



## PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING  
May 15, 2008  
MINUTES

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

Vice Chair Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:17 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT    STAFF MEMBERS PRESENT

Terry Ulaszewski, Member  
Chuck Acosta, Member

Ramon Curiel, Executive Officer  
Stephanie Jimenez, Sr. Administrative Secretary  
Marilyn Doss, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Alison Maitlen, Personnel Analyst  
Maria Braunstein, Associate Personnel Analyst  
Dale Culton, Certification Services Manager  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Susan Brister, Human Resources Technician  
Anne Follett, Human Resources Technician  
Judy Marshall, Human Resources Technician  
Jan Medford, Human Resources Technician  
Ericka Emery Smith, Human Resources Technician  
Denise Petty-Trietsch, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Maria Villalobos, Human Resources Technician

PRELIMINARY

Guests: Betty Ng, Chief Financial Officer; Sherry Thorpe, Director, Accounting; Mary Brown, CSEA President; d'Ann Madore, CSEA Labor Representative, Adrienne Rambo, CSEA Unit A, Vice President ; and Dan Ewaskey, CSEA Unit B, Vice President.

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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Mr. Curiel informed the Commissioners that Personnel Commission has been busy preparing placements for all classified employees affected by reductions and abolishments. Mr. Curiel asked Dale Culton, Certification Services Manager to provide a brief explanation of displacement procedures. Mr. Curiel informed the Commissioners that Personnel Commission and Employee Relations has been working closely with CSEA to discuss the effects of the displacements. Affected employees have been invited to attend a "Surviving Downsizing" workshop on May 19<sup>th</sup> located at Personnel Commission. There may be another "Surviving Downsizing" workshop scheduled the first week in June.

Mr. Curiel provided the Commissioners with the Classified Barbecue details on May 23<sup>rd</sup> and informed them that the Classified Employee of the Year will be presented at noon. The Classified Employee of the Year will also be presented at the Board of Education Meeting on June 3<sup>rd</sup>. Mr. Curiel thanked all for their generous contributions, including CSEA and Long Beach Education Foundation.

PERSONNEL COMMISSION MINUTES

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The minutes of the May 1, 2008 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

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RECOMMENDATIONS

Mr. Curiel reported that Susan Leaming, Personnel Analyst, has been working with Betty Ng, Financial Services Officer, regarding consolidating the Accounting, Budget and Payroll departments into a new department entitled Fiscal Services and creating classifications for the new departmental structure. Ms. Ng discussed the specific needs of Fiscal Services which will be addressed by the creation of the classifications of Assistant Director - Fiscal Services and Executive Director - Fiscal Services. Ms. Ng also discussed the cost savings which will result from the proposed reorganization. Ms. Ng responded to questions from the CSEA leadership team and the Commissioners regarding the

reorganization and related fiscal impacts. Ms. Leaming provided a brief overview of the recommended new classifications of Assistant Director - Fiscal Services and Executive Director - Fiscal Services and discussed the salary placement of the classifications. Ms. Ng thanked Mr. Curiel and Ms. Leaming for their guidance and assistance through this process.

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules.

#### CREATE NEW CLASSIFICATIONS

Assistant Director – Fiscal Services  
Executive Director – Fiscal Services

#### CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Millakan	Intermediate Office Asst - Sch	100% 217 Day
Special Projects	Senior Accounting Assistant	100% 217 Day

#### RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Hernandez, Alejandro	Intermediate Office Asst/Sch BL Sp	From: 50% 217 Day Flex To: 80% 217 Day Flex

#### RESCIND PREVIOUS ACTION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
NONE		

#### 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.7. The appellant, Anthony Dunn, was not present. The Commission acted to grant the appeal of Anthony Dunn and instructed the Personnel Commission Executive Officer to notify him of this decision.

#### 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. The Commission acted to ratify the following bulletins:

Assistant Director – Fiscal Services	Open/Prom	08-0180-5236
Child Nutrition Specialist	Dual	08-0168-3322
Executive Director – Fiscal Services	Open/Prom	08-0179-5135
Intermediate Nutrition Services Worker	Dual	08-0166-5071
Senior Nutrition Services Worker	Dual	08-0165-5058

### 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:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Campus Security Officer	Open/Cont	08-0160-5011
Campus Security Officer – Substitute & LTES	Open/Cont	08-LTES-5011
Instructional Aide – Special	Open/Cont	08-0158-0448
Instructional Aide – Special Substitute & LTES	Open/Cont	08-LTES-0448
Transportation Aide	Dual	08-0135-0491

### OTHER ITEMS

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#### RESOLUTION HONORING CLASSIFIED EMPLOYEES

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Commissioner Ulaszewski commented on the extraordinary efforts of Classified employees and has a great appreciated for their hard work.

The Personnel Commission acted to adopt the following Resolution honoring Classified Employees during Classified Employee Week:

## RESOLUTION

### CLASSIFIED SCHOOL EMPLOYEE WEEK

- WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and
- WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and
- WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and
- WHEREAS, the Chapter II of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and
- WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and
- WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it
- RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 19-23, 2008 as CLASSIFIED SCHOOL EMPLOYEES WEEK.**

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Vera Mulkey  
Chairperson

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Terry Ulaszewski  
Vice-Chairperson

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Chuck Acosta  
Member

PRESENTATION OF PERSONNEL  
COMMISSION EMPLOYEE OF THE YEAR

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COMMISSION EMPLOYEE OF THE YEAR

The Personnel Commission staff was shown a slide show presentation highlighting staff members at various Personnel Commission events and activities over the past years.

Mr. Curiel explained that the Personnel Commission has a Staff Recognition Award Program that provides staff members the opportunity to receive recognition for their commitment to excellence, exemplary service and development of innovative and creative processes, program or projects. Each year the recipient of the award receives recognition by means of an individual award trophy and his/her name added to the permanent Personnel Commission Special Award Trophy displayed in the Commission Office.

Mr. Curiel stated that this year he again solicited staff's input in the selection of the award winner by nominations. He announced that Mary Cates, Human Resources Supervisor, received the majority of staff's votes and is the recipient of the 2008 Staff Recognition Award. Commissioners Chuck Acosta and Terry Ulaszewski, along with Ramon Curiel presented the Personnel Commission Employee of the Year plaque to Mary Cates.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 12, 2008. 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

ADJOURNMENT

There being no further business, Chairperson Acosta adjourned at 9:28 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

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