

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of April 12, 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
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: Valeeta Pharr, CSEA Chapter 2 President; Brad Angell, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Unit B Vice President; Juan Garcia, CSEA Chief Job Steward; Christina Angell, guest.

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

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Dan Ewaskey, CSEA Unit B Vice President, asked about the Commission's decision regarding the CSEA members who recently submitted requests for hearing appeals. Executive Officer McMahon reported the Commission has granted the request for three appeal hearings with one hearing already in progress and the two others in the scheduling phase.

REPORT FROM THE EXECUTIVE OFFICER

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Gail McMahon, Executive Officer, reported on items of interest to the Commission. The proposed move of the Personnel Commission offices to the Administration Building has been placed on hold due to budget constraints. Ms. McMahon asked the Commissioners if they would be attending the Personnel Commissioners Association of Southern California dinner meeting April 25th. Chairperson Mulkey and Vice-Chairperson Vaughan indicated they would be attending the meeting. Ms. McMahon also mentioned Dr. Williams and Mr. Meyers were successful in

their reelection bids for the Board of Education. She reported Marilyn Balmer, Personnel Analyst, is currently serving jury duty.

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

Dale Culton, Certification Services Manager, mentioned that he will be attending a Los Angeles County Office of Education meeting regarding the changes to the STRS and PERS plans. He also reported there is a decrease in the fees charged for fingerprinting employment candidates.

Mary Cates, Human Resources Supervisor, reported 186 of the 240 employees who received a letter informing them their summer school application was incomplete came in to the office to complete their application.

Susan Leaming, Personnel Analyst, reported the Personnel Commission will be hosting an additional two sessions of CalPERS retirement planning workshops and two sessions of CPR and First Aid certification to meet the high demand of employees. She stated the registration forms are available on the Personnel Commission's website under Classified Staff Development.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the March 29, 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

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Ms. McMahon reported a discussion was held between staff and CSEA regarding the proposed minimum requirements of the Operations Director classification. Ms. McMahon explained it is the responsibility of the Personnel Commission when establishing the requirements of classifications they do not include qualifications which could be an artificial barrier to applicants. She stated that other classified directors in the District require a bachelor's degree, however individuals who work under the Operations Director come from the custodial and grounds areas which do not require such education and therefore setting the Operations Director education requirement at a bachelor's degree may be an artificial barrier for individuals wishing to promote. Brad Angell, CSEA Unit A Vice President, stated that he understands CSEA does not represent directors but they do represent individuals who report to the director. Mr. Angell was concerned with the education requirement being set so low and stated that directors need to have the ability to manage their departments and their duties are generally not task-driven.

Vice-Chairperson Vaughan asked Mr. Angell if someone who could perform the job but does not have the required education should be barred from applying. Mr. Angell responded that the way the revisions were written, with two years of additional

experience able to substitute for the two years of education, that someone with a high school diploma or a G.E.D. could become a director. He further stated that as an agency who promotes education we should require some kind of higher education for director positions. He suggested that a bachelor's degree be required instead of just an associate's degree, with two years of additional experience being able to substitute for two years of education.

Susan Learning mentioned the experience requirements were strengthened in the specification to include more supervisory and/or management years of experience and that a survey of other agencies revealed most require a bachelor's degree for the Operations Director class. Ms. Vaughan asked who set the education requirement for this classification? Ms. McMahon responded Commission staff sets the requirement and had discussions as to the level of education required prior to the discussion with CSEA. Ms. Learning supported the concept to require applicants to have some college but not necessarily hold a bachelor's degree. Ms. Learning also read a brief statement from Les Leahy, Business Services Administrator, explaining the Operations Director has been vacant since November 2010, with someone assuming the work on a temporary upgrade, and that the position is vital to the success of the Branch.

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 submits the attached classification recommendation for the consideration of the Commission. Commissioner Ulaszewski moved for approval with the following modification to the classification specification: to include the education requirement set at the level of bachelor's degree along with the statement allowing two years of additional experience to substitute for two years of the required education. The motion was seconded by Vice-Chairperson Vaughan and was approved.

REVISE CLASSIFICATION SPECIFICATION

Operations Director

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.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
ASB Financial Technician	Dual	12-0076-0751
Groundskeeper	Dual	12-0077-0172
Research Office Technician	Dual	12-0066-0433
Senior Research Office Technician	Dual	12-0067-3369
Supervising Research Office Technician	Dual	12-0068-5157

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 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>
Instructional Aide-Special	Open/Cont	12-0052-0448	03/30/13
Instructional Aide-Special Substitute	Open/Cont	12-SUBS-0448	03/30/14
Instructional Assistant - Intensive Behavioral Treatment	Open/Cont	12-0053-5035	10/04/12

EXTEND ELIGIBILITY LIST

Mail/Switchboard Services Assistant	Promo	11-0017-5144	10/13/12
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PERSONNEL COMMISSION BUDGET
HEARING DATE FOR FISCAL YEAR 2012-2013

PERSONNEL COMMISSION BUDGET
HEARING DATE FOR FISCAL YEAR 2012-2013

Gail McMahon explained the budget process of the Personnel Commission as required by the Education Code and recommended the Commission set the date for the public hearing to be the next Commission meeting. It was moved by Commissioner Ulaszewski to set the public hearing of the Personnel Commission budget to be Thursday, April 26, 2012 at 8:15 a.m. in the Testing Room of the Personnel Commission Office. It was seconded by Vice-Chairperson Vaughan and approved.

OTHER ITEMS

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Commissioner Mulkey announced Commissioner Ulaszewski has been reappointed for another term as Personnel Commissioner and thanked him for his sixteen years of service as a Commissioner.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, April 26, 2012, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

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There being no further business, Chairperson Mulkey adjourned the meeting at 8:50 a.m.

Respectfully submitted,

Signature on File

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