

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of January 17, 2013

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

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
Linda Vaughan, Vice-Chairperson
Stacey Lewis, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Anne Follett, Human Resources Technician
Shelley Scott, Human Resources Technician
Tammie Hirth, Human Resources Technician
Susan Brister, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; appellant 13106946; appellant 7623291; and appellant 13878865.

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

None

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REPORT FROM THE EXECUTIVE OFFICER

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Executive Officer McMahon reported, in preparation for an upcoming meeting with facilities regarding the move of the Personnel Commission offices next fall, she and staff will be doing a walk-thru of the Monroe school site. Ms. McMahon informed the Commission the revision of Chapter IV of the Rules and Regulations of the Classified Service will be on the next agenda for a first reading. After discussion with staff, meeting with CSEA representatives and input from the District, language will be included allowing for promotional points in addition to seniority points. These changes are a direct result of the environmental scan in which those who responded to the scan put a heavy weight on an employee's behavioral characteristics.

Dale Culton, Certification Services Manager, reported the summer school application will be available for employees as soon as the dates and hours of the summer sessions are finalized. He also reported that staff continues to work on eliminating Instructional Aide vacancies.

Marilyn Balmer, Personnel Analyst, reported she recently conducted an interview training session for the Head Start Policy Council members. She also reported the software that staff currently uses to upload examination scores into the NEOGOV applicant tracking system will no longer be serviced after December 2013 and she will be seeking alternative options. Chairperson Ulaszewski suggested she contact NEOGOV as they may have a solution available.

Susan Leaming, Personnel Analyst, provided an update on Classified Staff Development activities. Reporting 88 employees were CPR and First Aid certified in December and seats are available for a CalPERS Retirement Planning Workshop scheduled for January 29, 2013. Ms. Leaming also provided a brief summary of the Student Services Job Family Study which is currently in process. She reported 87% of employees invited to the orientation sessions in October and November attended and she is beginning to review the Position Description Questionnaires which have been submitted by the employees.

MINUTES

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The Commission approved the minutes of the January 3, 2013 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Lewis seconded the motion. The motion was carried and approved.

RECEIPT AND DISTRIBUTION OF HEARING OFFICER'S REPORT

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In accordance with the Personnel Commission Rule 11.6.D, the Personnel Commission shall distribute the report to the employee representative and the District. Commissioner Lewis made a motion to accept the Hearing Officer's report with the revision of typographical errors and to distribute the revised report to all parties involved. Vice-Chairperson Vaughan seconded the motion. The motion was carried and approved.

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. Vice-Chairperson Vaughan moved to ratify the bulletins. The motion was seconded by Commissioner Lewis and the bulletins were ratified.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Intermediate Nutrition Services Worker	Dual	13-0056-5058
Kids Club Supervisor I	Dual	13-0050-3266
Kids Club Supervisor II	Dual	13-0051-3267
Kids Club Supervisor III	Dual	13-0052-3268
Senior Nutrition Services Worker	Dual	13-0057-5071

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. Commissioner Lewis moved for approval. The motion was seconded by Vice-Chairperson Vaughan. The eligibility lists were approved.

Health Assistant **Dual** **13-0041-5170**
List Valid: 1/17/13 - 1/17/14
Total applications received: 212 Total invited to exam: 37
No. Passed: 17 No. Failed: 12 No. Withdrew: 8 No. Screened Out: 175

Instructional Aide – Special **Open/Continuous** **13-0035-0448**
List Valid: 1/09/13 – 1/09/14
Total applications received: 114 Total invited to exam: 78
No. Passed: 21 No. Failed: 11 No. Withdrew: 46 No. Screened Out: 36

Instructional Assistant - Mathematics **Dual** **13-0036-5172**
List Valid: 12/31/12 – 12/31/13
Total applications received: 135 Total invited to exam: 51
No. Passed: 39 No. Failed: 2 No. Withdrew: 10 No. Screened Out: 84

Intermediate Office Assistant
Bilingual Spanish (Amended) **Dual** **13-0032-5052**
List Valid: 12/28/12 – 12/28/13
Total applications received: 226 Total invited to exam: 119
No. Passed: 32 No. Failed: 48 No. Withdrew: 39 No. Screened Out: 107

Intermediate Office Assistant – Schools
Bilingual Spanish (Amended) **Dual** **13-0033-5050**
List Valid: 12/28/12 – 12/28/13
Total applications received: 130 Total invited to exam: 69
No. Passed: 22 No. Failed: 26 No. Withdrew: 21 No. Screened Out: 61

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, January 31, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

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The Personnel Commission adjourned to closed session at 8:39 a.m. to consider the recommendations to remove appellant 13086301, appellant 10370237, appellant 13609992, appellant 13106946, appellant 7623291, and appellant 13878865 from eligibility lists and to review and take action on the Hearing Officer's report to dismiss employee E00177750.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove candidate 13086301 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was not present.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove candidate 10370237 from current eligibility lists per Personnel Commission Rule 4.2.A.5 and 4.2.A.7. The appellant was not present.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove candidate 13609992 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was not present.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove candidate 13106946 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was present.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 7623291 from current eligibility lists per Personnel Commission Rule 4.2.A.6 and 4.2.A.7. The appellant was present.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 13878865 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was present.

REVIEW AND TAKE ACTION ON THE
DISMISSAL OF A CLASSIFIED EMPLOYEE

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The Commission assigned Hearing Officer, Kristine Kwong, submitted a report of Facts and Findings following the appeal hearing of Employee E00177750 for Personnel Commission review and action. The appellant was not present.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:37 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove candidate 13086301 from current eligibility lists and instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to sustain staff's recommendation to remove candidate 10370237 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after April 2014, six months after the completion of probation. They instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to sustain staff's recommendation to remove candidate 13609992 from current eligibility lists and instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to sustain staff's recommendation to remove candidate 13106946 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after completion of one year of having their driver's license reinstated and all matters pertaining to the suspension resolved. They instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to sustain staff's recommendation to remove candidate 7623291 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after 90 days have elapsed. They instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to grant the appeal of candidate 13878865 due to the good work history presented, duration of time that had elapsed since the misdemeanor occurred and the extensive needs of the District in the classification. They instructed the Executive Officer to notify the candidate of the decision.

The Commission unanimously acted to sustain the Hearing Officer's recommendation to uphold the District's decision to dismiss employee E00177750 and directed the Executive Officer to send copies of the decision to the District and the Employee in accordance with Personnel Commission Rule 11.6.E.

ADJOURNMENT

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There being no further business, at 9:40 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

Signature on file

Gail McMahon, Ed.D.
Executive Officer

GM/mb