

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of February 2, 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 8:17 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
Marilyn Balmer, 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; Valeeta Pharr, CSEA Chapter 2 President; John Smith, CSEA 1st Vice President.

**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 she and Vice-Chairperson Linda Vaughan attended the California Schools Personnel Commissioners Association (CSPCA) conference. She reported the conference was very informative and one of the highlights of the weekend was having lunch with Mrs. Charles Acosta and her granddaughter who attended the conference luncheon to accept the Dr. Schuyler C. Joyner Award on behalf of former Commissioner Charles Acosta who was given the award posthumously. Ms. McMahon informed the Commission planning for the 2013 CSPCA conference is underway with the possible venue being in Long Beach or Orange County.

Ms. McMahon reported staff participated in a webinar showcasing Neogov's performance evaluation system. She reported that although it was a good system with many tools and mechanisms which could be useful, it still has some items that need developing and ultimately is too expensive for consideration at this time.

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

Dale Culton, Certification Services Manger, reported he and Mary Cates, Human Resources Supervisor, attended the Middle School and Kindergarten through 8th grade school secretaries meeting to introduce the new Vacancy Assignment (VA) procedures for coaches. He noted the new VA is sport specific. Valeeta Pharr, CSEA Chapter 2 President, thanked staff for working on the form as many sites sent coach information to the Volunteers in Public Schools desk and this new VA clarifies the process. Mr. Culton also reported, two days of interviews have been scheduled to fill a number of permanent Instructional Aide – Special positions.

Ms. Cates informed the Commission that the new summer school employment application is ready and will be posted on the Personnel Commission website and distributed to all sites by Monday, February 6th. She also reported fingerprinting of Better Learning After School Today (BLAST) mentors will take place through March 7th with Commission staff scheduled to fingerprint approximately 225 mentors.

Marilyn Balmer, Personnel Analyst, reported new bilingual examinations have been created to focus on dialogue and types of translations necessary for specific classifications. The bilingual examinations will be specific to the following categories; clerical/secretarial, instructional aides, student evaluation technicians and translators. Ms. McMahon reminded the Commission the review of the examinations was as a result of an inquiry from CSEA as they had received calls from employees who did not feel comfortable translating for Individualized Education Plan meetings even though they were classified as bilingual and expected to do so. The new bilingual examinations will give the applicant a better understanding of what types of bilingual work may be expected of them and give the sites employees who are able to perform the bilingual duties of their positions.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the January 19, 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
RECOMMENDATIONS

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RECOMMENDATIONS

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 Ulaszewski moved to ratify the bulletins. The motion was seconded by Vice-Chairperson Vaughan and approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Mail Delivery Driver	Dual	12-0054-0219
Instructional Aide Interpreter – Deaf/ Hard of Hearing	Dual	12-0060-3272
Intermediate Nutrition Services Worker	Dual	12-0058-5058
Nutrition Services Supervisor I	Dual	12-0062-5064
Nutrition Services Supervisor II	Promo	12-0063-5065
Nutrition Services Supervisor III	Promo	12-0064-5066
Senior Nutrition Services Worker	Dual	12-0059-5071
Senior Payroll Accounting Technician	Open/Promo	12-0055-0762
Senior Software Applications Engineer Research, Planning & Evaluation	Dual	12-0047-5073

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 Commissioner Ulaszewski and was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Computer Support Technician	Dual	12-0034-5108	01/27/13
Financial Services Officer	Dual	12-0048-0385	01/19/13
Instructional Assistant – Computer Resources	Dual	12-0030-0603	01/26/13
School Safety Officer	Dual	12-0036-5014	01/30/13

OTHER ITEMS

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Chairperson Mulkey informed all those present of the passing of Vice Chairperson Vaughan's mother, Ms. O'Neill Vaughan. She stated the Vaughan family will be in our thoughts and prayers and today's meeting will be adjourned in honor of Ms. O'Neill Vaughan who passed away at the age of 99.

Valeeta Pharr, CSEA Chapter 2 President, extended an invitation to the Commissioners to attend the CSEA Officer Installation breakfast as her guests. The Commissioners thanked Ms. Pharr and told her they would check their schedules and get back to her.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, February 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 to discuss the performance evaluation of the Executive Officer at 8:44 with a moment of silence in honor of O'Neil Vaughan.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:35 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 9:36 a.m.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb