

MEETING AGENDA

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

October 28, 2010
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 | | |
| 5.1 | NEOGOV Presentation | | |
| 5.2 | Personnel Commission Annual Report 2009-2010 | | Action |
| 6. | HEARINGS | | |
| | None | | |
| 7. | MINUTES | | |
| 7.1 | Approval of Minutes for October 14, 2010 | | Action |
| 8. | ITEMS FOR DISCUSSION AND/OR ACTION | | |
| 8.1 | Creation of New Classification | | Action |
| | <u>CREATION OF NEW CLASSIFICATION</u> | | |
| | Student Data System Coordinator Salary Range 43 (M2) | | |
| 9. | BULLETINS AND TESTING ACTIONS | | |
| 9.1 | Bulletins – Per Personnel Commission Rule 4.6.B | | Action |
| | <u>TITLE</u> | <u>TYPE</u> | <u>NUMBER</u> |
| | Head Start Nutrition Assistant | Dual | 11-0034-3297 |
| 9.2 | Eligibility Lists – Per Personnel Commission Rule 5.1.A | | <u>Restricted Action</u> |
| | <u>TITLE</u> | <u>TYPE</u> | <u>NUMBER</u> |
| | Instructional Aide - Special | Open | 11-0026-0448 |
| | Instructional Aide - Special Substitute | Open | 11-SUBS-0448 |
| | Nutrition Services Worker | Open | 11-0029-5066 |
| | Supervising Research Office Technician | Dual | 11-0018-5157 |
| | | | 10-19-11 |
| | | | 10-19-11 |
| | | | 10-18-12 |
| | | | 10-15-11 |
| 10. | Other Items | | |
| 11. | The next regular meeting of the Personnel Commission will be held on Thursday, November 18, 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 | | |
| 13. | ADJOURNMENT | | |

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for October 14, 2010

PAGE: 7.1.1 – 7.1.6

Date: October 28, 2010

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 8:18 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Terry Ulaszewski, Chairperson
Vera Mulkey, Vice-Chairperson
Charles Acosta, Member

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer	Lori Gamble, Sr. Administrative Secretary
Marilyn Balmer, Personnel Analyst	Susan Leaming, Personnel Analyst
Maria Braunstein, Assoc. Personnel Analyst	Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary	Esther Martinez, Human Resources Asst.
Susan Brister, Human Resources Technician	

PRELIMINARY

Guests: Joe Romero, Director Operations Branch

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

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ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel, Executive Officer, announced to the Commissioners that the Commission intends to present the Annual Report to the Board of Education at their workshop November 8 or 9.

Mr. Curiel reported that the Commission with the assistance of Barry Bartlett, Director Purchasing & Contracts, has successfully re-negotiated contract terms with NEOGOV for the next year of service resulting in the waiver of some fees.

Mr. Curiel reported that the department continues to work on resolving the Instructional Aide – Special Substitute shortage.

Mr. Curiel recognized and thanked Joe Romero, Director of Operations for his diligence in reinstating nearly all of the laid off custodians.

Mr. Curiel asked the managers present to give a brief update on their projects.

Marilyn Balmer, Personnel Analyst, welcomed Esther Martinez, reinstated to the Personnel Commission from lay off status. Ms. Martinez, Human Resources Assistant, greeted the Commissioners.

Ms. Balmer then thanked Maria Lynn Braunstein, Associate Personal Analyst, for the fine job she did during Ms. Balmer's absence. In addition, Mr. Curiel and Susan Leaming, Personnel Analyst, also thanked Maria for her fine work during Ms. Balmer's absence. Ms. Balmer continued her report stating that the Recruitment unit is receiving more applications due to the new NEOGOV system; many of the applications are coming from out of the area.

Ms. Braunstein reported that the Merit Academy will be held at the Personnel Commission offices this Saturday, October 16, 2010. Mr. Curiel was asked to present several topics. Mr. Curiel extended an invitation to the Commissioners to attend the presentation on Parliamentary Procedures and Hearings & Appeals. Ms. Braunstein continued saying that she is working on nine recruitments and two CPR sessions.

Ms. Leaming reported that she is finalizing the Annual Report presentation for the Commission for the next meeting.

Mr. Curiel stated that the anticipated NEOGOV presentation would be postponed until the next meeting to accommodate CSEA as they are occupied with contract negotiations.

Mr. Curiel asked Mary Cates, Human Resources Supervisor, to report on the presentation at Executive Staff meeting regarding AB346 – the recent fingerprinting law. Ms. Cates reported that she and Dale Culton, Certification Services Manager, provided copies of the two assembly bills with a LACOE summary sheet to the Executive Staff. Ms. Cates anticipates finger printing 300 walk-on coaches. Once Volunteers In Public School (VIPS) people are identified, staff will develop a schedule. There was discussion regarding the cost of fingerprinting and the acceptance of a certificate. Chairperson Ulaszewski commented that staff may want to track the number of hours the department utilizes in fingerprinting LBUSD volunteers for mandated cost reimbursement by the State.

HEARINGS

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None

MINUTES

MINUTES

The Commission approved the minutes of the September 30, 2010 Personnel Commission meeting. It was moved by Commissioner Acosta to approve the minutes and seconded by Vice-Chairperson Mulkey. The motion was passed unanimously.

CLASSIFICATION / RESTRUCTURE

CLASSIFICATION / RESTRUCTURE

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 submitted reports for new classifications for Office Assistant – Bilingual Spanish and School Support Secretary – Bilingual Spanish and a Revision of a Classification for Head Start Nutrition Assistant.

CREATE A NEW CLASSIFICATION

CREATE A NEW CLASSIFICATION

Office Assistant – Bilingual Spanish Salary Range 10 (C1)

School Support Secretary – Bilingual Spanish Salary Range 22 (S1)

The Executive Officer asked Ms. Leaming to summarize the report for Office Assistant – Bilingual Spanish. Ms. Leaming stated the classification was requested by the Child Development Center. CDC staffs the majority

of Office Assistants for the district. 70% of families are Spanish speaking. CSEA reviewed the reports and any questions were resolved.

Ms. Leaming continued with a separate report for the new classification of School Support Secretary – Bilingual Spanish at the request of the High School. Commissioner Acosta asked if there is a rise in Spanish-speaking families in the district. Ms. Leaming stated that the High School office requested the new classification to continue to serve the Small Learning Community client population of which approximately 75% of their families are Spanish-speaking.

Commissioner Acosta moved to approve staff recommendation to create the new classification of Office Assistant – Bilingual Spanish and School Support Secretary – Bilingual Spanish. The motion was seconded and passed unanimously.

REVISE A CURRENT CLASSIFICATION

REVISE A CURRENT CLASSIFICATION

Head Start Nutrition Assistant Salary Range 16 (C1)

Ms. Leaming submitted a report regarding a revision of a current classification Head Start Nutrition Assistant for the Head Start department. Staff identified the need for the revision as the classification duties and concept of the job changed. Staff also examined and changed educational requirements. Chairperson Ulaszewski asked if this classification requires a Food Safety Certificate. Ms. Leaming stated that the employee is required to produce a certificate during their probationary period.

Vice-Chairperson Mulkey moved to revise the Head Start Nutrition Assistant classification, Commissioner Acosta seconded and the motion passed unanimously.

RULE REVISION SECOND READING

RULE REVISION SECOND READING

Ramon Curiel presented Rule 10.8 for second reading and adoption. He asked Susan Leaming to summarize the report. This rule change was requested by the Director of Employee Relations. Staff worked closely with CSEA Leadership to reflect the current language of the CSEA contract for Units A & B. There were no further questions or discussion regarding the recommended revisions and Vice-Chairperson Mulkey moved to approve these revisions for adoption. The motion was seconded by Commissioner Acosta. The motion was adopted unanimously. In addition to the modifications listed below, the word “shift” was substituted for “night” in each instance throughout Rule 10.8. The Rule, in part, now reads as follows:

Rule 10.8 A.1: Shift Differential Rates: All persons in the classified service whose regularly assigned time requires them to work between the hours of 5 p.m. and 12 midnight shall be paid shift differential pay (AA) for each hour or portion of an hour worked, and those whose regularly assigned time requires them to work between 12 midnight and 7 a.m. shall be paid shift differential pay (BB) for each hour or portion of an hour worked. No shift differential pay shall be paid to an employee whose regular shift ends at or before 6 p.m. nor to an employee whose regular shift starts at or after 6 a.m.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove an applicant from the eligibility list per Personnel Commission Rule A.2.A.7. The appellant, Andrewette Jeter was not present. Vice-Commissioner Mulkey moved to remove the applicant from the eligibility list. The motion was seconded by Commissioner Acosta. The motion passed unanimously. Chairperson Ulaszewski directed the Executive Officer to inform Ms. Jeter of the Commission’s 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.

It was moved by Vice-Chairperson Mulkey to ratify the following bulletins and seconded by Commissioner Acosta. The motion passed unanimously.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Plant Supervisor – High School	Promotional	11-0037-5029

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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 certify the following eligibility lists and seconded by Commissioner Acosta. The motion passed unanimously

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Nutrition Services Worker	Open	11-0024-5066	9-8-12

OTHER ITEMS

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None

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:45 a.m. to review the evaluation of the Executive Officer.

RETURN TO OPEN SESSION

OPEN SESSION

The Personnel Commission returned to Open Session at 8:54 a.m. There were no reportable actions.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 28, 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 8:56 a.m.

Respectfully submitted,
Signature on File at the Personnel Commission Offices
Ramon Curiel
Executive Officer