



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

January 21, 2010  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. ROLL
  1. Terry Ulaszewski, Chairperson Present \_\_\_\_\_
  2. Chuck Acosta, Vice-chairperson Present \_\_\_\_\_
  3. Vera Mulkey, 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 Action  
None
7. MINUTES Action  
7.1 Approval of Minutes for January 7, 2010
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 Classification/Restructure Recommendations per Education Code 45246
9. BULLETINS AND TESTING ACTIONS Action
  - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B
  - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action
10. Other Items  
None
11. The next regular meeting of the Personnel Commission will be held on Thursday, February 4, 2010 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 Evaluation of the Executive Officer
13. ADJOURNMENT

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for January 7, 2010

PAGE: 7.1.1 – 7.1.4

Date: January 21, 2010

Reason for  
Consideration: Action

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

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:19 a.m. and led the pledge of allegiance.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer  
Lori Gamble, Sr. Administrative Secretary  
Shirley Chiavetta, Sr. Personnel Analyst  
Susan Leaming, Personnel Analyst  
Dale Culton, Certification Services Manager  
Marilyn Balmer, Personnel Analyst  
Mary Cates Human Resources Supervisor  
Maria Lynn Braunstein, Assoc. Personnel Analyst  
Adrianna Araujo-Honorio, Staff Secretary  
Judy Marshall, Human Resources Assistant

PRELIMINARY

Guests: Mary Brown, CSEA Chapter President Long Beach 2; Adrienne Rambo, CSEA Unit A Vice-President; Dan Ewaskey, CSEA Unit B, Vice President; Les Leahy, Business Services Administrator

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

None

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## REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel congratulated Mrs. Mulkey on being recommended for reappointment to the Personnel Commission by the Board of Education for a three-year term.

Mr. Curiel informed the Commission that Mary Lou Saavedra, of Montebello School District Personnel Commission was not re-elected. She will be missed in the board member positions she has held in the California School Personnel Commissioners Association.

Mr. Curiel reported on the December 15<sup>th</sup> Board of Education Meeting where the Board received an Audit Report and additional school budget information. The Board called two special meetings in addition to the regularly scheduled meetings, January 13 and January 27. He also announced the election of the new Board of Education member, John McGinnis who will be installed January 13<sup>th</sup>.

Mr. Curiel 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.

Marilyn Balmer, Personnel Analyst, thanked Barry Bartlett, Purchasing and Contracts Director for the nine salvaged computers to be used for testing and a NEOGOV kiosk in the lobby. The computers were released from district school sites.

### HEARINGS

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None

### MINUTES

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The Commission approved the minutes of the December 10, 2009 Personnel Commission meeting.

### 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. At the request of



Marilyn Balmer, the bulletin for Intermediate Payroll Accounting Technician was removed from consideration. The Commission acted to ratify the following bulletins:

Intermediate Accounting Assistant	Dual	10-0066-0755
Transportation Scheduler	Promotional	10-0064-5040

## 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. 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:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Administrative Secretary	Promotional	10-0045-3339
Custodian	Open/Cont	10-0040-0139
Custodian Substitute	Open/Cont	10-SUBS-0139
Instructional Aide – Special	Open/Cont	10-0059-0448
Instructional Aide – Special Substitute	Open/Cont	10-subs-0448
Instructional Assistant – Intensive Behavioral Treatment	Open/Cont	10-0060-5035
Intermediate Office Assistant Bilingual Spanish	Promotional	10-0047-5050
Intermediate Office Assistant – Schools Bilingual Spanish	Promotional	10-0048-5052
Lead Custodian – Open	Open	10-0038-0205
Lead Custodian – Open	Open	10-0039-0205
Lead Custodian – Promotional	Promotional	10-0038-0205
Lead Custodian – Promotional	Promotional	10-0039-0205
Small Engine Mechanic	Dual	10-0053-0573

## OTHER ITEMS

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None

## CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:56 a.m. to discuss the evaluation of the Personnel Commission Executive Officer.

#### RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:40 a.m.  
There were no reportable actions taken during Closed Session.

#### NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on  
Thursday, January 21, 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 9:45 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

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