

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of January 23, 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
Adriana Araujo-Honorio, Staff Secretary
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President and Adrienne Rambo, CSEA Vice President – Unit A and Cheryl Emmons, Campus Security Officer.

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

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Cheryl Emmons, Campus Security Officer substitute asked the Commission to review how long term substitute assignments are assigned. Chairperson Vaughan directed staff to list the item on a future agenda for the Commissions review and consideration.

REPORT FROM THE EXECUTIVE OFFICER

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Dr. Gail McMahon, Executive Officer, announced staff will begin using the new classified employee onboarding program on February 3, 2014. Staff will present a report to the Commission at the start of the new fiscal year which will assess the pros and cons to date of the new program. Dr. McMahon reported staff has been invited to the Port of Long Beach to share how the Personnel Commission developed the online onboarding program.

Marilyn Balmer, Personnel Analyst, reported recruitment and testing staff are currently working on 21 recruitments and 4 upcoming recruitments. Ms. Balmer also reported due to the implementation of the Common Core standards, a need for Instructional Assistant – Computer Resources has been identified. Currently a list is in place although this may not meet the need, so an additional recruitment may need to be conducted.

Susan Leaming, Personnel Analyst, reported that Child Care and Instructional Job Family Study welcome packets were being sent to employees in that job family. She explained that instead of employees completing lengthy questionnaires regarding their jobs, employees will be invited to participate in focus groups to update their job descriptions. Since most of these employees provide direct services to students and school sites, utilizing focus groups will reduce the amount of time employees need to be away from their sites in order to participate in the study process.

Mary Cates, Human Resources Supervisor, informed the Commission Vacancy Assignment (VA) training was conducted for 10 School Office Supervisors. Dr. McMahon said it is increasingly difficult for staff to be away from their worksite so a goal of the Personnel Commission is to offer training via webinar. Software can cost between \$9,000 and \$12,000. Staff will be looking into less costly solutions.

Ms. Cates reported the Summer School / Extended School Year classified employment application will be online by January 29, 2014. The applications will also be distributed to all sites.

MINUTES

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The Commission approved the minutes of the January 9, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion. The motion was carried and approved.

REVISION OF RULES AND REGULATIONS

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Commissioner Ulaszewski made a motion to discuss the second reading of the Rules and Regulations of the Classified Service, Chapter 10.8.5. Vice-Chairperson Lewis seconded the motion. Executive Officer McMahon noted 7 p.m. should be 7 a.m.. Commissioner Ulaszewski made a motion to approve the revision of 10.8.5 with the correction. Vice-Chairperson seconded the motion. The motion was carried and approved.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 6.1.B.2b. Appellant 16422066 was not present. The Commission moved this item to Closed Session.

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. It was moved by Commissioner Ulaszewski to ratify the bulletins. Chairperson Vaughan seconded the motion. The motion was carried and the bulletins were ratified.

Fiscal Services Analyst	Dual	14-0072-5173
Kids Club Supervisor I	Dual	14-0069-3266
Kids Club Supervisor II	Dual	14-0070-3267
Kids Club Supervisor III	Dual	14-0071-3268
Plant Supervisor – High School	Promotional	14-0060-5029
Records Office Assistant	Dual	14-0073-0675
Senior Purchasing Assistant	Promotional	14-0074-5133

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 of the lists. The motion was seconded by Chairperson Vaughan. The following eligibility lists were approved.

Instructional Aide – Special Open Continuous 14-0041-0448
List Valid: 1/3/14 – 1/3/15
Total applications received: 98 Total invited to exam: 74
No. Passed: 17 No. Failed: 16 No. Withdrew: 41 No. Screened Out: 24

**Instructional Assistant Intensive
 Behavioral Treatment Open Continuous 14-0040-5035**
List Valid: 1/3/14 – 7/3/14
Total applications received: 221 Total invited to exam: 117
No. Passed: 54 No. Failed: 29 No. Withdrew: 34 No. Screened Out: 104

Kids' Club Assistant Dual 14-0036-0694
List Valid: 1/7/14 – 1/7/15
Total applications received: 341 Total invited to exam: 250
No. Passed: 16 No. Failed: 138 No. Withdrew: 96 No. Screened Out: 91

Kids' Club Lead Assistant Dual 14-0037-0515
List Valid: 1/3/14 – 1/3/15
Total applications received: 123 Total invited to exam: 27
No. Passed: 5 No. Failed: 15 No. Withdrew: 7 No. Screened Out: 96

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, reported on several upcoming events including the Paraeducators Conference and Local Control Accountability Plan. She also invited the Commissioners to shadow a classified employee when the ACE (Appreciate Classified Employees) event returns in May.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, February 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 9:01 a.m. to review the removal of 16422066.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:14 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove candidate 16422066 from current eligibility lists until the matter is resolved. They instructed the Executive Officer to notify the candidate of the decision.

ADJOURNMENT

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There being no further business, at 9:15 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb