

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of June 12, 2014**

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

Vice-Chairperson Linda Vaughan called the meeting of the Personnel Commission to order at 8:20 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

**COMMISSION MEMBERS PRESENT**

Linda Vaughan, 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 Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Anne Follett, Human Resources Technician  
Susan Brister, Human Resources Technician  
Paula Smith, Human Resources Technician  
Esther Martinez, Human Resources Assistant

**PRELIMINARY**

Guests: Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; Viola Mae Bledsoe, Instructional Aide- Special; Kasey Noble, Receptionist.

**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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Executive Officer McMahon asked the Personnel Commission Division heads to give a brief update of their units activities. Each manager/supervisor gave a brief report on the current activities of their units.

Dr. McMahon acknowledged staff's hard work in filling Instructional Aide-Special vacancies and substitute assignments.

MINUTES

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The Commission approved the minutes of the May 29, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Vaughan seconded the motion.

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

CLASSIFICATION/RESTRUCTURE

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

ABOLISHMENTMENT OF CLASSIFICATIONS

- Intermediate Office Assistant – BL Khmer
- Intermediate Office Assistant/Schools – BL Khmer
- Senior Office Assistant – BL Khmer
- Senior Office Assistant/Schools – BL Khmer

It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the classification recommendations. The motion carried. The vote was unanimous with members present 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 first reading of the Rules and Regulations of the Classified Service, Chapter XIII, XIV and XV. Vice-Chairperson Vaughan seconded the motion. A second reading and action is scheduled for June 26, 2014.

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 Vaughan seconded the motion.

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

Chief Business and Financial Officer	Dual	14-0113-0689
Custodian	Dual	14-0116-0139
Energy Conservation Specialist	Dual	14-0115-5175
Human Resources Assistant	Dual	14-0114-3350
Translator-Interpreter- BL Spanish	Promotional	14-0100-5079

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. It was moved by Commissioner Ulaszewski to approve the eligibility lists. Vice-Chairperson Vaughan seconded the motion.

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

**Nutrition Services Worker                      Open                      14-0103-5068**  
List Valid: 06/13/14 – 06/13/15  
Total applications received: 102                      Total invited to exam: 86  
No. Passed: 36    No. Failed: 12    No. Withdrew:38    No. Screened Out: 16

EXTEND ELIGIBILITY LIST

**School Safety Communications Operator                      Dual    13-0082-5013**  
Extended list expiration date: 6/19/15                      Extend list period: 1 year  
Total eligibles on list: 12  
No. of Current Eligibles: 8                      No. of waivers or removals: 4

OTHER ITEMS

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None

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, July 10, 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 8:40 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

*Gail McMahon*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb