



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

Testing Room  
Personnel Commission Office  
999 Atlantic Avenue, Third Floor  
Long Beach, CA 90813

May 14, 2009  
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  
None
7. MINUTES
  - 7.1 **Approval of Minutes for April 30, 2009** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246**
  - 8.2 **Recommendation to Remove from Eligibility List per P.C. Rule 4.3 and 4.2.A.7** Restricted Action
  - 8.3 **Recommendation to Remove from Eligibility List per P.C. Rule 4.3 and 4.2.A.7** Restricted Action
  - 8.4 **Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7** Restricted Action
  - 8.5 **Appeal of Disqualified Applicant** Restricted Action
9. BULLETINS AND TESTING ACTIONS
  - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action
    - Custodian – Avalon Dual 09-0135-0139
    - High School Supervisor – Avalon Dual 09-0125-3349
    - Substitute Intermediate Office Dual 09-0134-3354
    - Assistant - Avalon
  - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** Restricted Action
    - Campus Security Officer Dual 09-0118-5011
    - Campus Security Officer/ Substitutes and LTES Dual 09-LTES-5011
    - Custodian Open/Cont 09-0116-0139
    - Custodian – Substitute Open/Cont 09-LTES-0139
    - Instructional Aide - Special Open/Cont 09-0121-0448
    - Instructional Aide – Special/ Substitutes and LTES Open/Cont 09-LTES-0448
    - Instructional Assistant Intensive Behavioral Treatment Open/Cont 09-0105-5035

Pool Attendant  
School Safety Officer  
Stage Technician (Amended)

Open/Cont 09-0126-0245  
Dual 09-0119-5014  
Dual 09-0099-0379

10. OTHER ITEMS

**10.1 Adoption of Resolution Regarding Classified Employee Week      Action**

**10.2 Presentation of Personnel Commission Employee of the Year      Action**

11. The next regular meeting of the Personnel Commission will be held on Thursday, May 28, 2009 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.

12. CLOSED SESSION  
Performance Evaluation of the Executive Officer

13. ADJOURNMENT

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for April 30, 2009

PAGES: 7.1.1- 7.1.6

Date: May 14, 2009

Reason for  
Consideration: Action

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Testing Room  
Personnel Commission Office  
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Long Beach, CA 90813

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:16 a.m. at which time she asked for introductions and led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer  
Stephanie Jimenez, Sr. Administrative Secretary  
Marilyn Doss, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Maria Braunstein, Associate Personnel Analyst  
Dale Culton, Certification Services Manager  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Judy Marshall, Human Resources Technician  
Jan Medford, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Mary Brown, CSEA President; Adrienne Rambo, CSEA Unit A, Vice President; Dan Ewaskey, CSEA Unit B, Vice President; d'Ann Madore, CSEA Labor Representative; Les Leahy, Business Services Administrator; Joseph Romero, Operations Director; Debra Ecung, Employee Relations Director; Shayan Stamper, Appellant, Daryl Hildreth, Campus Security Officer, Reid High School and Deborah Williams, Appellant.

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

None

REPORT FROM THE EXECUTIVE OFFICER

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

REPORT FROM THE EXECUTIVE OFFICER

Mr. Curiel informed the Commissioners that the Anna Moran grievance has been resolved which will affect the upcoming seniority lists to be used for implementation of layoffs and reductions of Classified Personnel. An update will be provided in the near future.

Mr. Curiel reminded the Commissioners that the Ice Cream Social is scheduled for May 21<sup>st</sup> from 1:00 – 4:30 p.m. The Classified Employee Recognition Committee will meet on Monday, May 4<sup>th</sup> to review 64 nominations for Classified Employee of the Year for 2009. Names of all Classified Employee of the Year nominees for 2009 will be made known during the event. The 2009 Classified Employee of the Year will be announced at the Board of Education meeting held on June 2, 2009.

PUBLIC HEARING FOR THE  
PERSONNEL COMMISSION BUDGET  
FOR FISCAL YEAR 2009-2010

PUBLIC HEARING FOR THE  
PERSONNEL COMMISSION BUDGET  
FOR FISCAL YEAR 2009-2010

Commission Chairperson Vera Mulkey opened the public hearing for the 2009/2010 Personnel Commission Budget at 8:21 a.m.

Ramon Curiel explained the process of the Personnel Commission's budget as required by the Education Code. Mr. Curiel noted that the recommended budget for the 2009/2010 fiscal year reflected a 20% reduction. It is a painful reduction this year which includes abolishing 3.80 positions. Mr. Curiel recommends that Commission adopt the \$1,703,978 budget for the 2009-2010 school year.

Chairperson Mulkey asked if there were any additional questions or comments from the floor regarding the proposed budget. Hearing none, Chairperson Mulkey closed the public hearing at 8:31 a.m. The Commission acted to approve the 2009/2010 Personnel Commission budget as submitted. The Commission directed the Personnel Commission Executive Officer to submit the budget to the Superintendent or Board of Education for concurrence and the Los Angeles County Office of Education for final approval.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the April 16, 2009 Personnel Commission Meeting were approved.

REVISE A CLASSIFICATION

REVISE A CLASSIFICATION

A revision to Lead Custodian and Custodian Class Descriptions has been requested by Operations to reflect upcoming organizational changes within the department.

Susan Leaming, Personnel Analyst, provided an explanation for the revision. After studying best practices at other agencies, the District has decided to move toward a "team cleaning" concept. Many Custodians will be assigned to traveling crews that will be responsible for cleaning several sites per shift and would require possession of a driver's license and automobile insurance.

Joseph Romero, Operations Director, explained that the current budget reduction has created some restructuring and the goal is to complete the same amount of work by utilizing traveling cleaning teams. The cleaning teams will receive mileage reimbursement for their time traveled to various sites. Mr. Romero is working with those current employees who may not possess the new requirements and should be able to keep those employees at a stationary site. Debra Ecung, Employee Relations Director has also spoken to those affected. d'Ann Madore, CSEA Labor Representative, is concerned regarding negotiating the implementation of the effects of Custodians and Lead Custodians. CSEA has demanded to negotiate the Custodian and Lead Custodian job descriptions with the district

and asks Personnel Commission to wait to adopt the revised class specifications of Lead Custodian and Custodian until after negotiations.

Chairperson Mulkey asked about the urgency of adopting the revision. Mr. Romero reported that there is a need to expedite restructuring the cleaning crews and we would need to open the positions for recruitment purposes before the end of the school year. Mr. Curiel explained that the practice in most merit system districts is that negotiations follow after the adoption of classification revisions by the Personnel Commission. Mr. Curiel has requested a legal opinion regarding the sequence of classification actions and related negotiations with a collective bargaining unit.

The Commissioners approved to table the adoption of the revised class specifications for Lead Custodian and Custodian until after we have received a legal opinion.

#### REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove an applicant from the eligibility list per Personnel Commission Rule 4.2.A.5. and 4.2.A.7. The appellant, Ray Parker, was not present. The Commission moved this item to Closed Session.

#### REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove an applicant from the eligibility list per Personnel Commission Rule 4.2.A.5. The appellant, Anthony Richardson, was not present. The Commission moved this item to Closed Session.

#### 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, Deborah Williams, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

#### APPEAL OF DISQUALIFIED APPLICANT

Staff submitted a recommendation to disqualify an applicant from the examination process per Personnel Commission Rule 4.2.A.6. and 4.2.A.10. The appellant, Shayon Stamper, was present. The Commission moved this item to Closed Session.

#### 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. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Commission meeting.

The Commission acted to pull the Lead Custodian bulletin due to a request for a legal opinion regarding classification modification.

## 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. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. The Commission acted to certify the following eligibility lists:

Instructional Aide - Special

Open/Cont 09-0115-0448

Instructional Aide – Special/ Substitutes and LTES

Open/Cont 09-LTES-0448

## OTHER ITEMS

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## ANNUAL ELECTION

## ANNUAL ELECTION

Personnel Commission Rule 2.1.A states that “the Commission shall elect one of its members as Chairperson and another as Vice-chairperson at the first meeting of each May.” In accordance with this rule the Commission elected Terry Ulaszewski to serve as Chairperson and Chuck Acosta as Vice-Chairperson.

Commissioner Acosta commended Ms. Mulkey for her outstanding performance as our Chairperson. Ms. Mulkey expressed that she enjoys working with her fellow Co-Commissioners and commended the Personnel Commission staff on their commitment to excellence and taking great pride in their work.

Mary Brown, CSEA President requested clarification of which sites will have Summer School this year. Mary Cates, Human Resources Supervisor agreed to provide a list of Summer School sites for Ms. Brown.

## NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, May 14, 2009. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, 90813.

## CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 9:03 a.m. to hear the appeal of Deborah Williams and Shayon Stamper.

## RETURN TO OPEN SESSION

## RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:25 a.m.

The Commission acted to sustain staff's recommendation to remove Ray Parker from current eligibility lists for Custodian and instructed the Executive Officer to notify him of this decision.

The Commission acted to sustain staff's recommendation to remove Anthony Richardson from current eligibility lists for Custodian and instructed the Executive Officer to notify him of this decision.

The Commission acted to sustain staff's recommendation to remove Deborah Williams from current eligibility lists for Nutrition Services Worker and instructed the Executive Officer to notify her of this decision but will allow her to provide a copy of expungement documentation for review.

The Commission acted to sustain staff's recommendation to disqualify Shayon Stamper from continuing in the examination process for Campus Security Officer but will reconsider if proof of Governor's pardon is submitted in the future. The Commissioners instructed the Executive Officer to notify him of this decision.

#### ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned at 10:30 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer