

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of December 8, 2011

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

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 10:00 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Vera Mulkey, Chairperson
Linda Vaughan, Vice-Chairperson
Terence Ulaszewski, 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-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Dan Ewaskey, CSEA Vice-President – Unit B; Juan Garcia, CSEA Chief Job Steward; Cecelia Slater, Director, Nutrition Services; Ben Graves, appellant and Juan Hockaday, appellant.

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

None

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REPORT FROM THE EXECUTIVE OFFICER

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Gail McMahon, Executive Officer, informed the Commissioners of the Personnel Commissioners Association of Southern California dinner meeting scheduled for January 12, 2012. At this meeting elections will be held to fill leadership roles for PCASC.

Ms. McMahon also reported the dates of the California School Personnel Commissioners Association conference will be January 26 – 29, 2012. Commissioner Vaughan stated she will be attending the conference.

Ms. McMahon asked the Personnel Commission unit managers and supervisor to give an update of their respective unit activities.

Susan Leaming, Personnel Analyst, reported the reclassification freeze for individual requests put in place last April has officially been lifted as of December 1st. Ms. Leaming reported a handful of reclassification requests have been submitted. The requests are currently under review and will be brought before the Commission for action in January.

Marilyn Balmer, Personnel Analyst, reported her unit is working with several departments on a large number of recruitments. Due to the number of recruitments, testing is being scheduled into February. Ms. Balmer also reported Ms. Esther Martinez, Human Resources Assistant was listed on the Los Alamitos annual report for participating as a rater on one of their panels. Ms. Balmer mentioned that it is always helpful for our office when staff from our District participate on panels for other districts as they will help us out when we are seeking raters for panels.

Dale Culton, Certification Services Manager, thanked Mary Cates for working with the team on getting the online Vacancy Assignment request for walk on coaches set up. He also reported that staff continues to work on getting Instructional Aide Special vacancies filled.

Maria Lynn Braunstein, Associate Personnel Analyst, reported the CPR sessions coordinated by the Personnel Commission were so successful that Special Education received permission to hold training for an additional 100 employees. Ms. Braunstein is currently in the process of coordinating the training.

Commission Chair Mulkey, thanked the Executive Officer for the wonderful presentation of the Annual Report to the Board Education and stated the report was very well done.

HEARINGS

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None

MINUTES

MINUTES

The Commission approved the minutes of the November 10, 2011 Personnel Commission meeting. It was moved by Vice Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the minutes. The motion was carried and approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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RECOMMENDATIONS

Susan Leaming, Personnel Analyst, explained that revisions were made to the Administrative Dietitian and Financial Services Officer class specifications in anticipation of upcoming recruitments in the classes. She further explained that there are no incumbents in the classification which will be affected by the changes. Ms. Leaming stated the Administrative Dietitian classification had a salary reallocation as the scope of authority for the position has narrowed, warranting a reallocation.

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the revision to the class specifications. The motion was carried and approved.

REVISE CLASSIFICATION SPECIFICATION
AND REALLOCATE SALARY

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AND REALLOCATE SALARY

Administrative Dietitian from Salary Range 46 (M2) to Salary Range 42 (M2)

REVISE CLASSIFICATION SPECIFICATION

REVISE CLASSIFICATION SPECIFICATION

Financial Services Officer

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant, Denise Lorraine Billiter, was not present. The Commission acted to remove her name from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant, Anicia Q. Clay, was not present. The Commission acted to remove her name from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant, Aracellis Suehae Coleman, was not present. The Commission acted to remove her name from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant, Benjamin Rankin Graves, was present and requested to be heard in closed session. The Commission moved this item to closed session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.5 and 4.2.A.7. The appellant, Juan Hockaday, was present and requested to be heard in closed session. The Commission moved this item to closed session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7 and 4.2.A.11. The appellant, Victoria Lane, was not present. The Commission moved this item to closed session for discussion.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.4, 4.2.A.5 and 4.2.A.7. The appellant, Dennisse Gisette Rodo Vega, was not present. The Commission acted to remove her name from current eligibility lists.

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 Vaughan and approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Head Start Instructional Aide (Substitute)	Open/Cont	0657

Kids' Club Lead Assistant	Dual	12-0042-0515
Plasterer	Dual	12-0023-0241
School Safety Officer	Dual	12-0036-5014
Stage Technician	Dual	12-0037-0379
Student Evaluation Technician – Bilingual Spanish	Dual	12-0041-0483

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 Ulaszewski moved for approval. The motion was seconded by Vice-Chairperson Vaughan and was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Administrative Secretary	Promo	12-0019-3339	11/15/12
Instructional Aide – Special	Open/Cont	12-0018-0448	11/21/12
Instructional Aide – Special Substitute	Open/Cont	12-SUBS-0448	11/21/13
Mail/Switchboard Services Supervisor	Dual	12-0020-5143	12/05/12
Nutrition Services Worker	Open/Cont	12-5068-02	11/08/13
Transportation Scheduler	Dual	12-0021-5040	11/16/12

OTHER ITEMS

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Valeeta Pharr, CSEA President, reported she attended a coalition meeting regarding the trigger cuts to transportation and provided the Commissioners with information from that meeting.

Commissioner Ulaszewski informed the Commission he was “Principal for the Day” at Kettering. He reported how impressed he was with the school and the professionalism of the staff. Commissioner Ulaszewski also had the opportunity to visit special education classrooms and stated he was impressed and the staff was terrific.

Commission Chair Mulkey thanked CSEA for their support in the reappointment of Commissioner Ulaszewski and wished everyone a wonderful holiday season.

NEXT MEETING

NEXT MEETING

The Commission cancelled the meeting of December 22, 2011. The next regular meeting of the Personnel Commission will be held on Thursday, January 5, 2012, 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 10:35 a.m. to hear the appeal of Benjamin Rankin Graves and Juan Hockaday and discuss the removal of Victoria Lane.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:50 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to grant the appeal of Benjamin Rankin Graves and instructed the Executive Officer to notify him of this decision.

The Commission acted to grant the appeal of Juan Hockaday and instructed the Executive Officer to notify him of this decision.

The Commission acted to sustain staff's recommendation to remove Victoria Lane from current eligibility lists and instructed the Executive Officer to notify her of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned the meeting at 10:57 a.m.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb