

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of April 11, 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: Valeeta Pharr, CSEA Chapter 2 President.

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

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Valeeta Pharr, CSEA Chapter 2 President said she had attended a Health Care Summit which was very informative. Topics included benefits and benefits reform.

REPORT FROM THE EXECUTIVE OFFICER

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Executive Officer Gail McMahon reported talks with Facilities have begun regarding the move of the Commission offices to Monroe.

Ms. McMahon also reported the Classified Employee Celebration is scheduled for May 17th from 11:00 a.m. to 2:30 p.m. and the Most Inspiring Students Awards dinner is scheduled for May 22nd.

Executive Officer McMahon presented the results of the environmental scan and surveys related to Certification Services.

Some of the areas Certification Services is responsible for are new employee processing, meeting substitute needs and employee evaluations. The survey results will give staff an opportunity for developing and improving services in accordance with customer wants and needs. The PowerPoint presentation can be viewed on the Personnel Commission website:

http://www.lbschools.net/Main_Offices/Personnel_Commission/pdf/Contributed/PCsurveyresults.pdf

Commissioner Lewis commended Executive Officer McMahon on the presentation and recommended one person be designated as the point of contact during layoffs. She also mentioned the Port of Long Beach will be implementing the NEOGOV performance appraisal system and the Personnel Commission may be interested in considering it for LBUSD. Vice-Chairperson Vaughan asked if the Personnel Commission has the authority to change the employee performance evaluation. Ms. McMahon stated the evaluation is a negotiated document. Valeeta Pharr, CSEA Chapter 2 President, said the evaluation is the same for all classifications and does not always work as different classifications have different areas of importance. Chairperson Ulaszewski said the survey presentation was great, stating that process development has always been a goal and he appreciates that staff continues to look for ways to do their job better.

PUBLIC HEARING FOR THE
PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2013-2014

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FOR FISCAL YEAR 2013-2014

Personnel Commission Chairperson Terence Ulaszewski opened the public hearing for the 2013-2014 Personnel Commission budget at 8:58 a.m.

Chairperson Ulaszewski asked if there were any questions or comments from the floor regarding the proposed budget. Commissioner Lewis requested a copy of the line item budget. Seeing no further questions or comments, Chairperson Ulaszewski closed the public hearing at 9:00 a.m. It was moved by Vice-Chairperson Vaughan to approve the budget. Member Lewis seconded the motion. The Commission acted to approve the 2013-2014 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.

MINUTES

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The Commission approved the minutes of the March 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.

CLASSIFICATION/RESTRUCTURE

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One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submitted the attached classification recommendations for the consideration of the Commission.

Susan Leaming, Personnel Analyst, explained the purpose of the creation of the Senior Health Assistant classification, revisions to the existing Health Assistant classification and answered questions in accordance with the staff report submitted. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Lewis to approve the classification recommendations. The motion was carried and approved.

CREATE A NEW CLASSIFICATION

CREATE A NEW CLASSIFICATION

Senior Health Assistant - Salary Range 24 (C1)

REVISION OF CLASSIFICATION SPECIFICATION

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Health Assistant

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 Vice-Chairperson Vaughan to approve the revision of Chapter 5. Commissioner 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. 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>
Associate Educational Research Analyst	Dual	13-0077-3368
Educational Research Analyst I	Promo	13-0078-3301
Educational Research Analyst II	Promo	13-0079-3302
High School Office Supervisor	Promo	13-0081-3349

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.

**Administrative Coordinator Facilities
Planning, Development & Planning**

Dual 13-0066-5097

List Valid: 04/05/13 -04/05/14

Total applications received: 27

Total invited to exam: 15

No. Passed: 13 No. Failed: 1 No. Withdrew: 1 No. Screened Out: 12

**Instructional Assistant - Intensive
Behavioral Treatment**

Open/Continuous 13-0063-5035

List Valid: 04/04/13 -04/04/14

Total applications received: 108

Total invited to exam: 45

No. Passed: 15 No. Failed: 15 No. Withdrew: 15 No. Screened Out: 63

Nutrition Services Supervisor I

Dual 13-0058-5058

List Valid: 04/05/13-04/05/14

Total applications received: 75

Total invited to exam: 52

No. Passed: 26 No. Failed: 26 No. Withdrew: 0 No. Screened Out: 23

Nutrition Services Supervisor II

Promotional 13-0059-5065

List Valid: 04/05/13 -04/05/14

Total applications received: 18

Total invited to exam: 17

No. Passed: 8 No. Failed: 6 No. Withdrew: 3 No. Screened Out: 1

Nutrition Services Supervisor III

Promotional 13-0060-5066

List Valid: 04/05/13 -04/05/14

Total applications received: 8

Total invited to exam: 7

No. Passed: 4 No. Failed: 3 No. Withdrew: 0 No. Screened Out: 1

EXTEND ELIGIBILITY LISTS

Instructional Aide - Special

Open/Continuous 12-0052-0448

Extended list expiration date: 3/30/14

Extend list period: 1 year

Total applicants on list: 27

No. of Current Eligibles: 9 No. of waivers or removals: 18

OTHER ITEMS

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Dale Culton, Certification Services Manager, informed the Commission he and Executive Officer McMahon met with the 7 Bus Drivers whose positions were recently abolished to explain the layoff process and answer any questions they had.

Chairperson Ulaszewski commented the meeting he attended for ACE (Appreciate Classified Employees) went well and he looks forward to being a shadow to a classified employee.

Commissioner Lewis asked for an update on intern Mary Rachi and asked if the Commission will have interns in the future. Marilyn Balmer, Personnel Analyst reported Ms. Rachi has been working with Commission staff on several projects. Executive Officer McMahon reported there will be at least one intern working with Commission staff this summer.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 25, 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 9:13 a.m. to receive information on litigation. Murray v. Personnel Commission of the Long Beach Unified School District per Government Code Section 54956.9(a)

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:20 a.m. No reportable action was taken during closed session.

ADJOURNMENT

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There being no further business, at 9:21 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

Signature on file

Gail McMahon, Ed.D.
Executive Officer

GM/mb