

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of August 2, 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
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
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Dee Andrews, Councilmember, City of Long Beach; Shayon Stamper; Demetria Rabun.

**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 staff is preparing for the opening of school by working on recruiting and testing to have approved positions filled by the time the school year begins. Staff is also completing the notifications to employees who have been affected by the reduction and abolishment actions taken by the Board of Education this summer.

Dale Culton, Certification Services Manager informed the Commission that he and Executive Officer McMahon, recently met with CSEA to review the bumping which occurred as a result of the reduction and abolishment of positions. Chairperson Ulaszewski asked how many Campus Security Officers would be without an assignment when the bumping is complete. Mr. Culton responded, 24 Campus Security Officers were laid off.

Executive Officer McMahon, reported on a positive note, Special Education is creating several Health Assistant positions and she hopes some of the employees who have been displaced will be able to find employment in this new classification which will be brought to the Commission for approval in the near future.

Marilyn Balmer, Personnel Analyst reported on the status of current recruitments. She also reported over 500 applications were received for Custodian and she extended a special thank you to Ericka Emery, Human Resources Technician, for manually inputting over 200 paper applications into the NEOGOV applicant tracking system.

MINUTES

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The Commission approved the minutes of the July 19, 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

CLASSIFICATION/RESTRUCTURE

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.

None

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 Chairperson Ulaszewski and approved.

TITLE

TYPE

NUMBER

Plant Supervisor I

Promo

13-0006-5027

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 Chairperson Ulaszewski and was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Administrator, Network & Information Systems	Dual	12-0097-5165	07/26/13
Administrator, Technology Support Services	Dual	12-0096-5166	07/26/13
Campus Security Officer (Substitute)	Dual	12-0082-5011	08/01/13
Child Nutrition Specialist	Dual	12-0092-3322	07/25/13
Instructional Aide – Special	Dual	12-0079-0448	07/20/13
Instructional Aide – Special	Dual	12-0081-0448	08/02/13

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, August 16, 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 8:30 a.m. to hear the appeal of a disqualified applicant.

APPEAL OF DISQUALIFIED APPLICANT

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An applicant had been disqualified from continuing in the examination process for the classification of Campus Security Officer per Personnel Commission Rule 4.2.A.1 and appealed to the Personnel Commission.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 8:52 a.m. The following reportable action was taken during Closed Session:

The Commission acted to grant the appeal of disqualified applicant 12941201, and instructed the Executive Officer to notify the appellant of this decision.

ADJOURNMENT

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There being no further business, Chairperson Ulaszewski adjourned the meeting at 8:55a.m..

Respectfully submitted,

Signature on file

Gail McMahon, Ed.D.
Executive Officer

GM/mb