



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

April 15, 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
 - 6.1 Public Hearing – Personnel Commission Budget Action**
- 7. MINUTES
 - 7.1 Approval of Minutes for April 1, 2010 Action**
- 8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action**
 - A. REVISE A CLASS SPECIFICAITON
 - Senior Purchasing Assistant SR 22 (C1)
 - Purchasing Agent SR 34 (C1)
 - Purchasing Supervisor SR 38 (S1)
 - B. ABOLISHMENTS OF CLASSIFICATIONS
 - Community Liaison Worker SR 17 (C1) Vacant
 - Community Liaison Worker – BL Khmer SR 17 (C1) Vacant
 - Court Liaison Assistant SR 20 (C1) Vacant
 - 8.2 Meeting Dates for Personnel Commission 2010-2011 Action**
- 9. BULLETINS AND TESTING ACTIONS
 - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action**
 - A. School Safety Officer

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action

| | | |
|--|-------------|--------------|
| Instructional Aide – Deaf & Hard Of Hearing | Dual | 10-0082-3271 |
| Instructional Aide – Special | Open | 10-0093-0448 |
| Instructional Aide – Special Substitute | Open | 10-SUBS-0448 |
| Lead Custodian | Open | 10-0078-0205 |
| Lead Custodian | Promotional | 10-0078-0205 |
| School Safety Officer | Dual | 10-0079-5014 |

10. OTHER ITEMS

10.1 Annual Election of Commission Officers for 2010-2011 **Action**

11. The next regular meeting of the Personnel Commission will be held on Thursday, April 29, 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

SUBJECT: Personnel Commission Budget for
Fiscal Year 2010-2011

PAGE: 6.1.1 – 6.1.4

Date: April 15, 2010

Reason for
Consideration: Action

EDUCATION CODE 45253 BUDGET; PERSONNEL COMMISSION; HEARINGS;
ADOPTION OR REJECTION; AMENDMENTS.

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

It is recommended the Commission hold a Public Hearing on the Proposed Personnel Commission Budget for 2010-2011 per Education Code 45253, take action to approve it and submit it to the County Superintendent of Schools for final approval.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for April 1, 2010

PAGE: 7.1.1 – 7.1.5

Date: April 15, 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 8:20 a.m. and led the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Terry Ulaszewski, Chairperson
Vera Mulkey, Member

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Braunstein, Assoc. Personnel Analyst

Mary Cates, Human Resources Supervisor
Shelley Scott, Human Resources Technician
Susan Brister, Human Resources Technician
Judy Marshall, Human Resources Assistant
Adrianna Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Ray Sharp, Program Facilitator Multimedia Services; Adrienne Rambo, Unit A Vice President CSEA; Valeeta Pharr, Chief Job Steward CSEA; Elliott Moore, Site Representative Coordinator CSEA; Laura Johnston, Computer Graphic Artist and Kelvin Axel, Broadcast/Production Associate.

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

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel, Executive Officer, announced an addendum to be added to the Eligibility Lists for the classification of Asphalt Worker.

Mr. Curiel reported to the Commissioners that the reductions and abolishments scheduled to be approved at the March 25th Board of Education meeting were postponed and they will be reconsidered at the next Board of Education meeting on April 20th. Additional reductions and abolishments will also be considered by the Board on the April 20th agenda. Mr. Curiel added that there is a plan for him to make a presentation to the Board of Education regarding the process of reductions and abolishments of classified positions.

Mr. Curiel informed the Commissioners that most departments have submitted their online vacancy assignments (VA's) for budget cuts and reductions including the abolishment of 1.4 FTE affecting three Personnel Commission employees.

Mr. Curiel reported that the Classified Employee of the year celebration for May 21st is going well and that we have received several contributions from donors.

HEARINGS

HEARINGS

None

MINUTES

MINUTES

The Commission approved the minutes of the March 18, 2010 Personnel Commission meeting.

MEDIA SERVICES JOB FAMILY CLASSIFICATION STUDY

CLASSIFICATION STUDY

Mr. Curiel asked Susan Leaming, Personnel Analyst to give the Commission a brief overview of the Media Services Job Family Classification Study. Ms. Leaming gave a history of the timeline of the study; the resulting classification recommendations and feedback received from study participants. She explained that initially there were no second step appeals to the Commission however, since the production of the final report, two employees had decided to personally address the Commission.

Laura Johnston, Computer Graphic Artist and Kelvin Axel, Broadcast/Production Associate were present and both presented separate appeals in open session to the Commission regarding the individual classification recommendation for their position. Ms. Valeeta Pharr, Chief Job Steward CSEA, also spoke on behalf of the appellants and asked questions regarding the process and timelines of the study. Mr. Ray Sharp, Program Facilitator for the Office of Multimedia Services responded to several statements made by the appellants and indicated he was in support of the study findings.

Mr. Ulaszewski, Chairperson stated that the Commission would take their appeals under advisement and will notify them of their decision.

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. The Commission acted to ratify the following bulletins:

| <u>TITLE</u> | <u>TYPE</u> | <u>NUMBER</u> |
|-------------------------------|-------------|---------------|
| Student Evaluation Technician | Open Cont | 10-0095-0399 |

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> |
|--------------------------------------|-----------------|---------------|
| Asphalt Worker | Promotional | 10-0076-5142 |
| Instructional Aide – Special | Open Continuous | 10-0091-0448 |
| Instructional Aide – Special Sub | Open Continuous | 10-SUBS-0448 |
| IA - Intensive Behavioral Treatment | Open Continuous | 10-0077-5035 |
| Mail/Switchboard Services Supervisor | Promotional | 10-0075-5143 |

OTHER ITEMS

OTHER ITEMS

Personnel Commission approved a hearing for the Personnel Commission Budget 2010-2011 for April 15, 2010 at 8:15 a.m.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 9:18 a.m. to discuss the response to Maria Legaspi regarding Personnel Commission Rule 5.8 and to review the appeals of Laura Johnston, Computer Graphic Artist and Kelvin Axel, Broadcast/Production Associate.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:50 a.m. The following reportable actions were taken during the Closed Session:

The Commission acted to uphold the Executive Officer’s decision to deny the appeal of Maria Legaspi and the Chairperson will notify her of this decision.

The Commission acted to uphold Staff’s recommendation and deny the appeals of Laura Johnston, Computer Graphic Artist and Kelvin Axel, Broadcast/Production Associate and instructed the Executive Officer to notify them of this decision.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 15, 2010 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 10:53 a.m.

Respectfully submitted,

/s/

Ramon Curiel
Executive Officer

aa-h