

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of June 26, 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 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

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 Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Shelley Scott, Human Resources Technician
Silaue Taelifi, Human Resources Technician
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Dan Ewaskey, CSEA Vice President – Unit B; Juan Garcia, CSEA Chief Job Steward; Sam Dimas, Area Custodial Manager; Jose Delamora, Area Custodial Manager; Appellant 16279660.

**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 discussed the revised format of the minutes, explaining the purpose of minutes is to record basic actions taken. The Commissioners were all in favor of the streamlined version of the minutes.

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.

MINUTES

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The Commission approved the minutes of the June 12, 2014, Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Ulaszewski seconded the motion.

The motion carried. Commissioners Vaughan and Ulaszewski voting aye, Commissioner Lewis abstained from the vote due to absence at the June 12, 2014 meeting.

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.

CREATE A NEW CLASSIFICATION

Custodial Services Inspector

ALLOCATE NEW CLASSIFICATION

Custodial Services Inspector

Salary Range 30 (S1)

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the creation and allocation of the Custodial Services Inspector classification.

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

ABOLISHMENT OF CLASSIFICATIONS

Environmental Health and Safety Manager

Environmental Health and Safety Supervisor

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the abolishment of the Environmental Health and Safety Supervisor and to not approve the abolishment of the Environment Health and Safety Manager classification.

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

ABOLISHMENT OF CLASSIFICATION

Tool Sharpener

It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to hold action on this item pending further information.

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

RECLASSIFICATION REQUEST

Senior Office Assistant (C)

ABOLISHMENT OF CLASSIFICATIONS

Maintenance Work Control Scheduler
Maintenance Work Control Supervisor

It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to affirm the position is appropriately classified as a Senior Office Assistant and to approve the abolishment of the Maintenance Work Control Scheduler and Maintenance Work Control Supervisor classifications.

The motion carried. The vote was unanimous with all 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." Vice-Chairperson Vaughan made a motion to approve the revision of Chapters XIII, XIV and XV of Rules and Regulations of the Classified Service. Commissioner Ulaszewski seconded the motion.

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

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.11. Appellant 16279660 was present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 18688031 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 9327825 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:

ASB Financial Technician	Dual	15-0002-0751
Senior ASB Financial Technician	Dual	15-0001-0761
Instructional Aide – Bilingual Spanish	Dual	14-0098-0442
Instructional Aide Interpreter – Deaf/Hard of Hearing	Dual	14-0112-3272
Maintenance Mechanic	Dual	14-0117-0112
School/Community Liaison – Bilingual Spanish	Promotional	14-0099-5175

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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:

Human Resources Technician Dual 14-0097-3352
List Valid: 06/20/14 – 06/20/15
Total applications received: 139 Total invited to exam: 37
No. Passed: 14 No. Failed: 16 No. Withdrew:7 No. Screened Out: 102

Nutrition Services Worker Open 14-0105-5068
List Valid: 06/27/14 – 06/27/15
Total applications received: 112 Total invited to exam: 80
No. Passed: 26 No. Failed: 17 No. Withdrew: 37 No. Screened Out: 32

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.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 9:13 a.m. to consider the recommendations to remove appellant: 16279660, 18688031, and 9327825 from current eligibility lists.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:41 a.m. The following reportable action was taken during Closed Session:

The Commission held action on staff's recommendation to remove appellant 16279660 from current eligibility lists pending further information. They instructed the Executive Officer to notify the appellant of the decision.

The Commission acted to remove appellant 18688031 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow them to apply after six months has elapsed. They instructed the Executive Officer to notify the appellant of the decision and encourage the appellant to reveal all facts on future applications so as to avoid a cause for rejection.

The Commission acted to remove appellant 9327825 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow them to reapply after six months has elapsed. They instructed the Executive Officer to notify the appellant of the decision and encourage the appellant to reveal all facts on future applications so as to avoid a cause for rejection.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:43 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb