



PERSONNEL COMMISSION

MEETING AGENDA

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

May 13, 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
None
7. MINUTES
 - 7.1 **Approval of Minutes for April 29, 2010** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
 - CREATE A NEW CLASSIFICATION**
 - Grounds Service Manager (M2) SR 42**
 - RECLASSIFY AN EXISTING POSITION**
 - | <u>Name</u> | <u>Position</u> | <u>Site</u> |
|----------------------|--------------------------------|-------------|
| Harold "Mac" McCarty | From Assistant Grounds Manager | Operations |
| | To: Grounds Service Manager | Operations |
 - ALLOCATE A NEW POSITION**
 - Grounds Service Manager (M2) SR 42**
 - ABOLISH A CLASSIFICATION**
 - Operations and Grounds Service Manager (M2) SR 42**
9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action
Student Evaluation Technician – 0399 (open/cont.)
 - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** Restricted Action
Instructional Aide – Special – 0448 (open/cont.)
Instructional Aide – Special Sub -0448 (open/cont.)
Lead Custodian – Open – 0205 (open)
Lead Custodian – Promotional – 0205 (prom.)
Supervisor – Autism Services – 5046 (open/cont.)
10. Other Items
 - 10.1 **Annual Election of Commission Vice-chairperson for 2010-2011** Action
11. The next regular meeting of the Personnel Commission will be held on Thursday, May 27, 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
None
13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for April 29, 2010

PAGE: 7.1.1 – 7.1.7

Date: May 13, 2010

Reason for
Consideration: Action

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

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:16 a.m. and led the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Terry Ulaszewski, Chairperson
Vera Mulkey, Member

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer	Tammie Hirth, Human Resources Technician
Lori Gamble, Sr. Administrative Secretary	Shelley Scott, Human Resources Technician
Dale Culton, Certification Services Manager	Ericka Emery, Human Resources Technician
Marilyn Balmer, Personnel Analyst	Judy Marshall, Human Resources Assistant
Susan Leaming, Personnel Analyst	Adriana Araujo-Honorio, Staff Secretary
Maria Braunstein, Assoc. Personnel Analyst	Silauae Taelifi, Human Resources Technician
Maria Villalobos, Human Resources Technician	Jan Medford, Human Resources Technician
Susan Brister, Human Resources Technician	

PRELIMINARY

Guests: John McGinnis, Member, LBUSD Board of Education; Les Leahy, Business Services Administrator; Joe Romero, Director, Operations, April Saucedo, 2nd Vice President CSEA.

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, welcomed Board Member McGinnis to the Commission. Mr. Curiel then presented Ms. Mulkey with a birthday card from Commission staff and asked all to join him in singing "Happy Birthday" to her.

Mr. Curiel provided an informal overview of the department and asked each division manager to give a brief overview of their responsibilities and functions.

Mr. Curiel updated the Commissioners on the Classified Week and Employee of the Year Committees. The Employee of the Year Committee received nominations for 76 individuals. The committee meets May 6 to select the finalists. The Employee of the Year will be announced at the Ice Cream Social May 21.

Mr. Curiel indicated that he and Commissioners Mulkey and Ulaszewski attended the April 20 Board of Education meeting in which there were 78 calendar reductions and 90 abolished positions. The positions which were abolished will affect employees who will be placed in vacancies, bump other employees or be laid off.

Mr. Curiel stated that he has been meeting with Principals, department heads, and employees to discuss the layoff process. Sites are discouraged that a long term employee may be bumped and that the site must train a new-to-the-site employee. Mr. Curiel confirmed that he and the Director of Employee Relations would be meeting with CSEA in the near future to discuss the effects of lay off.

Mr. Curiel reported that he and Dale Culton, Certification Services Manager met with, Confidential and Supervising Secretaries Association, (CASSA), last week to discuss the calendar reductions, abolishments and layoff rights. The CASSA members were interested in the topic as it related to reduced staffing at their respective sites.

COMMENTS BY BOARD MEMBER JOHN MCGINNIS

At the conclusion of Mr. Curiel’s report, Board Member McGinnis expressed his appreciation for the thorough explanation of the Commission’s functions. He continued that he had first-hand knowledge of the reclassification process at three school districts and is very impressed with the commission’s ability to do classification studies on a regular basis. He explained that he had a better understanding of the Commission’s role and the excellent services that the Commission and staff provide.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the April 15, 2010 Personnel Commission meeting.

CLASSIFICATION/RESTRUCTURE

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None

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. The Commission acted to ratify the following bulletins:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Lead Custodian	Promotional	10-0098-0205

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.

The Commission acted to certify the following eligibility lists:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Instructional Aide – Special	Open Continuous	10-0096-0448
Instructional Aide – Special Substitute	Open Continuous	10-subs-0448
Instructional Assistant Intensive Behavioral Treatment	Open Continuous	10-0094-5035
Pool Attendant	Open Continuous	10-0085-0245

OTHER ITEMS

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ANNUAL ELECTION OF PERSONNEL COMMISSION OFFICERS

Personnel Commission Rule 2.1.A states that “the Commission shall elect one of its members as Chairperson and another as Vice-chairperson at the first meeting of each May.” In accordance with this rule the Commission elected Terry Ulaszewski to serve as Chairperson.

Mr. Ulaszewski expressed that he believes the staff of the Personnel Commission do tremendous work, that they rise to every occasion and he applauds the work of the department.

CLOSED SESSION

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None

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, May 13, 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 9:15 a.m.

Respectfully submitted,

/s/

Ramon Curiel
Executive Officer

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