

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of April 17, 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
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice-President – Unit A and Dan Ewaskey, CSEA Vice-President Unit B.

**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 give an update of their unit activities.

Marilyn Balmer, Personnel Analyst, reported the Recruitment and Testing staff is currently accepting applications for 7 positions. Three of the recruitments were advertised for the required 15 days with applications accepted for the last 2 days only. Testing for an additional 9 recruitments is in progress and 13 recruitments are in the planning phase.

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 she has conducted 23 focus group meetings and has approximately 13 more to complete. She also reported she is working on 2 individual reclassification requests.

Dale Culton, Certification Services Manager, reported staff is working on seniority for summer school applicants. Mr. Culton said he would like individuals to be notified of their summer assignments by late May. He also reported staff is working on the placement of 2 individuals off the re-employment list for Campus Security Officer and Intermediate Office Assistant

Mary Cates, Human Resources Supervisor, announced Silaue Taeleifi, Human Resources Technician, recently welcomed a new grandchild to her family.

Ms. Cates reported sites have been contacting her regarding the report of anticipated classified staffing for the next school year. Dr. McMahon said the information from the sites will be helpful in planning the recruitment calendar.

PUBLIC HEARING FOR THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2014-2015

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Personnel Commission Chairperson Linda Vaughan opened the public hearing for the 2014-2015 Personnel Commission budget at 8:23 a.m.

Chairperson Vaughan asked if there were any questions or comments from the floor regarding the proposed budget. Valeeta Pharr, CSEA Chapter 2 President, asked if there were any increases in the budget. Dr. McMahon indicated the budget was only increased to include the 3% salary increase. Seeing no further questions or comments, Chairperson Vaughan closed the public hearing at 8:24 a.m. It was moved by Commissioner Ulaszewski to approve the budget. Chairperson Vaughan seconded the motion. The Commission acted to approve the 2014-2015 Personnel Commission budget as submitted with all members present participating in the vote.

MINUTES

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The Commission approved the minutes of the April 3, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Chairperson Vaughan seconded the motion.

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

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.

Computer Support Technician Dual 14-0083-5108

List Valid: 04/07/14 – 04/07/15

Total applications received: 71 Total invited to exam: 22

No. Passed: 3 No. Failed: 12 No. Withdrew: 7 No. Screened Out: 49

Instructional Aide-Special

(Amended)

Open Continuous 14-0075-0448

List Valid: 3/20/14 – 3/20/15

Total applications received: 114 Total invited to exam: 63

No. Passed: 23 No. Failed: 13 No. Withdrew: 27 No. Screened Out: 51

Intermediate Nutrition Services

Worker

Dual

14-0066-5058

List Valid: 4/14/14 – 4/14/15

Total applications received: 228 Total invited to exam: 140

No. Passed: 98 No. Failed: 20 No. Withdrew: 22 No. Screened Out: 88

Senior Nutrition Services Worker Dual

14-0067-5071

List Valid: 4/14/14 – 4/14/15

Total applications received: 91 Total invited to exam: 61

No. Passed: 31 No. Failed: 15 No. Withdrew: 15 No. Screened Out: 30

Records Office Assistant

Dual

14-0073-0675

List Valid: 4/16/14 – 4/16/15

Total applications received: 1,121 Total invited to exam: 443

No. Passed: 216 No. Failed: 47 No. Withdrew: 180 No. Screened Out: 678

OTHER ITEMS

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Ms. Pharr extended an invitation to the Commissioners and the Executive Officer to attend the CSEA member appreciation event on May 10th. Ms. Pharr also said, CSEA and its supporters are looking forward to participating in the Classified Schools Employee Week activities including the Classified Employee Celebration on May 23rd.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, May 1, 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 to discuss the performance evaluation of the Executive Officer at 8:30 a.m.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:17 a.m. No reportable action was taken during Closed Session.

ADJOURNMENT

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There being no further business, at 9:18 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb