

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of March 28, 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

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Michelle Mathis.

**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 reported she will be attending the ACE program meeting sponsored by CSEA. Ms. McMahon said it will be enlightening for administrators to participate and see the work classified employees perform everyday. She also mentioned Staff will be attending a PTC-SC (Personnel Testing Council – Southern California) training on *Working with Criminal Records*.

Executive Officer McMahon asked staff to provide a brief update on their activities.

Marilyn Balmer, Personnel Analyst, reported she recently presented an Interviewing workshop for approximately 100 Nutrition Services employees. She

also reported she sought feedback from various Principals on essential knowledge and abilities they are looking for in their High School Office Supervisor. The response was very good and the feedback will be used to develop new examination materials for the upcoming recruitment.

Susan Leaming, Personnel Analyst, provided an update on the Student Services Job Family Study. Reporting she has one final interview to complete. She also mentioned the two sessions of CPR/First Aid training scheduled for May 15, are almost full.

Dale Culton, Certification Services Manger, reported he met with Shawn Bartschi, Assistant Director, Fiscal Services, to review the new PERS form which will now be included in employee processing packets.

Mary Cates, Human Resources Supervisor, reported 940 Summer School / ESY (Extended School Year) were received by the March 15th deadline. She also reported she is on a committee that is working on the re-platforming of the HR/PC/Payroll mainframe system. The committee made up of various District departments will be defining and developing minimum User Acceptance Test (UAT) criteria for the new mainframe system.

Commissioner Lewis gave Kudos to Ms. Balmer for providing Interview Training.

MINUTES

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The Commission approved the minutes of the March 14, 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. Executive Officer McMahon explained the Personnel Commission has a long standing policy and practice to **not** reclassify positions when an employee is compensated for working out of class or given a temporary upgrade. In this instance the Assistant School Safety & Emergency Preparedness Director was working out of his classification prior to his temporary upgrade, for that reason he should be reclassified to Chief of School Safety and Emergency Preparedness. Commissioner Vaughan thanked Mr. Hickman and said the reclassification is well deserved. Commissioner Lewis agreed and stated this is an exception to our policy due to the circumstances of this situation.

Susan Leaming, Personnel Analyst, explained the purpose of the changes to the Educational Research Analyst series job descriptions was to revise outdated terminology. It was moved by Vice-Chairperson Vaughan and seconded by

Commissioner Lewis to approve the classification recommendations. The motion was carried and approved.

RECLASSIFY A POSITION

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<u>Incumbent</u>	<u>Classification</u>
Thomas Hickman	Fr: Assistant School Safety & Emergency Preparedness Director (Salary Range 46 M2) To: Chief of School Safety & Emergency Preparedness (Salary Range 57 M2)

REVISE CLASSIFICATION SPECIFICATIONS

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Associate Educational Research Analyst
Educational Research Analyst I
Educational Research Analyst II

REVISION OF RULES AND REGULATIONS

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Executive Officer McMahon presented the first reading of the revision to Chapter V of the Rules and Regulations of the Classified Service. Commissioner Vaughan asked for clarification on 5.A.3, what happens to people left on the list. Executive Officer McMahon said the individuals could retest if they wish to remain on the list. A second reading and action is scheduled for April 11, 2013.

PERSONNEL COMMISSION BUDGET
HEARING DATE FOR FISCAL YEAR 2013-2014

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Gail McMahon explained the budget process of the Personnel Commission as required by the Education Code and recommended the Commission set the date for the public hearing to be the next Commission meeting. It was moved by Commissioner Lewis to set the public hearing of the Personnel Commission budget to be Thursday, April 11, 2013 at 8:15 a.m. in the Testing Room of the Personnel Commission Office. It was seconded by Vice-Chairperson Vaughan and approved.

APPEAL OF DISQUALIFIED APPLICANT

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An applicant had been disqualified from continuing in the examination process for the classification of Instructional Aide-Special per Personnel Commission Rule 4.2.A.6 and 4.2.A.7 and has appealed to the Personnel Commission. The appellant was present and requested to be heard in Closed Session. 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. 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>
Administrative Secretary	Promo	13-0073-3339
Custodian	Dual	13-0075-0139

Intermediate Nutrition Services Worker	Dual	13-0076-5058
Plumber	Dual	13-0080-0242

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.

Intermediate Office Assistant	Dual	13-0030-0675
List Valid: 03/20/13 – 03/20/14		
Total applications received: 364	Total invited to exam: 283	
No. Passed: 99	No. Failed: 64	No. Withdrew: 120 No. Screened Out: 81

Intermediate Office Assistant- Schools	Dual	13-0031-3354
List Valid: 03/20/13 – 03/20/14		
Total applications received: 372	Total invited to exam: 281	
No. Passed: 88	No. Failed: 56	No. Withdrew: 137 No. Screened Out: 91

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: 11	No. Failed: 17	No. Withdrew: 13 No. Screened Out: 89

Speech Language Pathology Assistant – BI Spanish	Dual	13-0065-5163
List Valid: 03/21/13 – 03/21/14		
Total applications received: 20	Total invited to exam: 6	
No. Passed: 3	No. Failed: 1	No. Withdrew: 2 No. Screened Out: 14

OTHER ITEMS

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Valeeta Pharr, CSEA Chapter 2 President, informed the Commission a job fair for subcontractors will be taking place today at the TRC (Teacher Resource Center).

Ms. Pharr also mentioned her disappointment in the abolishment of 7 Bus Driver positions. Commissioner Vaughan asked if the District uses contract drivers. Ms. Pharr confirmed the use of contract drivers and said with the declining enrollment there is a move for students to attend their "home school".

Les Leahy, Business Services Administrator, said the intent of the event at the TRC today is to attract local sub contractors, to keep as much of the Measure K funds as local as possible.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, April 11, 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 9:05 a.m. to consider the appeal of a disqualified applicant.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:50 a.m. The following reportable action was taken during closed session:

The Commission acted to deny Michelle Mathis' appeal to be allowed to continue in the examination process but determined that this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after January 2016. They directed the Executive Officer to notify her of the decision.

ADJOURNMENT

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There being no further business, at 9:52 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb