

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of October 25, 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
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: Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Appellant 11295214; Appellant 12650540 and Appellant 13790548.

**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, gave an update on the status of the two hearings in progress. She reported December 17 and December 18, 2012 have been set as the dates for the next hearing. She also reported the decision from the hearing completed in September is expected to arrive in time for the December 6, 2012 Personnel Commission meeting.

Ms. McMahon reported the Personnel Commissioner recruitment is scheduled to close on November 8th with the interviews scheduled for November 13th. Chairperson Ulaszewski stated he would be interested in serving as a member on the panel and would check his availability.

Ms. McMahon reviewed the November calendar and asked if the Commission would like to cancel or reschedule the meeting scheduled for the 22nd as this is a holiday. Chairperson Ulaszewski said a decision would be made at the November 8th meeting and would be contingent on the number of items requiring Commission action.

Susan Leaming, Personnel Analyst reported the CPR and First Aid training hosted by the Personnel Commission was successful in training 110 classified employees. Due to the high demand for CPR training another two sessions have been scheduled for December 6, 2012. Ms. Leaming also reported that a CalPERS retirement workshop will be scheduled in the New Year. With the recent pension reforms, employees are interested to hear how the changes may affect them and if this is the right time for them to retire.

Ms. Leaming updated the Commission on the Student Services Job Family Study, reporting she had met with Administrators who oversee the employees in these areas. She also reported all employees in the Student Services family have received a packet of information which included a FAQ (Frequently Asked Questions) sheet and an invitation to attend an orientation meeting where they will be given additional information about the study and how they each can participate.

Dale Culton, Certification Services Manager, reported staff has recently cleared 35 Custodian substitutes and is working on completing processing on a number of additional individuals to meet the goal of providing Operations a pool of 50 new Custodian substitutes. Mr. Culton updated the Commission on the status of Instructional Assistant - Intensive Behavioral Treatment vacancies and the 18 new Health Assistant positions, stating offers are being made and processing of those individuals is underway. Mr. Culton also reported the employee news bulletin will have a reminder for classified employees that all transfer lists expire November 30th and if they are still interested in being on a transfer list they will need to submit a new request.

MINUTES

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The Commission approved the minutes of the October 11, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Mulkey seconded the motion. The motion was carried and approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Susan Leaming, Personnel Analyst summarized the background for the recommendation of the new classification of Instructional Assistant – Mathematics indicating the specific need for an Instructional Assistant with a strong mathematical foundation to reinforce mathematics instruction and comprehension

for students. Chairperson Ulaszewski asked if there were other classifications that were specific to an area of instruction. Ms. Leaming indicated there are several such as autism, computer, gardening and others. 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

Instructional Assistant – Mathematics Salary Range 20 C1

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Head Start Nutrition Manager	Dual	13-0026-0785
Intermediate Office Assistant	Dual	13-0030-0673
Intermediate Office Assistant Schools	Dual	13-0031-3354
Intermediate Office Assistant – BI Spanish	Dual	13-0032-5052
Intermediate Office Assistant Schools - BI Spanish	Dual	13-0033-5050
Plant Supervisor – High School	Promo	13-0023-5029
Personnel Commissioner		

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.

Assistant Purchasing & Contracts Director Dual 13-0013-0777

List Valid: 10/19/12 -10/19/13

Total applications received: 43

Total invited to exam: 13

No. Passed: 8 No. Failed: 3 No. Withdrew: 2 No. Screened Out: 30

Choral Accompanist Dual 13-0005-0122

List Valid: 10/12/12 -10/12/13

Total applications received: 20

Total invited to exam: 9

No. Passed: 8 No. Failed: 1 No. Withdrew: 0 No. Screened Out: 11

Heavy Truck Driver Dual 13-0012-0187

List Valid: 10/22/12 -10/22/13

Total applications received: 155

Total invited to exam: 102

No. Passed: 9 No. Failed: 51 No. Withdrew: 42 No. Screened Out: 53

Intermediate Office Assistant – BL Spanish Dual 13-0028-5050

List Valid: 9/10/12 -9/10/13

Total applications received: 1 Total invited to exam: 1
No. Passed: 1 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 0

Intermediate Office Assistant – Schools-BL Spanish Dual 13-0029-5052

List Valid: 9/19/12 -9/19/13

Total applications received: 2 Total invited to exam: 2
No. Passed: 2 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 0

Locker Room Attendant Promotional 13-0011-0208

List Valid: 10/25/12 -10/25/13

Total applications received: 31 Total invited to exam: 11
No. Passed: 6 No. Failed: 3 No. Withdrew: 2 No. Screened Out: 20

Plant Supervisor II Promotional 13-0006-5027

List Valid: 10/26/12 -10/26/13

Total applications received: 27 Total invited to exam: 22
No. Passed: 9 No. Failed: 12 No. Withdrew: 1 No. Screened Out: 5

Supervisor – Autism Services Dual 13-0016-5046

List Valid: 10/15/12 -10/15/13

Total applications received: 51 Total invited to exam: 26
No. Passed: 17 No. Failed: 5 No. Withdrew: 4 No. Screened Out: 25

OTHER ITEMS

OTHER ITEM

None

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, November 8, 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 8:31 a.m. to consider the recommendations to remove Appellant 11295214 and Appellant 13790548 and consider the examination appeal of Appellant 12650540.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove candidate 11295214 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was present.

APPEAL TO PERSONNEL COMMISSION

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Candidate 12650540 submitted an appeal to the Commission per Personnel Commission Rule 4.9.D regarding the results of an employment examination. The appellant was present.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove candidate 13790548 from current eligibility lists per Personnel Commission Rule 4.2.A.6. The appellant was present.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:51 a.m. The following reportable action was taken during Closed Session:

The Commission acted to grant the appeal of candidate 11295214 and instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to deny the appeal of examination results for candidate 12650540 and directed the Executive Officer to notify the candidate of this decision.

The Commission acted to sustain staff's recommendation to remove candidate 13790548 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after November 2014. They instructed the Executive Officer to notify the candidate of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:53 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb