

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of September 18, 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 8:16 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
Marilyn Balmer, 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

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President and Ann Culton, Administrative Coordinator – Human Resource Services.

**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, provided the Commission an update on the project to streamline the seniority calculation process. The current process requires approximately seven steps. The new program developed by Information Services allows for the process to be completed in one step. This information was recently shared with the District and CSEA.

Staff provided a brief update of their unit activities.

HEARINGS

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Dr. McMahon reported one of the witnesses will not be available on October 16, 2014, the tentative date previously scheduled for the matter of employee E00177750. The Commissioners unanimously agreed they would like all witnesses to be present at the hearing and directed the Executive Officer to explore new dates in which the hearing can be held.

MINUTES

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The Commission approved the minutes of the September 4, 2014, Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Ulaszewski seconded the motion.

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

CLASSIFICATION/RESTRUCTURE

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The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules.

The following classification items were approved.

REVISION OF A CLASSIFICATION

Research Testing Materials Supervisor

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the revision of a classification. The motion carried. The vote was unanimous with all members present participating in the vote.

ABOLISHMENT OF A CLASSIFICATION

School Safety –Attendance Officer

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the abolishment of a classification. The motion carried. The vote was unanimous with all members present participating in the vote.

RECLASSIFY A POSITION

Joann Kageno From: Executive Secretary (C) (SR 30 CO)
 To: Senior Executive Secretary (C) (SR 33 CO)

Chairperson Lewis stated in an effort to be transparent she would like documentation from the requesting authority on reorganization matters.

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the reclassification. The motion carried. The vote was unanimous with all members present participating in the vote.

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 bulletins were ratified:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Contract Analyst	Promotional	15-0031-0624
Educational Research Analyst II	Promotional	15-0030-3302
Nutrition Services Worker	Open	15-0035-5068
Instructional Aide-Special	Dual	15-0034-0448

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. 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:

Campus Security Officer (Substitutes)	Dual	15-0007-5011
List Valid: 09/09/14 – 09/09/15		
Custodian	Dual	14-0116-0139
List Valid: 09/19/14 – 09/19/15		
Instructional Aide Interpreter-Deaf / Hard of Hearing	Dual	15-0025-3272
List Valid: 09/08/14 – 09/08/15		
Instructional Assistant Mathematics (Amended)	Dual	15-0023-5172
List Valid: 08/14/14 – 08/14/15		
Intermediate Office Assistant (Amended)	Dual	15-0013-0673
List Valid: 08/19/14 – 08/19/15		
Intermediate Office Assistant - Schools (Amended)	Dual	15-0014-3354
List Valid: 08/19/14 – 08/19/15		
Nutrition Services Assistant Director	Dual	15-0008-5059
List Valid: 09/12/14 – 09/12/15		
Office Assistant Bilingual Spanish	Dual	15-0018-5158
List Valid: 09/08/14 – 09/08/15		
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

OTHER ITEMS

None

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, October 2, 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 9:11 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb