

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of July 19, 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, Staff Secretary
Esther Martinez, Human Resources Assistant

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; Douglas Gerow, Library Media Assistant; Marianne Dexter; Jayne Brooks, Head Librarian, Cabrillo High School.

**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 overview of the goals set forth by staff for the upcoming year on how to improve our processes and service to customers. Ms. McMahon asked the unit managers to give a brief summary of ideas they developed to address the issues identified in the survey and to review the processes in their perspective units.

Maria Lynn Braunstein, Associate Personnel Analyst, reported on the strategies developed by the Recruitment and testing unit. Some of the items include

developing an informational brochure for Instructional Aide-Specials; expansion of job advertising; development of an annual testing calendar; cross training of staff to ensure complete knowledge of unit functions for rotating front desk staff and the ability to fingerprint; strategies to maintain positive perceptions with regard to customer interactions.

Susan Leaming, Personnel Analyst, reported the Classification unit will continue the training of employees and exploring the expansion of training. Short term and long term goals were identified including completing the input of classification specifications in NEOGOV, upgrading staff computers and the initiation and completion of the Student Services Job Family study by summer 2013.

Dale Culton, Certification Services Manager, reported the Certification unit would also like to focus on training, developing a speedier process, improving the walk-on coach process, summer school and PERS enrollment. His unit would like to bring back the new employee orientation and expand the substitute orientation program currently in place for some departments. Also mentioned was creating a Vacancy Assignment (V.A.) screen for High School coaches.

Valeeta Pharr, CSEA Chapter 2 President, expressed her support in bringing back new employee orientations. Chairperson Ulaszewski recommended staff schedule a follow up meeting in six months to track the progress of the goals set.

MINUTES

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The Commission approved the minutes of the June 21, 2012 Personnel Commission meeting. It was moved by Commissioner Mulkey and seconded by Vice-Chairperson Vaughan 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 requested this item be pulled to allow CSEA the agreed upon time to review the recommendation. The Commission decided to postpone action on this item.

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. Commissioner Mulkey moved to ratify the bulletins. Valeeta Pharr, asked if there were any employees on the reemployment list for Student Evaluation Technician. Executive Officer, McMahon informed the Commission the Student Evaluation Technician who were recently reduced in calendar will be working during the time period the temporary Student Evaluation Technicians will be employed. The motion was seconded by Vice-Chairperson Vaughan and approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Food Production Utility Worker	Dual	13-0001-0477
Senior Food Production Utility Worker	Promo	13-0002-0478
Student Evaluation Technician	Open/Cont	13-0004-0399

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.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Contract Analyst	Promo	12-0089-0624	06/26/13
Research Office Technician	Dual	12-0066-0433	07/13/13
Senior Research Office Technician	Dual	12-0067-3369	07/13/13
Supervising Research Office Technician	Dual	12-0068-5157	07/13/13

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, August 2, 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 9:30 a.m. to hear the appeals of a disqualified applicant and to consider the removal of a name from current eligibility lists.

APPEAL OF DISQUALIFIED APPLICANT

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An applicant had been disqualified from continuing in the examination process for the classification of Administrator, Network and Information Systems and

Administrator, Technology Support Services per Personnel Commission Rule 4.2.A.1 and 4.1.B.3 and appealed to the Personnel Commission.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was not present.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 10:35 a.m. The following reportable action was taken during Closed Session:

The Commission acted to deny the appeal of the disqualified applicant 12986182, and instructed the Executive Officer to notify her of this decision.

The Commission acted to deny the appeal of 8214188. The Commission acted to remove his name from current eligibility lists and instructed the Executive Officer to notify him of this decision.

ADJOURNMENT

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There being no further business, Chairperson Ulaszewski adjourned the meeting at 10:40a.m..

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb