

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of May 15, 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
Linda Vaughan, Vice-Chairperson
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Maria Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Anne Follett, Human Resources Technician
Tammie Hirth, Human Resources Technician
Damaris Padilla, Human Resources Technician
Shelley Scott, Human Resources Technician
Paula Smith, Human Resources Technician
Silaue Taeleifi, Human Resources Technician
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice-President – Unit A; Dan Ewaskey, CSEA Vice-President – Unit B and Theresa O'Connor.

**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, provided an update on upcoming events of interest. On May 16, five Human Resources Technicians will be attending the PCASC (Personnel Commissioners Association of Southern

California) mini-conference with Commissioners Vaughan and Ulaszewski. On May 23rd, the Classified Employee of the Year will be announced at the Classified Employee Celebration luncheon at the Teacher Resource Center. Dr. McMahon also reported she will be attending the CCEJ (California Conference for Equality and Justice) Humanitarian Awards where Dr. Felton Williams, member of the Board of Education, will be receiving an award.

Marilyn Balmer, Personnel Analyst, provided the Commission an update on existing and upcoming recruitments.

Susan Leaming, Personnel Analyst, reported she has conducted approximately 45 focus group meetings for the Child Care and Instructional job family study. Ms. Leaming also reported she recently completed the Merit Academy.

Mary Cates, Human Resources Supervisor, reported the rollover of assignments for the next fiscal year has been completed for permanent employees. The remaining assignments are scheduled to be completed by the end of the week. Ms. Cates also reported, once summer elections have been completed the process of notifying employees of their assignments will begin.

MINUTES

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The Commission approved the minutes of the May 1, 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 three members 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. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to discuss the classification recommendations. Personnel Analyst Leaming gave a brief summary of the background and findings which lead to the recommendation to revise the class specifications. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the classification recommendations.

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

REVISIONS TO CLASS SPECIFICATIONS

Energy Conservation Manager
Energy Conservation Specialist

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." It was moved by Commissioner Ulaszewski to approve the revision of Chapter XII of the Rules and Regulations of the Classified Service. Vice-Chairperson Vaughan seconded the motion.

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

APPEAL OF DISQUALIFIED APPLICANT

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An applicant had been disqualified from continuing in the examination process for the classification of Contract Manager and appealed to the Personnel Commission. The appellant was present and requested this item be heard in closed session. 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 three members participating in the vote.

Accounting Technician	Promotional	14-0101-0750
Senior Administrative Secretary	Dual	14-0104-3362

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

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

Administrative Coordinator – Construction

Dual

14-0096-5187

List Valid: 05/14/14 – 05/14/15

Total applications received: 36

Total invited to exam: 8

No. Passed: 2 No. Failed: 5 No. Withdrew: 1 No. Screened Out: 28

Grounds Equipment Operator I

Dual

14-0084-0175

List Valid: 05/13/14 – 05/13/15

Total applications received: 147

Total invited to exam: 66

No. Passed: 13 No. Failed: 34 No. Withdrew: 19 No. Screened Out: 81

Grounds Equipment Operator II Dual 14-0086-0176
List Valid: 05/13/14 – 05/13/15
Total applications received: 36 Total invited to exam: 12
No. Passed: 4 No. Failed: 4 No. Withdrew: 4 No. Screened Out: 24

**Instructional Assistant –
Computer Resources Dual 14-0082-0603**
List Valid: 05/13/14 – 05/13/15
Total applications received: 71 Total invited to exam: 37
No. Passed: 18 No. Failed: 5 No. Withdrew: 14 No. Screened Out: 34

**Instructional Assistant –
Computer Resources BL Spanish Dual 14-0085-0452**
List Valid: 05/13/14 – 05/13/15
Total applications received: 26 Total invited to exam: 12
No. Passed: 2 No. Failed: 7 No. Withdrew: 3 No. Screened Out: 14

Senior Health Assistant Dual 14-0088-5174
List Valid: 05/13/14 – 05/13/15
Total applications received: 28 Total invited to exam: 12
No. Passed: 4 No. Failed: 2 No. Withdrew: 6 No. Screened Out: 16

**Speech-Language Pathology
Assistant Dual 14-0080-5024**
List Valid: 05/14/14 – 05/14/15
Total applications received: 32 Total invited to exam: 10
No. Passed: 7 No. Failed: 3 No. Withdrew: 0 No. Screened Out: 22

**ADOPTION OF RESOLUTION
CLASSIFIED EMPLOYEE WEEK**

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CLASSIFIED EMPLOYEE WEEK**

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to adopt the resolution. The Personnel Commission acted to unanimously adopt the Resolution honoring Classified Employees during Classified Employee Week.

**RESOLUTION
CLASSIFIED SCHOOL EMPLOYEE WEEK**

- WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and
- WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and
- WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and
- WHEREAS, the Chapter II of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have

actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and

WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and

WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it

RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 18-24, 2014 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Stacey Lewis

Stacey Lewis
Chairperson

Linda Vaughan

Linda Vaughan
Vice-Chairperson

Terence Ulaszewski

Terence Ulaszewski
Member

PRESENTATION OF PERSONNEL
COMMISSION EMPLOYEE OF THE YEAR

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Dr. McMahon explained Personnel Commission has a Staff Recognition Award Program that provides staff members the opportunity to receive recognition for their commitment to excellence, exemplary service

Dr. McMahon announced: Marilyn Balmer, Personnel Analyst, as the recipient of the 2014 Personnel Commission Classified Employee of the Year award. Dr. McMahon spoke at length about Ms. Balmer's work and accomplishments leading the Recruitment and Testing Unit.

Commissioners Lewis, Vaughan and Ulaszewski acknowledged Ms. Balmer's work and stated it was a true testament of the impact she has on staff as they gave her a standing ovation. Ms. Balmer was presented the Personnel Commission Employee of the Year award.

OTHER ITEMS

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Valeeta Pharr, CSEA Chapter 2 President, thanked Commissioner Ulaszewski and Mrs. Ulaszewski for attending the CSEA awards event. Ms. Pharr announced Viola Mae Bledsoe received the CSEA member of the Year award.

Commissioner Ulaszewski congratulated Ms. Bledsoe for the work she does for classified employees and for her work with special education students. Mr. Ulaszewski reported the Most Inspiring Students Awards dinner was a success and lots of fun.

Chairperson Lewis thanked all classified employees for their hard work and dedication.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 29, 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 8:50 a.m. to review the appeal of applicant 22042407.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:34 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to disqualify applicant 22042407 from the Contract Manager examination process. They instructed the Executive Officer to notify the applicant of the decision.

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

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:35 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb