



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

April 14, 2011  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. ROLL  
Terry Ulaszewski, Chairperson Present \_\_\_\_\_  
Vera Mulkey, Vice-Chairperson Present \_\_\_\_\_  
Linda Vaughan, 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  
None
7. MINUTES
  - 7.1 Approval of Minutes for March 31, 2011 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 Temporary Freeze on Individual Reclassification Requests Action
9. BULLETINS AND TESTING ACTIONS
  - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B  
None
  - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action
10. Other Items
11. The next regular meeting of the Personnel Commission will be held on Thursday, May 12, 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 Acting Personnel Commission Administrator
13. ADJOURNMENT

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for March 31, 2010

PAGE: 7.1.1 – 7.1.8

Date: April 14, 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 8:16 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Terence Ulaszewski, Chairperson  
Vera Mulkey, Vice-Chairperson

STAFF MEMBERS PRESENT

Susan Leaming, Acting Personnel Commission Administrator  
Marilyn Balmer, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Anne Follett, Human Resources Technician  
Ericka Emery, Human Resources Technician  
Jan Medford, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Silaue Taelifi, Human Resources Technician  
Susan Brister, Human Resources Technician  
Tammie Hirth, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary  
Lori Gamble, Senior Administrative Secretary

PRELIMINARY

Guests: Linda Vaughan, Personnel Commissioner-elect, Les Leahy, Business Services Administrator; Val Pharr, CSEA Chapter 2 President, Adrienne Rambo, CSEA Vice President – Unit A; Elliot Moore, CSEA Site Rep Coordinator, and Dan Ewaskey, CSEA Vice President – Unit B.

Chairperson Ulaszewski welcomed Linda Vaughan and said that he is looking forward to three great years of working together.

## SWEARING IN OF NEW COMMISSIONER

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Chairperson Ulaszewski administered the Oath of Office to Personnel Commissioner-elect, Linda Vaughan, who was appointed for the term ending December, 2013.

## 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

## REPORT FROM THE EXECUTIVE OFFICER

Susan Leaming, Acting Personnel Commission Administrator, extended a warm welcome to Commissioner Vaughan. Ms. Leaming attended the March 14 Board of Education Workshop on behalf of the Commission and described some of the presentations including the Facilities and the Measure K Bond Program, North Long Beach Initiative Program, and LBUSD Strategic Plan. She also highlighted the presentation by Nursing Services regarding the reduction of nurses and the impact on school sites and students. Ms. Leaming explained that the nurses were very concerned about the potential of untrained clerical support staff having to make medical decisions. Ms. Leaming stated that Val Pharr, CSEA Chapter 2 President, was also in attendance and asked for her impressions. Ms. Pharr stated that the schools are left with minimal staffing and may not have the resources or personnel to meet student medical needs. Elliot Moore, CSEA Site Rep Coordinator, also voiced his concerns about meeting the needs of students with medical conditions.

Ms. Leaming reported that she and Vice-Chairperson Mulkey attended the March 15 Board of Education meeting. Ms. Leaming noted the majority of speakers at the meeting spoke against reductions to nursing staff.

Ms. Leaming reported that Recruitment and Testing attended a NEOGOV networking luncheon on March 18 with nearly 100 NEOGOV users in attendance. She stated that NEOGOV representatives outlined upcoming new features and staff was able to network with other users.

Ms. Leaming reported that she and Dale Culton, Certification Services Manager, attended a California Association of School Business Officials (CASBO) Human Resources roundtable meeting regarding layoffs. She said the other agencies were surprised to learn LBUSD determines classified seniority by hours worked, not date of hire.

Ms. Leaming reported the recruitment of Chief Business and Financial Officer is open, Marilyn Balmer is running the recruitment, and the interviews are tentatively scheduled for May 9.

Ms. Leaming announced the Classified Employee Ice Cream Social is scheduled for Friday, May 20, from noon to 3:00 p.m. at the Teachers Resource Center and the

theme this year is “Appreciation of Our Schools”. The Classified Employee of the Year nomination form has been distributed and is available on the District and Commission web sites.

Ms. Leaming reported she held a meeting with Commission staff and one of the main topics was the importance of maintaining confidentiality of sensitive and privileged information. The Board of Education policy regarding confidentiality was distributed and staff signed receipt of same.

Ms. Leaming announced updated Classified salary schedules have been printed and will be distributed District-wide. She pointed out that while the hard-copy salary schedules were last printed in 2007, the Commission website is continually maintained as changes occur. She stated staff will next prepare the small salary booklets for distribution.

Ms. Leaming notified the Commission that the Long Beach Education Foundation’s Most Inspiring Students Awards Dinner will be May 26 at the Hilton. She discussed the possibility of the Commissioners funding an ad in the Awards program using personal funds as they have done in the past.

Ms. Leaming asked the managers to give an overview of their unit activities. She began with Classification Services and updated the Commissioners on the on-going project of consolidating the classifications of Library/Media Assistant and Library/Media Center Assistant. She stated that since the reclassification project began, 3.3 FTE positions have been identified to be abolished in the District’s worst case budget scenarios. She said that considering this development the consolidation will be postponed until September or after all layoffs and resulting bumping actions have been completed.

Maria Braunstein, Associate Personnel Analyst, discussed recent activities in Recruitment and Testing and Classified Staff Development. Ms. Braunstein welcomed back Tammie Hirth, Human Resources Technician, and commended staff for taking on additional duties during Ms. Hirth’s absence. She stated during the recent Nutrition Services recruitments, there were over 1,900 “hits” to the bulletins on the website, and 64% of all applications received were submitted online. Ms. Braunstein stated the Executive Officer – Personnel Commission and Classified Employment recruitment will conduct interviews on April 6. She reported that she has received calls requesting CPR classes and CalPERS retirement seminars and is working to set up dates for those. Ms. Pharr stated that in light of the proposed reduction of nurses, CPR would be a sought-after class and it was excellent when she took the class.

Marilyn Balmer, Personnel Analyst, thanked Ms. Braunstein for her assistance in opening new recruitments, conducting performance exams and everything else she has been doing in support of Recruitment and Testing activities. Ms. Balmer explained to the Commission that ScanBooks software has been installed which will automatically score applicant tests and upload those scores into NEOGOV. Staff has

been inputting scores manually. Ms. Balmer reported that as of today, the Chief Business and Financial Officer recruitment has had 194 “hits” to the website posting. She stated the position is being advertised on the District, Commission, EdJoin and the Association of California School Administrators (ACSA) websites.

Ms. Balmer reported the Classified Employee of the Year Committee has been formed and thanked Ms. Pharr for recommending a CSEA representative to serve on the committee. Ms. Balmer also held a meeting with the 2011 Classified Employee Week Ice Cream Social Committee. At this meeting it was decided this year’s theme will be “Appreciation of Our Schools” and there will be a poster contest open to all school sites. The posters will be used as decorations at the event and the winning school will be honored with a private ice cream party.

Dale Culton, Certification Services Manager, reported that fingerprinting for the second group of walk-on coaches begins with spring sports. A demographic screen in the personnel/payroll system has been added to indicate both Department of Justice and Federal Bureau of Investigation fingerprinting status for existing coaching staff and classified employees. Mr. Culton reported that he and Mary Cates, Human Resources Supervisor, recently met with the High School Secretaries and discussed that walk-on coach designations do not currently identify a sport. It was agreed that it would be helpful to know which sport a walk-on coach is assigned to and that they would be working with Information Services to identify separate sports.

Mr. Culton stated the April 19 Board of Education agenda will have several classified staff abolishments as a result of the closure of two campuses at the end of the school year, Burroughs and Buffum. Affected classified employees will most likely be placed in vacancies currently being held to avoid future layoffs or bumping.

Mr. Culton explained the number of available Instructional Aide-Special substitutes drops in March because many are “tainted” and can only work for a period of six months. Ms. Pharr asked for clarification about the tainting of Instructional Aide – Special substitutes. Mr. Culton explained that if a substitute began in September, and was tainted by a school site working them in a vacancy, their six months of availability expires in March.

Ms. Cates reported that Jan Medford, Human Resources Technician, reviewed the ASEOP sub-system with the Middle School Office Supervisors at their recent meeting. She added that the Better Learning After School Today (BLAST) mentor fingerprinting has been completed with a total of 335 mentors serving 575 students. She also mentioned the Classified Summer School application deadline had passed and 902 applications were received on time.

Elliott Moore, CSEA Site Rep Coordinator, asked how an employee could verify if the Commission received their summer school application. Ms. Cates replied that employees could call her office to confirm receipt of their application.

## HEARINGS

HEARINGS

None

## MINUTES

## MINUTES

Vice-Chairperson Mulkey moved to approve the minutes of March 3, 2011. The motion was seconded by Chairperson Ulaszewski and passed unanimously.

## ITEMS FOR DISCUSSION AND/OR ACTION

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None

## 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. Chairperson Ulaszewski asked for a motion for discussion. It was so moved by Vice-Chairperson Mulkey, and seconded by Commissioner Vaughan.

Dan Ewaskey, CSEA Vice President Unit B, stated he considered it inequitable that Maintenance positions are being created as 217-day flex calendars rather than traditional 12-month calendars. He believes that it would only be fair if new positions in all departments were being created as 217-day flex positions, including the new Chief Business and Financial Officer. He also stated that shortening the work year will not save the District that much money and they may receive less applications and less qualified applicants. Chairperson Ulaszewski noted Mr. Ewaskey's concerns for the record.

Ms. Balmer explained the ASB Financial Technician and School Data Technician positions were originally promotional recruitments. Due to the low number of applications received, the recruitments were extended and listed as dual recruitments to attract a larger pool of applicants. She clarified the School Data Technician is actually two 47.5% 217-day positions not two 45% positions as erroneously stated on the bulletin.

Ms. Pharr asked why salary rates are frozen at the first step. Chairperson Ulaszewski responded that this was negotiated between the District and CSEA during the last contract negotiations.

Chairperson Ulaszewski closed the discussion and the bulletins were ratified.

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

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Custodian	Dual	11-0042-0139	2/28/2012
Custodian Substitute	Dual	11-SUBS-0139	2/28/2013
Head Start Instructional Aide	Dual	11-0063-3657	3/15/2012
Painter	Dual	11-0061-0113	3/11/2012

## OTHER ITEMS

## OTHER ITEMS

Ms. Leaming distributed a draft of a memo addressed to all sites and offices regarding a temporary freeze on individual reclassification requests. The memo states a temporary freeze will be placed on pending and future reclassification requests until the District's budget picture is clear, and all necessary layoffs and bumping scenarios have been identified and completed. If an employee is working out of class, it is recommended departments consider an upgrade or remove the out of class duties. Ms. Pharr stated that CSEA had some concerns they had already voiced regarding this freeze and they would be following up with the Superintendent. Ms. Leaming explained to the Commission that one of CSEA's main concerns was that the freeze would become permanent rather than just temporary, and she had assured CSEA the intent was not to place a permanent freeze on reclassifications.

## CLOSED SESSION

## CLOSED SESSION

Chairperson Ulaszewski extended sympathies on behalf of the Commission to Adriana Araujo-Honorio regarding the recent loss of her father. He adjourned the regular meeting in honor of Ms. Araujo-Honorio's father, Jesus Araujo, and offered a moment of silence in his memory. The Personnel Commission then went into Closed Session at 9:01 a.m. to discuss the items listed on the agenda.

## RETURN TO OPEN SESSION

## RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:26 a.m. There were no reportable actions. --

## NEXT MEETING

## NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 14, 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 10:27 a.m.

Respectfully submitted,

*Signature on File at the Personnel Commission Offices*

Susan Leaming

Acting Personnel Commission Administrator

SL:lg



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: ITEMS FOR DISCUSSION OR ACTION

PAGE: 8.1.1 – 8.1.2

Date: April 14, 2011

Reason for  
Consideration: Action

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Discussion and action on temporary freeze on individual reclassification requests.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Bulletins

PAGE: 9.1.1

Date: April 14, 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:

None

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 9.2.1 – 9.2.11

Date: April 14, 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>
Executive Officer, Personnel Commission & Classified Employment	Dual	11-0079-5095	03/14/2012	2
Glazer	Dual	11-0077-0111	04/13/2012	3
Instructional Aide – Special	Open Continuous	11-0072-0448	04/8/2012	5
Instructional Aide – Special Substitute	Open Continuous	11-SUBS-0448	04/08/2013	7
Instructional Assistant Intensive Behavioral Treatment	Open Continuous	11-0071-5035	10/06/2011	9
Instructional Assistant Intensive Behavioral Treatment	Open Continuous	11-0076-5035	10/12/2011	11
School Data Technician	Dual	11-0078-3360	04/05/2012	13