

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of July 11, 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  
Stacey Lewis, Vice-Chairperson  
Terence Ulaszewski, Member

**STAFF MEMBERS PRESENT**

Gail McMahon, Executive Officer  
Marilyn Balmer, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Dale Culton, Certification Services Manager  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Susan Brister, Human Resources Technician  
Esther Martinez, Human Resources Assistant

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President 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 she has been invited by CSEA to serve on a panel at their conference in August. The panel will provide conference attendees perspectives from Directors, Commissioners and CSEA representatives regarding Merit Systems.

Ms. McMahon also reported on changes in administration in the District, including Debbie Econg, Director of Employee Relations, will now be working in Human Resource Services coaching principals, Kristi Kahl from Research will be in Human Resource Services working in Leadership and Development training, and Brian Moskovitz has been named Director of Employee Relations.

Ms. McMahon reported she attended the Personnel Commissioners Association of Southern California (PCASC) quarterly meeting. At the meeting the subject of the current role and meeting frequency of the association was discussed. The purpose of the association is to educate Commissioners and Directors on Personnel Commission issues. A majority of members indicated they would prefer a conference once or twice a year rather than the current quarterly meeting schedule.

Marilyn Balmer, Personnel Analyst, reported the recent promotional recruitment for Administrative Secretary did not provide the site with candidates who were interested in the 60% assignment available. Therefore, the recruitment has now been opened as a dual recruitment to find candidates who are interested in the 4 hour 40 minute per day assignment. Ms. Balmer also reported the Custodian recruitment appeal has been resolved and the eligibility list has been provided to Certification Services. Ms. Balmer also informed the Commission that the recruitment and testing unit is currently working on 18 recruitments.

Dale Culton, Certification Services Manager, reported the Custodian list has been sent to sites. The list includes three "Tucker" candidates who will be selected first for available vacancies.

Terence Ulaszewski inquired about the staffing of McBride High School. Mr. Culton reported the site is almost completely staffed with the exception of a few Custodian positions.

## MINUTES

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The Commission approved the minutes of the June 20, 2013 Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion. The motion was carried and approved.

## CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

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. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Lewis to approve the classification recommendation. The motion was carried and approved.

REVISION OF CLASSIFICATION SPECIFICATION

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Head Start Instructional Aide

CLASSIFICATION STUDY

CLASSIFICATION STUDY

Commissioner Ulaszewski made a motion to discuss the study. Vice-chairperson Lewis seconded the motion. Executive Officer McMahon reported she and Personnel Analyst Susan Leaming met with CSEA on Wednesday and reviewed the final report and results of the study. Ms. McMahon explained the job family study process will be refined to include revised class specifications that include notated deleted and added language so it will be easier to identify the changes. Ms. McMahon thanked Ms. Leaming for her work on the study.

Ms. Leaming gave a history of the timeline of the study; the resulting classification recommendations and feedback received from study participants. Ms. Leaming said she was pleased that 87% of the 76 employees involved participated in the study. Ms. Leaming explained the supervisor of each employee is asked to review PDQ and provide feedback. Ms. Pharr commented on the salary placement of the School/Community Liaison Worker stating she believes Community Workers perform clerical duties and should be placed at the level of an Intermediate Office Assistant. Ms. McMahon explained, in determining the salary placement of the classification a review of the level and extent at which they are performing the duties were considered. Commissioner Ulaszewski made a motion to accept and approve the study. Vice-chairperson Lewis seconded the motion. The Commission adopted the Student Services Job Family Classification Study recommendations.

REVISION OF RULES AND REGULATIONS

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Vice-chairperson Lewis made a motion to discuss the first reading of Chapter VII of the Rules and Regulations of the Classified Service. Commissioner Ulaszewski seconded the motion. Ms. Lewis asked for clarification on a few items including how the probationary period for management positions is calculated. Executive Officer McMahon explained the calculation of the probationary period is consistent with the Education Code. A second reading and action is scheduled for June 6, 2013.

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. Vice-Chairperson Lewis seconded the motion. The motion was carried and the bulletins were ratified.

| <u>TITLE</u>  | <u>TYPE</u> | <u>NUMBER</u> |
|---|-------------|---------------|
| Administrative Secretary                              | Dual        | 14-0009-3339  |
| Food Production Equipment Technician                  | Dual        | 14-0010-0476  |
| Instructional Aide Interpreter – Deaf/Hard of Hearing | Dual        | 14-0001-3272  |

|   |             |              |
|---|-------------|--------------|
| Intermediate Accounting Assistant             | Dual        | 14-0011-0755 |
| Senior Accounting Assistant                   | Dual        | 14-0012-0760 |
| Senior Office Assistant                       | Promotional | 14-0002-0677 |
| Senior Office Assistant – Schools             | Promotional | 14-0003-3363 |
| Senior Office Assistant – B/L Spanish         | Promotional | 14-0004-5089 |
| Senior Office Assistant – Schools B/L Spanish | Promotional | 14-0005-5091 |
| Staff Secretary                               | Promotional | 14-0006-5085 |
| Staff Secretary – Bilingual Spanish           | Promotional | 14-0007-3364 |

**ELIGIBILITY LISTS**

ELIGIBILITY LISTS

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 Vice-Chairperson Lewis. The following eligibility lists were approved.

**Associate Educational Research Analyst                      Dual                      13-0077-3368**

List Valid: 06/27/13 – 06/27/14  
 Total applications received: 113                      Total invited to exam: 34  
 No. Passed: 11                      No. Failed: 13                      No. Withdrew: 10                      No. Screened Out: 79

**Custodian (Amended)    Dual    13-0075-0139**

List Valid: 06/03/13 – 06/03/14  
 Total applications received: 491                      Total invited to exam: 193  
 No. Passed: 101                      No. Failed: 33                      No. Withdrew: 59                      No. Screened Out: 298

**Executive Officer, Facilities Development and Planning                      Dual                      13-0088-5084**

List Valid: 06/21/13 – 06/21/14  
 Total applications received: 19                      Total invited to exam: 12  
 No. Passed: 8                      No. Failed: 4                      No. Withdrew: 0                      No. Screened Out: 7

**Facilities Project Manager    Dual    13-0090-5105**

List Valid: 07/01/13 – 07/01/14  
 Total applications received: 35                      Total invited to exam: 16  
 No. Passed: 12                      No. Failed: 1                      No. Withdrew: 3                      No. Screened Out: 19

**Supervisor–Autism Services (Amended) Open/Continuous                      13-0085-5046**

List Valid: 06/14/13 – 06/14/14  
 Total applications received: 60                      Total invited to exam: 23  
 No. Passed: 17                      No. Failed: 0                      No. Withdrew: 6                      No. Screened Out: 37

**EXTEND ELIGIBILITY LISTS**

**Groundskeeper (Amended)    Dual    12-0077-0172**

Extended list expiration date: 06/12/14                      Extend list period: 1 year  
 Total candidates on list: 55  
 No. of Candidates Extended: 32                      No. of waivers or removals: 23

**OTHER ITEMS**

Commissioner Lewis thanked staff for working with Human Resources at the Port of Long Beach in providing job bulletins.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, July 25, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

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There being no further business, at 9:25 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon  
Executive Officer

GM/mb