

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of August 30, 2012**

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

Chairperson Terence Ulaszewski 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**

Terence Ulaszewski, Chairperson  
Linda Vaughan, Vice-Chairperson

**STAFF MEMBERS PRESENT**

Gail McMahon, Ed.D., Executive Officer  
Marilyn Balmer, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Adriana Araujo-Honorio, Staff Secretary  
Susan Brister, Human Resources Technician

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Brad Angell, CSEA Vice President – Unit A; 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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Gail McMahon, Executive Officer, informed the Commission that soon they will see minor changes for information submitted to the Board of Education for action. Currently when positions are reduced or abolished the name of the individual in the position is listed on the agenda when in reality this may not be the person who is ultimately affected. The purpose of an employee action item on the agenda is to serve as a historical record showing when the employee begins and ends their employment with the District. The new process will indicate the position to be abolished or reduced and once the determination is made which employee will be

affected by the reduction or abolishment, the name of the specific employee will be listed on the Board of Education agenda.

Dale Culton, Certification Services Manager, reported Personnel Commission and Human Resource Services are working jointly to train newly hired school secretaries on programs such as online Vacancy Assignments (VA's), the AESOP substitute system and other areas which are critical for school sites. The departments will also be conducting refresher courses in these areas for current secretaries.

Marilyn Balmer, Personnel Analyst, updated the Commission on current recruitment activities including the recruitment and testing of Custodian applicants. Due to the large volume of applications staff has scheduled several days of testing and interviews to accommodate all qualified applicants. Ms. Balmer also reported the closing date for Plant Supervisor II has been extended due to the number of applications received. The new closing date is set for September 11, 2012. Ms. McMahon explained the custodian recruitment was initiated due to the shortage of custodian substitutes. She also explained that staff will be working on revising the Custodian examination due to feedback on the quality of candidates.

Chairperson Ulaszewski asked for an update on filling Instructional Aide-Special vacancies. Dale Culton, Certification Services Manager, reported approximately 38 individuals were processed and will be ready to begin their assignment on September 4, 2012. There are 18 vacancies to be filled and sites have been sent a list of candidates to consider for their vacancies.

MINUTES

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The Commission approved the minutes of the August 16, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan and seconded by Chairperson Ulaszewski to approve the minutes. The motion was carried and approved.

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. Vice-Chairperson Vaughan moved to ratify the bulletins. The motion was seconded by Chairperson Ulaszewski and the bulletins were ratified.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Assistant Purchasing & Contracts Director	Dual	13-0013-0777
Heavy Truck Driver	Dual	13-0012-0187
HVAC Technician	Dual	13-0007-5103
IA – Intensive Behavioral Treatment	Open/Continuous	
Locker Room Attendant	Promo	13-0011-0208
Supervisor - Autism Services	Open/Continuous	

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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 Vaughan moved for approval. The motion was seconded by Chairperson Ulaszewski and was approved.

**Campus Security Officer**

**Dual**

**12-0094-5011**

List Valid: 8/31/12 -8/31/13

Total applications received: 106

Passed: 8                      Failed: 0

Total invited to exam: 21

Withdrew: 13                  Screened Out: 85

**Custodian – Avalon**

**Dual**

**12-0084-0139**

List Valid: 8/17/12 -8/17/13

Total applications received: 62

Passed: 5                      Failed: 1

Total invited to exam: 11

Withdrew: 5                  Screened Out: 51

**Groundskeeper – Avalon**

**Dual**

**12-0085-0172**

List Valid: 8/17/12 -8/17/13

Total applications received: 31

Passed: 1                      Failed: 2

Total invited to exam: 6

Withdrew: 3                  Screened Out: 25

**Instructional Aide – Special**

**Open Continuous**

**12-0091-0448**

List Valid: 8/28/12 -8/28/13

Total applications received: 213

Passed: 28                      Failed: 12

Total invited to exam: 143

Withdrew: 103                Screened Out: 70

**Instructional Aide - Special – Avalon**

**Dual**

**12-0087-0448**

List Valid: 8/17/12 -8/17/13

Total applications received: 29

Passed: 3                      Failed: 0

Total invited to exam: 17

Withdrew: 14                Screened Out: 12

**Intermediate Office Assistant- Schools – Avalon**

**Dual**

**12-0086-3354**

List Valid: 8/30/12 -8/30/13

Total applications received: 55

Passed: 4                      Failed: 4

Total invited to exam: 15

Withdrew: 7                  Screened Out: 40

**Nutrition Services Worker – Avalon**

**Dual**

**12-0083-5068**

List Valid: 8/17/12 -8/17/13

Total applications received: 27

Passed: 5                      Failed: 1

Total invited to exam: 9

Withdrew: 3                  Screened Out: 18

OTHER ITEMS

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Valeeta Pharr, CSEA Chapter 2 President, reported the CSEA conference was very good and she enjoyed hearing Governor Brown speak. She also mentioned that she and many members of CSEA are working on items CSEA feels strongly about for the November election including encouraging a vote of yes on Proposition 30 and a no vote on Proposition 32.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, September 13, 2012, 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 8:38 a.m. to perform the public employee evaluation of the Executive Officer, Personnel Commission and Classified Employment.

OPEN SESSION

OPEN SESSION

The Commission returned to open session at 9:15a.m. No reportable action was taken during closed session.

ADJOURNMENT

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There being no further business, Chairperson Ulaszewski adjourned the meeting at 9:16 am.

Respectfully submitted,

Gail McMahon, Ed.D.  
Executive Officer

GM/mb