

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of May 29, 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.

COMMISSION MEMBERS PRESENT

Stacey Lewis, Chairperson
Terence Ulaszewski, Member
Linda Vaughan, Vice-Chairperson

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

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Donald Bennett, Area Custodial Manager; Lee Darrington Jr., Area Custodial Manager; Jose Delamora and Sam Dimas, Area Custodial Manager.

**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 on the success of the Classified Employee Celebration stating nearly 600 employees attended the event. Dr. McMahon expressed a sincere thank you to the Commissioners and Board of Education members who were able to attend this event.

Marilyn Balmer, Personnel Analyst, provided the Commission an update on existing and upcoming recruitments reporting staff is working on approximately 23 recruitments.

Susan Leaming, Personnel Analyst, reported approximately 31% of incumbents in the Child Care and Instructional job family are participating in the study. Ms. Leaming thanked CSEA for encouraging their members to participate.

Dale Culton, Certification Services Manager, reported online VA training was conducted for school secretaries. He also reported 62 probationary and 46 substitute employees have been processed.

Mary Cates, Human Resources Supervisor, reported summer assignments for over 145 employees have been made. Additionally, Special Education continues to make summer assignments as the number of students who will be attending the extended school year session is finalized. The goal is to have summer assignment notifications sent out to all employees at their school sites before they leave for the summer recess.

At 8:24 a.m. Vice-Chairperson Vaughan arrived.

MINUTES

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The Commission approved the minutes of the May 15, 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 three members 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.

ABOLISHMENT OF A CLASSIFICATION

Fleet Maintenance Supervisor

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

REVISIONS TO CLASS SPECIFICATION

Instructional Aide Interpreter – Deaf/Hard of Hearing

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

RECLASSIFY AN EXISTING POSITION

<u>Name</u>	<u>Position</u>
Laura Hardie	From: Plant Supervisor – Headquarters To: Plant Supervisor II

ABOLISH A CLASSIFICATION

Plant Supervisor – Headquarters
Salary Range 21 (S1)

REVISIONS TO CLASS SPECIFICATION

Plant Supervisor II

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

CREATE A NEW CLASSIFICATION

Custodial Services Inspector

ALLOCATE NEW CLASSIFICATION

Custodial Services Inspector
Salary Range 30 (S1)

Sam Dimas, Area Custodial Manager, presented the Commission an informational packet for their review and consideration before acting on this item. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to table the classification recommendations for Custodial Services Inspector until such time as the Commissioners could review the material. The motion carried. The vote was unanimous with all three members participating in the vote.

ABOLISH A CLASSIFICATION

Facilities Project Manager
Salary Range 46 (M2)

CREATE A NEW CLASSIFICATION

Facilities Project Manager – Construction

ALLOCATE NEW CLASSIFICATION

Facilities Project Manager – Construction
Salary Range 46 (M2)

CREATE A NEW CLASSIFICATION

Facilities Project Manager – Planning

ALLOCATE NEW CLASSIFICATION

Facilities Project Manager – Planning
Salary Range 46 (M2)

RECLASSIFY AN EXISTING POSITION

<u>Name</u>	<u>Position</u>
Susan Ahn	From: Facilities Project Manager To: Facilities Project Manager – Planning

<u>Name</u>	<u>Position</u>
Edith Florence	From: Facilities Project Manager To: Facilities Project Manager – Planning

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the classification recommendations. 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 Vaughan seconded the motion.

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

Accountant	Open/Promotional	14-0102-0358
Administrative Coordinator - Construction	Dual	14-0111-5187
High School Office Supervisor	Promotional	14-0109-3349
Instructional Assistant – Intensive Behavioral Treatment	Dual	14-0107-5035
Student Evaluation Technician	Dual	14-0106-0399
Plant Supervisor I	Promotional	14-0108-5026

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 the abolishment of eligibility list to be discussed in closed session and for the approval of the eligibility lists. The motion was seconded by Vice-Chairperson Vaughan.

The motion carried. The vote was unanimous with all members present participating in the vote. The following eligibility lists were approved. The abolishment of the eligibility list was moved to closed session.

Contract Manager Dual 14-0079-0216

List Valid: 05/12/14 – 05/12/15

Total applications received: 38

Total invited to exam: 13

No. Passed: 9 No. Failed: 0 No. Withdrew:4 No. Screened Out: 25

Health Assistant Dual 14-0087-5170

List Valid: 05/23/14 – 05/123/15

Total applications received: 78

Total invited to exam: 50

No. Passed: 23 No. Failed: 11 No. Withdrew:16 No. Screened Out: 28

Instructional Assistant Gardening Dual 14-0091-0460

List Valid: 05/16/14 – 05/16/15

Total applications received: 29

Total invited to exam: 13

No. Passed: 6 No. Failed: 3 No. Withdrew: 4 No. Screened Out: 16

Inventory Control Technician Dual 14-0094-5126

List Valid: 05/29/14 – 05/29/15

Total applications received: 75

Total invited to exam: 35

No. Passed: 12 No. Failed: 11 No. Withdrew: 12 No. Screened Out: 40

**Migrant Education Recruiter
Bilingual Spanish**

Dual

14-0092-5180

List Valid: 05/22/14 – 05/22/15

Total applications received: 98

Total invited to exam: 35

No. Passed: 7 No. Failed: 21 No. Withdrew: 7 No. Screened Out: 63

**Speech Language Pathology
Assistant**

Dual

14-0080-5024

List Valid: 05/14/14 – 05/14/15

Total applications received: 32

Total invited to exam: 11

No. Passed: 8 No. Failed: 3 No. Withdrew: 0 No. Screened Out: 21

**Technology Services Inventory
Technician**

Dual

14-0093-5168

List Valid: 05/30/14 – 05/30/15

Total applications received: 41

Total invited to exam: 19

No. Passed: 8 No. Failed: 7 No. Withdrew: 4 No. Screened Out: 22

OTHER ITEMS

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Ms. Valeeta Pharr, CSEA Chapter 2 President, thanked everyone for their hard work on the Classified Employee Week Celebration.

Commissioner Ulaszewski thanked the Committee for putting on a successful Classified Employee Celebration. He also stated the PCASC (Personnel Commissioners Association of Southern California Conference) he and staff attended on May 16, was very informative.

Chairperson Lewis recognized Beatriz Nieves, the 2014 Classified Employee of the Year indicating Ms. Nieves represents everything that is good in what we do.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 12, 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 9:12 a.m. to review the abolishment of eligibility list.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:23 a.m. The following reportable action was taken during Closed Session:

ABOLISHMENT OF ELIGIBILITY LIST

Assistant Purchasing and Contracts Director Dual 13-0013-0777

Extended list expiration date: 10/19/14

Extend list period: 1 year

Total eligibles on list: 4

The Commission acted to approve the abolishment of eligibility list. The vote was unanimous with all three members participating in the vote.

The Commission directed the Executive Officer to notify the Area Custodial Managers, the Custodial Services Inspector agenda item will be on the June 26, 2014 agenda as the Chair will be unable to attend the Commission meeting on June 12, 2014.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:24 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb