

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting for July 8, 2010

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 8:17 a.m. and led 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	Lori Gamble, Sr. Administrative Secretary
Dale Culton, Certification Services Manager	Maria Braunstein, Associate Personnel Analyst
Marilyn Balmer, Personnel Analyst	Adriana Araujo-Honorio, Staff Secretary
Susan Leaming, Personnel Analyst	Susan Brister, Human Resources Technician
Maria Villalobos, Human Resources Technician	Judy Marshall, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Mary Brown, Chapter President CSEA; Adrienne Rambo, Unit A Vice President CSEA; Dan Ewasky, Unit B Vice President CSEA; Aaron R. Hughes, Appellant.

**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

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Ramon Curiel, Executive Officer, reported that the state has not yet passed a budget and it is unclear what impact this may have on the District. Mr. Curiel also stated that the Board of Education meeting on July 12th, will have action items on the agenda related to certificated layoffs.

Mr. Curiel then asked the Personnel Commission Division Heads to give a brief update of the Department's activities. The staff managers present gave individual reports to the Commission on the current projects of their units.

Marilyn Balmer, Personnel Analyst, provided an overview of current open and promotional recruitments.

Mr. Curiel informed the Commission that Maria Braunstein, Associate Personnel Analyst recently assisted the Assistant Superintendent, High School with completing interviews for her Executive Secretary vacancy and thanked Ms. Braunstein and Ms. Balmer for their work on that recruitment.

Ms. Braunstein, Associate Personnel Analyst, gave an overview of ongoing Displacement Services provided to classified employees and explained that staff may need to schedule an additional "Surviving Downsizing" session for affected employees.

Mr. Culton, Certification Services Manager, clarified that every time an employee changes locations or bumps back to a former classification, this information must be updated in the payroll/personnel system so employees will be paid appropriately. Mary Cates, Human Resources Supervisor, and Susan Brister, Human Resources Technician, are busy assuring all changes in assignments are online in a timely manner.

Mary Brown, Chapter President CSEA, asked if all Lead Custodian vacancies had been filled. Mr. Culton and Joseph Romero, Operations Director, responded that there were 22 vacancies and all but two have been filled. The remaining two vacancies have employment offers pending.

Mr. Curiel discussed the upcoming implementation of the NEOGOV applicant tracking system and asked Susan Leaming, Personnel Analyst, to provide an update on these activities. Ms. Leaming discussed the ongoing data conversion project and the timelines the vendor has given for the project to be completed.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of June 24, 2010 Personnel Commission meeting.

CLASSIFICATION/RESTRUCTURE

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None

REVISION OF RULES AND REGULATIONS

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Mr. Curiel presented the second reading of revisions to Rule 1.1 and asked staff to give an overview of the revisions. Ms. Balmer and Mr. Culton explained the rationale supporting a change to the rule. There were no further questions or discussion regarding the recommended revisions and the Commission acted to approve these revisions for adoption. The Rules now read as follows:

SAFE DRIVING RECORD/STANDARD - An acceptable safe driving record is defined as meeting all of the following criteria: (a) no more than three (3) moving violations within the past three years; (b) no more than one at fault accident within the past three years; (c) no conviction for failure to report an accident within the past three years; (d) no conviction for driving under the influence, or driving while intoxicated, or reckless driving within the past five years.

APPEAL OF DISQUALIFIED APPLICANT

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An applicant had been disqualified from continuing in the examination process for the classifications of Instructional Assistant – Intensive Behavioral Treatment and Grounds Equipment Operator I, and appealed to the Personnel Commission. The appellant, Aaron R. Hughes, was present and requested his appeal be conducted in open session. Chairperson Ulaszewski suggested the item be moved to the end of the agenda to allow staff and guests to return to their workstations if necessary. The item was moved to the end of the agenda.

BULLETINS

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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. The motion was carried and approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Elementary School Office Supervisor	Promotional	11-0003-3345
Locker Room Attendant	Promotional	11-0002-0208
Records Office Assistant	Promotional	11-0001-0675
Job Developer	Dual	11-0007-0463

ELIGIBILITY LISTS

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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.

Chairperson Ulaszewski moved to certify the following eligibility lists. Vice-Chairperson Mulkey carried the motion and it was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Instructional Aide – Special	Open Continuous	10-0113-0448
Instructional Aide – Special Substitute	Open Continuous	10-SUBS-0448

OTHER ITEMS

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None

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Mr. Curiel presented a detailed overview of the various reasons applicants are disqualified from continuing in the examination process and identified the specific reasons why Mr. Hughes was disqualified from the Instructional Assistant – Intensive Behavioral Treatment and Grounds Equipment Operator I recruitments.

The Commissioners asked Mr. Hughes clarifying questions regarding his background and employment history. Mr. Hughes responded to all questions and the Commission thanked him for his attendance and the honesty of his responses.

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 9:40 a.m. to review the appeal of Aaron R. Hughes.

RETURN TO OPEN SESSION

OPEN SESSION

The Personnel Commission returned to Open Session at 9:49 a.m. The following reportable action was taken during the Closed Session:

The Commission acted to deny the appeal of Aaron R. Hughes. Staff was instructed to notify him of this decision.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, August 5, 2010 at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California, unless otherwise decided by the Commission.

ADJOURNMENT

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There being no further business, Chairperson Ulaszewski adjourned the meeting at 9:50 a.m.

Respectfully submitted,

Signature on file at the Personnel Commission

Ramon Curiel
Executive Officer
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