

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of September 4, 2014

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

Chairperson Stacey Lewis 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

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

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Susan Leaming, Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Ann Culton, Administrative Coordinator – Human Resource Services; Dan Ewaskey, CSEA Vice-President – Unit B; Michelle Mathis.

**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, commended staff for their exemplary recruitment and certification efforts. Staff screened approximately 1,500 applications, tested over 600 individuals and certified numerous eligibility lists in about a week. Dr. McMahon reported when the recruitment efforts began in August there were approximately 100 Instructional Aide –Special vacancies. As a result of the hard work by Anne Follett, Human Resources Technician, the number of vacancies is now 15. Dr. McMahon also thanked Special Education for providing raters to interview the applicants.

Dr. McMahon asked that agenda item 7.3 be pulled from the agenda.

At 8:22 a.m., Vice-Chairperson Vaughan arrived.

Chairperson Lewis thanked Dr. McMahon for her leadership and staff for everything they accomplished in such a short period of time.

HEARINGS

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Dr. McMahon reported a date for the hearing of employee E00177750 is being coordinated. It is tentatively scheduled for October 16, 2014.

MINUTES

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The Commission approved the minutes of the August 21, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Chairperson Lewis seconded the motion.

The motion carried. Chairperson Lewis and Commissioner Ulaszewski voting aye. Vice-Chairperson Vaughan abstained.

APPEAL OF DISQUALIFIED APPLICANT

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An applicant had been disqualified from continuing in the examination process for the classification of Instructional Assistant - Mathematics and appealed to the Personnel Commission. Appellant 17570059 was present. 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.8. Appellant 18881154 was not present. 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.8. Appellant 20525429 was not present. 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.8. Appellant 19639856 was not present. 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.8. Appellant 12632369 was not present. The Commission moved this item to Closed Session.

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 Commissioner Ulaszewski to ratify the bulletins. Vice-Chairperson Vaughan seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote. The following bulletin was ratified:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Assistant Maintenance Director	Dual	15-0029-0504
College and Career Specialist	Dual	15-0028-5177
Groundskeeper	Dual	15-0033-0172

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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. It was moved by Commissioner Ulaszewski to approve the eligibility lists. Vice-Chairperson Vaughan seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote. The following eligibility lists were approved:

Braille Transcriber	Dual	15-0019-3340
List Valid: 08/18/14 – 08/18/15		
Instructional Aide – Bilingual Spanish	Dual	14-0098-0442
List Valid: 08/28/14 – 08/28/15		
Instructional Aide - Special	Open	15-0026-0448
List Valid: 08/06/14 – 08/06/15		
Instructional Aide - Special	Open	15-0027-0448
List Valid: 08/14/14 – 08/14/15		
Instructional Assistant Mathematics	Dual	15-0023-5172
List Valid: 08/14/14 – 08/14/15		
Intermediate Office Assistant	Dual	15-0013-0673
List Valid: 08/19/14 – 08/19/15		
Intermediate Office Assistant Bilingual Spanish	Dual	15-0015-5050
List Valid: 08/25/14 – 08/25/15		
Intermediate Office Assistant - Schools	Dual	15-0014-3354
List Valid: 08/19/14 – 08/19/15		
Intermediate Office Assistant - Schools Bilingual Spanish	Dual	15-0016-5052
List Valid: 08/25/14 – 08/25/15		
Library/Media Assistant	Dual	15-0022-0465
List Valid: 08/18/14 – 08/18/15		
Senior ASB Financial Technician(Amended)	Dual	15-0001-0761
List Valid: 08/7/14 – 08/7/15		
Stage Technician	Dual	15-0024-0379
List Valid: 08/15/14 – 08/15/15		
Senior Office Assistant	Promotional	15-0009-0677
List Valid: 08/20/14 – 08/20/15		
Senior Office Assistant Bilingual Spanish	Promotional	15-0011-5089
List Valid: 08/26/14 – 08/26/15		
Senior Office Assistant - Schools	Promotional	15-0010-3363
List Valid: 08/20/14 – 08/20/15		
Senior Office Assistant – Schools Bilingual Spanish	Promotional	15-0012-5091
List Valid: 08/26/14 – 08/26/15		

It was moved by Vice-Chairperson Vaughan to approve the eligibility lists. Chairperson Lewis seconded the motion.

The motion carried. Chairperson Lewis and Vice-Chairperson Vaughan voting aye. Member Ulaszewski abstained from the vote. The following eligibility lists were approved:

Chief Business & Financial Officer **Dual** **14-0113-0689**

List Valid: 08/28/14 – 08/28/15

Chief Business & Financial Officer **Dual** **15-0004-0689**

List Valid: 08/28/14 – 08/28/15

OTHER ITEMS

None

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, September 18, 2014, 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 8:30 a.m. to consider the appeal of disqualified applicant 17570059 and the recommendations to remove appellant: 18881154, 20525429, 19639856 and 12632369 from current eligibility lists.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:15 a.m. The following reportable action was taken during Closed Session:

The Commission acted to grant the appeal of applicant 17570059 from the Instructional Assistant - Mathematics examination process. They instructed the Executive Officer to notify the applicant of the decision.

The Commission determined candidate 18881154 would not be removed from current eligibility lists due to her employment history and because the incident occurred several years ago. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to remove candidate 20525429 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after August 2015. They instructed the Executive Officer to notify the candidate of the decision and encourage the candidate to reveal all facts on future applications so as to avoid a cause for rejection.

The Commission acted to remove candidate 19639856 from eligibility list. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to remove candidate 12632369 from eligibility list. They instructed the Executive Officer to notify the candidate of the decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:20 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb