

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for July 30, 2009

PAGES: 7.1.1- 7.1.4

Date: August 13, 2009

Reason for
Consideration: Action

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

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:16 a.m. at which time he led the pledge of allegiance to the flag and asked for introductions.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer
Stephanie Jimenez, Sr. Administrative Secretary
Shirley Chiavetta, Sr. Personnel Analyst
Marilyn Doss, Personnel Analyst
Maria Braunstein, Associate Personnel Analyst
Dale Culton, Certification Services Manager
Mary Cates, Human Resources Supervisor
Paula Wiesenhutter, Certification Services Manager
Susan Brister, Human Resources Technician
Anne Follett, Human Resources Technician
Tammie Hirth, Human Resources Technician
Judy Marshall, Human Resources Assistant
Jan Medford, Human Resources Assistant
Shelley Scott, Human Resources Technician
Silaue Taeleifi, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: None

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 announced that Chairperson Terry Ulaszewski celebrated his birthday this week and asked the Commission and staff to join in singing Happy Birthday to Chairperson Ulaszewski. Chairperson Ulaszewski thanked everyone for the well wishes.

Maria Lynn Braunstein, Associate Personnel Analyst reported that 24 displaced employees attended yesterday's "Surviving Downsizing" Workshop. Ms. Braunstein thanked Adriana for taking the time to call each employee to invite them to attend the workshop and thanked Marilyn Doss, Personnel Analyst for her assistance with testing affected employees for an opportunity to be placed on current and future eligibility lists.

Marilyn Doss, Personnel Analyst reported that the department has been busy recruiting for Facilities Planning Technician and several substitute classifications. Ms. Doss was also very pleased to report the Survey results from applicants have been returned with a 99 percent ranking in Customer Satisfaction.

Shirley Chiavetta, Senior Personnel Analyst reported that she has been busy working on the Personnel Commission's Annual Report and has welcomed the new challenge. A draft of the Annual Report will be presented at the Personnel Commission Meeting held on August 13.

Dale Culton, Certification Services Manager reported that the department is still busy with the implementation of lay off/displacement actions. The lay off/displacement process PowerPoint presentation was provided to the Executive Staff last week. Mr. Culton expressed his thanks to his "right hand man", Paula Wiesenhutter, Certification Services Supervisor for her hard work and dedication over the last twelve years. Ms. Wiesenhutter also thanked Mr. Culton and expressed her appreciation.

Mary Cates, Human Resources Supervisor announced that Summer School has come to and end. Ms. Cates strongly recommends having "Wrap Up" Summer School meetings at the closing of Summer School. Ms. Cates thanked the Employment and Certification Services for adjusting well during the transition of losing two employees in their department due to downsizing. Jan Medford, Human Resources Technician has taken over the Classified Substitute Desk and is doing quite well. Kudos go out to Employment and Certification Services.

Mr. Curiel informed the Commissioners that the Board of Education Workshop will be held on August 17 and 18. Personnel Commission will provide a presentation on the Annual Report on Monday, August 17th. Shirley Chiavetta will present the Annual Report for approval during the next Personnel Commission meeting scheduled on August 13th.

PERSONNEL COMMISSION MINUTES

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The minutes of the July 16, 2009 Personnel Commission Meeting were approved.

APPEAL OF DISQUALIFIED APPLICANT

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Staff submitted a recommendation to disqualify an applicant from the examination process per Personnel Commission Rule 4.2.A.6. The appellant, Angel Bustamante, was not present. The Commission acted to remove Angel Bustamante 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.

Facilities Planning Technician

Dual

10-0013-5138

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:

ASB Financial Technician	Prom	09-0140-0751
Custodian	Dual	09-0141-0139
Custodian – Substitutes	Open/Cont	10-SUBS-0139
Instructional Aide – Special	Open/Cont	10-0003-0448
Instructional Aide – Special/ Substitutes	Open/Cont	10-SUBS-0048
Intermediate Office Assistant – Schools (Avalon)	Dual	09-0134-3354
Intermediate Office Assistant – Schools (Avalon) – Subs.	Dual	09-SUBS-3354A
Pool Attendant (Amended)	Open/Cont	09-0093-0245
School Safety Officer	Dual	09-0119-5014

OTHER ITEMS

None

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, August 13, 2009. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, 90813.

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned at 8:40 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

OTHER ITEMS

NEXT MEETING