



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

September 13, 2012
THURSDAY
8:15 A.M.

- 1. CALL TO ORDER
2. ROLL
Terry Ulaszewski, Chairperson Present
Linda Vaughan, Vice-Chairperson Present
Vera Mulkey, Member 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 August 30, 2012 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
8.1 Classification/Restructure Recommendations per Education Code 45246 None
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 meeting of the Personnel Commission will be held on September 27, 2012 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
12. CLOSED SESSION
12.1 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7 Restricted Action
12.2 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.5 Restricted Action
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**

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**SUBJECT: Minutes for August 30, 2012**

**PAGES: 7.1.1 – 7.1.4**

**Date: September 13, 2012**

**Reason for  
Consideration: Action**

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

**Chairperson Terence Ulaszewski 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**

**Terence Ulaszewski, Chairperson  
Linda Vaughan, Vice-Chairperson**

**STAFF MEMBERS PRESENT**

**Gail McMahon, Ed.D., Executive Officer  
Marilyn Balmer, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Adriana Araujo-Honorio, Staff Secretary  
Susan Brister, Human Resources Technician**

**PRELIMINARY**

**Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Brad Angell, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B**

**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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**None**

**REPORT FROM THE EXECUTIVE OFFICER**

**REPORT FROM THE EXECUTIVE OFFICER**

**Gail McMahon, Executive Officer, informed the Commission that soon they will see minor changes for information submitted to the Board of Education for action. Currently when positions are reduced or abolished the name of the individual in the position is listed on the agenda when in reality this may not be the person who is ultimately affected. The purpose of an employee action item on the agenda is to serve as a historical record showing when the employee begins and ends their employment with the District. The new process will indicate the position to be abolished or reduced and once the determination is made which employee will be affected by the reduction or abolishment, the name of the specific employee will be listed on the Board of Education agenda.**

Dale Culton, Certification Services Manager, reported Personnel Commission and Human Resource Services are working jointly to train newly hired school secretaries on programs such as online Vacancy Assignments (VA's), the AESOP substitute system and other areas which are critical for school sites. The departments will also be conducting refresher courses in these areas for current secretaries.

Marilyn Balmer, Personnel Analyst, updated the Commission on current recruitment activities including the recruitment and testing of Custodian applicants. Due to the large volume of applications staff has scheduled several days of testing and interviews to accommodate all qualified applicants. Ms. Balmer also reported the closing date for Plant Supervisor II has been extended due to the number of applications received. The new closing date is set for September 11, 2012. Ms. McMahon explained the custodian recruitment was initiated due to the shortage of custodian substitutes. She also explained that staff will be working on revising the Custodian examination due to feedback on the quality of candidates.

Chairperson Ulaszewski asked for an update on filling Instructional Aide-Special vacancies. Dale Culton, Certification Services Manager, reported approximately 38 individuals were processed and will be ready to begin their assignment on September 4, 2012. There are 18 vacancies to be filled and sites have been sent a list of candidates to consider for their vacancies.

**MINUTES**

**MINUTES**

The Commission approved the minutes of the August 16, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan and seconded by Chairperson Ulaszewski to approve the minutes. The motion was carried and approved.

**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. Vice-Chairperson Vaughan moved to ratify the bulletins. The motion was seconded by Chairperson Ulaszewski and the bulletins were ratified.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Assistant Purchasing & Contracts Director	Dual	13-0013-0777
Heavy Truck Driver	Dual	13-0012-0187
HVAC Technician	Dual	13-0007-5103
IA – Intensive Behavioral Treatment	Open/Continuous	
Locker Room Attendant	Promo	13-0011-0208
Supervisor - Autism Services	Open/Continuous	

**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. Vice-Chairperson Vaughan moved for approval. The motion was seconded by Chairperson Ulaszewski and was approved.

**Campus Security Officer**  
List Valid: 8/31/12 -8/31/13  
Total applications received: 106  
Passed: 8                      Failed: 0

**Dual                                      12-0094-5011**  
Total invited to exam: 21  
Withdrew: 13                      Screened Out: 85

**Custodian – Avalon**  
List Valid: 8/17/12 -8/17/13  
Total applications received: 62  
Passed: 5                      Failed: 1

**Dual                                      12-0084-0139**  
Total invited to exam: 11  
Withdrew: 5                      Screened Out: 51

**Groundskeeper – Avalon**  
List Valid: 8/17/12 -8/17/13  
Total applications received: 31  
Passed: 1                      Failed: 2

**Dual                                      12-0085-0172**  
Total invited to exam: 6  
Withdrew: 3                      Screened Out: 25

**Instructional Aide – Special**  
List Valid: 8/28/12 -8/28/13  
Total applications received: 213  
Passed: 28                      Failed: 12

**Open Continuous                      12-0091-0448**

Total invited to exam: 143  
Withdrew: 103                      Screened Out: 70

**Instructional Aide - Special – Avalon**  
List Valid: 8/17/12 -8/17/13  
Total applications received: 29  
Passed: 3                      Failed: 0

**Dual                                      12-0087-0448**  
Total invited to exam: 17  
Withdrew: 14                      Screened Out: 12

**Intermediate Office Assistant- Schools – Avalon**  
List Valid: 8/30/12 -8/30/13  
Total applications received: 55  
Passed: 4                      Failed: 4

**Dual                                      12-0086-3354**  
Total invited to exam: 15  
Withdrew: 7                      Screened Out: 40

**Nutrition Services Worker – Avalon**  
List Valid: 8/17/12 -8/17/13  
Total applications received: 27  
Passed: 5                      Failed: 1

**Dual                                      12-0083-5068**  
Total invited to exam: 9  
Withdrew: 3                      Screened Out: 18

**OTHER ITEMS**

**OTHER ITEM**

Valeeta Pharr, CSEA Chapter 2 President, reported the CSEA conference was very good and she enjoyed hearing Governor Brown speak. She also mentioned that she and many members of CSEA are working on items CSEA feels strongly about for the November election including encouraging a vote of yes on Proposition 30 and a no vote on Proposition 32.

**NEXT MEETING**

**NEXT MEETING**

The next regular meeting of the Personnel Commission will be held on Thursday, September 13, 2012, 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 8:38 a.m. to perform the public employee evaluation of the Executive Officer, Personnel Commission and Classified Employment.

**OPEN SESSION**

**OPEN SESSION**

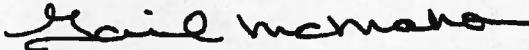
The Commission returned to open session at 9:15a.m. No reportable action was taken during closed session.

**ADJOURNMENT**

**ADJOURNMENT**

There being no further business, Chairperson Ulaszewski adjourned the meeting at 9:16 am.

Respectfully submitted,



Gail McMahon, Ed.D.  
Executive Officer

GM/mb

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT: Classification/Restructure  
Recommendations**

**PAGES: 8.1.1**

**Date: September 13, 2012**

**Reason for  
Consideration: Action**

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**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 recommendation for the consideration of the Commission.**

**None**

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT:   Bulletins**

**PAGE: 9.1.1 – 9.1.2**

**Date:       September 13, 2012**

**Reason for  
Consideration: Action**

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**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:**

<b><u>TITLE</u></b>	<b><u>TYPE</u></b>	<b><u>NUMBER</u></b>	<b><u>PAGE</u></b>
Health Assistant	Dual	13-0019-51	2



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

**APPLY TO:**  
Personnel Commission, Long Beach Unified School District  
999 Atlantic Avenue, 3<sup>rd</sup> Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## HEALTH ASSISTANT – 5170

**Final Filing Date:** Apply online. Online applications will be accepted September 24 – 27.  
Deadline to apply is 4:30 p.m., Thursday, September 27, 2012.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$2,774	\$2,827	\$3,088	\$3,257	\$3,438
<u>HOURLY:</u>	\$16.01	\$16.80	\$17.81	\$18.79	\$19.82

**JOB INFORMATION:** Permanent, Part-time, 47.5%, 10 months positions. The current vacancies are located at various schools.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** Under general direction, provide a variety of health services to students at an assigned school site; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

**Note:** Before being considered for employment, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

### MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

**TRAINING:** Graduation from high school. College-level coursework in the medical field or completion of a certified nurse's aide, medical assistant or related health care program is desirable.

**EXPERIENCE:** One year of experience at the level of Office Assistant is required. Experience working in a health care service environment and with children is highly desired.

**SPECIAL:** (1) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (2) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. Written exam is tentatively scheduled for Tuesday, October 9, 2012. Candidates whose backgrounds best meet the minimum requirements will be invited.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 13-0019-5170 of  
Dual Examination



**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT: Removal from Eligibility List**

**PAGES: 12.1.1-12.1.24**

**Date: September 13, 2012**

**Reason for  
Consideration: Restricted Action**

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**Personnel Commission Rules 4.2.A.7 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."**

**Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation by certified mail and has responded. If the appellant is present and requests the matter be discussed in open session, that request should be granted.**

**It is recommended the Commission act to approve this recommendation.**

**Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.**

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT: Removal from Eligibility List**

**PAGES: 12.2.1-12.2.15**

**Date: September 13, 2012**

**Reason for  
Consideration: Restricted Action**

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**Personnel Commission Rule 4.2.A.5 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list if "presently continuing to serve a judicially imposed sentence including a probationary period for a conviction, unless the District waives this subsection."**

**Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation by certified mail and has responded. The appellant has requested the matter be discussed in closed session.**

**It is recommended the Commission act to approve this recommendation.**

**Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.**