



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

July 8, 2010
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
 1. Terry Ulaszewski, Chairperson Present _____
 2. Vera Mulkey, Vice-Chairperson Present _____
 3. 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 June 10, 2010** Action
8. **ITEMS FOR DISCUSSION AND/OR ACTION**
 - 8.1 Classification/Restructure Recommendations per Education Code 45246
None
 - 8.2 **Revision of PC Rule 1.1 (Second Reading)** Action
 - 8.3 **Appeal of a Disqualified Candidate** Restricted Action
PC Rule 4.2.A.6
9. **BULLETINS AND TESTING ACTIONS**
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action

Elementary School Office Supervisor	Promotional	11-0003-3345
Locker Room Attendant	Promotional	11-0002-0208
Records Office Assistant	Promotional	11-0001-0675
Job Developer	Dual	11-0007-0463
 - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** Restricted Action

Elementary School Office Supervisor	Promotional	11-0003-3345
Locker Room Attendant	Promotional	11-0002-0208
Records Office Assistant	Promotional	11-0001-0675
10. Other Items
None
11. The next regular meeting of the Personnel Commission will be held on Thursday, July 22, 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
13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for June 24, 2010

PAGE: 7.1.1 – 7.1.4

Date: July 8, 2010

Reason for
Consideration: Action

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

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer
Dale Culton, Certification Services Manager
Shirley Chiavetta, Senior Personnel Analyst
Susan Leaming, Personnel Analyst
Adriana Araujo-Honorio, Staff Secretary

Lori Gamble, Sr. Administrative Secretary
Mary Cates, Human Resources Supervisor
Marilyn Balmer, Personnel Analyst
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Joe Romero, Operations Director

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 updated the Commissioners regarding the June 14, 2010 Board of Education meeting. He reported that the next two years will be difficult times with a projected deficit of an additional \$100 million dollars resulting in severe reductions. Mr. Curiel reported that the District is still in contention for federal Race to the Top funds. He also reported that the Board of Education acted to approve Resolution 060810-A, "Resolution of the Board of Education of the Long Beach Unified School District Regarding Potential Reduction to Employees' Compensation".

Mr. Curiel reported the outcome of a grievance involving two employees. The District and CSEA came to an agreement through arbitration.

Mr. Curiel reported on a second grievance which was a question as to how seniority is calculated for summer school assignments. The grievance was resolved and changes made to some Summer School assignments. This is an interim agreement until the contract can be re-negotiated.

Mr. Curiel stated that these grievances reinforce the fact that these are tight times for employees. Extra assignments become significant. Employees are going to the union with more questions. The Personnel Commission's policy has always been and will proceed accordingly to consider and follow the Rules and Regulations and when necessary the CSEA contract.

Mr. Curiel asked Dale Culton, Certification Services Manager, to expand upon the topic. Mr. Culton stated that Summer School seniority and Layoff seniority are calculated with different methods as currently required by existing union contracts.

Mr. Curiel announced that former Commission employee Lisa Gardner, is the new Director of Classified Personnel for Downey Unified School District Personnel Commission.

Mr. Curiel reported that this was Shirley Chiavetta's last meeting with the Personnel Commission as she is moving to Human Resource Services and the Superintendent's Office July 1. He commended her for her major contributions with the annual report and continued work with staff development and special projects. He stated that the Commission appreciates all she had done. The Commissioners thanked her for her service and wished Shirley well in her future assignment.

Mr. Curiel asked the Personnel Commission Division Heads to give a brief update of the Department's activities. The managers present gave individual reports to the Commission on the current projects of their units.

Marilyn Balmer, Personnel Analyst, briefed the Commissioners on the bulletins in the agenda. She thanked staff; Adriana Araujo-Honorio, Anne Follett, Ericka Emery, Shelly Scott and Tammie Hirth, for their additional work in getting classifications online for NEOGOV.

Susan Leaming, Personnel Analyst, updated the Commissioners on the implementation status of NEOGOV.

Mr. Culton reported that the additional open recruitments will help with displaced employee placements.

Mr. Curiel asked Joe Romero, Operations Director, how many Lead Custodian positions remain vacant. Mr. Romero responded that he anticipates that all vacancies will be filled by week's end.

HEARINGS

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None

MINUTES

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It was moved by Vice-Chairperson Mulkey, that the minutes of June 10, 2010 be approved as written. Commissioner Acosta carried the motion and it was approved.

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 submitted a report regarding the Office of Research, Evaluation and Planning. Commission Member Acosta moved to approve staff recommendation. Vice-Chairperson Mulkey carried the motion and it was approved.

CREATE A NEW CLASSIFICATION POSITION

CREATE A NEW CLASSIFICATION

Supervising Research Office Technician Salary Range 27 (S1)

ALLOCATE A NEW CLASSIFICATION POSITION

ALLOCATE A NEW CLASSIFICATION

Supervising Research Office Technician Salary Range 27 (S1)

REVISION OF RULES AND REGULATIONS

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Ramon Curiel presented the first reading of revisions to the Rule 1.1. Mr. Curiel asked for a presentation of the report prepared by Susan Leaming. Ms. Leaming deferred to Mr. Culton. Mr. Culton stated that a "Failure to Appear" remains with a driving record, even though the employee has complied to

rectify the complaint. A “Failure to Appear” designation does not necessarily mean that an individual has an unsafe driving record. A second reading and action will take place at the next 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. Commissioner Acosta moved to ratify the bulletins. Vice-Chairperson Mulkey carried the motion and it was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Heavy Truck Driver	Promotional	10-0114-0187
Senior Software Applications Engineer	Dual	10-0116-5073
Software Applications Engineer	Dual	10-0115-5072
Supervising Software Applications Engineer	Dual	10-0117-5074

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.

Commissioner Acosta moved to certify the following eligibility lists. Vice-Chairperson Mulkey carried the motion and it was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Instructional Aide – Special	Open Continuous	10-0109-0448
Instructional Aide – Special Substitute	Open Continuous	10-SUBS-0448
Lead Custodian	Promotional	10-0098-0205
Nutrition Services Worker	Open Continuous	10-0105-5068
Supervisor – Autism Services	Open Continuous	10-0101-5046

OTHER ITEMS

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None

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 9:01 to discuss a question from the District’s negotiation team.

RETURN TO OPEN SESSION

OPEN SESSION

The Personnel Commission returned to Open Session at 9:49 a.m. There were no reportable actions taken during Closed Session.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, July 8, 2010 at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California, unless otherwise decided by the Commission.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned the meeting at 9:50 a.m.

Respectfully submitted,
Ramon Curiel, Signature on File at the Personnel Commission
Ramon Curiel
Executive Officer