

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of November 14, 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, Ed.D., Executive Officer  
Marilyn Balmer, Personnel Analyst  
Dale Culton, Certification Services Manager  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Susan Brister, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Ericka Emery, Human Resources Technician  
Anne Follett, Human Resources Technician  
Tammie Hirth, Human Resources Technician

**PRELIMINARY**

Guests: Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; and Dan Ewaskey, CSEA Unit B -Vice-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 she has received several updates on the move of the Personnel Commission offices. At this time it appears the move to Monroe will continue as scheduled on January 24, 2014.

Marilyn Balmer, Personnel Analyst, reported staff is currently working on 25 recruitments. Fourteen are currently open, 5 are in the exam stages and staff is working on 6 upcoming recruitments.

Dale Culton, Certification Services Manager, reported he met with 5 classified employees at Hill to answer questions about how they may be affected by the transition of the school from a middle school to a high school. Mr. Culton, said, at this time it is unknown who may be affected by the transition. He also announced Maria Villalobos will be retiring on November 29, 2013. Anne Follett who has worked in the Recruitment and Testing unit for over 17 years will be moving to the Certification Services Unit.

Mary Cates, Human Resources Supervisor, reported Staff is working on distributing the list of evaluation due dates to all sites. This project should be completed by the end of the week. She also reported she is meeting with CDC (Child Development Center) staff as they showed an interest in using the AESOP substitute system.

## MINUTES

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The Commission approved the minutes of the October 31, 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.

## STAFF REPORT: INSTRUCTIONAL ASSISTANT – ASSISTANT - INTENSIVE BEHAVIORAL TREATMENT

Staff Report: Instructional Assistant  
Assistant – Intensive Behavioral Treatment

This item was pulled and will be placed on the next agenda.

## REVISION OF RULES AND REGULATIONS

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Chairperson Vaughan made a motion to discuss the first reading of Chapter X of the Rules and Regulations of the Classified Service. Commissioner Ulaszewski seconded the motion. Commissioner Ulaszewski noted a correction that was necessary. A second reading and action is scheduled for the next Commission meeting.

## 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 bulletins. Chairperson Vaughan seconded the motion. The motion was carried and the bulletins were ratified.

Campus Security Officer (Avalon)	Dual	14-0045-5011
Custodian (Avalon)	Dual	14-0046-0139
Food Production Equipment Technician	Dual	14-0042-0476
Groundskeeper (Avalon)	Dual	14-0047-0172
Instructional Aide Interpreter – Deaf/ Hard of Hearing	Dual	14-0044-3272
Intermediate Office Assistant – Schools (Avalon)	Dual	14-0048-3354
Instructional Aide – Special (Avalon)	Dual	14-0049-0448
Network Specialist	Dual	14-0039-5119
Nutrition Services Worker (Avalon)	Dual	14-0050-5068

## 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.

### **School Support Secretary**

### **Promotional**

**14-0029-3361**

List Valid: 11/07/13 – 11/07/14

Total applications received: 30

Total invited to exam: 22

No. Passed: 12 No. Failed: 8 No. Withdrew: 2 No. Screened Out: 8

### **Student Store Lead**

### **Dual**

**14-0031-5182**

List Valid: 11/07/13 – 11/07/14

Total applications received: 151

Total invited to exam: 26

No. Passed: 12 No. Failed: 10 No. Withdrew: 4 No. Screened Out: 125

## OTHER ITEMS

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Valeeta Pharr, CSEA Chapter 2 President, commented that she has been contacted by CSEA members who have not been compensated for hourly additional assignments they worked several months ago.

## NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, December 12, 2013, at 10:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

## ADJOURNMENT

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There being no further business, at 8:35 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

*Gail McMahon*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb