

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of September 19, 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
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice-President, Unit A; 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 at the Board of Education meeting a teacher expressed concern about a rumor that schools may be opening earlier in the year. The teacher stated the heat caused many students and staff to become ill during the first week of school and also commented on the rumor the Monroe site will be air conditioned. Ms. McMahon indicated to her knowledge additional air conditioning has not been approved for the Monroe site.

Executive Officer McMahon informed the Commission, classified employees who are subject to disciplinary action are now listed by their employee number on the Board of Education agenda. The Commissioners expressed their sincere thanks to Ruth Ashley, Assistant Superintendent, Human Resource Services for making the change so quickly.

Marilyn Balmer, Personnel Analyst, reported the recruitment and testing staff is working on 13 recruitments. One of the recruitments, Receptionist has received over 400 applications and is scheduled to close on October 1st. Scheduled to open in the near future are Instructional Assistant - Computer Resources and School Safety Officer.

Susan Leaming, Personnel Analyst, reported that two sessions of CPR/First Aid training for classified staff have been scheduled for November 6, 2013. Priority registration will be given to those working with special needs students. Registration forms were sent to all sites and offices and the form is available on the Personnel Commission website.

Dale Culton, Certification Services Manager, announced Maria Villalobos, Human Resources Technician, will be retiring at the end of November.

Mary Cates, Human Resources Supervisor, reported staff has been working on getting all assignments online and ready for the first payroll run of the school year. She also reported training is scheduled for custodial substitutes on the, *AESOP Substitute Placement & Absence Management System*. 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 6, 2013 Personnel Commission meeting. It was moved by Vice-Chairperson Lewis to approve the minutes. Commissioner Ulaszewski 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. Commissioner Ulaszewski inquired as to why a Project Employee was not used instead of creating a classification. Ms. McMahon explained that since the position may be funded for a period of up to four years rather than a short-term assignment, the employee will receive paid benefits and the duties are classified in nature, the determination was made to create a new classification within the Classified Service. 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

CREATE A NEW CLASSIFICATION

Strategic Data Project Fellow

Salary Range 41 (M2)

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Instructional Associate Southeast Asian Education Salary Range 29 (C1)

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.

Grounds Supervisor – High School	Open/Promo	14-0017-5032
Nutrition Services Operations Coordinator	Promotional	14-0026-5063
Receptionist	Dual	14-0027-0674

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.

Instructional Aide - Special	Open/Continuous	14-0015-0448
List Valid: 08/29/13 – 08/29/14		
Total applications received: 105	Total invited to exam: 76	
No. Passed: 28 No. Failed: 10	No. Withdrew: 38 No. Screened Out: 29	

Instructional Assistant Intensive Behavioral Treatment	Open/Continuous	14-0008-5035
List Valid: 09/06/13 – 03/06/14		
Total applications received: 133	Total invited to exam: 71	
No. Passed: 31 No. Failed: 16	No. Withdrew: 24 No. Screened Out: 62	

Pool Attendant	Dual	14-0016-0245
List Valid: 09/06/13 – 09/06/14		
Total applications received: 38	Total invited to exam: 9	
No. Passed: 4 No. Failed: 3	No. Withdrew: 2 No. Screened Out: 29	

Senior Health Assistant	Dual	14-0014-5174
List Valid: 09/05/13 – 09/05/14		
Total applications received: 35	Total invited to exam: 9	
No. Passed: 8 No. Failed: 0	No. Withdrew: 1 No. Screened Out: 26	

Senior Office Assistant – BI Spanish	Promotional	14-0004-0589
List Valid: 09/17/13 – 09/17/14		
Total applications received: 12	Total invited to exam: 11	
No. Passed: 1 No. Failed: 9	No. Withdrew: 1 No. Screened Out: 1	

Senior Office Assistant – Schools BI Spanish	Promotional	14-0005-5091
List Valid: 09/17/13 – 09/17/14		
Total applications received: 16	Total invited to exam: 13	
No. Passed: 2 No. Failed: 9	No. Withdrew: 2 No. Screened Out: 3	

Staff Secretary	Promotional	14-0007-3364
List Valid: 09/06/13 – 09/06/14		
Total applications received: 16	Total invited to exam: 6	
No. Passed: 4 No. Failed: 2	No. Withdrew: 0 No. Screened Out: 10	

Staff Secretary – BI Spanish

List Valid: 09/11/13 – 09/11/14

Total applications received: 187

No. Passed: 9 No. Failed: 43

Dual

14-0006-5085

Total invited to exam: 73

No. Withdrew: 21 No. Screened Out: 114

EXTEND ELIGIBILITY LISTS

Campus Security Officer

Extended list expiration date: 08/01/14

Total applicants on list: 10

No. of Current Eligibles: 6

Dual

12-0082-5011

Extend list period: 1 year

No. of waivers or removals: 4

Campus Security Officer

Extended list expiration date: 08/31/14

Total applicants on list: 8

No. of Current Eligibles: 7

Dual

12-0094-5011

Extend list period: 1 year

No. of waivers or removals: 1

Food Production Utility Worker

Extended list expiration date: 09/11/14

Total applicants on list: 11

No. of Current Eligibles: 4

Dual

13-0001-0477

Extend list period: 1 year

No. of waivers or removals: 7

Groundskeeper

(Amended)

Extended list expiration date: 6/12/14

Total applicants on list: 55

No. of Current Eligibles: 34

Dual

12-0077-0172

Extend list period: 1 year

No. of waivers or removals: 22

OTHER ITEMS

CSEA President Valeeta Pharr, stated the Equity, Access/College and Career Readiness department is working on a survey on student and parent support that will be posted on the District's web site.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, October 3, 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 8:48 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb