

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of August 16, 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
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; Brad Angell, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B, Tim Parent, Computer Support Technician.

**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 installation of computers for staff and for the testing room has been completed. She expressed her sincere thanks to Information Services, Susan Learning and Adriana Araujo-Honorio for coordinating the project. Ms. McMahon said staff was happy to have updated computers.

Ms. McMahon also reported the Personnel Commission has assumed responsibility for processing the Recreation Aides, which is an exempt classification. In order to streamline the process and reduce the amount of time it takes to process individuals, staff created an on-line application and is working on making processing paperwork available online. Ms. McMahon asked Dale Culton, Certification Services Manager to elaborate on the project. Mr. Culton stated he had met with Ray Sharpe from Office of Multimedia Services and they are working on creating a video tutorial for the processing forms with a target date to launch in January 2013.

Mr. Culton also reported that interviews were held to fill 63 vacant Instructional Aide Special positions. Fifty-five selections were made and Staff is currently working on offering the positions and processing the employees in order to have them ready to begin on September 5th. He also wanted to thank Special Education staff for their assistance and for conducting the interviews.

Mary Cates, Human Resources Supervisor, informed the Commission that she is working with Human Resource Services to provide training for new school site secretaries in the areas of AESOP and VA's. She also reported that the number of request for years of service letters has increased. Susan Brister, Human Resources Technician has received 25 requests this summer.

Ms. McMahon also mentioned Certification Services may begin receiving calls from employees who were affected by the freeze on salary step advancement as the freeze has been lifted. Approximately 500 employees were affected by the freeze and they may have questions regarding when they will receive their next step advancement.

Marilyn Balmer updated the Commission on current recruitment activities noting this week testing began for Custodian. Over 500 applications were received which resulted in 3 days of testing with multiple sessions each day. She also explained that individuals who completed the Custodian course at the Long Beach School for Adults (LBSA) and scored at an acceptable level on the TABE exam administered by the LBSA were exempt from the written examination and would be invited directly to the qualifications appraisal board interviews with those candidates who have passed the written examination. Interviews will be held in late August and will be completed by early October. Vice-Chairperson, Linda Vaughan asked if there were limitations on the number of individuals invited to test due to the number of applications received. Ms. Balmer explained that all applicants who qualify are invited to test. Brad Angell, CSEA Vice President – Unit A, mentioned in the past there was a limitation on the number of applications received. Executive Officer McMahon stated that we are no longer limiting the number of applications received.

Chairperson Ulaszewski asked how many Recreation Aides work for the District. Mr. Culton stated there are over 500 on the books although some may have not worked for a couple of years.

The Commission approved the minutes of the August 2, 2012 Personnel Commission meeting. It was moved by Commissioner Mulkey and seconded by Chairperson Ulaszewski to approve the minutes. The motion was carried and approved.

CLASSIFICATION/RESTRUCTURE

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One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submitted the attached classification recommendations for the consideration of the Commission. Executive Officer McMahon explained the funding for the Health Assistant positions will be coming from Special Education and hopes to be able to have the much needed positions filled by late September. Brad Angell, CSEA Vice-President- Unit A, asked if a statement can be included in the job bulletin which identifies the position as being grant funded so prospective employees are aware the position is contingent on the availability of those funds. Marilyn Balmer, Personnel Analyst, stated we do have a statement which will be included on the bulletin. It was moved by Commissioner Mulkey and seconded by Vice-Chairperson Vaughan to approve the revisions to the HVAC Technician specification and the creation and salary placement for the Health Assistant classification. The motion was carried and approved.

CREATE A NEW CLASSIFICATION

Health Assistant - Salary Range 15 (C1)

REVISION TO CLASSIFICATION SPECIFICATION

HVAC Technician

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 Commissioner Mulkey and the bulletins were ratified.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Choral Accompanist	Dual	13-0005-0122
Head Start Health Manager	Dual	13-0008-0784
Head Start Nutrition Manager	Dual	13-0009-0785
Nutrition Services Worker	Open/Cont	13-0010-5068

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 Commissioner Mulkey and was approved.

Technology Services Inventory Technician Promotional 12-0100-5168

List Valid: 8/06/12 - 8/06/13 Total applications received: 10 Total invited to exam: 8

No. Passed: 7 No. Failed: 0 No. Withdrew: 1 No. Screened Out: 2

Speech Language Pathology Assistant

Bilingual Spanish

Dual

12-0093-5163

Total applications received: 33 Total invited to exam: 10

No. Passed: 5 No. Failed: 0 No. Withdrew: 5 No. Screened Out: 23

Senior Technology Support Representative Promotional 12-0098-5167

Total applications received: 5 Total invited to exam: 4

No. Passed: 4 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 1

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, August 30, 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 8:44 am.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb