

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of March 6, 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 8:16 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
Susan Brister, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator and Valeeta Pharr, CSEA Chapter 2 President.

**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, announced The Personnel Commissioners Association of Southern California (PCASC) is having its one-day "mini-conference" on Friday, May 16, 2014 in Anaheim. For this conference, a staff member from the same agency can attend at no charge with a director or personnel commissioner. Chairperson Vaughan indicated that she will be attending the conference.

Marilyn Balmer, Personnel Analyst, reported the Recruitment and Testing staff is working on several recruitments including Records Office Assistant which received 1,100+ applications, setting a record in the office for most applications received for a single recruitment.

Dr. McMahon reported the Personnel Commission staff will begin district-wide forecasting project which involves sending sites lists of current classified staffing and asking for anticipated staffing changes for the next year. This will assist Personnel Commission staff in planning and coordinating their activities for the upcoming year.

Susan Learning, Personnel Analyst, reported approximately 22% of the employees in the Child Care and Instructional job family, have requested to participate in the study. Ms. Learning expects to conduct at least 31 focus groups in the next few months.

Dale Culton, Certification Services Manager, reported staff continues to process new substitute and permanent employees. Recently, staff sent certification lists to sites to fill 9 Intermediate Office Assistant – Bilingual Spanish vacancies at various sites.

Mary Cates, Human Resources Supervisor, announced the deadline to submit summer school applications is March 21, 2014.

MINUTES

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The Commission approved the minutes of the February 20, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion.

The motion carried. The vote was unanimous with all three members 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 Lewis made a motion to discuss the first reading of the Rules and Regulations of the Classified Service, Chapter XI. Commissioner Ulaszewski seconded the motion. A second reading and action is scheduled for March 20, 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 Lewis seconded the motion.

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

Instructional Assistant – Computer Resources	Dual	14-0082-0603
Instructional Assistant – Computer Resources – Bilingual Spanish	Dual	14-0085-0452

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 Vice-Chairperson Lewis moved for approval of the lists. The motion was seconded by Vice-Chairperson Lewis.

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

Carpenter	Dual	14-0058-0114
List Valid: 2/28/14 – 2/28/15		
Total applications received: 73	Total invited to exam: 44	
No. Passed: 9 No. Failed: 19	No. Withdrew: 16 No. Screened Out: 29	

Elementary School Office Supervisor	Promotional	14-0036-0694
List Valid: 2/18/14 – 2/18/15		
Total applications received: 20	Total invited to exam: 10	
No. Passed: 5 No. Failed: 3	No. Withdrew: 2 No. Screened Out: 10	

Intermediate Office Assistant Bilingual Spanish	Dual	14-0056-5050
List Valid: 2/24/14 – 2/24/15		
Total applications received: 165	Total invited to exam: 102	
No. Passed: 25 No. Failed: 31	No. Withdrew: 46 No. Screened Out: 63	

Intermediate Office Assistant- Schools Bilingual Spanish	Dual	14-0055-5052
List Valid: 2/24/14 – 2/24/15		
Total applications received: 103	Total invited to exam: 68	
No. Passed: 20 No. Failed: 29	No. Withdrew: 19 No. Screened Out: 35	

OTHER ITEMS

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Vice-Chairperson Lewis announced the deadline to apply for the Port of Long Beach summer intern program is March 12, 2014.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, March 20, 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 appellant 16030030.

REMOVAL FROM ELIGIBILITY LIST

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The Personnel Commission will consider staff's recommendation to remove Appellant 16030030 from current eligibility lists per Personnel Commission Rule 4.2.A.8. The Personnel Commission previously held action on this item pending verification of the candidate's previous employment.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:07 a.m. The following reportable action was taken during Closed Session:

The Commission acted unanimously to sustain staff's recommendation to remove candidate 16030030 from current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision.

ADJOURNMENT

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There being no further business, at 9:08 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb