

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of March 1, 2012

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

Chairperson Vera Mulkey 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

Vera Mulkey, Chairperson
Linda Vaughan, Vice-Chairperson
Terence Ulaszewski, 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
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Pamela Seki, Director, PALMS; Martha Ensminger, Program Specialist; Valeeta Pharr, CSEA Chapter 2 President; Brad Angell, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; Luz Canela, Instructional Aide – Bilingual Spanish.

**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, asked the Commissioners if they will be attending the hearing scheduled for March 13, 2012. The Commissioners all stated they will not be attending the hearing.

Ms. McMahon reported she will present the results of her survey and environmental scan related to recruitment, testing and classification. The presentation has been designed to invite comment and feedback from the audience in regards to the results presented. Ms. McMahon has invited Ruth Perez-Ashley, Assistant Superintendent, Human Resources, Debra Ecung,

Director, Employee Relations, CSEA and other interested parties to attend and participate in the meeting as they can provide valuable input to the results. The information will be useful to help guide us in moving forward with any changes and modifications to our program.

Ms. McMahon asked the Personnel Commission unit managers to give an update of their respective unit activities.

Susan Leaming, Personnel Analyst, thanked Pamela Seki, Director, Curriculum, Instruction and Professional Development for spending a few hours at our office reviewing the bilingual Spanish examinations. Ms. Leaming also reported 91 classified employees were certified in CPR last month and the majority of the attendees were special education employees. She also mentioned the CalPERS retirement planning workshop scheduled for March 22nd is nearly full and encourages anyone who wants to attend to submit their registration as soon as possible.

Dale Culton, Certification Services Manager, reported the Instructional Aide Special group hiring conducted a couple of weeks ago was a success. Twenty-two candidates interviewed and 20 vacant positions were filled. Mr. Culton thanked Connie Jensen, Assistant Superintendent, Special Education and her staff for their help in making the day of interviews a success. Mr. Culton also updated the Commission on people coming back from reemployment lists. A query going back to January 2011 shows 39 employees have been hired back from reemployment lists. Thirty-six were CSEA represented positions and 3 were supervisory.

Mary Cates, Human Resources Supervisor, reported 634 applications have been received and reviewed for summer school. She also reported fingerprinting for Better Learning After School Today (BLAST) will be completed on Wednesday, March 7th.

Ms. Cates also informed the Commission that she and Jan Medford, Human Resources Technician, will be attending an AESOP user meeting where they will have the opportunity to ask questions and interact with other agencies that use the same system. AESOP is the Automated Substitute Placement & Absence Management System used by the District. Ms. Cates also reported AESOP has a new employee evaluation system named PRISMA which is in development. Executive Officer, McMahon noted that in comparison to the Neogov evaluation system recently reviewed, PRISMA costs are significantly lower and as an AESOP customer they are offering a 30% discount for the new evaluation tool. Brad Angell, CSEA Vice-President, Unit A, asked if PRISMA software will allow for data access. Executive Officer, McMahon stated that evaluations will be able to be sent electronically completed and returned all through the system. The system also allows for reports to be run which can assist in reviewing the examination process in comparison to evaluation results to assure examinations are producing qualified employees. Employees and staff will be able to review the evaluations at any time and will be aware of what areas need improvement or if training is needed to address issues. Valeeta Pharr, CSEA Chapter 2 President, commented part of the problem with employee evaluations is that new employees are unaware of the evaluation process, which is something that was previously covered in the now suspended new Classified employee orientation. She feels that the current evaluation system is a good system and what may need to be done is that all

parties, the employee and the evaluator both need to be better informed and educated

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the February 16, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner 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 submits the attached classification recommendations for the consideration of the Commission.

RECLASSIFY A POSITION

<u>Incumbent</u>	<u>Classification</u>	<u>Site</u>
Luz Canela	Fr: Instructional Aide - Bilingual Spanish (SR10 C1)	PALMS
	To: Migrant Education Assistant - Bilingual Spanish (SR17 C1)	

Susan Leaming, Personnel Analyst, gave an overview of the staff report submitted to the Commission. Pamela Seki, Director, PALMS, expressed her gratitude and respect for the process and thanked Ms. Leaming for working with her, Martha Ensminger, Program Specialist and Ms. Canela to assure the position was classified to the correct classification.

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Office Assistant – Bilingual Spanish	Dual	12-0070-5158

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Instructional Aide-Special	Open/Cont	12-0050-0448	03/02/13
Instructional Aide-Special Substitute	Open/Cont	12-SUBS-0448	03/02/14
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	12-0040-5035	08/20/12
Kids' Club Supervisor II	Dual	12-0044-3267	03/02/13
Kids' Club Supervisor III	Dual	12-0045-3268	03/02/13

OTHER ITEMS

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Chairperson Mulkey announced Nini Horn passed away on February 22nd. Ms. Horn served as a LBUSD Personnel Commissioner from 1979 to 1992. Ms. Mulkey stated Ms. Horn and her late husband Congressman Steve Horn, served the city of Long Beach and the State of California very well with their many years of public service.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, March 15, 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 8:54 a.m. with a moment of silence in memory of Nini Horn.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:00 a.m. No reportable action was taken during Closed Session.

ADJOURNMENT

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There being no further business, Chairperson Mulkey adjourned the meeting at 9:01 a.m.

Respectfully submitted,

Signature on file

Gail McMahon, Ed.D.
Executive Officer

GM/mb