

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**Minutes of the Meeting of April 3, 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 8:15 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  
Maria Lynn Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Damaris Padilla, Human Resources Technician  
Paula Smith, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary  
Esther Martinez, Human Resources Assistant

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator. Mary Cates, Human Resources Supervisor introduced the newest member of staff, Paula Smith, Human Resources Technician.

**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, explained agenda item 8.2 Revision to the Rules and Regulations of the Classified Service, Chapter XI, is being brought back to the Commission for their approval as it was accidentally listed as Chapter XII on the last agenda.

Executive Officer McMahon reported on her upcoming status of goals to the Board of Education. Dr. McMahon reported both goals have been completed. The first goal was to implement technology driven onboarding process for new hires. The second goal of creating a more efficient system to calculate seniority has been accomplished due to the collaboration between staff and Information Services. Dr. McMahon

asked Susan Leaming, Personnel Analyst to provide a background on the hours based seniority calculation process. Ms. Leaming gave a background of the process and how it has evolved over the years; from looking up each individual and manually calculating hours worked to the new innovative system developed with the assistance of Jana Charpentier, Senior Systems Analyst.

Marilyn Balmer, Personnel Analyst, reported the Recruitment and Testing staff is currently recruiting and testing for 15 positions. An additional 3 recruitments are scheduled to open soon. Ms. Balmer explained some of the more popular positions will be advertised for the required 15 days with applications only being accepted for the last two days. She also reported staff has been conducting NCLB (No Child Left Behind) testing for individuals working in the WRAP (Winners Reaching Amazing Potential) program. Over 100 individuals have participated in the testing. A unique element of this testing is that the exams must be hand scored as these individuals are not in the NEOGOV applicant tracking system.

Ms. Balmer reported she and Dr. McMahon attended a luncheon on taking training from the classroom to the computer. With employees increased workload it is difficult for employees to attend training. A solution is to provide internet based training which makes it convenient for employees to participate as they do not have to leave their worksite.

Mary Cates, Human Resources Supervisor, reported on staff activities including the processing of 810 for summer school assignments and the certification of Instructional Aide-Special list to sites to fill the many vacancies in the district. Ms. Cates also reported she is pleased that Ms. Paula Smith, Human Resources Technician, has joined the department. Ms. Smith has been assigned to the sub desk.

## MINUTES

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The Commission approved the minutes of the March 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." Commissioner Ulaszewski made a motion to approve the revision of the Rules and Regulations of the Classified Services, Chapter XI. Vice-Chairperson Lewis seconded the motion.

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 Vice-Chairperson Lewis to discuss the bulletins. Commissioner Ulaszewski seconded the motion. Vice-Chairperson Lewis asked if the recruitments that were only accepting applications for 2 days were clear about the application period. Ms. Balmer noted each bulletin clearly states the period an application will be received. It was moved by Vice-Chairperson Lewis to ratify the bulletins. Commissioner Ulaszewski seconded the motion.

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

Contract Manager	Dual	14-0079-0216
Health Assistant	Dual	14-0087-5170
Instructional Assistant - Gardening	Dual	14-0091-0460
Inventory Control Technician	Dual	14-0094-5126
Migrant Education Recruiter – Bilingual Spanish	Dual	14-0092-5180
Technology Services Inventory Technician	Dual	14-0093-5168

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

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

### **Instructional Aide-Special                      Open Continuous      14-0076-0448**

List Valid: 4/01/14 – 4/01/15

Total applications received: 113      Total invited to exam: 52

No. Passed: 23   No. Failed: 8   No. Withdrew: 21   No. Screened Out: 61

### **Kids' Club Supervisor I                      Dual                      14-0069-3266**

List Valid: 3/24/14 – 3/24/15

Total applications received: 120      Total invited to exam: 49

No. Passed: 13   No. Failed: 15   No. Withdrew: 21   No. Screened Out: 71

### **Kids' Club Supervisor II                      Dual                      14-0070-3267**

List Valid: 3/24/14 – 3/24/15

Total applications received: 45      Total invited to exam: 27

No. Passed: 8   No. Failed: 9   No. Withdrew: 10   No. Screened Out: 18

### **Kids' Club Supervisor III                      Dual                      14-0071-3268**

List Valid: 3/24/14 – 3/24/15

Total applications received: 41      Total invited to exam: 25

No. Passed: 5   No. Failed: 9   No. Withdrew: 11   No. Screened Out: 16

OTHER ITEMS

None

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 17, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

There being no further business, at 8:49 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

*Gail McMahon*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb

OTHER ITEMS

NEXT MEETING

ADJOURNMENT