

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of April 26, 2012

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

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Brad Angell, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; Oralia Rubio, appellant.

**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 had the opportunity to speak with new board member Diana Craighead. They discussed the merit system and its purpose in regards to working with the District and classified employees. Ms. Craighead showed a real interest and commitment to understanding the duties and responsibilities of the Personnel Commission. Ms. McMahon also extended an invitation to Ms. Craighead for the Classified Employee Celebration scheduled for May 18, 2012 at the Teacher Resource Center.

Ms. McMahon mentioned a couple of assembly bills that may be of interest to the Commission. First, AB 1908 would require a 60 day written notice of layoff be given to a classified employee of a school district or community college district instead of the current 45 day notice. Secondly, AB 2307 would define a permanent employee as an employee who has served the prescribed period of probation and

would provide that a permanent employee remains a permanent employee of the public school employer or community college district when the employee promotes or moves to another classification. This bill pertains to non-merit districts but if passed there may be a move to make similar changes for merit systems.

Ms. McMahon also reported staff is in the final steps of assuming the responsibility of the hiring of Recreation Aides. Staff has been working to develop a streamlined process to assure the needs of the District and sites are met. Staff will be attending the secretaries meeting in May to address the changes.

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

Dale Culton, Certification Services Manager, reported the compiling of summer school seniority has been completed. Commission staff, Nutrition Services, and Special Education will begin reviewing the available assignments and make summer school placements according to seniority.

Mr. Culton also reported the May 1st Board of Education agenda has a number of reductions and abolishment items listed. Staff will be working on preparing the seniority list for classifications which may be affected by the board action on those items. Mr. Culton also mentioned the freeze to step/column advancement approved by the Board of Education in November, 2010 will expire June 30, 2012.

Mary Cates, Human Resources Supervisor, reported 920 applications were received for summer school. She thanked staff for their hard work in processing the applications and working with the nearly 240 individuals who submitted incomplete applications. The goal is to notify employees of their summer school assignment the first week of June. Dan Ewaskey, CSEA Vice President – Unit B asked how the 217 day flex maintenance employees can apply for summer assignments? Mr. Culton responded that all classified employees apply for summer assignments in the same manner. Brad Angell, CSEA Vice President – Unit A, asked if it would be possible to notify employees who will not be assigned summer school earlier than the employees who will be placed. Ms. Cates explained the actual number of summer assignments changes as the start date of summer school approaches. Therefore all notices are sent out at the same time to avoid confusion.

Maria Braunstein, Associate Personnel Analyst, updated the Commission on the recruitments that have been completed, are in progress, and those that will need to be opened in the near future.

**PUBLIC HEARING FOR THE
PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2012-2013**

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FOR FISCAL YEAR 2012-2013**

Personnel Commission Chairperson Vera Mulkey opened the public hearing for the 2012-2013 Personnel Commission budget at 8:37 a.m.

Gail McMahon explained the process of the Personnel Commission's budget as required by the Education Code. She noted as a result of the state and district fiscal issues, the District has asked the Personnel Commission along with other

departments to make reductions within its budget. In developing the budget careful review of previous budgets and expenditures were considered. Ms. McMahon noted the recommended budget for the 2012-2013 fiscal year reflects the abolishment of the Senior Administrative Assistant position and adjustments to operating expenditures to include funds for hearings, CPR/First Aid training and to cover increases in obligations to NEOGOV and AESOP.

Chairperson Mulkey asked if there were any additional questions or comments from the floor regarding the proposed budget. Hearing none, Chairperson Mulkey closed the public hearing at 8:43 a.m. The Commission acted to approve the 2012-2013 Personnel Commission budget as submitted. The Commission directed the Personnel Commission Executive Officer to submit the budget to the Superintendent or Board of Education for concurrence and the Los Angeles County Office of Education for final approval.

MINUTES

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The Commission approved the minutes of the April 12, 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.

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, Oralia Rubio, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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 noted a revised bulletin had been submitted for Campus Security Officer with clarification on the pay for substitutes. Commissioner Ulaszewski moved to ratify the revised bulletin. The motion was seconded by Vice-Chairperson Vaughan and approved.

TITLE

Campus Security Officer (Substitute) Revised

TYPE

Open/Cont

NUMBER

12-0080-5011

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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>
HVAC Technician	Dual	12-0056-5103	04/26/13
Head Start Instructional Aide	Dual	12-0049-0657	04/25/13
Head Start Instructional Aide Substitute	Dual	12-SUBS-0657	04/25/13
Intermediate Nutrition Services Worker	Dual	12-0058-5058	04/24/13
Library Media Assistant	Dual	12-0069-0465	04/16/13
Nutrition Services Supervisor II	Dual	12-0063-5065	04/17/13
Nutrition Services Supervisor III	Dual	12-0064-5066	04/17/13
Senior Nutrition Services Worker	Dual	12-0059-5071	04/24/13

OTHER ITEMS

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Marilyn Balmer, Personnel Analyst thanked Susan Leaming, Personnel Analyst and the Recruitment and Testing staff for maintaining the operations of the unit during her two and a half month absence due to serving on jury duty. Ms. Braunstein thanked Ms. Balmer for the support and quick responses while she was out.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 10, 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 8:46 a.m to hear the appeal of Ms. Oralia Rubio.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 8:57 a.m. The following reportable action was taken.

The Commission acted to grant the appeal of Ms. Oralia Rubio and instructed the Personnel Commission Executive Officer to notify her of this decision.

ADJOURNMENT

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There being no further business, Chairperson Mulkey adjourned the meeting at 8:59 a.m.

Respectfully submitted,

Signature on file

Gail McMahon, Ed.D.
Executive Officer
GM/mb