

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of October 2, 2014

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, CA 90813

Chairperson Stacey Lewis called the meeting of the Personnel Commission to order at 8:16 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Stacey Lewis, Chairperson
Linda Vaughan, Vice-Chairperson
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Susan Leaming, Personnel Analyst
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

PRELIMINARY

Guests: Adrienne Rambo, CSEA Vice President – Unit A; Ann Culton, Administrative Coordinator – Human Resource Services; Maria Becerra and Araceli Becerra.

**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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Dr. Gail McMahon, Executive Officer, provided the Commission an update on the upcoming Instructional Aide-Special classification study.

Staff provided a brief update of their unit activities.

HEARINGS

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The Commissioners unanimously agreed on dates in December for the hearing and directed the Executive Officer to urge cooperation of all parties.

MINUTES

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The Commission approved the minutes of the September 18, 2014, Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Ulaszewski seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules.

REVISION OF A CLASSIFICATION

ASB Financial Technician
Senior ASB Financial Technician

It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the revisions of a classification. The motion carried. The vote was unanimous with all members present participating in the vote.

REVISION OF A CLASSIFICATION

Head Start Instructional Aide

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the revision of a classification. The motion carried. The vote was unanimous with all members present participating in the vote.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 18789668 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 20536694 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.6 and 4.2.A.8. Appellant 18810896 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 15653633 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 18034704 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8 and 4.2.A.9. Appellant 12232808 was present and requested the item be heard in closed session. The Commission moved this item to Closed Session.

BULLETINS

BULLETINS

Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. It was moved by Commissioner Ulaszewski to ratify the bulletins. Vice-Chairperson Vaughan seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote. The following bulletins were ratified:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Campus Security Officer (Avalon)	Dual	15-0047-5011
Custodian (Avalon)	Dual	15-0040-0139
Grounds Equipment Operator I (Avalon)	Dual	15-0051-0175
Groundskeeper (Avalon)	Dual	15-0041-0172
Instructional Aide – Instrumental Music	Dual	15-0049-0447
Instructional Aide – Mobile Classroom	Dual	15-0048-0601
Instructional Aide – Special (Avalon)	Dual	15-0042-0448
Instructional Assistant – Intensive Behavioral Treatment (Avalon)	Dual	15-0050-5035
Intermediate Accounting Assistant	Dual	15-0052-0755
Intermediate Office Assistant – Schools (Avalon)	Dual	15-0043-3354
Middle School Office Supervisor	Promo	15-0037-3357
Nutrition Services Worker (Avalon)	Dual	15-0044-5068
School/Community Liaison-Bilingual Spanish (Avalon)	Dual	15-0045-5178
School/Community Liaison-Bilingual Spanish	Dual	15-0039-5178
Senior Accounting Assistant	Dual	15-0053-0760

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.B, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the eligibility lists.

The motion carried. The vote was unanimous with all members present participating in the vote. The following eligibility lists were approved:

College and Career Specialist	Dual	15-0028-5177
List Valid: 09/24/14 – 09/24/15		
Health Assistant	Dual	15-0021-5170
List Valid: 09/30/14 – 09/30/15		
Office Assistant Bilingual Spanish	Dual	15-0018-5158
List Valid: 09/08/14 – 09/08/15		
School Safety Officer	Dual	15-0005-5014
List Valid: 09/29/14 – 09/29/15		
<u>EXTEND ELIGIBILITY LIST</u>		
School Support Secretary	Dual	14-0029-3361
Extended list expiration date: 02/18/15		

OTHER ITEMS

None

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 16, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:38 a.m. to consider the recommendations to remove appellant: 18789668, 20536694, 18810896, 15653633, 18034704 and 12232808 from current eligibility lists.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:15 a.m. The following reportable action was taken during Closed Session:

The Commission acted to remove candidate 18789668 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after October 2017. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted to remove candidate 20536694 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after October 2017. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted to remove candidate 18810896 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after February 2016. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted to remove candidate 15653633 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after October 2019. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted to remove candidate 18034704 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after October 2015. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted to remove candidate 12232808 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after October 2019. They instructed the Executive Officer to notify the applicant of the decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:16 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb