



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

January 20, 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
 - 6.1 Update on the approved disciplinary hearing Information
7. MINUTES
 - 7.1 Approval of Minutes for January 6, 2011 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION Action
None
9. BULLETINS AND TESTING ACTIONS
 - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action

Associate Analyst-Human Resource Services	Dual	11-0067-3298
Head Start Instructional Aide	Dual	11-0063-0657
Painter	Dual	11-0061-0113
 - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action

Instructional Aide – Special	Open/Cont.	11-0049-0448
Instructional Aide – Special Substitute	Open/Cont.	11-SUBS- 0448
Instructional Aide – Special BL Spanish	Open	11-0073-0450
Instructional Assistant – Intensive Behavioral Treatment	Open/Cont.	11-0051-5035
Plant Supervisor – High School	Promotional	11-0037-5029

Nutrition Services Worker	Open/Cont.	11-0062-5068
Senior Office Assistant	Promotional	11-0046-0677
Senior Office Assistant BL Spanish	Promotional	11-0047-5089
Senior Office Assistant – Schools	Promotional	11-0045-3363
Senior Office Assistant – Schools BL Spanish	Promotional	11-0044-5091
Site Specialist – Special Projects	Dual	11-0052-5055
<u>Extend Eligibility Lists</u>		
Intermediate Accounting Assistant	Dual	10-0066-0755
Intermediate Office Assistant BI Spanish	Promotional	10-0047-5050
Intermediate Office Assistant - Schools BI Spanish	Promotional	10-0048-5052

10. Other Items
 - 10.1 Update on Personnel Commissioner recruitment Information
 - 10.2 Update on Executive Officer, Personnel Commission recruitment Information
11. The next regular meeting of the Personnel Commission will be held on Thursday, February 3, 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 Executive Officer, Personnel Commissioner
13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes of January 6, 2011

Date: January 20, 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 8:15 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
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
Shelley Scott, Human Resources Technician
Susan Brister, Human Resources Technician
Anne Follett, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Adrienne Rambo, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; Melanie Brebaugh, appellant; Linda Vaughan

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

HEARING OF PUBLIC

QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel, Executive Officer, asked Marilyn Balmer, Personnel Analyst, to give the Commission an overview of the timeline and process of the Personnel Commissioner recruitment. Ms. Balmer informed the Commission that the recruitment closed on December 29th with a total of five applications received. The process includes an interview of each candidate with a panel comprised of members of the Board of Education, school site principals, PTA and CSEA members. The panel will recommend a candidate to the Board of Education for their consideration, and the Board will submit their recommendation to the State Superintendent of Public Instruction for appointment.

Mr. Curiel reported that Dale Culton, Certification Services Manager, is currently working on the return of 36% of laid-off employees as agreed upon by the District and CSEA. Mr. Culton informed the Commission that twelve CSEA Unit A positions and three CSEA Unit B positions have been or are in the process of being offered.

Mr. Curiel informed the Commission that the annual California School Personnel Commissioners Association conference is scheduled for February 25th through February 27th in Sacramento.

Mr. Curiel asked the managers to give a brief update on their unit's activities. Marilyn Balmer updated the Commission on the recruitments being handled by staff and explained that all bulletins now have a statement regarding salaries being frozen at the first step as agreed upon by the District and CSEA.

Susan Leaming, Personnel Analyst, informed the Commission that new salary schedules are in development and may be available as early as the end of the month. Ms. Leaming gave a special thank you to Anne Follett, Human Resources Technician, for her recent assistance in testing displaced employees.

Mary Cates, Human Resources Supervisor, reported to the Commission that there is a meeting scheduled on her favorite subject, Summer School, and she would provide them with a detailed report following that meeting.

HEARINGS

HEARINGS

None

MINUTES

MINUTES

The Commission approved the minutes of the December 9, 2010 Personnel Commission meeting. It was moved by Vice-Chairperson Mulkey to approve the minutes. The motion was seconded by Chairperson Ulaszewski and passed unanimously.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove an applicant from the eligibility list per Personnel Commission Rule 4.2.A.7. The appellant, Melanie Brebaugh, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

REQUEST FOR HEARING IN DISCIPLINARY MATTER

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

Per Personnel Commission Rule 11.6, a permanent Custodian requested a hearing regarding his dismissal from the classified service by the Board of Education in accordance with the rules, and related material. The Commission moved this item to Closed Session.

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. Chairperson Ulaszewski seconded the motion. The motion passed unanimously.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Assistant Grounds Service Manager	Dual	11-0069-5161
Air Conditioning and Refrigeration Technician	Dual	11-0064-3289
Systems Analyst	Dual	11-0068-5107

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. The motion was seconded by Chairperson Ulaszewski and passed unanimously.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Head Start Nutrition Assistant	Dual	110034-3297	12/10/11
Middle School Office Supervisor	Promo	11-0048-3357	01/04/12

OTHER ITEMS

OTHER ITEMS

Chairperson Ulaszewski asked if there was anyone present who wished to comment on the recruitment and selection of Executive Officer, Personnel Commission. No comments were made. Staff thanked Dan Ewaskey, CSEA Unit B Vice-President, for removing graffiti from the front of 999 Atlantic in a timely manner.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:50 a.m. to hear the appeal of Melanie Brebaugh and to discuss the request for a disciplinary hearing.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:45 a.m. The following reportable action was taken during Closed Session:

The Commission acted to grant the appeal of Melanie Brebaugh and instructed the Executive Officer to notify her of this decision.

The Commission acted to authorize a hearing for Louis Nappi as provided for in the Rules and Regulations. The Commission directed the Executive Officer to notify all parties involved of this decision to conduct the hearing, appoint a hearing officer and coordinate a hearing date.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, January 20, 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 10:59 a.m.

Respectfully submitted,

Signature on file

Ramon Curiel
Executive Officer

mb