

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**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

REPORT FROM THE EXECUTIVE OFFICER

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

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:

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

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

NEXT MEETING

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

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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