

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of February 20, 2014

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

Chairperson Linda Vaughan called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Anne Follett, Human Resources Technician
Jan Medford, Human Resources
Damaris Padilla, Human Resources Technician
Shelley Scott, Human Resources Technician
Silaue Taeleifi, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President- Unit A; Eric Larsen, Sign Maker; Cheryl Emmons and Edward King.

**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, reported she recently met with Facilities regarding the move of the Personnel Commission office. Dr. McMahon stated the move will be delayed. A new move date has not been set.

Dale Culton, Certification Services Manager, reported the online onboarding processing has begun and staff is keeping track of its use. He also reported five employees were returned from reemployment lists.

Mr. Culton announced Jan Medford, Human Resources Technician recently accepted a promotion to Administrative Secretary at the Transportation Branch. Dr. McMahon said Ms. Medford's work running the substitute desk is very much appreciated.

Mary Cates, Human Resources Supervisor, provided an update on the status of summer school applications stating over 400 applications have been received. She also reported staff is fingerprinting Bus Drivers and BLAST (Better Learning After School Today) mentors.

Dr. McMahon mentioned PCASC (Personnel Commissioners Association of Southern California) will be holding a min-conference on May 16, 2014. Each commissioner or director who attends this conference will be able to bring a staff member as their guest for free.

MINUTES

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The Commission approved the minutes of the February 6, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion.

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

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.8. Appellant 16030030 was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

STAFF REPORT: REVIEW OF SUBSTITUTE ASSIGNMENT PROCESS

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ASSIGNMENT PROCESS

Dr. McMaon gave an overview of the process for assigning substitutes. She also confirmed the long term substitute assignments are filled by laid off employees. The Commissioners asked Jan Medford, Human Resources Technician to explain how the AESOP system works. Ms. Medford explained the AESOP substitute systems contacts laid off employees first as they are given priority in accepting assignments.

Vice-Chairperson Lewis made a motion to receive and file staffs report. The motion was seconded by Commissioner Ulaszewski.

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

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. Eric Larsen, Sign Maker, made an inquiry into the use of a personal vehicle for Computer Support Technician. Les Leahy, Business Services Administrator, explained when staffing was reduced extra vehicles were available for these employees to use. It was moved by Commissioner Ulaszewski to ratify the bulletins. Vice-Chairperson Lewis seconded the motion.

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

Computer Support Technician	Dual	14-0083-5108
Intermediate Nutrition Services Worker	Dual	14-0066-5058
Senior Nutrition Services Worker	Dual	14-0067-5071

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 Lewis moved for approval of the lists. The motion was seconded by Commissioner Ulaszewski.

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

Electrician	Dual	14-0057-0161
List Valid: 2/11/14 – 2/11/15		
Total applications received: 65		Total invited to exam: 38
No. Passed: 6 No. Failed: 16 No. Withdrew: 16 No. Screened Out: 27		

Instructional Aide - Special	Open/Cont	14-0062-0448
List Valid: 2/19/14 – 2/19/15		
Total applications received: 143		Total invited to exam: 107
No. Passed: 33 No. Failed: 20 No. Withdrew: 54 No. Screened Out: 36		

Nutrition Services Worker	Dual	14-0061-5068
List Valid: 2/21/14 – 2/21/15		
Total applications received: 103		Total invited to exam: 91
No. Passed: 30 No. Failed: 19 No. Withdrew: 42 No. Screened Out: 12		

Nutrition Services Worker	Dual	14-0068-5068
List Valid: 2/21/14 – 2/21/15		
Total applications received: 139		Total invited to exam: 109
No. Passed: 29 No. Failed: 24 No. Withdrew: 56 No. Screened Out: 30		

Plant Supervisor II	Promotional	14-0059-5027
List Valid: 2/20/14 – 2/20/15		
Total applications received: 23		Total invited to exam: 17
No. Passed: 6 No. Failed: 9	No. Withdrew: 2	No. Screened Out: 6

Purchasing Agent**Dual****14-0043-5128**

List Valid: 2/20/14 – 2/20/15

Total applications received: 104

Total invited to exam: 34

No. Passed: 10 No. Failed: 17 No. Withdrew: 7 No. Screened Out: 70

OTHER ITEMS

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Valeeta Pharr, CSEA Chapter 2 President, provided an update on the CSEA negotiations with the District announcing a tentative agreement has been reached which includes a 3 % increase for employees retro to July 2013. The agreement will need approval from the Board of Education and CSEA members.

Vice-Chairperson Lewis announced the Port of Long Beach is seeking 25 high school students for paid Internships this summer. Applicants must be Long Beach Unified School District students. Go to www.polb.com for further information.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, March 6, 2014, 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 8:50 a.m. to review the removal of 16030030.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:02 a.m. The following reportable action was taken during Closed Session:

The Commission acted to hold a decision on the recommendation to remove candidate 16030030 from eligibility lists pending verification of the candidate's previous employment. The Executive Officer was instructed to notify the candidate of this decision.

ADJOURNMENT

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There being no further business, at 9:03 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb