

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of September 27, 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
Vera Mulkey, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Susan Leaming, Personnel Analyst
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President.

**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, reported the PCASC (Personnel Commissioner Association of Southern California) has finalized the agenda for the dinner meeting and training session on October 10th. The topics to be discussed are the roles of commissioners and directors in disciplinary hearings and upcoming changes to PERS (Public Employees Retirement System) due to changes in legislation.

Ms. McMahon also provided an update on the two hearings in progress. The first hearing completed its second day of testimony with a decision from the hearing officer expected within six (6) weeks. The second hearing is pending the availability of a witness for both parties.

Susan Leaming, Personnel Analyst, reported CPR and First Aid certification training on October 17th is nearly full. A second day of training is in the planning

and scheduling process. Ms. McMahon mentioned that much of the funding for CPR and First Aid certification has come from Special Education as the monies were allocated to the training of the classified employees working with students with special needs. She also mentioned that teachers have showed an interest in attending the training although this is not an option at this time as the funds available to the Personnel Commission for training are reserved for classified employees.

Ms. Leaming provided an update on the status of the Student Services Job Family Study, informing the Commission the study is in the planning stage. Allocation lists identified 79 employees in 38 classifications that are part of the Student Services job family. Staff will be notifying department heads and working on scheduling orientation sessions inviting all 79 employees to participate in the study.

Mary Cates, Human Resources Supervisor, reported staff has fingerprinted 30 BLAST (Better Learning After School Today) mentors. She also reported staff has processed and put assignments on-line for 22 Recreation Aides. Ms. Cates mentioned new regulations are being put in place to assure compliance with State legislation taking affect January 1, 2013, requiring coaches to obtain a "concussion certificate". Valeeta Pharr, CSEA Chapter 2 President, asked if the "concussion certificate" would be required of all coaches. Ms. Cates stated coaches hired after January 1, 2013 will be required to complete the certificate program which costs approximately \$40 dollars. Ms. Cates also provided the final numbers for summer school, stating 970 applications were received and 722 placements were made.

MINUTES

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The Commission approved the minutes of the September 13, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Mulkey seconded the motion with the revision to the minutes stating the removal of candidate 8376374 was granted. The motion was carried and approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Ms. McMahon gave an overview of the structure and hierarchy of the Risk Management Department indicating the Risk Management Director position has been vacant since 2008. Ms. McMahon spoke about the proposed new classification and recommended reclassification of existing "management" staff.

Ms. Pharr commented that during this time of layoffs an increase in management does not seem appropriate, because due to reductions in staffing everyone is assuming more responsibilities and she does not believe the additional duties equate to a raise, nor is it a good thing to be doing right now. Ms. McMahon stated that the Commission's responsibility is to consider an employees increased responsibility and classify them properly regardless of the level in which they work. Commissioner Ulaszewski asked if the vacant Risk Management Director position is filled will these positions be revisited and adjusted accordingly as the duties may fall back to the director. Ms. McMahon agreed the positions would be reviewed if the director position is filled.

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules. Vice-Chairperson Vaughan moved for approval. The motion was seconded by Commissioner Mulkey and was approved.

CREATE A CLASSIFICATION

Risk Management Insurance Coordinator (Salary Range 48 M2)

RECLASSIFY A POSITION

<u>Incumbent</u>	<u>Classification</u>	<u>Site</u>
John Aube	Fr: Workers' Compensation Program Coordinator (Salary Range 46 M2)	Risk Management
	To: Risk Management Insurance Coordinator (Salary Range 48 M2)	Risk Management

REVISE CLASSIFICATION SPECIFICATION AND REALLOCATE SALARY

Risk Management Benefits Coordinator
from Salary Range 46 M2 to Salary Range 48 M2

ABOLISHMENT OF CLASSIFICATION

Workers' Compensation Program Coordinator

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.

None

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 Mulkey moved for approval. The motion was seconded by Vice-Chairperson Vaughan and was approved.

Nutrition Services Worker

Open/Continuous 13-0010-5068

List Valid: 9/24/12 - 9/24/13

Total applications received: 116

Total invited to exam: 99

No. Passed: 46 No. Failed: 9

No. Withdrew: 44 No. Screened Out: 17

OTHER ITEMS

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None

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, October 11, 2012, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

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There being no further business, Chairperson Ulaszewski adjourned the meeting at 8:52 a.m.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb