



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

March 3, 2011
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
Terry Ulaszewski, Chairperson Present _____
Vera Mulkey, Vice-Chairperson Present _____
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 February 17, 2011 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246
Abolishment of Classifications 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
10. Other Items
11. The next regular meeting of the Personnel Commission will be held on Thursday, March 17, 2011 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 Performance Evaluation of the Acting Personnel Commission Administrator
13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for February 17, 2010

PAGE: 7.1.1 – 7.1.6

Date: March 3, 2011

Reason for
Consideration: Action

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

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:20 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Terry Ulaszewski, Chairperson
Vera Mulkey, Vice-Chairperson

COMMISSION MEMBERS ABSENT

Charles Acosta, Member

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer
Lori Gamble, Senior Administrative Secretary
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Anne Follett, Human Resources Technician
Maria Villalobos, Human Resources Technician
Susan Brister, Human Resources Technician
Silaue Taeleifi, Human Resources Technician
Tammie Hirth, Human Resources Technician
Ericka Emery, Human Resources Technician
Jan Medford, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Adrienne Rambo, CSEA Vice President – Unit A; and Elena Wraight

Chairperson Ulaszewski introduced and welcomed Ms. Elena Wraight to the Commission meeting. Ms. Wraight is the Board of Education's recommendation to the State Superintendent of Schools for appointment to the District's Personnel Commission.

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel, Executive Officer, stated that this is a momentous occasion as it is his last official commission meeting. He expressed his deepest gratitude to all his colleagues and all his fellow employees for a tremendous job over the last twelve years. He continued saying that we have learned a lot together in facing challenges strongly and with great professionalism. He stated that today won't be the last time we talk, as he will be around. He added that he will remember each one of the staff for their great accomplishments and valiant effort to keep this the best Personnel Commission in the entire State. He thanked the Commissioners saying that his career here would not have been possible without Vera Mulkey, Terry Ulaszewski and Chuck Acosta, as they were the greatest supporters, mentors, and leaders.

Mr. Curiel reported on the Board of Education meeting held February 15. Commissioners Mulkey and Ulaszewski also attended the meeting. He briefed the Commission regarding the budget cuts in which more than 70 central office staff are earmarked for reductions. He stated that the Board of Education also heard an item regarding the recommendation of a new Personnel Commissioner and the Board unanimously agreed to submit their recommendation to the State Superintendent's office. He said that the District will wait for notification from the State office.

Mr. Curiel asked Marilyn Balmer, Personnel Analyst, to report on items heard at the Executive Staff meeting which she attended. Ms. Balmer reported that the Superintendent clarified the central office staff reductions discussed at the Board of Education meeting stating that those reductions relate to Transportation positions in conjunction with reduced bussing. She said that other budget measures regarding Central Office staff will be discussed at the upcoming Board of Education meeting and that classified cuts were addressed in the recent CSEA agreement. She explained that notices would not be going out until after the June election.

Ms. Balmer reported that the Superintendent has asked the Executive Staff to review and restart the Strategic Plan led by Cindy Young and Brian Moskovitz. She explained that goals will be determined in the area of student achievement, safety, workforce and communication. She continued her report with an update on Recruitment & Testing Services activities saying that she is collaborating with Human Resource Services in creating a new Associate Analyst exam. She stated that she is conducting ongoing NEOGOV updates, enhancements, and shortcuts to increase department efficiency.

Mr. Curiel reported that the Board of Education approved Resolution 020111-B addressing the reduction or elimination of certain certificated services. More than 1000 certificated notices will be sent out beginning February 28, following last year's prescribed process allowing for individual appeals, and hearings .

Mr. Curiel asked Susan Leaming, Personnel Analyst, to report on the status of the Library/Media Assistant study. Ms. Leaming reported that a meeting is scheduled for Friday, February 18th to meet with the 14 employees in the classes of the Library/Media Assistant and Library/Media Center Assistant along with representatives from CSEA, Library Services and Employee Relations. She explained that the purpose of the meeting is to explain the study process to the employees, distribute the proposed class description and discuss how merging the classifications would impact seniority lists. At the meeting copies of the proposed class description will be distributed along with a feedback form for employees to complete, providing feedback regarding the proposed class description.

Mr. Curiel announced that the recruitment of the Executive Officer, Personnel Commission and Classified Employment will be opened today and close March 17. He stated that he is creating the exam to be held in April and will form panels resulting in a candidate list possibly as early as April. He stated that he is encouraging staff to make NEOGOV as customer friendly as possible as the application process is lengthy and may be daunting. He asked Maria Lynn Braunstein, Associate Personnel Analyst, to elaborate upon this recruitment. Ms. Braunstein reported that after a final review the recruitment would be posted online.

Ms. Braunstein, continued by thanking Les Leahy, Business Services Administrator and Shop 5, Heating & Air Conditioning for the help she received for a performance exam at Maintenance

Mr. Curiel also thanked Mr. Leahy in Maintenance's prompt response to our minor emergency when the power went out last week which disabled the garage gates and lights trapping employees.

Mr. Curiel asked Dale Culton, Certification Services Manager to update the activities of the Employment and Certification Services Unit. Mr. Culton updated the Commissioners regarding the 36% restoration and reemployment list per the CSEA contract and stating that with the exception of one IOA position, all individuals have been reinstated. Seven individuals have declined the offer to reinstate. All have begun work in their positions. Some positions are being held due to the closure of Buffum and Burroughs to allow placement in vacant positions to avoid a bumping scenario. On the reemployment list there are 107 different individual classification lists with 596 people.

Mr. Culton continued saying that Certification Services is completing the BLAST fingerprinting which was extended at the request of the Superintendent's office.

Mr. Culton asked Mary Cates, Human Resources Supervisor to update the Commission on Summer School. Ms. Cates reported that to date 333 applications have been received and a reminder of the Summer School application deadline of March 18 will be posted in the next Superintendent's Bulletin the next Superintendents Bulletin.

Mr. Curiel thanked Ms. Braunstein for her outstanding job filling in for Ms. Gamble during her absence and welcomed back Ms. Gamble.

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

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Chairperson Ulaszewski announced the retirement of Mary Brown as of February 28. He explained that he was sorry to see her leave. He wished to tell her that the Commission recognizes her as a great leader in a difficult position as the CSEA Chapter President. He elaborated that Ms. Brown has always been the person in the middle looking for the best solution, saying that she has great perseverance and dedication. He continued saying the Chapter is very active and the Commission appreciates her leadership and compromise. He stated that the Commission thanks Mary Brown for her activities on behalf of the school district, CSEA employees and the Personnel Commission.

HEARINGS

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None

ITEMS FOR DISCUSSION AND/OR ACTION

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None

MINUTES

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Vice-Chairperson Mulkey moved to approve the minutes of February 3, 2011 and February 10, 2011. The motion was seconded by Chairperson Ulaszewski and passed unanimously.

BULLETINS

BULLETINS

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. It was moved by Vice-Chairperson Mulkey to ratify the bulletins. It was seconded by Chairperson Ulaszewski and passed unanimously.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
ASB Financial Technician	Promotional	11-0082-0751
Glazier	Dual	11-0077-0111
Intermediate Nutrition Services Worker	Dual	11-0083-5058
School Data Technician	Promotional	11-0078-3360
Senior Nutrition Services Worker	Dual	11-0084-5071

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. It was moved by Vice-Chairperson Mulkey to approve the following eligibility lists. The motion was seconded by Chairperson Ulaszewski and passed unanimously.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Child Nutrition Specialist	Dual	11-0058-3322	01/02/2012
Instructional Aide - Special	Open/Cont.	11-0057-0448	02/09/2012
Instructional Aide – Special Substitute	Open/Cont.	11-SUBS-0448	02/09/2013
Student Data Systems Coordinator	Dual	11-0060-5160	02/08/2012

OTHER ITEMS

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Chairperson Ulaszewski recognized Ramon Curiel's retirement and presented him with a plaque from the staff and Commissioners recognizing Mr. Curiel's twelve years of service to Long Beach Unified School District. The Chairperson stated that he and Mr. Acosta and Ms. Mulkey have had the pleasure of serving all twelve years of their career with Mr. Curiel. He continued saying that when they hired him that it was an easy choice, because Mr. Curiel was a stand-out person with extensive experience and activities in CSPCA and the training coordinator for other industry leadership positions. He went on to say that with many opportunities to work together with tough issues he noted that Mr. Curiel always portrayed a professional attitude and that he was the fellow who executed his duties with great precision and managerial acumen which attained the best results. Mr. Ulaszewski stated that we have the best director who has been recognized by State and local organizations for being a director *par excellence*. He said that we couldn't have asked for anything better than what we have. He said that "We are sorry to see you leave, we wish you could stay at least until we leave."

Vice-Chairperson Mulkey shared a story that took place when she was the Chairperson during Mr. Curiel's first performance evaluation. She stated that she was praising Mr. Curiel with a seemingly endless list of accolades. She said that Commissioner Acosta, who is known for his belief in brevity, admonished Ms. Mulkey to "Stop! Save something for next time". Vice-Chairperson Mulkey continued saying that there would be many other next times. She expressed her gratitude for working with such a man as Mr. Curiel, who has a great level of confidence and education within the district and State. She commended Mr. Curiel saying that he has brought staff along with you and they have grown with you. We will certainly miss you. The staff and audience joined The Commissioners with applause in celebrating Mr. Curiel's accomplishments and retirement.

Mr. Curiel expressed his thanks and stated that he has really enjoyed the last twelve years. He complimented staff on their promotions and successes and hoped that the staff will keep the spirit of excellence before them. He stated that at this district we always try to make things better and thanked the Commission for their support.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 9:10 a.m. to discuss the Performance Evaluation of the Executive Officer.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:06 a.m. There were no reportable actions.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, March 3, 2011 at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned the meeting at 10:08 a.m.

Respectfully submitted,

Signature On File at the Personnel Commission Offices

Ramon Curiel
Executive Officer

lg

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure Recommendations per
Education Code 45246

PAGE: 8.1.1 – 8.1.2

Date: March 3, 2011

Reason for
Consideration: Action

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 submits the attached classification recommendations for the consideration of the Commission.

ABOLISHMENT OF CLASSIFICATION

Senior Electronics Technician (grandfathered class code 0334) Vacant

Sign Maker (grandfathered class code 3306) Vacant

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1-9.1.5

Date: March 3, 2011

Reason for Consideration:
Action

Personnel Commission Rule 4.6.b.1, states that the Personnel Commission Administrator 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 Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Kids Club Lead Assistant	Dual	11-0081-0515	2
Nutrition Services Supervisor I	Dual	11-0085-5064	3
Nutrition Services Supervisor I	Dual	11-0085-5064	4
Nutrition Services Supervisor II	Promotional	11-0086-5065	4
Nutrition Services Supervisor III	Promotional	11-0087-5066	4

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1 – 9.2.10

Date: February 17, 2011

Reason for
Consideration: Restricted Action

Personnel Commission Rule 5.1.A, states that the Personnel Commission Administrator 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. Accordingly staff submits the following eligibility lists for consideration of the Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>	<u>PAGE</u>
Air Conditioning and Refrigeration Technician	Dual	11-0064-3289	3/11/2012	2
Assistant Grounds Service Manager	Dual	11-0069-5161	2/18/2012	4
Instructional Aide – Special	Open Continuous	11-0070-0448	2/23/2012	6
Instructional Aide – Special Substitute	Open Continuous	11-SUBS-0448	2/23/2013	8
Middle School Office Supervisor	AMENDED Prom.	11-0048-3357	1/04/2012	10
Systems analyst	Dual	11-0068-5107	3/04/2012	12

EXTENSION OF ELEGIBILTIIY LISTS

<u>TITLE</u>	<u>CURRENT EXPIRATION</u>	<u>PROPOSED EXPIRATION</u>	<u>PAGE</u>
Plant Supervisor II	1/27/2011	7/27/11	14