

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of June 20, 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  
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  
Esther Martinez, Human Resources Assistant

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; 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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None

**REPORT FROM THE EXECUTIVE OFFICER**

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Gail McMahon, Executive Officer reported there have been discussions recently regarding the separation of duties between the District and the Commission, particularly as it relates to job descriptions and education and experience requirements. It was suggested a presentation at a future Commission meeting be considered regarding the separation of duties and the role and responsibility of the Personnel Commission.

Susan Leaming, Personnel Analyst provided an update on the Student Services Job Family Study, stating that draft descriptions were sent to all participating employees. Feedback forms were received from 17 employees stating, "no concerns", 12 employees suggested minor changes and Ms. Leaming met with a couple of employees who had questions. At this time she expects to present the final report on July 11<sup>th</sup>.

Marilyn Balmer, Personnel Analyst, reported promotional only recruitments were opened for Senior Office Assistant and Staff Secretary. Staff rushed to get the recruitments opened prior to the end of the 217 calendar so employees would be aware of the opportunities before they left for the summer. Ms. Balmer gave kudos to Information Services especially Patrizia Thomas for her assistance in getting the new Scantron machine online.

Executive Officer McMahon reported there have been some challenges with the Custodian exam. The recruitment consisted of 500 applications with over 300 invited to test. An appeal was received and staff is attempting to remedy the situation. The result is a delay in the creation of the eligibility list until all issues are resolved. Unfortunately this affects applicants who are seeking employment, specifically laid off employees who wish to work as Custodian.

Dale Culton, Certification Services Manager, reported over 300 employees applied for approximately 145 summer Custodian assignments. Valeeta Pharr, CSEA Chapter 2 President, asked if people who work on flex calendars or employees who were laid off can apply for summer school. Mr. Culton said all employees are welcome to submit applications before and after the deadline. Those applications received after the deadline will still be considered but it will be after the on-time applicants are offered assignments. Mr. Culton also reported there has been a lot of movement in the school office supervisor classifications including the selection of a High School Office Supervisor at McBride and 3 additional school office supervisor positions to be filled before the beginning of the new school year.

Mary Cates, Human Resources Supervisor, informed the Commission she and Mr. Culton met with Office of Multimedia Services to review the progress of the online processing paperwork project. She reported the project will be ready to go soon. Ms. Cates also reported she, Mr. Culton and Ms. McMahon met with Information Services and Human Resources to review the HRS module which was developed to calculate certificated seniority. The goal is to develop a module specifically for classified seniority. Executive Officer McMahon explained the current process to calculate seniority is labor intensive as seniority is by hours worked and must be calculated manually for each classification. The module would make the process calculating seniority easier and it will also provide an accountability system as it can be posted and if anyone has any questions about their seniority we can review the information for accuracy.

Executive Officer McMahon informed the Commissioners, the upcoming hearing has been tentatively scheduled for the week of September 4 – 6 contingent on their availability.

MINUTES

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The Commission approved the minutes of the June 6, 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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Executive Officer McMahon presented the third reading of the revision to Chapter VI of the Rules and Regulations of the Classified Service. Commissioner Ulaszewski moved the item for approval and discussion. Chairperson Vaughan seconded the motion. There being no discussion the item was approved.

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.8. The appellant was not present. The Commission moved this item to Closed Session.

APPEAL OF DISQUALIFIED APPLICANT

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An applicant had been disqualified from continuing in the examination process for the classification of High School Officer Supervisor and appealed to the Personnel Commission. The appellant was not present. The Commission moved this item to Closed Session.

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.

TITLE

TYPE

NUMBER

Executive Secretary (c)  
Job Developer

Promotional  
Dual

13-0094-0678  
13-0092-0463

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.

**Administrative Secretary**

**Dual**

**13-0073-3339**

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

Total applications received: 34

Total invited to exam: 21

No. Passed: 9            No. Failed: 11

No. Withdrew: 1        No. Screened Out: 13



ADJOURNMENT

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There being no further business, at 8:49 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

*Gail McMahon*

Gail McMahon  
Executive Officer

GM/mb