

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of August 7, 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
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Marilyn Balmer, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor

PRELIMINARY

Guests: Les Leahy, Business Services Administrator and Ann Culton, Administrative Coordinator – Human Resource Services.

**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 asked Personnel Analyst Marilyn Balmer to provide the Commission an update on the extensive recruitment activities. Ms. Balmer provided the Commission a listing of all recruitments currently open.

Dale Culton, Certification Services Manager and Mary Cates, Human Resources Supervisor, updated the Commission on the activities of the Certification and Employment Services unit, reporting 129 classified personnel actions were approved by the Board of Education in July.

SET A HEARING DATE TO REVIEW
DISCIPLINARY MATTER

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DISCIPLINARY MATTER

The Commission set August 21, 2014 as the date to review, deliberate and make a final decision on the disciplinary matter of Employee # E00177750, subject to Vice-Chairperson Vaughan's availability. They instructed the Executive Officer to notify both parties that they are invited to address the Commission before they deliberate and make their final decision.

MINUTES

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The Commission approved the minutes of the July 24, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes with the correction of the date of the minutes approved at the July 24th meeting. Chairperson Lewis 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.

ABOLISHMENT OF CLASSIFICATION

Tool Sharpener

It was moved by Commissioner Ulaszewski and seconded by Chairperson Lewis to approve the abolishment of the Tool Sharpener classification.

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

APPEAL OF DISQUALIFIED APPLICANT

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Applicant 21139879 had been disqualified from continuing in the examination process for the classification of Maintenance Mechanic and appealed to the Personnel Commission. The appellant was not present. The Commission moved this item to Closed Session.

APPEAL TO PERSONNEL COMMISSION

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Candidate 12650540 submitted an appeal to the Commission per Personnel Commission Rule 4.9.D regarding the results of an employment examination. The appellant 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. Chairperson Lewis 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>
Braille Transcriber	Dual	15-0019-3340
Head Start Family Services Liaison	Dual	15-0006-5075
Health Assistant	Dual	15-0021-5170
Instructional Aide Interpreter-Deaf/Hard of Hearing	Dual	15-0025-3272
Instructional Aide-Special	Dual	15-0026-0448
Instructional Assistant–Mathematics	Dual	15-0023-5172
Intermediate Office Assistant	Dual	15-0013-0673
Intermediate Office Assistant-Schools	Dual	15-0014-3354
Intermediate Office Assistant-Bilingual Spanish	Dual	15-0015-5050
Intermediate Office Assistant-Schools-Bilingual Spanish	Dual	15-0016-5052
Library/Media Assistant	Dual	15-0022-0465
Office Assistant	Dual	15-0017-3359
Office Assistant–Bilingual Spanish	Dual	15-0018-5158
Senior Health Assistant	Dual	15-0020-5174
Senior Office Assistant	Promotional	15-0009-0677
Senior Office Assistant–Schools	Promotional	15-0010-3363
Senior Office Assistant–Bilingual Spanish	Promotional	15-0011-5089
Senior Office Assistant–Schools-Bilingual Spanish	Promotional	15-0012-5091
Stage Technician	Dual	15-0024-0379

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. Chairperson Lewis seconded the motion.

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

Accountant List Valid: 07/22/14 – 07/22/15	Promotional	14-0102-0358
Accountant List Valid: 07/22/14 – 07/22/15	Open	14-0102-0358
Energy Conservation Specialist List Valid: 07/31/14 – 07/31/15	Dual	14-0115-5175
Human Resources Assistant List Valid: 08/04/14 – 08/04/15	Dual	14-0114-3350
High School Office Supervisor List Valid: 08/04/14 – 08/04/15	Promotional	14-0109-3349
Instructional Assistant Intensive Behavioral Treatment List Valid: 08/01/14 – 02/01/15	Open/Continuous	14-0107-5035

**School/Community Liaison –
Bilingual Spanish**

Promotional 14-0099-5178

List Valid: 08/06/14 – 08/06/15

Senior ASB Financial Technician Dual 15-0001-0761

List Valid: 08/07/14 – 08/07/15

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, August 21, 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 8:31 a.m. to consider the appeal of a disqualified applicant, Appellant 21139879 and consider the examination appeal of Appellant 12650540.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:42 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to disqualify applicant 21139879 from the Maintenance Mechanic examination process. They instructed the Executive Officer to notify the applicant of the decision. The vote was unanimous with all members present participating in the vote.

The Commission acted to deny the appeal of examination results for candidate 12650540 and directed the Executive Officer to notify the candidate of this decision. The vote was unanimous with all members present participating in the vote.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:44 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb