



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

March 31, 2011  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. ROLL  
Terry Ulaszewski, Chairperson  
Vera Mulkey, Vice-Chairperson  
Present \_\_\_\_\_  
Present \_\_\_\_\_
3. PRELIMINARY
  - 3.1 Pledge of Allegiance to the Flag
  - 3.2 Introduction of Guests
4. SWEARING IN OF NEW COMMISSIONER
5. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
6. REPORT FROM THE EXECUTIVE OFFICER
7. HEARINGS  
None
8. MINUTES
  - 8.1 Approval of Minutes for March 3, 2011 Action
9. ITEMS FOR DISCUSSION AND/OR ACTION  
None
10. BULLETINS AND TESTING ACTIONS
  - 10.1 Bulletins – Per Personnel Commission Rule 4.6.B Action
  - 10.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action
11. Other Items
12. The next regular meeting of the Personnel Commission will be held on Thursday, April 14, 2011 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
13. CLOSED SESSION
  - 13.1 Performance Evaluation of the Acting Personnel Commission Administrator
14. ADJOURNMENT

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for March 3, 2010

PAGE: 81.1 – 8.1.5

Date: March 31, 2011

Reason for  
Consideration: Action

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

Chairperson Terence 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

Terence Ulaszewski, Chairperson  
Vera Mulkey, Vice-Chairperson

COMMISSION MEMBERS ABSENT

Charles Acosta, Member

STAFF MEMBERS PRESENT

Susan Leaming, Acting Personnel Commission Administrator  
Marilyn Balmer, Personnel Analyst  
Dale Culton, Certification Services Manager  
Anne Follett, Human Resources Technician  
Susan Brister, Human Resources Technician  
Ericka Emery, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary  
Lori Gamble, Senior Administrative Secretary

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Adrienne Rambo, CSEA Vice President – Unit A; and Dan Ewaskey, CSEA Vice President – Unit B.

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

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QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA

None

## REPORT FROM THE EXECUTIVE OFFICER

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Susan Leaming, Acting Personnel Commission Administrator, extended a warm welcome to Val Pharr, returning CSEA President - Long Beach Chapter 2. Ms. Leaming stated that the Commission looks forward to a continuing collaborative and strong working relationship with CSEA.

Ms. Leaming reported that she and Vice-Chairperson Mulkey attended the March 1, 2011 Board of Education meeting and that the Board acted on several items of interest including proposed cuts in the event that the Governor's proposed budget does not pass. She stated that Mr. Kim Stallings, Chief Business Financial Officer, went through the list of department staffing cuts which included a total of 71.6 classified staff. She stated that Board Member Jon Meyer asked for specifics about the 34 positions listed in maintenance and Mr. Stallings explained that the maintenance trailer crews will be cut and the paint shop will be reduced.

Ms. Leaming also reported that several classified employees addressed the Board regarding the proposed cuts, including several individuals from School Safety. She stated that several certificated staff also addressed the Board and their comments were mainly focused on the Board agenda items related to changing High School graduation requirements.

Ms. Leaming reported that the Board acted to change the position designated as the custodian of the Personnel Commission Revolving Cash Fund account from Executive Officer to Acting Personnel Commission Administrator. She explained that the change was made so that the fund could be replenished until a permanent Executive Officer is hired.

Ms. Leaming announced that State Superintendent Torlakson notified the District and Commission of his decision to appoint Ms. Linda Vaughan as our new Personnel Commissioner. Ms. Leaming said she spoke with Ms. Vaughan and offered our congratulations and a warm welcome. She explained that Ms. Vaughan will come to the office next week to process and complete the necessary paperwork. She expects Ms. Vaughan to be sworn in during the next Personnel Commission meeting of March 17.

Ms. Leaming relayed the sad news of the passing of Anne Follett's mother, Susan Blackmer, two weeks ago. She suggested that the Commission adjourn the meeting in the memory of Susan Blackmer.

## HEARINGS

## HEARINGS

None

## MINUTES

## MINUTES

Vice-Chairperson Mulkey moved to approve the minutes of February 17, 2011. The motion was seconded by Chairperson Ulaszewski and 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 recommends abolishment of the grandfathered classifications of Senior Electronics Technician and Sign Maker. Ms. Leaming explained that the classifications were grandfathered into the salary schedule as part of the Maintenance job family study in 2000. She clarified the grandfathered classifications are vacant; any new employees in these classifications would be hired at the lower salary rates. This action will remove the grandfathered class codes from the salary schedule.

## ABOLISH A CLASSIFICATION

## ABOLISH A CLASSIFICATION

Senior Electronics Technician (grandfathered)  
Sign Maker (grandfathered)

Vice-Chairperson Mulkey motioned to abolish the grandfathered classifications of Senior Electronics Technician and Sign Maker. Chairperson Ulaszewski seconded the motion and it passed unanimously.

## 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 bulletins. It was seconded by Chairperson Ulaszewski and passed unanimously.

### TITLE

### TYPE

### NUMBER

Kids' Club Lead Assistant	Dual	11-0081-0515
Nutrition Services Supervisor I	Dual	11-0085-5064
Nutrition Services Supervisor I	Dual	11-0085-5064
Nutrition Services Supervisor II	Promotional	11-0086-5065
Nutrition Services Supervisor III	Promotional	11-0087-5066

## 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 approve the following eligibility lists and extend the eligibility list for Plant Supervisor II. The motion was seconded by Chairperson Ulaszewski and passed unanimously.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Air Conditioning and Refrigeration Technician	Dual	11-0064-3289	3/11/2012
Assistant Grounds Service Manager	Dual	11-0069-5161	2/18/2012
Instructional Aide – Special	Open Continuous	11-0070-0448	2/23/2012
Instructional Aide – Special Substitute	Open Continuous	11-SUBS-0448	2/23/2013
Middle School Office Supervisor	AMENDED Prom.	11-0048-3357	1/04/2012
Systems Analyst	Dual	11-0068-5107	3/04/2012

## EXTENSION OF ELIGIBILITY LISTS

## EXTENSION OF ELIGIBILITY LISTS

<u>TITLE</u>	<u>CURRENT EXPIRATION</u>	<u>PROPOSED EXPIRATION</u>
Plant Supervisor II	1/27/2011	7/27/2011

## OTHER ITEMS

## OTHER ITEMS

None

## CLOSED SESSION

## CLOSED SESSION

Chairperson Ulaszewski adjourned the regular meeting in honor of Anne Follett's mother Susan Blackmer. The Personnel Commission then went into Closed Session at 8:23 a.m. to discuss the Performance Evaluation of the Acting Personnel Commission Administrator.

## RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:06 a.m. There were no reportable actions.

## NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, March 17, 2011 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 9:07 a.m.

Respectfully submitted,

*Signature on file in the office of the Personnel Commission*

Susan Leaming

Acting Personnel Commission Administrator

SL:lg

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:     Bulletins

PAGE: 10.1.1 - 10.1.8

Date:             March 31, 2011

Reason for  
Consideration:     Action

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Personnel Commission Rule 4.6.b.1, states that the Personnel Commission Administrator 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 Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
ASB Financial Technician	Dual	11-0082-0751	2
Chief Business and Financial Officer	Dual	11-0093-0689	3
Electrician	Dual	11-0096-0161	5
Nutrition Services Operations and Training Specialist	Promotional	11-0091-5062	6
School Data Technician	Dual	11-0078-3360	7
Student Evaluation Technician	Open/Continuous	11-0092-0399	8
HVAC Technician	Dual	11-0095-5103	9

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 10.2.1 – 10.2.10

Date: March 31, 2011

Reason for  
Consideration: Restricted Action

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Personnel Commission Rule 5.1.A, states that the Personnel Commission Administrator 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. Accordingly staff submits the following eligibility lists for consideration of the Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>	<u>PAGE</u>
Custodian	Dual	11-0042-0139	02/28/2012	2
Custodian Substitute	Dual	11-SUBS-0139	02/28/2013	6
Head Start Instructional Aide	Dual	11-0063-3657	03/15/2012	10
Painter	Dual	11-0061-0113	03/11/2012	12