

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of January 9, 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
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
Anne Follett, Human Resources Technician
Tammie Hirth, Human Resources Technician
Damaris Padilla, Human Resources Technician

PRELIMINARY

Guests: Phil Dostalek, Assistant Maintenance Director; Valeeta Pharr, CSEA Chapter 2 President and Adrienne Rambo, CSEA Vice President – Unit A.

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

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Valeeta Pharr, CSEA Chapter 2 President, said CSEA has presented their proposal for negotiations to the District which includes a 3% increase which matches the recently approved increase for teachers and non-represented employees.

REPORT FROM THE EXECUTIVE OFFICER

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Dr. Gail McMahon, Executive Officer, announced the move of the Personnel Commission office to the Monroe site has been delayed. The original date of January 24th was pushed back two weeks. Unfortunately, a move in February is not possible due to Personnel Commission activities which have already been scheduled including Summer School employment application deadlines and scheduled testing activities. The new move date is tentatively scheduled for March 28 or later.

Dr. McMahon reported the Personnel Commissioners Association of Southern California (PCASC), has awarded Les Leahy, Business Services Administrator, one of two scholarships to attend the Merit System Academy.

Marilyn Balmer, Personnel Analyst, introduced the newest member of the Personnel Commission staff, Damaris Padilla, Human Resources Technician. Ms. Balmer reported recruitment and testing staff are currently working on 22 recruitments and 5 upcoming recruitments.

Susan Leaming, Personnel Analyst, reported the Childcare and Instructional job family study will be conducted in two phases. She has been meeting with administrators and discussing the study with CSEA. As a result of the discussions it has been determined the best approach for this job family is to conduct focus group meetings as many of the participants provide direct classroom services. The focus groups should ease the burden on the sites as it would require less of the employees time.

Dale Culton, Certification Services Manager, welcomed Anne Follett, Human Resources Technician to the Certification Unit. One of the projects Ms. Follett is working on is expediting the hiring of Instructional Aide-Specials by notifying candidates of current vacancies.

Mary Cates, Human Resources Supervisor, reported summer school applications will be available for employees by the end of January and will be due on Friday, March 21, 2014.

MINUTES

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The Commission approved the minutes of the December 12, 2013 Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Chairperson Vaughan seconded the motion. The motion was carried and approved.

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 was carried and approved.

ABOLISH A CLASSIFICATION

Administrative Coordinator – Special Education

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 10.8.5. Chairperson Vaughan seconded the motion. A second reading and action is scheduled for January 23, 2014.

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 bulletins. Chairperson Vaughan seconded the motion. The motion was carried and the bulletins were ratified.

Nutrition Services Supervisor I	Dual	14-0063-5064
Nutrition Services Supervisor II	Promotional	14-0064-5065
Nutrition Services Supervisor III	Promotional	14-0065-5066

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. Commissioner Ulaszewski moved for approval of the lists. The motion was seconded by Chairperson Vaughan. The following eligibility lists were approved.

Custodian – Avalon	Dual	14-0046-0139
List Valid: 12/23/13 – 12/23/14		
Total applications received: 27	Total invited to exam: 7	
No. Passed: 3 No. Failed: 0	No. Withdrew: 4	No. Screened Out: 20

Food Production Equipment Technician	Dual	14-0042-0476
List Valid: 12/30/13 – 12/30/14		
Total applications received: 31	Total invited to exam: 16	
No. Passed: 5 No. Failed: 6	No. Withdrew: 5	No. Screened Out: 15

Instructional Aide – Special- Avalon	Dual	14-0049-0448
List Valid: 12/23/13 – 12/23/14		
Total applications received: 9	Total invited to exam: 6	
No. Passed: 2 No. Failed: 0	No. Withdrew: 4	No. Screened Out: 3

Intermediate Office Assistant - Schools		
Avalon	Dual	14-0048-3354
List Valid: 12/23/13 – 12/23/14		
Total applications received: 31	Total invited to exam: 19	
No. Passed: 1 No. Failed: 1	No. Withdrew: 17	No. Screened Out: 12

Job Developer- BL Spanish	Dual	14-0036-5168
List Valid: 12/19/13 – 12/19/14		
Total applications received: 41	Total invited to exam: 5	
No. Passed: 4 No. Failed: 1	No. Withdrew: 0	No. Screened Out: 36

Nutrition Services Worker - Avalon	Dual	14-0050-5068
List Valid: 12/23/13 – 12/23/14		
Total applications received: 19	Total invited to exam: 12	
No. Passed: 5 No. Failed: 0	No. Withdrew: 7	No. Screened Out: 7

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, January 23, 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 8:44 a.m. to review the employment eligibility of an applicant.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 8:59 a.m. The following reportable action was taken during Closed Session: The Commissioners directed staff to send a letter to the applicant indicating after their review of the matter they determined that he was not unfairly denied employment or reemployment. The Personnel Commission also encourages the applicant to continue to review job announcements and apply to those positions for which he holds an interest.

ADJOURNMENT

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There being no further business, at 9:01 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb