

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of March 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  
Marilyn Balmer, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President and Adrienne Rambo, CSEA Vice-President Unit A.

**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, announced she will be providing an update to the Board of Education on April 15 at 2:30 on the status of the Personnel Commission goals. The first goal was to create a technology driven onboarding process. The second goal was to create a more efficient system to calculate employee seniority.

Dr. McMahon reported on upcoming activities including the Personnel Commissioners Association of Southern California (PCASC) one-day "mini-conference" on Friday, May 16, 2014 and the Classified Employee Celebration scheduled for May 23<sup>rd</sup>.

Marilyn Balmer, Personnel Analyst, reported the Recruitment and Testing staff is working on nineteen recruitments. She also reported on the difficulty to recruit qualified applicants for the position of Instructional Aide Interpreter- Deaf/Hard of Hearing which requires a special certificate. Applicants will indicate they have the certificate and when asked to submit the document for verification the applicants do not respond.

Susan Leaming, Personnel Analyst, reported the number of participants for the Child Care and Instructional job family has increased to 25%. Eight focus group meetings have been completed and several more will be conducted over the next several weeks.

Dale Culton, Certification Services Manager, reported staff is working with the sites to fill 96 Instructional Aide-Special vacancies. He also reported the technology driven onboarding for new hires is going well. Mr. Culton reported 5 employees in various classifications are being offered reemployment due to vacancies. Chairperson Vaughan made an inquiry as to how many employees are left on the reemployment list. Mr. Culton indicated there are approximately 500 individuals on the list as this includes individuals who were laid off, reduced by FTE, calendar and/or returned to former class.

Mary Cates, Human Resources Supervisor, reported 778 summer school applications have been received by staff as of March 18<sup>th</sup>. She also reported she attended an AESOP substitute system user workshop. Ms. Cates announced Paula Smith will be starting as the newest staff member on Monday, March 24<sup>th</sup>, replacing Jan Medford who was recently promoted to Administrative Secretary at Transportation.

## MINUTES

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The Commission approved the minutes of the March 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.

## REVISION OF RULES AND REGULATIONS

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One of the specific requirements of Education Code 45260 is that "The Commission shall prescribe, amend and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness." Commissioner Ulaszewski made a motion to discuss the second reading of the Rules and Regulations of the Classified Service. Vice-Chairperson Lewis seconded the motion. Minor changes were noted by the Executive Officer and the Commissioners. Commissioner Ulaszewski made a motion to approve the revision of the minutes with the discussed changes. Vice-Chairperson Lewis seconded the motion.

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

## BULLETINS

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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 Lewis seconded the motion.

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

Administrative Secretary – Bilingual Spanish	Promotional	14-0089-5140
Energy Conservation Specialist	Dual	14-0081-5175
Grounds Equipment Operator I	Dual	14-0084-0175
Grounds Equipment Operator II	Dual	14-0085-0176
Instructional Aide Interpreter Deaf Hard of Hearing	Dual	14-0078-3272
Senior Health Assistant	Dual	14-0088-5174
Speech-Language Pathology Assistant	Dual	14-0080-5024

## ELIGIBILITY LISTS

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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. Commissioner Ulaszewski moved for approval of the lists with the revision of the eligibility list valid dates for Fiscal Services Analyst from 3/18/14 – 3/18/15 to 2/24/14 – 2/24/15. The motion was seconded by Vice-Chairperson Lewis. Personnel Analyst Balmer noted a revision to the dates of the Fiscal Services Analyst list.

The motion carried with the revision to the Fiscal Services Analyst list. The vote was unanimous with all three members participating in the vote. The following eligibility lists were approved.

**Fiscal Services Analyst**                      **Dual**                      **14-0072-5173**  
List Valid: 2/24/14 – 2/24/15  
Total applications received: 40                      Total invited to exam: 20  
No. Passed: 12    No. Failed: 6    No. Withdrew: 2    No. Screened Out: 20

**Instructional Aide-Special**                      **Open Continuous**                      **14-0075-0448**  
List Valid: 3/20/14 – 3/20/15  
Total applications received: 114                      Total invited to exam: 63  
No. Passed: 22    No. Failed: 13    No. Withdrew: 28    No. Screened Out: 51

**Nutrition Services Supervisor I**                      **Dual**                      **14-0063-5064**  
List Valid: 3/14/14 – 3/14/15  
Total applications received: 107                      Total invited to exam: 77  
No. Passed: 28    No. Failed: 35    No. Withdrew: 14    No. Screened Out: 30

**Nutrition Services Supervisor II**                      **Promotional**                      **14-0064-5065**  
List Valid: 3/14/14 – 3/14/15  
Total applications received: 23                      Total invited to exam: 15  
No. Passed: 13    No. Failed: 2    No. Withdrew: 0    No. Screened Out: 8

**Nutrition Services Supervisor III Promotional 14-0065-5066**

List Valid: 3/14/14 – 3/14/15

Total applications received: 11 Total invited to exam: 7  
No. Passed: 5 No. Failed: 1 No. Withdrew: 1 No. Screened Out: 4

**Plant Supervisor – High School Promotional 14-0060-5029**

List Valid: 3/21/14 – 3/21/15

Total applications received: 16 Total invited to exam: 10  
No. Passed: 7 No. Failed: 2 No. Withdrew: 1 No. Screened Out: 6

**Senior Purchasing Assistant Promotional 14-0074-5133**

List Valid: 3/12/14 – 3/12/15

Total applications received: 4 Total invited to exam: 2  
No. Passed: 2 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 2

OTHER ITEMS

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Vice-Chairperson Lewis reported the Port of Long Beach received over 600 applications for their summer intern program.

Valeeta Pharr, CSEA Chapter 2 President, asked if the Attendance/Professional Growth Incentive approved in 2013, was yielding the desired results. Executive Officer McMahon gave an example on how the incentive was recently used. Ms. Pharr also reported on some of her recent activities which will benefit the classified employees of Long Beach Unified including the ratification vote of the agreement with CSEA and the District which will give representative employees a 3% increase retroactive to July 1, 2013.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, April 3, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

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There being no further business, at 8:57 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

*Gail McMahon*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb