

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of October 30, 2014

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

Chairperson Stacey Lewis called the meeting of the Personnel Commission to order at 8:16 a.m. and led the Commissioners, staff and audience in the pledge of allegiance. Judith Lopez, Human Resources Technician, was introduced as the newest member of the staff.

COMMISSION MEMBERS PRESENT

Stacey Lewis, Chairperson
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 Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Anne Follett, Human Resources Technician
Tammie Hirth, Human Resources Technician
Judith Lopez, Human Resources Technician
Esther Martinez, Human Resources Technician
Damaris Padilla, Human Resources Technician
Shelley Scott, Human Resources Technician
Silaue Taeleifi, Human Resources Technician

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, reported the move of the Personnel Commission offices to the Monroe site is scheduled for the end of November. Dr. McMahon thanked staff for going to Avalon to conduct testing.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the October 16, 2014 Personnel Commission meeting. 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.

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. The following classification items were approved.

REVISION OF A CLASSIFICATION

Food Production Utility Worker

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

REALLOCATION OF CLASSIFICATIONS

Instructional Aide Interpreter – Deaf/Hard of Hearing
(C1) SRS 28 to SRS 31
Supervising Instructional Aide – Deaf/Hard of Hearing
(S1) SRS 32 to SRS 35

It was moved by Vice-Chairperson Vaughan and Commissioner Ulaszewski seconded by to approve the reallocation of classifications. The motion carried. The vote was unanimous with all members present 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.6. Appellant 18441460 was not present. The Commission moved this item to Closed Session.

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. The following bulletins were ratified:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Accountant	Dual	15-0058-0358
Instructional Aide - Special	Open/Cont	15-0061-0448
Intermediate Payroll Accounting Technician	Dual	15-0059-0756
Senior Payroll Accounting Technician	Dual	15-0060-0762

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 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:

Contract Analyst	Promo	15-0031-0624
List Valid: 10/21/14 – 10/21/15		
Instructional Aide - Special	Dual	15-0036-0448
List Valid: 10/21/14 – 10/21/15		

PRESENTATION OF ANNUAL REPORT

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Dr. McMahon explained the Education Code requires the Personnel Commission to prepare an Annual Report to present to the Board of Education. The report's function is to inform the Board of Education about the activities of the Personnel Commission during the preceding fiscal year.

Dr. McMahon delivered a PowerPoint presentation of the Annual Report for the Commission's review and consideration. Following comments and discussion, the Commission accepted the Annual Report and directed the Executive Officer to present it to the Board of Education at the next Board Workshop.

OTHER ITEMS

Commissioner Vaughan reported she and Commissioner Ulaszewski attended the Personnel Commissioners Association of Southern California leadership seminar on branding. Commissioner Ulaszewski explained that customers need to know that our number one job is to support the education and well being of students. He asked staff to explore ways that we can get that message to all Personnel Commission customers.

Val Pharr, CSEA Chapter 2 President, gave kudos to staff on their hard work and provided an update to the Commission on upcoming activities.

Chairperson Lewis expressed appreciation to staff for their hard work.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, November 13, 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 9:17 a.m. to consider the recommendation to remove appellant: 18441460 from current eligibility lists.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:36 a.m. The following reportable action was taken during Closed Session:

The Commission acted unanimously to sustain staff's recommendation to remove candidate 18441460 from current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:37 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb