

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of December 11, 2014

Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713

Chairperson Stacey Lewis called the meeting of the Personnel Commission to order at 9:30 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

Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Esther Martinez, Human Resources Technician
Damaris Padilla, Human Resources Technician
Shelley Scott, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President and Patricia Heineke.

**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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Due to the resignation of Dr. Gail McMahon, Executive Officer, Marilyn Balmer, Personnel Analyst will provide the report.

Ms. Balmer gave a status report on various projects that are occurring as we settle into our new location.

Staff provided a brief update of their unit activities.

MINUTES

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The Commission approved the minutes of the November 13 and December 5, 2014 Personnel Commission meetings. 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.

RECEIVE AND TAKE ACTION ON THE HEARING OFFICERS REPORT

RECEIVE AND TAKE ACTION ON THE HEARING OFFICERS REPORT

This item was pulled and will be placed on the January 8, 2015 agenda.

CONSIDERATION OF THE PROCESS TO REPLACE THE EXECUTIVE OFFICER, PERSONNEL COMMISSION, INCLUDING AN INTERIM OR ACTING APPOINTMENT

CONSIDERATION OF THE PROCESS TO REPLACE THE EXECUTIVE OFFICER, PERSONNEL COMMISSION, INCLUDING AN INTERIM OR ACTING APPOINTMENT

It was moved by Vice-Chairperson Vaughan to move this item into closed session to discuss compensation. Commissioner Ulaszewski seconded the motion. The motion carried. The vote was unanimous with all members present participating in the vote.

APPOINTMENT OF A COMMISSION MEMBER TO COORDINATE THE EXECUTIVE OFFICER, PERSONNEL COMMISSION RECRUITMENT

APPOINTMENT OF A COMMISSION MEMBER TO COORDINATE THE EXECUTIVE OFFICER PERSONNEL COMMISSION RECRUITMENT

It was moved by Vice-Chairperson Vaughan to appoint Commissioner Ulaszewski. Chairperson Lewis 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 recommendation per Education Code 45256 and according to Personnel Commission Rules. The following classification item was approved.

RECLASSIFY A POSITION

Maria Braunstein From: Associate Personnel Analyst (SR 35 M2)
To: Personnel Analyst (SR 40 M2)

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

The Personnel Commission directed staff to review the classification specification for the Associate Personnel Analyst classification.

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.7 and 4.2.A.8. Appellant 21054516 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.24. Appellant 11182289 was not present. The Commission moved this item to Closed Session.

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 Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan 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:

| | | |
|--|-------------|---------------------|
| Head Start Instructional Aide List Valid: 11/26/14 – 11/26/15 | Dual | 15-0054-0657 |
| Instructional Aide- Instrumental Music List Valid: 11/21/14 – 11/21/15 | Dual | 15-0049-0447 |
| Instructional Aide-Mobile Classroom List Valid: 11/25/14 – 11/25/15 | Dual | 15-0048-0601 |
| Instructional Aide-Special List Valid: 11/17/14 – 11/17/15 | Dual | 15-0068-0448 |
| Instructional Aide-Special List Valid: 12/04/14 – 12/04/15 | Dual | 15-0076-0448 |
| Intermediate Accounting Assistant List Valid: 11/18/14 – 11/18/15 | Dual | 15-0052-0755 |
| Intermediate Office Assistant-Schools (Avalon) List Valid: 11/14/14 – 11/14/15 | Dual | 15-0043-3354 |
| School/Community Liaison – BL Spanish (Avalon) List Valid: 11/14/14 – 11/14/15 | Dual | 15-0045-5178 |
| School/Community Liaison – BL Spanish List Valid: 12/12/14 – 12/12/15 | Dual | 15-0039-5178 |
| Senior Accounting Assistant List Valid: 11/18/14 – 11/18/15 | Dual | 15-0053-0760 |

OPEN HOUSE AT THE PERSONNEL COMMISSION

OPEN HOUSE AT THE PERSONNEL COMMISSION

The Personnel Commission scheduled the open house of the Personnel Commission offices for the meeting of January 22, 2015.

OTHER ITEMS

Commissioner Ulaszewski thanked the Board of Education and CSEA for their support in his reappointment to the Personnel Commission.

Chairperson Lewis wished everyone happy holidays and thanked them for all they do for the school district.

NEXT MEETING

NEXT MEETING

The Commission acted to cancel the Personnel Commission meeting of December 25, 2014. The vote was unanimous with all members present participating in the vote. The next regular meeting of the Personnel Commission will be held on Thursday, January 8, 2015, at 8:15 a.m. at **4400 Ladoga Avenue, Lakewood, California.**

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 10:09 a.m. to consider the recommendations to remove appellants: 21054516, 11182289, from current eligibility lists and to consider the process to replace the Executive Officer, Personnel Commission, including an interim appointment.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:24 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove candidate 21054516 from current 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 December 2015. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted to sustain staff's recommendation to remove candidate 11182289 from current 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 December 2015. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted to appoint Patricia Heineke as the Interim Executive Officer, Personnel Commission and Classified Employment at salary range 65 D.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 10:42 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

Marilyn Balmer

Marilyn Balmer
Personnel Analyst

MB/mb