

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of June 6, 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 8:18 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

Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Ron Hoppe, Maintenance Director; and Sibonnet Mendez, appellant.

**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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Marilyn Balmer, Personnel Analyst informed the Commission that she is representing Executive Officer McMahon at this meeting as Ms. McMahon is serving jury duty.

Susan Leaming, Personnel Analyst provided an update on the Student Services Job Family Study, stating that individual classification recommendations were sent to participating employees along with feedback forms which are due by June 14th. Ms. Leaming expects final report will be ready for the Commissions review and action in July.

Mary Cates, Human Resources Supervisor, reported of the 883 employees who applied for summer school 500 employee placements were made. Notification of summer assignments began going out earlier in the week and will be completed by Friday, June 7th. She also reported the rollover of employee assignments for the next fiscal year has been completed.

MINUTES

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The Commission approved the minutes of the May 23, 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

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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 creating Energy Conservation Specialist classification noting when the program began there was a need for two managers as they would be working with the contractor to oversee the development and implementation of the new program. With the program now in a new structure, having one manager and a support staff member better suits the needs of the program. Ron Hoppe, Maintenance Director, agreed the need for two management positions is no longer there as the program is up and running. Commissioner Lewis inquired about the education requirement in comparison with Environmental Health and Safety Technician and the Pest Control Technician classifications. Ms. Leaming said she would have to review the job descriptions in order to provide an answer. Commissioner Lewis also asked if the union has reviewed the report and if they are agreeable with the recommendation. Ms. Pharr said the report was provided to the union and they agree with the recommendation.

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

CREATE A NEW CLASSIFICATION

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Energy Conservation Specialist - Salary Range 31 (C2)

REVISION OF RULES AND REGULATIONS

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Personnel Analyst Balmer presented the second reading of the revision to Chapter VI of the Rules and Regulations of the Classified Service. Commissioner Ulaszewski moved the item for discussion. Vice-Chairperson Lewis seconded the motion. Ms. Balmer reviewed the new changes that were included on this reading

and informed the Commission that action on this item will take place at the next Commission meeting. The changes include changing the start date of a promotional candidate from three weeks to two weeks, clarification on the number of promotional ranks which must be interviewed as it will remain at three (3) rather than the recommendation to increase the number to five (5) and the number of days which may elapse between interviewing the same candidate. A third reading and action is scheduled for June 20, 2013.

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.

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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.

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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, Sibonnet Mendez, 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. Commissioner Ulaszewski moved to ratify the bulletins. The motion was seconded by Vice-Chairperson Lewis and the bulletins were ratified.

TITLE

TYPE

NUMBER

Facilities Project Manager

Dual

13-0090-5105

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. Commissioner Lewis asked about the high number of screen outs on the Custodian recruitment. Ms. Balmer explained this is due to incomplete applications, lack of the required experience and convictions. Ms. Lewis also inquired about the two Intermediate Nutrition Services Worker eligible lists. Ms. Braunstein, Associate Personnel Analyst, informed the Commission that once the first recruitment was closed a need arose to open the recruitment for a second time. The following eligibility lists were approved.

Custodian

List Valid: 06/03/13 -06/03/14
 Total applications received: 491
 No. Passed: 104 No. Failed: 32

Dual**13-0075-0139**

Total invited to exam: 193
 No. Withdrew: 57 No. Screened Out: 298

Educational Research Analyst I

List Valid: 05/29/13 -05/29/14
 Total applications received: 18
 No. Passed: 3 No. Failed: 2

Promotional**13-0078-3301**

Total invited to exam: 5
 No. Withdrew: 0 No. Screened Out: 13

Educational Research Analyst II

List Valid: 05/29/13 -05/29/14
 Total applications received: 12
 No. Passed: 3 No. Failed: 0

Promotional**13-0079-3302**

Total invited to exam: 3
 No. Withdrew: 0 No. Screened Out: 9

High School Office Supervisor

List Valid: 06/01/13 -06/01/14
 Total applications received: 24
 No. Passed: 7 No. Failed: 8

Promotional**13-0081-3349**

Total invited to exam: 15
 No. Withdrew: 0 No. Screened Out: 9

Intermediate Nutrition Services Worker

List Valid: 05/14/13 -05/14/14
 Total applications received: 270
 No. Passed: 103 No. Failed: 29

Dual**13-0056-5058**

Total invited to exam: 175
 No. Withdrew: 43 No. Screened Out: 95

Intermediate Nutrition Services Worker

List Valid: 05/14/13 -05/14/14
 Total applications received: 213
 No. Passed: 57 No. Failed: 22

Dual**13-0076-5058**

Total invited to exam: 112
 No. Withdrew: 33 No. Screened Out: 101

EXTEND ELIGIBILITY LISTS**Instructional Aide-Special**

Extended list expiration date: 5/7/14
 Total candidates on list: 8
 No. of Candidates Extended: 3

Open/Continuous 12-0065-0448

Extend list period: 1 year

No. of waivers or removals: 5

Student Data Systems Specialist

Extended list expiration date: 12/5/13
 Total candidates on list: 11
 No. of Candidates Extended: 9

Dual**12-0072-5164**

Extend list period: 6 months

No. of waivers or removals: 2

OTHER ITEMS

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Val Pharr, CSEA Chapter 2 President, informed the Commission, negotiations with the District regarding Head Start were completed and a ratification vote is tentatively scheduled to go before their members next week. Ms. Pharr spoke of the new requirements which will be required for Head Start Aides. Ms. Leaming joined the discussion, explaining that Head Start at the federal level increased the education requirements for Instructional Aides effective September 30, 2013, this

action impacts our existing aides and future applicants because the job description must be modified to assure future applicants meet the higher standards.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 20, 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 8:54 a.m. to consider the recommendations to remove Charles Anderson, Eun Jung J. Kohn, and Sibonnet Mendez from current eligibility lists.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:21 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove Charles Anderson from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after June 2016. They instructed staff to notify the candidate of this decision.

The Commission acted to grant the appeal of Eun Jung J. Koh due to the work history presented and the duration of time that had elapsed since the incident occurred. They instructed the staff to notify the candidate of the decision and to encourage the candidate to reveal all facts on future applications so as to avoid a cause for rejection.

The Commission acted to grant the appeal of Sibonnet Mendez due to the work history presented and the duration of time that had elapsed since the incident occurred. They instructed the staff to notify the candidate of the decision and to encourage the candidate to reveal all facts on future applications so as to avoid a cause for rejection.

ADJOURNMENT

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There being no further business, at 9:23 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Marilyn Balmer
Personnel Analyst

MB/mb