

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of July 25, 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 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

**COMMISSION MEMBERS PRESENT**

Linda Vaughan, Chairperson  
Terence Ulaszewski, Member

**STAFF MEMBERS PRESENT**

Gail McMahon, Executive Officer  
Marilyn Balmer, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Adriana Araujo-Honorio, Staff Secretary

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; Adrienne Rambo, CSEA Vice-President, Unit A and Dan Ewaskey, CSEA Vice-President, Unit B.

**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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Gail McMahon, Executive Officer, reported the Staff Development day on Tuesday, July 23 for the Personnel Commission staff went well. It was an opportunity to hold a general staff meeting, for staff to visit the new site, plan for the upcoming year and for training. Ms. McMahon gave kudos to Human Resources Technician, Ericka Emery for the excellent Microsoft Excel tips and tricks training she provided to the staff.

Marilyn Balmer, Personnel Analyst, reported the recruitment activity remains heavy and the unit will be short one staff member until mid-September. Ms. Balmer also reported an effort is continually being made to assure examinations are work related and fair. For example, an examination which includes the use of Microsoft Word, participants will be given time to familiarize themselves with the software prior to beginning the examination as sites have different versions of the same software.

Dale Culton, Certification Services Manager, reported staff has been following up with sites to encourage them to interview and make selections before the opening of school. Staff has also been busy processing new employees especially Instructional Aid-Specials, Custodians and Student Evaluation Technicians.

Ms. Balmer gave kudos to Ericka Emery for the wonderful Excel training. She also wanted to thank the Certification unit for taking over the responsibility of the processing of Student Evaluation Technicians. Up until this summer Anne Follett, Human Resources Technician, completed the whole process from application through processing.

#### MINUTES

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The Commission approved the minutes of the July 11, 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.

#### REVISION OF RULES AND REGULATIONS

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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." It was moved by Commissioner Ulaszewski to approve the revision of Chapter VII. Chairperson Vaughan 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.17. The appellant, GayJanee Jones, was not present. The Commission acted to remove her name from current eligibility lists.

#### REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.17. The appellant, Gregory Thomas was not present. The Commission acted to remove his name from current eligibility lists.

#### SPECIAL MEETING DATES

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Personnel Commission Rules 2.7.3 provides, "Special meetings may be ordered in accordance with the provisions of Government Code Section 54956." Commissioner Ulaszewski made a motion to schedule September 6, 2013 and September 9, 2013 as special meeting dates to conduct the hearing of a suspended classified employee. 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. It was moved by Commissioner Ulaszewski to approve the minutes. Chairperson Vaughan seconded the motion. The motion was carried and the bulletins were ratified.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Landscape Irrigation Worker	Dual	14-0013-0617
Staff Secretary – Bilingual Spanish	Dual	14-0006-5085

## 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 Ulaszewski moved for approval of the lists. The motion was seconded by Chairperson Vaughan. The following eligibility lists were approved.

### **Associate Educational Research**

#### **Analyst (Amended)**

**Dual**

**13-0077-3368**

List Valid: 06/27/13 – 06/27/14

Total applications received: 113

Total invited to exam: 34

No. Passed: 12      No. Failed: 13      No. Withdrew: 9      No. Screened Out: 79

#### **Instructional Aide - Special**

**Open/Continuous**

**13-0086-0448**

List Valid: 06/05/13 – 06/05/14

Total applications received: 149

Total invited to exam: 91

No. Passed: 26      No. Failed: 16      No. Withdrew: 49      No. Screened Out: 58

### **Instructional Assistant Intensive**

#### **Behavioral Treatment**

**Open/Continuous**

**13-0093-5035**

List Valid: 07/11/13 – 07/11/14

Total applications received: 116

Total invited to exam: 54

No. Passed: 15      No. Failed: 24      No. Withdrew: 15      No. Screened Out: 62

## EXTEND ELIGIBILITY LISTS

### **Research Office Technician**

**Dual**

**12-0066-0433**

Extended list expiration date: 07/13/14

Extend list period: 1 year

Total candidates on list: 13

No. of Candidates Extended: 4      No. of waivers or removals: 9

### **Senior Research Office Technician**

**Dual**

**12-0067-3369**

Extended list expiration date: 07/13/14

Extend list period: 1 year

Total candidates on list: 8

No. of Candidates Extended: 3

No. of waivers or removals: 5

**Supervising Research Office Technician**

**Dual**

**12-0068-5157**

Extended list expiration date: 07/13/14

Extend list period: 1 year

Total candidates on list: 4

No. of Candidates Extended: 3

No. of waivers or removals: 1

**OTHER ITEMS**

Executive Officer McMahon on behalf of the staff wished Commissioner Ulaszewski a happy birthday.

**NEXT MEETING**

NEXT MEETING

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

**CLOSED SESSION**

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:30 a.m. to conduct the performance evaluation of the Executive Officer and review the transcripts of a hearing of a dismissed Classified Employee.

**RETURN TO OPEN SESSION**

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:48 a.m. The following reportable action was taken.

Commissioner Ulaszewski made a motion to accept the transcripts as the Personnel Commission Official Hearing Transcripts in the matter of William Patrick Murray v. LBUSD and to distribute to the appropriate party. The motion was seconded by Chairperson Vaughan and approved unanimously.

**ADJOURNMENT**

ADJOURNMENT

There being no further business, at 8:50 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

*Signature on file*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb