

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of September 13, 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 8:20 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
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: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Dan Ewaskey, CSEA Vice President – Unit B; Meisha Washington, School Safety Communications Operator.

REPORT FROM THE EXECUTIVE OFFICER

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Gail McMahon, Executive Officer, reported to the Commission that she has been asked to conduct the recruitment for a Personnel Analyst for Inglewood Unified School District. Inglewood is a new Personnel Commission and they want to avoid any concerns related to a compromise in the recruitment and examination process.

Ms. McMahon also reported a Personnel Commissioner Association of Southern California (PCASC) dinner meeting and training session is scheduled for October 10th. It is anticipated training will be provided in the area of classification, and also on the agenda will be a discussion of strategies to reduce applicant pools.

Ms. McMahon also mentioned Commissioner Vera Mulkey's term is due to expire in December. Once the paperwork is received from the State Superintendent's Office we will begin the process.

Marilyn Balmer, Personnel Analyst updated the Commission on current recruitment activities. Ms. Balmer reported that correct procedures were not followed in the recent Custodian interviews, which resulted in 59 Custodian applicants being contacted to be re-interviewed. Ms. Balmer stated that staff saw this as an opportunity to provide more clarity to the raters and candidates by including additional information regarding the qualifications process in the correspondence that is mailed to them. Ms. Balmer thanked staff for their cooperation and assistance.

Dale Culton, Certification Services Manager, reported on the step salary increment implementation since the salary freeze has been lifted. He reported that employees will be receiving letters explaining the process and when they should see the step increment advancement on their pay warrants.

Mary Cates, Human Resources Supervisor, reported staff has begun fingerprinting Better Learning After School Today (BLAST) mentors. Personnel Commission is scheduled to fingerprint 90 mentors this fall. Ms. Cates thanked staff for working together to maintain the operations of the Certification and Employment Services unit while one of the technicians was out on leave.

Susan Leaming, Personnel Analyst, reported she has scheduled CPR and First Aid certification training for October 17th. Two sessions will be held to certify up to 120 classified employees. Priority will be given to employees who work with students with special needs. Ms. Leaming said she is also working on scheduling a second day of training in December to assure all interested employees have an opportunity to take the course.

Ms. McMahon mentioned the process has begun for the Student Services job family study. Ms. Leaming stated allocation lists for each classification in the Student Services job family are being prepared to find out exactly how many classifications and employees will be involved. Preliminary numbers show approximately 40 classifications and 80 individuals will be involved.

HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

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Meisha Washington, School Safety Communications Operator, asked the Commission about the use of employees in other classifications working in her classification in the School Safety Department. Ms. McMahon asked Ms. Washington if she had been in contact with any staff member from the Personnel Commission office, Ms. Washington indicated she had not. Ms. McMahon asked Mr. Culton, to meet with Ms. Washington to review her concerns.

MINUTES

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The Commission approved the minutes of the August 30, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan and seconded by Chairperson Ulaszewski to approve the minutes. 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. 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>
Health Assistant	Dual	13-0019-51

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 Chairperson Ulaszewski and was approved.

Food Production Utility Worker	Dual	13-0001-0477
List Valid: 9/11/12 -9/11/13		
Total applications received: 266	Total invited to exam: 62	
No. Passed: 12	No. Failed: 25	No. Withdrew: 25
		No. Screened Out: 204

Senior Food Production Utility Worker	Promotional	13-0002-0478
List Valid: 9/11/12 -9/11/13		
Total applications received: 9	Total invited to exam: 5	
No. Passed: 2	No. Failed: 1	No. Withdrew: 2
		No. Screened Out: 4

OTHER ITEMS

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Valeeta Pharr, CSEA Chapter 2 President, reported that many retirees have missed out on benefits by not becoming members of the CSEA retiree unit. CSEA does not want these employees to miss out and will be providing Human Resource Services and Personnel Commission with additional information for retirees. She mentioned CSEA, Chapter 2, in order to encourage enrollment in the retiree unit will pay the first year dues. She also mentioned that she and many members of CSEA are working on items CSEA feels strongly about for the November election especially encouraging a vote of yes on Proposition 30 and a no vote on Proposition 32.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, September 27, 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 8:42a.m. to hear the appeals of candidate 8376374 and candidate 12411084.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove candidate 8376374 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was present.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove candidate 12411084 from current eligibility lists per Personnel Commission Rule 4.2.A.5. The appellant was not present.

OPEN SESSION

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The Commission returned to open session at 9:16a.m. The following reportable action was taken:

The Commission acted to grant the appeal of candidate 8376374 and instructed the Executive Officer to notify him of this decision.

The Commission acted to sustain staff's recommendation to remove candidate 12411084 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District. They instructed the Executive Officer to notify her of this decision.

ADJOURNMENT

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There being no further business, Chairperson Ulaszewski adjourned the meeting at 9:18a.m.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb