

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of January 3, 2013**

Testing Room  
Personnel Commission Office  
999 Atlantic Avenue, Third Floor  
Long Beach, CA 90813

Chairperson Terence Ulaszewski called the meeting of the Personnel Commission to order at 8:17 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

**COMMISSION MEMBERS PRESENT**

Terence Ulaszewski, Chairperson  
Linda Vaughan, Vice-Chairperson

**STAFF MEMBERS PRESENT**

Gail McMahon, Ed.D., Executive Officer  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Anne Follett, Human Resources Technician  
Ericka Emery, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Tammie Hirth, Human Resources Technician  
Jan Medford, Human Resources Technician  
Silaue Taelifi, Human Resources Technician

**PRELIMINARY**

Guests: Stacey Lewis, Personnel Commissioner – elect; Les Leahy, Business Services Administrator; Dan Ewaskey, CSEA Vice President – Unit B; Efrem Lewis; Kyle Kenneth Lewis; Karrington Lewis; Kennedy Lewis; and Teresa Varnado.

**SWEARING IN OF NEW COMMISSIONER**

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Chairperson Ulaszewski administered the Oath of Office to Personnel Commissioner-elect, Stacey Lewis, who was appointed for the term ending December, 2015.

Chairperson Ulaszewski welcomed Ms. Lewis and said that he is looking forward to three great years of working together. Ms. Lewis gave a brief history of her experience which qualifies her to serve as a Commissioner including her 28 years in Human Resources, active membership in PTA and as a member of the Long Beach community. Ms. Lewis said she is excited to be part of the Commission and is grateful to have been given the honor to serve.

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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Executive Officer Gail McMahon welcomed Commissioner Lewis and extended a welcome back to CSEA Vice President - Unit B, Dan Ewaskey. Ms. McMahon updated the Commission on the progress of the revisions to Chapter 4 of the Rules and Regulations of the Classified Service. Indicating the first reading was originally scheduled for December 20, 2012 and the item was pulled in order to assure stakeholders would have the opportunity to provide feedback. It is expected Chapter 4 will be submitted to the Commission for a first reading on the January 17, 2013 agenda. Some of the changes in the chapter will be made as a result of survey results which indicated sites would like to incorporate other areas beyond the exam scores to measure the future success of candidates.

Ms. McMahon reported a new survey is being developed which will seek feedback on the Certification Services and Employment Services offered by the Personnel Commission.

Dale Culton, Certification Services Manager informed the Commission that on January 29, 2013 the Board of Education will take action on the abolishment of classified positions which will occur as a result of the closure of Monroe and the reduction of Burcham from K-8 to K-5, which will take place in the fall. Mr. Culton also reported an invitation to work as a substitute was sent to Intermediate Office Assistant Bilingual Spanish candidates who recently tested.

RECEIPT AND DISTRIBUTION OF  
HEARING OFFICER'S REPORT

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HEARING OFFICER'S REPORT

In accordance with the Personnel Commission Rule 11.6.D, the Personnel Commission shall distribute the report to the employee representative and the District. Executive Officer McMahon reported a revised report has been submitted by the Hearing Officer with corrections to typographical errors. Vice-Chairperson Vaughan made a motion to accept the revised report and to distribute such report to all parties involved. Commissioner Stacey Lewis seconded the motion. The motion was carried and approved.

MINUTES

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The Commission approved the minutes of the December 20, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Chairperson Ulaszewski seconded the motion. The motion was carried and approved.

**BULLETINS**

BULLETINS

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 Lewis moved to ratify the bulletins. The motion was seconded by Vice-Chairperson Vaughan and the bulletins were ratified.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Campus Security Officer (Avalon)	Dual	13-0048-5011
Credential Services Specialist	Open	13-0054-3343
Custodian (Avalon)	Dual	13-0046-0139
Grounds Equipment Operator I (Avalon)	Dual	13-0039-0175
Groundskeeper (Avalon)	Dual	13-0047-0172
Human Resources Technician	Promo	13-0055-3352
Intermediate Office Assistant–Schools (Avalon)	Dual	13-0044-3354
Instructional Aide – Special (Avalon)	Dual	13-0043-0448
Nutrition Services Worker (Avalon)	Dual	13-0045-5068
Systems Operator	Dual	13-0049-5111

**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. Vice-Chairperson Vaughan moved for approval. The motion was seconded by Commissioner Lewis. The eligibility lists were approved.

**Elementary School Office Supervisor      Promotional      13-0024-3345**  
 List Valid: 12/31/12 to 12/31/13  
 Total applications received: 54      Total invited to exam: 39  
 No. Passed: 10      No. Failed: 23      No. Withdrew: 6      No. Screened Out: 15

**Intermediate Office Assistant –  
 Bilingual Spanish      Dual      13-0032-5052**  
 List Valid: 12/28/12 to 12/28/13  
 Total applications received: 226      Total invited to exam: 119  
 No. Passed: 31      No. Failed: 48      No. Withdrew: 40      No. Screened Out: 107

**Intermediate Office Assistant – Schools  
 Bilingual Spanish      Dual      13-0033-5050**  
 List Valid: 12/28/12 to 12/28/13  
 Total applications received: 130      Total invited to exam: 69  
 No. Passed: 21      No. Failed: 26      No. Withdrew: 22      No. Screened Out: 61

**Middle School Office Supervisor      Promotional      13-0025-3357**  
 List Valid: 12/31/12 to 12/31/13  
 Total applications received: 38      Total invited to exam: 29  
 No. Passed: 7      No. Failed: 20      No. Withdrew: 2      No. Screened Out: 9

**Plant Supervisor II – Amended List                      Promotional                      13-0006-5027**  
List Valid: 10/26/12 to 10/26/13  
Total applications received: 27                      Total invited to exam: 22  
No. Passed: 10                      No. Failed: 11    No. Withdrew: 1                      No. Screened Out: 5

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, January 17, 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 8:39 a.m. to consider the recommendation to remove Appellant 12226844 from eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove candidate 12226844 from current eligibility lists per Personnel Commission Rule 4.2.A.5. The appellant was not present.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:05 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove candidate 12226844 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 December 2015. They instructed the Executive Officer to notify the candidate of this decision.

ADJOURNMENT

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There being no further business, at 9:07 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

*Signature on file*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb