

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

---

**Minutes of the Meeting of December 12, 2013**

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

Chairperson Linda Vaughan called the meeting of the Personnel Commission to order at 10:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

**COMMISSION MEMBERS PRESENT**

Linda Vaughan, Chairperson  
Stacey Lewis, Vice-Chairperson  
Terence Ulaszewski, 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  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Susan Brister, Human Resources Technician  
Anne Follett, Human Resources Technician  
Tammie Hirth, Human Resources Technician

**PRELIMINARY**

Guests: George Vallavanattu.

**REPORT FROM THE EXECUTIVE OFFICER**

REPORT FROM THE EXECUTIVE OFFICER

Dr. Gail McMahon, Executive Officer, reported she has been working with Dr. Kristi Kahl as Dr. Kahl is developing leadership training for managers and supervisors in the district. The training developed for certificated staff follows standards set by the Teachers Credentialing Commission. Currently there are no set standards for Classified. In order to assure appropriate standards were set for classified staff, a group of managers was asked for their input. The result was a list of standards very similar to those of Certificated. Now that standards have been identified training will be developed.

Dr. McMahon demonstrated the new online classified employee onboarding program. The onboarding program was developed by Personnel Commission staff with the assistance of the Office of Multimedia Services. The new program will allow staff to email a link to the processing paperwork for new hires allowing the individual to complete the paperwork prior to their appointment. Dr. McMahon expects to go live with the onboarding in January. Commissioner Lewis

applauded staff for their commitment to providing quality service to applicants.

Marilyn Balmer, Personnel Analyst, reported recruitment and testing staff are currently working on 21 recruitments and ten upcoming recruitments. Ms. Balmer also reported she and a few members of staff attended training on current practices in recruitment and testing for assessing job fit of candidates and examinations.

Susan Leaming, Personnel Analyst, said one of the challenges in developing the onboarding program was the age of our Adobe software. Staff currently uses the 6.0 version and the newest version is 11.0. Once the newer software is available for staff, additional tools and tips will be added to the onboarding forms. Ms. Leaming also reported 99 employees were trained in CPR and First Aid in November. She also provided an update on the Child Care and Instructional job family study. Reporting 256 employees in 60 classifications working in 51 departments and sites will be invited to participate. The dates of the orientations will be contingent on the dates of the move of the Personnel Commission office.

Dale Culton, Certification Services Manager, reported he along with Executive Officer McMahon and Associate Personnel Analyst Maria Braunstein met with the area custodial managers to discuss and answer questions regarding the hiring process. Mr. Culton also reported staff has processed 45 substitute and probationary employees.

Mary Cates, Human Resources Supervisor, reported summer school planning is underway. Per contract, applications for summer employment will be available for classified employees by the end of January.

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

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

George Vallvanattu asked the Commission to review his eligibility for employment. The Commission directed the Executive Officer to place the item on the next agenda for their review.

#### MINUTES

MINUTES

The Commission approved the minutes of the November 14, 2013 Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Chairperson Vaughan seconded the motion. The motion was carried and approved.

#### STAFF REPORT: INSTRUCTIONAL ASSISTANT – ASSISTANT - INTENSIVE BEHAVIORAL TREATMENT

Staff Report: Instructional Assistant  
Assistant – Intensive Behavioral Treatment

At the Personnel Commission meeting of October 31, 2013 the Personnel Commission directed staff to prepare a report regarding Instructional Assistant – Intensive Behavioral Treatment. Executive Officer McMahon gave an overview of the process and reported last year there were 25 Instructional Assistant – Intensive Behavioral Treatment positions filled. Of the 25 positions filled only 2 were 100% assignments. All permanent employees may submit a transfer to be considered for the positions with

higher full time equivalency. When a vacancy occurs the names of the top 3 ranks and transfer eligible are sent to the site for their consideration.

#### REVISION OF RULES AND REGULATIONS

#### REVISION OF RULES AND REGULATIONS

One of the specific requirements of Education Code 45260 is that "The Commission shall prescribe, amend and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness." Executive Officer McMahon noted a few changes. It was moved by Commissioner Ulaszewski to approve the revision of Chapter X with the changes. Vice-Chairperson Lewis seconded the motion. The motion was carried and approved.

#### REMOVAL FROM ELIGIBILITY LIST

#### REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 1902293 was not present. The Commission moved this item to Closed Session.

#### REMOVAL FROM ELIGIBILITY LIST

#### REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 16050139 was not present. The Commission moved this item to Closed Session.

#### 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 Commissioner Ulaszewski to ratify the bulletins. Vice-Chairperson Lewis seconded the motion. The motion was carried and the bulletins were ratified.

Carpenter	Dual	14-0058-0114
Computer Support Technician	Dual	14-0054-5108
Electrician	Dual	14-0057-0161
Elementary School Office Supervisor	Promotional	14-0052-3345
Intermediate Office Assistant–Bilingual Spanish	Dual	14-0056-5050
Intermediate Office Assistant Schools - Bilingual Spanish	Dual	14-0055-5052
Nutrition Services Director	Dual	14-0051-5060
Nutrition Services Worker	Dual	14-0061-5068
Painter	Dual	14-0053-0113
Plant Supervisor II	Promotional	14-0059-5027

#### 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. Commissioner Ulaszewski moved for approval of the lists. The motion was seconded by Vice-Chairperson Lewis. The following eligibility lists were approved.

**Instructional Aide – Special**

List Valid: 11/21/13 – 11/21/14

Total applications received: 127

No. Passed: 12      No. Failed: 10

**Open Continuous      14-0020-0448**

Total invited to exam: 77

No. Withdrew: 55      No. Screened Out: 50

**Instructional Aide – Special**

List Valid: 12/13/13 – 12/13/14

Total applications received: 153

No. Passed: 19      No. Failed: 5

**Open Continuous      14-0024-0448**

Total invited to exam: 91

No. Withdrew: 67      No. Screened Out: 62

**Instructional Assistant – Computer  
Resources**

List Valid: 12/13/13 – 12/13/14

Total applications received: 68

No. Passed: 5      No. Failed: 2

**Dual      14-0033-0603**

Total invited to exam: 16

No. Withdrew: 9      No. Screened Out: 52

**Instructional Assistant – Computer  
Resources - Bilingual Spanish**

List Valid: 12/13/13 – 12/13/14

Total applications received: 26

No. Passed: 3      No. Failed: 3

**Dual      14-0034-0452**

Total invited to exam: 9

No. Withdrew: 3      No. Screened Out: 17

**Locker Room Attendant**

List Valid: 12/3/13 – 12/3/14

Total applications received: 34

No. Passed: 11      No. Failed: 4

**Promotional      14-0032-0208**

Total invited to exam: 16

No. Withdrew: 1      No. Screened Out: 18

**Middle School Office Supervisor**

List Valid: 12/2/13 – 12/2/14

Total applications received: 20

No. Passed: 4      No. Failed: 2

**Promotional      14-0018-3357**

Total invited to exam: 7

No. Withdrew: 1      No. Screened Out: 13

**Nutrition Services Operations  
Coordinator**

List Valid: 12/6/13 – 12/6/14

Total applications received: 18

No. Passed: 10      No. Failed: 7

**Promotional      14-0038-5063**

Total invited to exam: 17

No. Withdrew: 0      No. Screened Out: 1

**Receptionist**

List Valid: 11/20/13 – 11/20/14

Total applications received: 933

No. Passed: 39      No. Failed: 106

**Dual      14-0027-0674**

Total invited to exam: 239

No. Withdrew: 94      No. Screened Out: 694

**School Safety Officer**

List Valid: 12/2/13 – 6/2/14

Total applications received: 202

No. Passed: 6      No. Failed: 8

**Dual      14-0028-5014**

Total invited to exam: 25

No. Withdrew: 11      No. Screened Out: 177

**Student Store Operator**

List Valid: 11/19/13 - 11/19/14

Total applications received: 373

No. Passed: 42      No. Failed: 35

**Dual      14-0030-5176**

Total invited to exam: 136

No. Withdrew: 59      No. Screened Out: 237

## OTHER ITEMS

Commissioner Ulaszewski reported the presentation of the annual report to the Board of Education went really well. He also announced the Board of Education approved the reappointment of Commissioner Vaughan for three more years.

## NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, January 9, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

## CLOSED SESSION

The Personnel Commission adjourned to closed session at 11:12 a.m. to consider the recommendations to remove appellant: 1902293 and 16050139 from current eligibility lists.

## RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 11:19 a.m. The following reportable action was taken during Closed Session:

The Commission acted to remove candidate 1902293 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after December 2014. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to sustain staff's recommendation to remove candidate 16050139 from current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision.

## ADJOURNMENT

There being no further business, at 11:20 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.  
Executive Officer

GM/mb

## OTHER ITEMS

## NEXT MEETING

## CLOSED SESSION

## RETURN TO OPEN SESSION

## ADJOURNMENT