



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

February 18, 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 Action  
None
7. MINUTES Action
  - 7.1 Approval of Minutes for February 4, 2010
8. ITEMS FOR DISCUSSION AND/OR ACTION  
8.1 Removal from an Eligibility List Restricted Action
9. BULLETINS AND TESTING ACTIONS  
9.1 Bulletins – Per Personnel Commission Rule 4.6.B  
9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action
10. Other Items  
None
11. The next regular meeting of the Personnel Commission will be held on Thursday, March 4, 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

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SUBJECT: Minutes for February 4, 2010

PAGE: 7.1.1 – 7.1.4

Date: February 18, 2010

Reason for  
Consideration: Action

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

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:15 a.m. and led the pledge of allegiance.

**COMMISSION MEMBERS PRESENT**

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

**STAFF MEMBERS PRESENT**

Ramon Curiel, Executive Officer  
Lori Gamble, Sr. Administrative Secretary  
Dale Culton, Certification Services Manager  
Susan Leaming, Personnel Analyst  
Marilyn Balmer, Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Maria Lynn Braunstein, Assoc. Personnel Analyst  
Adrianna Araujo-Honorio, Staff Secretary  
Ericka Emery, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
Shelley Scott, Human Resources Technician

**PRELIMINARY**

Guests: Mary Brown, CSEA Chapter President Long Beach 2; Dan Ewaskey, CSEA Unit B, Vice President; April Saucedo, 2<sup>nd</sup> Vice President, Les Leahy, Business Services Administrator, and Joe Romero, Operations Director

**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**

**REPORT FROM THE EXECUTIVE OFFICER**

Ramon Curiel reported to the Commissioners on the January 27<sup>th</sup> special meeting of the Board of Education. The Board recognized and honored schools who received the STAR Awards. The Board also took action to cut \$32.5 million. Mr. Curiel stated that the Board will revisit the discussion of the specific cuts at the February 9 meeting. All departments are required to cut their department budgets to realize a \$10 million goal for central

administration. The Personnel Commission staff is preparing for the implementation of upcoming potential layoffs, including providing Displacement Services to affected employees.

Mr. Curiel announced the retirement of Terry Ulaszewski from the City of Newport Beach. He presented Chairperson Ulaszewski with a card signed by the staff, commission and union board members. Chairperson Ulaszewski thanked everyone and said that after a career of 50 years he is looking forward to the next adventure.

Mr. Curiel asked the Personnel Commission department managers to report on the activities of their respective departments.

Mary Brown, President of CSEA congratulated Chairperson Ulaszewski on his retirement and introduced April Saucedo, CSEA 2<sup>nd</sup> Vice President who is newly elected to the post.

Ms. Saucedo asked how staff choose the panelists for panel interviews. Marilyn Balmer, Personnel Analyst, explained that staff choose people who have experience or knowledge of the field. For example for a School Safety Officer, an officer from the City of Long Beach, or School Safety Officers from other districts would be considered for the panel. Ms. Saucedo questioned using our own School Safety Officers. Ms. Balmer responded that we usually do not use our own officers as many are 1<sup>st</sup> or 2<sup>nd</sup> tier supervisors who cannot interview their own staff.

#### HEARINGS

HEARINGS

None

#### MINUTES

MINUTES

The Commission approved the revised minutes of the January 21, 2010 Personnel Commission meeting.

#### CLASSIFICATION/RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION/RESTRUCTURE  
RECOMMENDATIONS

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules. Ms. Learning, Personnel Analyst, gave an overview of the classification recommendations and noted that these recommendations grew out of a collaborative, cooperative effort between the Personnel Commission, Operations management, Maintenance management and CSEA. Mr. Curiel noted that it is collaborations such as this that exemplify the benefits of the Merit System while accommodating the needs of employees and management.

#### ABOLISH A CLASSIFICATION

Lead Asphalt Worker – Salary Range 27 (C2)

### CREATE A NEW CLASSIFICATION

Asphalt Worker – Salary Range 27 (C2)

### ABOLISH A CLASS SPECIFICATION

Mail Services Supervisor – Salary Range 20 (S1)

Mail Services Assistant – Salary Range 15 (C1)

Switchboard Operator - Salary Range 13 (C1)

### CREATE A NEW CLASSIFICATION

Mail/Switchboard Services Supervisor – Salary Range 20 (S1)

Mail/Switchboard Services Assistant – Salary Range 16 (C1)

### RECLASSIFY AN EMPLOYEE

#### INCUMBANT

Robert Bergman

#### CLASSIFICATION

From: Mail Services Assistant

Salary Range 15 (C1)

To: Mail/Switchboard Services Assistant

Salary Range 16 (C1)

#### SITE

Mail Room

### 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:

#### TITLE

Asphalt Worker

Mail/Switchboard Services Supervisor

#### TYPE

Promotional

Promotional

#### NUMBER

10-0076-xxx

10-0075-xxx

### 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. The Commission acted to certify and extend the following eligibility lists:

#### TITLE

Custodian

Executive Director,

Information & Technology Services

Executive Secretary (C)

Grounds Equipment Operator II

Instructional Aide Special

Instructional Aide Special Substitute

#### TYPE

Amended Open Continuous

Promotional

Promotional

Dual

Open Continuous

Open Continuous

#### NUMBER

10-0040-0139

10-0073-5116

10-0058-0678

10-0054-0176

10-0063-0448

10-SUBS-0448

Lead Custodian	Open	10-0061-0205
Lead Custodian	Promotional	10-0061-0205
Senior Administrative Secretary	Promotional	10-MC01-3362
Transportation Scheduler	Promotional	10-0064-5040
Transportation Supervisor	Promotional	10-0065-0886

#### EXTEND ELIGIBILITY LIST

Kids' Club Supervisor II	Dual	09-0061-3267
Kids' Club Supervisor III		

#### CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 9:05 a.m. to discuss the evaluation of the Personnel Commission Executive Officer.

#### RETURN TO OPEN SESSION

OPEN SESSION

The Personnel Commission returned to Open Session at 9:42 a.m. There were no reportable actions taken during Closed Session.

#### NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, February 21, 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 9:45 a.m.

Respectfully submitted,  
 /s/  
 Ramon Curiel  
 Executive Officer

lg