>
Michael Anderson	From: Student Intervention Specialist To: Behavior Intervention and Coaching Specialist	Office of School Support Services

REVISE A CLASSIFICATION

Heavy Truck/Bus/Automotive Mechanic

- 8.2 **Recommendation to Remove from Eligibility List per Restricted Action P.C. Rule 4.2.A.5**
- 8.3 **Recommendation to Remove from Eligibility List per Restricted Action P.C. Rules 4.2.A.24**
- 8.4 **Recommendation to Remove from Eligibility List per Restricted Action P.C. Rule 4.2.A.24**
- 8.5 **Appeal of Disqualified Applicant** Restricted Action
- 8.6 **Appeal of Disqualified Applicant** Restricted 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**
  - Custodian Open/Cont 09-0057-0139
  - Custodian /Substitutes & LTES Open/Cont 09-LTES-0139
  - Instructional Aide – Special Open/Cont 09-0068-0448
  - Instructional Aide – Special Open/Cont 09-0070-0448

Instructional Aide – Special / Substitutes & LTES	Open/Cont	09-LTES-0448
Instructional Aide – Special / Substitutes & LTES	Open/Cont	09-LTES-0448
Intermediate Payroll Accounting Technician	Dual	09-0041-0756
Plant Supervisor II	Dual	09-0050-5027
Senior Payroll Accounting Technician	Dual	09-0042-0762
Senior Purchasing Assistant	Dual	09-0045-5133

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, January 8, 2009 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.

12. CLOSED SESSION

**12.1 Review the Hearing Officer's Report  
Regarding the Demotion of a Classified Employee**  
Review and Discussion

13. ADJOURNMENT



# PERSONNEL COMMISSION

PLEASE POST

## PERSONNEL COMMISSION MEETING November 13, 2008 MINUTES

Testing Room  
Personnel Commission Office  
999 Atlantic Avenue  
Long Beach, CA 90813

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:17 a.m. at which time she led the pledge of allegiance to the flag and asked for introductions.

### COMMISSION MEMBERS PRESENT    STAFF MEMBERS PRESENT

Vera Mulkey, Chairperson  
Terry Ulaszewski, Member  
Chuck Acosta, Member

Ramon Curiel, Executive Officer  
Stephanie Jimenez, Sr. Administrative Secretary  
Susan Leaming, Personnel Analyst  
Maria Lynn Braunstein, Assoc. Personnel Analyst  
Dale Culton, Certification Services Manager  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Judy Marshall, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary

### PRELIMINARY

Guests: Mary Brown, CSEA President; Adrienne Rambo, CSEA Unit A, Vice President and Dan Ewaskey, CSEA Unit B, Vice President; Marlon Bragg, Appellant; and Ron Sibley, Appellant.

### 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

### REPORT FROM THE EXECUTIVE OFFICER

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Mr. Curiel informed the Commissioners that we will provide a Power Point presentation of the Personnel Commission's Annual Report at today's meeting.

Mr. Curiel provided the Commissioners with a copy of Superintendent Steinhauser's recent e-mail sent to all LBUSD employees dated November 12<sup>th</sup>. Mr. Curiel provided a brief explanation of how our serious statewide budget crisis will affect us. The purpose of this letter is to inform LBUSD employees of the measures that are being put into effect immediately to help our schools survive these tough times.

Mr. Curiel announced that LBUSD would be participating in an earthquake exercise, The Great Southern California "Shake Out" exercise drill occurring at 10:00 a.m. today.

### PERSONNEL COMMISSION MINUTES

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The minutes of the October 30, 2008 Personnel Commission Meeting were approved.

### CREATE A NEW CLASSIFICATION

Mr. Curiel stated that CSEA has requested the new classification for Behavior Intervention and Coaching Specialist be tabled to give them the opportunity to review it further.

### REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.24. The individual

was present. The Commission moved this item to Closed Session. The Commission acted to remove Marlon Bragg from current eligibility lists.

### REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.24. The individual was present. The Commission moved this item to Closed Session. The Commission acted to remove Ronne Sibley from current eligibility lists.

### REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.5. and 4.2.A.24. The individual was not present. The Commission acted to remove Gary Yarde from current eligibility lists.

### 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. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Commission meeting. The Commission acted to ratify the following bulletins:

Catering Supervisor	Prom	09-0065-5057
Kids Club Assistant	Dual	09-0063-0694
Kids Club Lead Assistant	Dual	09-0064-0515
Plant Supervisor – High School	Prom	09-0049-5029

### 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. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. The Commission acted to certify the following eligibility lists:

Custodian	Dual	09-MC04-0139
Groundskeeper	Open/Cont	09-0067-0172
Instructional Aide – Special	Open/Cont	09-0056-0448
Instructional Aide – Special / Substitutes & LTES	Open/Cont	09-LTES-0448
Instructional Aide – Special	Open/Cont	09-0046-0448
Instructional Aide – Special / Substitutes & LTES	Open/Cont	09-LTES-0448
Instructional Assistant – Intensive Behavioral Treatment	Open/Cont	09-0055-5035
Lead Custodian	Dual	09-0036-0205
Locker Room Attendant	Dual	09-MC03-0208
Pool Attendant	Dual	09-0025-0245
Risk Management Director	Dual	09-0021-0578

### OTHER ITEMS

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Mr. Curiel presented a Power Point presentation of the Personnel Commission's Annual Report to the Commissioners, CSEA and Personnel Commission staff. The Annual Report presentation will be provided at the Board Workshop scheduled on December 1 and December 2. The specific date and time of the presentation will be provided at a later date. Mr. Curiel discussed some of the highlights contained therein. The Commissioners conversed about the intent of the summary and complimented Ms. Learning and Ms. Braunstein for their wonderful work in preparing this data. Maria Braunstein is currently working on a Personnel Commission Newsletter providing the Annual Report data for distribution in December. The Commission voted unanimously to accept the interim report. Mr. Curiel thanked the entire Personnel Staff for their hard work and dedication during the past year. Chairperson Mulkey expressed her appreciation to the Personnel Commission staff as well.

Mary Brown, CSEA President invited everyone to attend a CSEA Pre-Retirement Seminar on Saturday, November 15<sup>th</sup> from 9:00 a.m. – 1:00 p.m. held at the Teachers Resource Center.

We had a brief District Wide Earthquake "Shake Out" Exercise from 10:00 -10:03 a.m. Everyone present at the meeting implemented the Drop, Cover and Hold procedure for three minutes.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, December 11, 2008. The meeting will be at 9:30 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, 90813.

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:25 a.m. to hear the appeals for Marlon Bragg and Ronne Sibley.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:25 a.m.

The Commission acted to sustain staff's recommendation to disqualify Marlon Bragg from current eligibility lists and instructed the Executive Officer to notify him of this decision.

The Commission acted to sustain staff's recommendation to disqualify Ronne Sibley from current eligibility lists and instructed the Executive Officer to notify him of this decision.

The Commission acted to sustain staff's recommendation to disqualify Gary Yarde from current eligibility lists and instructed the Executive Officer to notify him of this decision.

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned at 10:18 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer