

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of March 14, 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 8:18 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
Mary Cates, Human Resources Supervisor
Adriana Araujo, Staff Secretary
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; 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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Executive Officer Gail McMahon asked staff to provide a brief update on their activities.

Marilyn Balmer, Personnel Analyst, reported she attended the “Read In” at Dooley Elementary School. She also reported, Intern Mary Rachi had completed the Exit Survey which will be distributed to employees who have separated from the District within two (2) years from their date of hire. The purpose of the survey is to capture information which could be beneficial in decreasing the high turnover in classifications such as Instructional Aide-Special.

Susan Leaming, Personnel Analyst, provided an update on the Student Services Job Family Study. Approximately 73% of the employees in the job family completed a position description questionnaire. She also mentioned two sessions of CPR/First Aid training have been scheduled for May 15th.

Dale Culton, Certification Services Manager, reported he and Executive Officer McMahon met with employees from Head Start to answer questions about the 5 day reduction of their calendar, approved by the Board of Education on March 5th.

Mary Cates, Human Resources Supervisor, reported 739 Summer School / ESY (Extended School Year) applications have been received. The deadline to submit Summer School/ESY applications is March 15, 2013 at 4:30p.m.

MINUTES

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The Commission approved the minutes of the February 28, 2013 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Member Lewis 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. Commissioner Lewis moved to ratify the bulletins. The motion was seconded by Vice-Chairperson Vaughan and the bulletins were ratified.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Instructional Aide – Deaf/Hard of Hearing	Dual	13-0072-3271
Instructional Aide Interpreter – Deaf/Hard of Hearing	Dual	13-0071-3272
Intermediate Payroll Accounting Technician	Dual	13-0069-0756

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

Credential Services Specialist	Dual	13-0054-3343
List Valid: 03/01/13 – 03/01/14		
Total applications received: 82	Total invited to exam: 38	
No. Passed: 14	No. Failed: 15	No. Withdrew: 9
		No. Screened Out: 44
Human Resources Technician	Promotional	13-0055-3352
List Valid: 03/06/13 – 03/06/14		
Total applications received: 26	Total invited to exam: 21	

No. Passed: 9 No. Failed: 9 No. Withdrew: 3 No. Screened Out: 5

**Instructional Assistant Intensive
Behavioral Treatment**

Open/Continuous 13-0061-5035

List Valid: 03/07/13 – 03/07/14

Total applications received: 106

Total invited to exam: 48

No. Passed: 12 No. Failed: 18 No. Withdrew: 18 No. Screened Out: 58

Kids' Club Supervisor I

Dual 13-0050-3266

List Valid: 03/12/13 – 03/12/14

Total applications received: 130

Total invited to exam: 41

No. Passed: 10 No. Failed: 17 No. Withdrew: 14 No. Screened Out: 89

Kids' Club Supervisor II

Dual 13-0051-3267

List Valid: 03/12/13 – 03/12/14

Total applications received: 36

Total invited to exam: 10

No. Passed: 7 No. Failed: 2 No. Withdrew: 1 No. Screened Out: 26

Kids' Club Supervisor III

Dual 13-0052-3268

List Valid: 03/13/13 – 03/13/14

Total applications received: 80

Total invited to exam: 13

No. Passed: 6 No. Failed: 5 No. Withdrew: 2 No. Screened Out: 67

Supervisor – Autism Services

Open/Continuous 13-0062-5046

List Valid: 03/07/13 – 03/07/14

Total applications received: 52

Total invited to exam: 26

No. Passed: 22 No. Failed: 1 No. Withdrew: 3 No. Screened Out: 26

Systems Operator

Dual 13-0049-5111

List Valid: 03/01/13 – 03/01/14

Total applications received: 95

Total invited to exam: 29

No. Passed: 7 No. Failed: 12 No. Withdrew: 10 No. Screened Out: 66

OTHER ITEMS

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Valeeta Pharr, CSEA Chapter 2 President, invited the Commissioners to be a part of the ACE (Appreciate Classified Employees) program which will take place during Classified Employees Week in May.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, March 28, 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 recommendation to remove candidate 13850573 and to consider the request for a hearing by suspended employee E00465030.

bREMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove candidate 13850573 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was not present.

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

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Per Personnel Commission Rule 11.6, employee E00465030, requested a hearing regarding their 5 day suspension from the classified service of the District.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 8:59 a.m. The following reportable action was taken during closed session:

The Commission acted to sustain staff's recommendation to remove candidate 13850573 from current eligibility lists and instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to authorize a hearing for employee E00465030, as provided for in the Rules and Regulations. The Commission directed the Executive Officer to notify all parties involved of this decision and to coordinate a pre-hearing conference.

ADJOURNMENT

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There being no further business, at 9:01 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb