

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of February 6, 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 8:16 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
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

PRELIMINARY

Guests: Yvette Brotherton, Intermediate Office Assistant.

**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 the unit managers present to provide the Commission an update of their units activities.

Marilyn Balmer, Personnel Analyst, reported recruitment and testing staff recruitment activities continue to be heavy. She stated the recruitment for Records Office Assistant has received over 800 applications. At this time there is only one vacancy for this classification.

Susan Leaming, Personnel Analyst, reported the Child Care and Instructional Job Family Study welcome packets were sent to employees in that job family. At this time she has 21 focus groups to schedule and expects that number to grow as the deadline to submit an interest to participate approaches on February 11, 2014.

Dale Culton, Certification Services Manager, reported the Summer School / Extended School Year classified employment application is available and online. The deadline to submit applications is Friday, March 21, 2014. Mr. Culton also reported 19 new hires and 11 promotions were listed on the previous Board of Education agenda.

MINUTES

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The Commission approved the minutes of the January 23, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion.

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

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 approve the classification recommendation.

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

ABOLISH A CLASSIFICATION

Computer Support Manager
Technology Systems Support Manager

APPEAL OF DISQUALIFIED APPLICANT

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An applicant had been disqualified from continuing in the examination process for the classification of Elementary School Office Supervisor and appealed to the Personnel Commission. The appellant was present. The Commission moved this item to Closed Session.

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. It was moved by Commissioner Ulaszewski to ratify the bulletin. Chairperson Vaughan seconded the motion.

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

Instructional Aide Interpreter-
Deaf/Hard of Hearing

Dual

14-0078-3272

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 Lewis moved for approval of the lists. The motion was seconded by Commissioner Ulaszewski.

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

Computer Support Technician	Dual	14-0054-5108
List Valid: 1/22/14 – 1/24/15		
Total applications received: 77	Total invited to exam: 38	
No. Passed: 8 No. Failed: 19	No. Withdrew: 11 No. Screened Out: 39	

Network Specialist	Dual	14-0039-5119
List Valid: 1/3/14 – 1/3/15		
Total applications received: 32	Total invited to exam: 11	
No. Passed: 4 No. Failed: 3	No. Withdrew: 4 No. Screened Out: 21	

Nutrition Services Director	Dual	14-0051-5060
List Valid: 2/5/14 – 2/5/15		
Total applications received: 25	Total invited to exam: 6	
No. Passed: 3 No. Failed: 2	No. Withdrew: 1 No. Screened Out: 19	

Painter	Dual	14-0053-0113
List Valid: 2/7/14 – 2/7/15		
Total applications received: 96	Total invited to exam: 41	
No. Passed: 5 No. Failed: 21	No. Withdrew: 15 No. Screened Out: 55	

EXTEND ELIGIBILITY LIST

Campus Security Officer - Avalon	Dual	13-0048-5011
Extended list expiration date: 2/7/15	Extend list period: 1 year	
Total applicants on list: 1		
No. of Current Eligibles: 1 No. of waivers or removals: 0		

Grounds Equipment Operator I - Avalon	Dual	13-0039-0175
Extended list expiration date: 2/7/15	Extend list period: 1 year	
Total applicants on list: 1		
No. of Current Eligibles: 1 No. of waivers or removals: 0		

Groundskeeper – Avalon	Dual	13-0047-0172
Extended list expiration date: 2/7/15	Extend list period: 1 year	
Total applicants on list: 4		
No. of Current Eligibles: 2 No. of waivers or removals: 2		

Instructional Aide - Special - Avalon	Dual	13-0043-0448
Extended list expiration date: 2/7/15	Extend list period: 1 year	
Total applicants on list: 1		
No. of Current Eligibles: 1 No. of waivers or removals: 0		

OTHER ITEMS

Executive Officer McMahon explained there will be a new look to the minutes as each motion will now indicate how each member of the commission voted.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, February 20, 2014, 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 8:23 a.m. to review the appeal of applicant 11211123.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 8:42 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to disqualify applicant 11211123 from the Elementary School Office Supervisor examination process. They instructed the Executive Officer to notify the applicant of the decision.

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

ADJOURNMENT

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There being no further business, at 8:44 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb