



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, California 90813

February 6, 2014
THURSDAY
8:15 A.M.
Revised

1. CALL TO ORDER

2. ROLL

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

Present _____
Present _____
Present _____

3. PRELIMINARY

3.1 Pledge of Allegiance to the Flag

3.2 Introduction of Guests

4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS
FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA

5. REPORT FROM THE EXECUTIVE OFFICER

6. HEARINGS

None

7. MINUTES

7.1 Approval of Minutes for January 23, 2014

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per
Education Code 45246

Action

8.2 Appeal of Disqualified Applicant

Restricted Action

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B

Action

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A

Action

10. OTHER ITEMS
11. The next regular scheduled meeting of the Personnel Commission will be held on February 20, 2014 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
12. CLOSED SESSION
13. ADJOURNMENT

ACCESS TO PUBLIC DOCUMENTS

Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 999, Atlantic Avenue, Third Floor, Long Beach, CA 90813, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:40p.m.).

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting pursuant to Government Code 54954.2 (a) 1.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for January 23, 2014

PAGES: 7.1.1 – 7.1.4

Date: February 6, 2014

Reason for
Consideration: Action

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
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President and Adrienne Rambo, CSEA Vice President – Unit A and Cheryl Emmons, Campus Security Officer.

HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

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QUESTIONS FROM THE FLOOR ON
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Cheryl Emmons, Campus Security Officer substitute asked the Commission to review how long term substitute assignments are assigned. Chairperson Vaughan directed staff to list the item on a future agenda for the Commissions review and consideration.

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Dr. Gail McMahon, Executive Officer, announced staff will begin using the new classified employee onboarding program on February 3, 2014. Staff will present a report to the Commission at the start of the new fiscal year which will assess the pros and cons to date of the new program. Dr. McMahon reported staff has been invited to the Port of Long Beach to share how the Personnel Commission developed the online onboarding program.

Marilyn Balmer, Personnel Analyst, reported recruitment and testing staff are currently working on 21 recruitments and 4 upcoming recruitments. Ms. Balmer also reported due to the implementation of the Common Core standards, a need for Instructional Assistant – Computer Resources has been identified. Currently a list is in place although this may not meet the need, so an additional recruitment may need to be conducted.

Susan Leaming, Personnel Analyst, reported that Child Care and Instructional Job Family Study welcome packets were being sent to employees in that job family. She explained that instead of employees completing lengthy questionnaires regarding their jobs, employees will be invited to participate in focus groups to update their job descriptions. Since most of these employees provide direct services to students and school sites, utilizing focus groups will reduce the amount of time employees need to be away from their sites in order to participate in the study process.

Mary Cates, Human Resources Supervisor, informed the Commission Vacancy Assignment (VA) training was conducted for 10 School Office Supervisors. Dr. McMahon said it is increasingly difficult for staff to be away from their worksite so a goal of the Personnel Commission is to offer training via webinar. Software can cost between \$9,000 and \$12,000. Staff will be looking into less costly solutions.

Ms. Cates reported the Summer School / Extended School Year classified employment application will be online by January 29, 2014. The applications will also be distributed to all sites.

MINUTES

MINUTES

The Commission approved the minutes of the January 9, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion. The motion was carried and approved.

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Commissioner Ulaszewski made a motion to discuss the second reading of the Rules and Regulations of the Classified Service, Chapter 10.8.5. Vice-Chairperson Lewis seconded the motion. Executive Officer McMahon noted 7 p.m. should be 7 a.m.. Commissioner Ulaszewski made a motion to approve the revision of 10.8.5 with the correction. Vice-Chairperson seconded the motion. The motion was carried and approved.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 6.1.B.2b. Appellant 16422066 was not present. The Commission moved this item to Closed Session.

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.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 Vaughan seconded the motion. The motion was carried and the bulletins were ratified.

| | | |
|--------------------------------|-------------|--------------|
| Fiscal Services Analyst | Dual | 14-0072-5173 |
| Kids Club Supervisor I | Dual | 14-0069-3266 |
| Kids Club Supervisor II | Dual | 14-0070-3267 |
| Kids Club Supervisor III | Dual | 14-0071-3268 |
| Plant Supervisor – High School | Promotional | 14-0060-5029 |
| Records Office Assistant | Dual | 14-0073-0675 |
| Senior Purchasing Assistant | Promotional | 14-0074-5133 |

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, 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 approval of the lists. The motion was seconded by Chairperson Vaughan. The following eligibility lists were approved.

Instructional Aide – Special Open Continuous 14-0041-0448

List Valid: 1/3/14 – 1/3/15

Total applications received: 98

Total invited to exam: 74

No. Passed: 17 No. Failed: 16 No. Withdrew: 41 No. Screened Out: 24

Instructional Assistant Intensive

Behavioral Treatment

Open Continuous 14-0040-5035

List Valid: 1/3/14 – 7/3/14

Total applications received: 221

Total invited to exam: 117

No. Passed: 54 No. Failed: 29

No. Withdrew: 34 No. Screened Out: 104

Kids' Club Assistant

Dual

14-0036-0694

List Valid: 1/7/14 – 1/7/15

Total applications received: 341

Total invited to exam: 250

No. Passed: 16 No. Failed: 138 No. Withdrew: 96 No. Screened Out: 91

Kids' Club Lead Assistant

Dual

14-0037-0515

List Valid: 1/3/14 – 1/3/15

Total applications received: 123

Total invited to exam: 27

No. Passed: 5 No. Failed: 15

No. Withdrew: 7 No. Screened Out: 96

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, reported on several upcoming events including the Paraeducators Conference and Local Control Accountability Plan. She also invited the Commissioners to shadow a classified employee when the ACE (Appreciate Classified Employees) event returns in May.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, February 6, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 9:01 a.m. to review the removal of 16422066.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:14 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove candidate 16422066 from current eligibility lists until the matter is resolved. They instructed the Executive Officer to notify the candidate of the decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:15 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
Recommendations

PAGES: 8.1.1 – 8.1.2

Date: February 6, 2014

Reason for
Consideration: Action

One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submits the attached classification recommendations for the consideration of the Commission.

| | <u>PAGE</u> |
|------------------------------------|-------------|
| <u>ABOLISH A CLASSIFICATION</u> | |
| Computer Support Manager | 2 |
| Technology Systems Support Manager | 2 |

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.3

Date: February 6, 2014

Reason for
Consideration: Action

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

| <u>TITLE</u> | <u>TYPE</u> | <u>NUMBER</u> | <u>PAGE</u> |
|---|-------------|---------------|-------------|
| Instructional Aide Interpreter- Deaf/Hard of Hearing | Dual | 14-0078-3272 | 2 |

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists - Revised

PAGES: 9.2.1

Date: February 6, 2014

Reason for
Consideration: Action

Personnel Commission Rule 5.1.A, states that the Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. Accordingly staff submits the following eligibility lists for consideration of the Commission:

Computer Support Technician **Dual** **14-0054-5108**
List Valid: 1/22/14 – 1/24/15
Total applications received: 77 Total invited to exam: 38
No. Passed: 8 No. Failed: 19 No. Withdrew: 11 No. Screened Out: 39

Network Specialist **Dual** **14-0039-5119**
List Valid: 1/3/14 – 1/3/15
Total applications received: 32 Total invited to exam: 11
No. Passed: 4 No. Failed: 3 No. Withdrew: 4 No. Screened Out: 21

Nutrition Services Director **Dual** **14-0051-5060**
List Valid: 2/5/14 – 2/5/15
Total applications received: 25 Total invited to exam: 6
No. Passed: 3 No. Failed: 2 No. Withdrew: 1 No. Screened Out: 19

Painter **Dual** **14-0053-0113**
List Valid: 2/7/14 – 2/7/15
Total applications received: 96 Total invited to exam: 41
No. Passed: 5 No. Failed: 21 No. Withdrew: 15 No. Screened Out: 55

EXTEND ELIGIBILITY LIST

Campus Security Officer - Avalon **Dual** **13-0048-5011**
Extended list expiration date: 2/7/15 Extend list period: 1 year
Total applicants on list: 1
No. of Current Eligibles: 1 No. of waivers or removals: 0

Grounds Equipment Operator I - Avalon **Dual** **13-0039-0175**
Extended list expiration date: 2/7/15 Extend list period: 1 year
Total applicants on list: 1
No. of Current Eligibles: 1 No. of waivers or removals: 0

Groundskeeper – Avalon **Dual** **13-0047-0172**
Extended list expiration date: 2/7/15 Extend list period: 1 year
Total applicants on list: 4
No. of Current Eligibles: 2 No. of waivers or removals: 2

Instructional Aide - Special - Avalon **Dual** **13-0043-0448**
Extended list expiration date: 2/7/15 Extend list period: 1 year
Total applicants on list: 1
No. of Current Eligibles: 1 No. of waivers or removals: 0

CERTIFIED TO BE CORRECT: *Gail McMahon*
9.2 Page 1

DATE: January 31, 2014