

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of October 3, 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, 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-Honorio, Staff Secretary
Jan Medford, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Brian Moskovitz, Employee Relations Director; Paul Bailey, Transportation Director; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Unit A -Vice-President, and d'Ann Madore, CSEA Labor Relations Representative.

**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 Chairperson Vaughan's term is scheduled to expire December 1, 2013. Chairperson Vaughan announced that she intends to seek reappointment for another three (3) year term.

Dr. McMahon also provided the Commission an update on the move of the Personnel Commission offices. At this time the November dates have been postponed, once a new schedule is developed Dr. McMahon will provide the Commissioners with the proposed outline.

Executive Officer McMahon reported, CSPCA (California Schools Personnel Commissioners Association) will be offering the *Merit Academy* training. If anyone is interested in attending they may wish to apply for one of the scholarships PCASC (Personnel Commissioners Association of Southern California) is offering to cover the cost of the training.

Marilyn Balmer, Personnel Analyst, reported the recruitment and testing staff is working on seven (7) recruitments with eight (8) additional recruitments in the planning phases.

Susan Leaming, Personnel Analyst, announced she is in the planning stages for the upcoming Child Care and Instructional series job family study. The study will be completed in two phases as there are over 1,000 incumbents in approximately 65 classifications.

Dale Culton, Certification Services Manager, provided the Commission an update on the online onboarding processing project. Mr. Culton gave thanks the Office of Multimedia Services for their work on the video. Once the project is completed staff will be able to provide new hires with the processing paperwork via email.

Jan Medford, Human Resources Technician, reported the *AESOP Substitute Placement & Absence Management System* training for the substitute Custodian was a success. The system allows substitutes to select jobs online or by calling *AESOP*.

MINUTES

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The Commission approved the minutes of the September 19, 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

CLASSIFICATION/RESTRUCTURE

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 a waiver request to the Commission requesting the special requirements of the job description be waived for these five (5) Heavy Truck Drivers. The Commission considered the request for a waiver for five Heavy Truck Drivers who were involuntarily transferred from the Purchasing Branch to the Transportation Branch. After a lengthy discussion on the matter, the Commission acted to revise the classification specification to read, "Some positions assigned to the Transportation Branch will be required to qualify for a California Special Driver certificate for school bus operation by completion of the probationary period or after six months if transferring from another department." Further, the Commission acted to "grandfather" the five employees who were involuntarily transferred allowing them to remain in the positions without the certificate.

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

REVISE A CLASSIFICATION

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Heavy Truck Driver

REVISE A CLASSIFICATION

REVISE A CLASSIFICATION

Head Start Parent Aide (R)

REVISION OF RULES AND REGULATIONS

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Vice-chairperson Lewis made a motion to discuss the first reading of Chapter IX of the Rules and Regulations of the Classified Service. Commissioner Ulaszewski seconded the motion. Dr. McMahon indicated there were typographical and grammatical errors that should be correct and reviewed the corrections. d’Ann Madore, CSEA Labor Relations Representative, said she understands the Rules and Regulations are for all employees but she would like to see the layoff process which was agreed upon by CSEA and the District outlined in the chapter. Executive Officer McMahon explained items which are negotiated are generally not included in the Rules and Regulations as they are subject to change. These types of items are often included in the contract. A second reading and action is scheduled for October 17, 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.

| | | |
|--------------------------|-------------|--------------|
| School Safety Officer | Dual | 14-0028-5014 |
| School Support Secretary | Promotional | 14-0029-3361 |
| Student Store Assistant | Dual | 14-0031-5182 |
| Student Store Lead | Dual | 14-0030-5176 |

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

| | | |
|------------------------------------|--------------------------|---------------------|
| Landscape Irrigation Worker | Promotional | 14-0013-0617 |
| List Valid: 09/30/13 – 09/30/14 | | |
| Total applications received: 11 | Total invited to exam: 8 | |
| No. Passed: 1 No. Failed: 7 | No. Withdrew: 0 | No. Screened Out: 3 |

OTHER ITEMS

Commissioner Ulaszewski made a public announcement that Commissioners are prohibited from supporting the election of Board Members.

Vice-Chairperson Lewis thanked the guests for their input in the discussions.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, October 17, 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 10:00 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb