



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

April 25, 2013  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER

2. ROLL

Terry Ulaszewski, Chairperson  
Linda Vaughan, Vice-Chairperson  
Stacey Lewis, Member

Present \_\_\_\_\_  
Present \_\_\_\_\_  
Present \_\_\_\_\_

3. PRELIMINARY

3.1 Pledge of Allegiance to the Flag

3.2 Introduction of Guests

4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS  
FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA

5. REPORT FROM THE EXECUTIVE OFFICER

6. HEARINGS

None

7. MINUTES

7.1 Approval of Minutes for April 11, 2013

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per  
Education Code 45246

None

8.2 Recommendation to Remove from Eligibility List per  
P.C. Rule 4.2.A.8

Restricted Action

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B

Action

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A

Action

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on May 9, 2013 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
12. CLOSED SESSION
13. ADJOURNMENT

#### **ACCESS TO PUBLIC DOCUMENTS**

Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 999, Atlantic Avenue, Third Floor, Long Beach, CA 90813, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:40p.m.).

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting pursuant to Government Code 54954.2 (a) 1.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for March 28, 2013

PAGES: 7.1.1 – 7.1.5

Date: April 25, 2013

Reason for  
Consideration: Action

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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 8:18 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Terence Ulaszewski, Chairperson  
Linda Vaughan, Vice-Chairperson  
Stacey Lewis, 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, Staff Secretary  
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President.

HEARING OF PUBLIC TESTIMONY AND  
QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA

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QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA

Valeeta Pharr, CSEA Chapter 2 President said she had attended a Health Care Summit which was very informative. Topics included benefits and benefits reform.

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Executive Officer Gail McMahon reported talks with Facilities have begun regarding the move of the Commission offices to Monroe.

Ms. McMahon also reported the Classified Employee Celebration is scheduled for May 17<sup>th</sup> from 11:00 a.m. to 2:30 p.m. and the Most Inspiring Students Awards dinner is scheduled for May 22<sup>nd</sup>.

Executive Officer McMahon presented the results of the environmental scan and surveys related to Certification Services. Some of the areas Certification Services is responsible for are new employee processing, meeting substitute needs and employee evaluations. The survey results will give staff an opportunity for developing and improving services in accordance with customer wants and needs. The PowerPoint presentation can be viewed on the Personnel Commission website:

[http://www.lbschools.net/Main\\_Offices/Personnel\\_Commission/pdf/Contributed/PCsurveyresults.pdf](http://www.lbschools.net/Main_Offices/Personnel_Commission/pdf/Contributed/PCsurveyresults.pdf)

Commissioner Lewis commended Executive Officer McMahon on the presentation and recommended one person be designated as the point of contact during layoffs. She also mentioned the Port of Long Beach will be implementing the NEOGOV performance appraisal system and the Personnel Commission may be interested in considering it for LBUSD. Vice-Chairperson Vaughan asked if the Personnel Commission has the authority to change the employee performance evaluation. Ms. McMahon stated the evaluation is a negotiated document. Valeeta Pharr, CSEA Chapter 2 President, said the evaluation is the same for all classifications and does not always work as different classifications have different areas of importance. Chairperson Ulaszewski said the survey presentation was great, stating that process development has always been a goal and he appreciates that staff continues to look for ways to do their job better.

**PUBLIC HEARING FOR THE  
PERSONNEL COMMISSION BUDGET  
FOR FISCAL YEAR 2013-2014**

**PUBLIC HEARING FOR THE  
PERSONNEL COMMISSION BUDGET  
FOR FISCAL YEAR 2013-2014**

Personnel Commission Chairperson Terence Ulaszewski opened the public hearing for the 2013-2014 Personnel Commission budget at 8:58 a.m.

Chairperson Ulaszewski asked if there were any questions or comments from the floor regarding the proposed budget. Commissioner Lewis requested a copy of the line item budget. Seeing no further questions or comments, Chairperson Ulaszewski closed the public hearing at 9:00 a.m. It was moved by Vice-Chairperson Vaughan to approve the budget. Member Lewis seconded the motion. The Commission acted to approve the 2013-2014 Personnel Commission budget as submitted. The Commission directed the Personnel Commission Executive Officer to submit the budget to the Superintendent or Board of Education for concurrence and the Los Angeles County Office of Education for final approval.

**MINUTES**

**MINUTES**

The Commission approved the minutes of the March 28, 2013 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Member 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 submitted the attached classification recommendations for the consideration of the Commission.

Susan Leaming, Personnel Analyst, explained the purpose of the creation of the Senior Health Assistant classification, revisions to the existing Health Assistant classification and answered questions in accordance with the staff report submitted. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Lewis to approve the classification recommendations. The motion was carried and approved.

## CREATE A NEW CLASSIFICATION

## CREATE A NEW CLASSIFICATION

Senior Health Assistant - Salary Range 24 (C1)

## REVISION OF CLASSIFICATION SPECIFICATION

## REVISION OF CLASSIFICATION SPECIFICATION

Health Assistant

## REVISION OF RULES AND REGULATIONS

## REVISION OF RULES AND REGULATIONS

One of the specific requirements of Education Code 45260 is that "The Commission shall prescribe, amend and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness." It was moved by Vice-Chairperson Vaughan to approve the revision of Chapter 5. Commissioner Lewis 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. Vice-Chairperson Vaughan moved to ratify the bulletins. The motion was seconded by Commissioner Lewis and the bulletins were ratified.

## TITLE

## TYPE

## NUMBER

Associate Educational Research Analyst	Dual	13-0077-3368
Educational Research Analyst I	Promo	13-0078-3301
Educational Research Analyst II	Promo	13-0079-3302
High School Office Supervisor	Promo	13-0081-3349

## ELIGIBILITY LISTS

## ELIGIBILITY LISTS

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

**Administrative Coordinator Facilities  
Planning, Development & Planning**

**Dual**

**13-0066-5097**

List Valid: 04/05/13 -04/05/14

Total applications received: 27

Total invited to exam: 15

No. Passed: 13

No. Failed: 1

No. Withdrew: 1

No. Screened Out: 12

**Instructional Assistant - Intensive  
Behavioral Treatment**

**Open/Continuous**

**13-0063-5035**

List Valid: 04/04/13 -04/04/14

Total applications received: 108

Total invited to exam: 45

No. Passed: 15

No. Failed: 15

No. Withdrew: 15

No. Screened Out: 63

**Nutrition Services Supervisor I**

**Dual**

**13-0058-5058**

List Valid: 04/05/13-04/05/14

Total applications received: 75

Total invited to exam: 52

No. Passed: 26

No. Failed: 26

No. Withdrew: 0

No. Screened Out: 23

**Nutrition Services Supervisor II**

**Promotional**

**13-0059-5065**

List Valid: 04/05/13 -04/05/14

Total applications received: 18

Total invited to exam: 17

No. Passed: 8

No. Failed: 6

No. Withdrew: 3

No. Screened Out: 1

**Nutrition Services Supervisor III**

**Promotional**

**13-0060-5066**

List Valid: 04/05/13 -04/05/14

Total applications received: 8

Total invited to exam: 7

No. Passed: 4

No. Failed: 3

No. Withdrew: 0

No. Screened Out: 1

**EXTEND ELIGIBILITY LISTS**

**Instructional Aide - Special**

**Open/Continuous**

**12-0052-0448**

Extended list expiration date: 3/30/14

Extend list period: 1 year

Total applicants on list: 27

No. of Current Eligibles: 9

No. of waivers or removals: 18

**OTHER ITEMS**

**OTHER ITEMS**

Dale Culton, Certification Services Manager, informed the Commission he and Executive Officer McMahon met with the 7 Bus Drivers whose positions were recently abolished to explain the layoff process and answer any questions they had.

Chairperson Ulaszewski commented the meeting he attended for ACE (Appreciate Classified Employees) went well and he looks forward to being a shadow to a classified employee.

Commissioner Lewis asked for an update on intern Mary Rachi and asked if the Commission will have interns in the future. Marilyn Balmer, Personnel Analyst reported Ms. Rachi has been working with Commission staff on several projects. Executive Officer McMahon reported there will be at least one intern working with Commission staff this summer.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 25, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 9:13 a.m. to receive information on litigation. Murray v. Personnel Commission of the Long Beach Unified School District per Government Code Section 54956.9(a)

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:20 a.m. No reportable action was taken during closed session.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:21 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gail McMahon", with a stylized flourish at the end.

Gail McMahon, Ed.D.  
Executive Officer

GM/mb

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 8.2.1-8.2.14

Date: April 25, 2013

Reason for  
Consideration: Restricted Action

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Personnel Commission Rules 4.2.A.8 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation by certified mail and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:   Bulletins

PAGE: 9.1.1 – 9.1.2

Date:       April 25, 2013

Reason for  
Consideration: Action

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Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Student Evaluation Technician	Open/Cont	13-0083-0399	2



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

## APPLY TO:

Personnel Commission, Long Beach Unified School District  
999 Atlantic Avenue, 3<sup>rd</sup> Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## STUDENT EVALUATION TECHNICIAN - 0399

### TEMPORARY FALL POSITIONS ONLY

**Final Filing Date: 4:30 p.m., Tuesday, May 28, 2013**

HOURLY SALARY: \$18.32

## JOB INFORMATION:

Assignments are in temporary part-time positions working from September 9 through November 1. Candidates should apply immediately to be considered for available opportunities. Employment in these assignments is temporary and does not result in permanent employment. All candidates will be required to attend one day of training scheduled late-August to early-September.

## APPLICATION:

Candidates are **strongly encouraged to submit applications online** via the Personnel Commission website: [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

**JOB SUMMARY:** Under immediate supervision, administer and score examination of student enrollees or referred students for such areas as language proficiency, achieved academic level, math, speech, language, etc.; upon referral to administer and score examination in the primary language of enrolled students identified with possible special needs to determine language proficiency and achieved academic level(s) to recommend possible course(s) of academic intervention; interview and collect information for the historical academic/health profile of the student(s); enroll students; perform related duties as assigned.

**Note:** Before being considered for employment, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

## MINIMUM QUALIFICATIONS INCLUDE:

Any combination of training and experience that could likely provide the required knowledge and abilities may be considered, however, experience cannot substitute for the required minimum education.

## TRAINING:

Graduation from high school and training or coursework in normal/abnormal psychology, language acquisition, education or child growth and development.

## EXPERIENCE:

Some experience in the process and procedure of test administration, scoring, or related evaluation techniques used to measure, rank or rate the results in terms of student academic achievement and level or personnel employment testing.

## SPECIAL:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 13-0083-0399 af  
Open Continuous

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: April 25, 2013

Reason for  
Consideration: Restricted Action

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Personnel Commission Rule 5.1.A, states that the Personnel Commission Administrator shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. Accordingly staff submits the following eligibility lists for consideration of the Commission:

**Instructional Aide – Instrumental Music Dual 13-0068-0447**

List Valid: 04/25/13 -04/25/14

Total applications received: 35

No. Passed: 7 No. Failed: 2

Total invited to exam: 13

No. Withdrew: 4 No. Screened Out: 22

**Instructional Aide – Special**

**Open/Continuous 13-0070-0448**

List Valid: 04/12/13 -04/12/14

Total applications received: 106

No. Passed: 22 No. Failed: 18

Total invited to exam: 74

No. Withdrew: 34 No. Screened Out: 32

**Plant Supervisor I**

**Dual**

**13-0067-5026**

List Valid: 04/24/13 -04/24/14

Total applications received: 36

No. Passed: 21 No. Failed: 7

Total invited to exam: 32

No. Withdrew: 4 No. Screened Out: 4

**Senior Nutrition Services Worker**

**Dual**

**13-0057-5071**

List Valid: 04/15/13 -04/15/14

Total applications received: 95

No. Passed: 36 No. Failed: 27

Total invited to exam: 82

No. Withdrew: 19 No. Screened Out: 13

**EXTEND ELIGIBILITY LISTS**

**Library/Media Assistant**

**Dual**

**12-0069-0465**

Extended list expiration date: 4/11/14

Extend list period: 1 year

Total applicants on list: 19

No. of Current Eligibles: 11 No. of waivers or removals: 8

**Office Assistant – Bilingual Spanish**

**Dual**

**12-0070-5158**

Extended list expiration date: 5/7/14

Extend list period: 1 year

Total applicants on list: 30

No. of Current Eligibles: 11 No. of waivers or removals: 19

CERTIFIED TO BE CORRECT: *Gail McMahon* DATE: 4-18-13