

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of May 1, 2014

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, Ed.D., Executive Officer
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Damaris Padilla, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice-President – Unit A and Barry Bartlett, Purchasing and Contracts Director.

**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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Dr. Gail McMahon, Executive Officer, asked staff to provide the Commission an update of their unit activities.

Susan Leaming, Personnel Analyst, provided the Commission a brief update on the activities of the Child Care and Instructional job family study. Ms. Leaming reported once she has completed the focus group meetings she will begin writing the class specifications.

Ms. Leaming also reported the updated salary schedules which reflect the recent 3% increase can be found on the Personnel Commission website. Ms. Leaming gave Kudos to Lucien Cadranel, Senior Systems Analyst and Information Services for their assistance in setting up a query for the salary schedule data.

Dale Culton, Certification Services Manager, reported he met with Student Evaluation Technicians to review the layoff process as they have been informed their positions will be abolished due to funding. Mr. Culton also reported, Nutrition Services has agreed to be a test site for online certification through the NEOGOV applicant tracking system.

Executive Officer McMahon reported the recruitment activities continue to be very high. Associate Personnel Analyst Maria Braunstein stated there are approximately 13 recruitments in the planning stages and several in the testing phase.

MINUTES

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The Commission approved the minutes of the April 17, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Chairperson Vaughan seconded the motion.

The motion carried with Commissioner Ulaszewski and Chairperson Vaughan voting aye.

CLASSIFICATION/RESTRUCTURE

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The Personnel Commission acted to approve the following classification recommendation per Education Code 45256 and according to Personnel Commission Rules. It was moved by Commissioner Ulaszewski and seconded by Chairperson Vaughan to discuss the classification recommendations. It was asked how many employees are supervised by this position and if anyone else could perform duties in the absence of the supervisor. Ms. Leaming stated three employees are supervised by the School Safety Operations Supervisor and the duties of the scheduling could be performed by the School Safety Supervisors in her absence. Ms. Valeeta Pharr, CSEA Chapter 2 President, shared her concern with the number of supervisors in the School Safety department. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Lewis to approve the classification recommendations.

The motion carried. The vote was unanimous with all three members participating in the vote.

CREATE A NEW CLASSIFICATION

School Safety Operations Supervisor

ALLOCATE A CLASSIFICATION

School Safety Operations Supervisor
Salary Range 35 (S1)

RECLASSIFY AN EXISTING POSITION

<u>Name</u>	<u>Position</u>
Monica Sinsabaugh	From: Emergency Preparedness Program Supervisor To: School Safety Operations Supervisor

ABOLISH A CLASSIFICATION

Emergency Preparedness Program Supervisor
Salary Range 35 (S1)

ABOLISH A CLASSIFICATION

Maintenance Mechanic (grandfathered classification) Class Code 0212

MEETING DATES OF THE PERSONNEL COMMISSION FOR 2014 – 2015

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COMMISSION FOR 2014 - 2015

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Lewis to approve the Personnel Commission dates for 2014-2015. The motion was carried and approved. The vote was unanimous with all three members participating in the vote.

Dates for 2014-2015 Personnel Commission meetings. All meetings are held on Thursdays at 8:15 a.m. at the Personnel Commission Office.

2014

July 10
July 24

August 7
August 21

September 4
September 18

October 2
October 16
October 30

November 13

December 11

2015

January 8
January 22

February 5
February 19

March 5
March 19

April 2
April 16
April 30

May 14
May 28

June 11
June 25

REVISION OF RULES AND REGULATIONS

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Commissioner Ulaszewski made a motion to discuss the first reading of the Rules and Regulations of the Classified Service, Chapter XII. Vice-Chairperson Lewis seconded the motion. The commissioners asked the Executive Officer to review the following terms, physical disability, paternity leave and domestic peace corps to assure these are currently accepted phrases. They also asked to have California Family Rights Act (CFRA) listed as a type of leave. Commissioner Ulaszewski gave kudos to Dr. McMahon for her work on the revision of the Rules and Regulations of the Classified Service. A second reading and action is scheduled for May 15, 2014.

BULLETINS

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Personnel Commission Rule 4.3.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 Vice-Chairperson Lewis to ratify the bulletins. Commissioner Ulaszewski seconded the motion.

The motion carried. The vote was unanimous with all three members participating in the vote.

Administrative Coordinator – Construction	Dual	14-0096-5187
Assistant Purchasing and Contracts Director	Dual	14-0095-0777
Human Resources Technician	Dual	14-0097-3352
Nutrition Services Worker	Dual	14-0103-5068

ELIGIBILITY LISTS

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Personnel Commission Rule 5.1.B, 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 motion carried. The vote was unanimous with all members present participating in the vote. The following eligibility lists were approved.

Administrative Secretary –

Bilingual Spanish	Promotional	14-0089-5140
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List Valid: 04/30/14 -04/30/15

Total applications received: 17 Total invited to exam: 15

No. Passed: 7 No. Failed: 5 No. Withdrew:3 No. Screened Out: 2

Instructional Aide – Deaf/

Hard of Hearing	Dual	14-0090-3272
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List Valid: 4/28/14 – 4/28/15

Total applications received: 5 Total invited to exam: 2

No. Passed: 1 No. Failed: 0 No. Withdrew: 1 No. Screened Out: 3

Instructional Aide – Special	Open/Continuous	14-0070-0448
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List Valid: 5/01/14 – 5/01/15

Total applications received: 119 Total invited to exam: 60

No. Passed: 23 No. Failed: 10 No. Withdrew: 27 No. Screened Out: 59

ANNUAL ELECTION OF
PERSONNEL COMMISSION OFFICERS

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PERSONNEL COMMISSION OFFICERS

Personnel Commission Rule 2.1.A states that “the Commission shall elect one of its members as Chairperson and another as Vice-chairperson at the first meeting of each May.” In accordance with this rule, the Commission elected Stacey Lewis to serve as Chairperson and Linda Vaughan as Vice-Chairperson.

OTHER ITEMS

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Ms. Pharr announced, Ericka Emery, Human Resources Technician has been selected as the recipient of a \$1,000 scholarship from CSEA toward her education.

Vice-Chairperson Lewis thanked everyone for getting the word out for the summer intern program at the Port of Long Beach announcing over 600 applications were received for the 25 intern positions. Ms. Lewis announced the Port of Long Beach is offering harbor tours. To sign up for a tour visit www.polb.com.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, May 15, 2014, 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 8:51 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb