



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

August 2, 2012
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
Terry Ulaszewski, Chairperson
Linda Vaughan, Vice-Chairperson
Vera Mulkey, 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 July 19, 2012 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action

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 Restricted Action
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on August 16, 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 Appeal of Disqualified Applicant 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

SUBJECT: Minutes for July 19, 2012

PAGES: 7.1.1 – 7.1.4

Date: August 2, 2012

Reason for
Consideration: Action

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
Vera Mulkey, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Susan Learning, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo, Staff Secretary
Esther Martinez, Human Resources Assistant

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; Douglas Gerow, Library Media Assistant; Marianne Dexter; Jayne Brooks, Head Librarian, Cabrillo High School.

**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
ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, gave an overview of the goals set forth by staff for the upcoming year on how to improve our processes and service to customers. Ms. McMahon asked the unit managers to give a brief summary of ideas they developed to address the issues identified in the survey and to review the processes in their perspective units.

Maria Lynn Braunstein, Associate Personnel Analyst, reported on the strategies developed by the Recruitment and testing unit. Some of the items include

developing an informational brochure for Instructional Aide-Specials; expansion of job advertising; development of an annual testing calendar; cross training of staff to ensure complete knowledge of unit functions for rotating front desk staff and the ability to fingerprint; strategies to maintain positive perceptions with regard to customer interactions.

Susan Leaming, Personnel Analyst, reported the Classification unit will continue the training of employees and exploring the expansion of training. Short term and long term goals were identified including completing the input of classification specifications in NEOGOV, upgrading staff computers and the initiation and completion of the Student Services Job Family study by summer 2013.

Dale Culton, Certification Services Manager, reported the Certification unit would also like to focus on training, developing a speedier process, improving the walk-on coach process, summer school and PERS enrollment. His unit would like to bring back the new employee orientation and expand the substitute orientation program currently in place for some departments. Also mentioned was creating a Vacancy Assignment (V.A.) screen for High School coaches.

Valeeta Pharr, CSEA Chapter 2 President, expressed her support in bringing back new employee orientations. Chairperson Ulaszewski recommended staff schedule a follow up meeting in six months to track the progress of the goals set.

MINUTES

MINUTES

The Commission approved the minutes of the June 21, 2012 Personnel Commission meeting. It was moved by Commissioner Mulkey and seconded by Vice-Chairperson Vaughan to approve the minutes. The motion was carried and approved.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

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 submitted the attached classification recommendations for the consideration of the Commission. Executive Officer, McMahon requested this item be pulled to allow CSEA the agreed upon time to review the recommendation. The Commission decided to postpone action on this item.

REVISION TO CLASSIFICATION SPECIFICATION

HVAC TECHNICIAN

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. Commissioner Mulkey moved to ratify the bulletins. Valeeta Pharr, asked if there were any employees on the reemployment list for Student Evaluation Technician. Executive Officer, McMahon informed the Commission the Student Evaluation Technician who were recently reduced in calendar will be working during the time period the temporary Student Evaluation Technicians will be employed. The motion was seconded by Vice-Chairperson Vaughan and approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Food Production Utility Worker	Dual	13-0001-0477
Senior Food Production Utility Worker	Promo	13-0002-0478
Student Evaluation Technician	Open/Cont	13-0004-0399

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Contract Analyst	Promo	12-0089-0624	06/26/13
Research Office Technician	Dual	12-0066-0433	07/13/13
Senior Research Office Technician	Dual	12-0067-3369	07/13/13
Supervising Research Office Technician	Dual	12-0068-5157	07/13/13

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, August 2, 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 9:30 a.m. to hear the appeals of a disqualified applicant and to consider the removal of a name from current eligibility lists.

APPEAL OF DISQUALIFIED APPLICANT

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An applicant had been disqualified from continuing in the examination process for the classification of Administrator, Network and Information Systems and Administrator, Technology Support Services per Personnel Commission Rule 4.2.A.1 and 4.1.B.3 and appealed to the Personnel Commission.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was not present.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:35 a.m. The following reportable action was taken during Closed Session:

The Commission acted to deny the appeal of the disqualified applicant 12986182, and instructed the Executive Officer to notify her of this decision.

The Commission acted to deny the appeal of 8214188. The Commission acted to remove his name from current eligibility lists and instructed the Executive Officer to notify him of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned the meeting at 10:40a.m.

Respectfully submitted,

Signature on file

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.2

Date: August 2, 2012

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>
Plant Supervisor II	Promo	13-0006-5027	2



2008 Finalist
the broad prize
for Urban Education



Classified Promotional Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd 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/)

PLANT SUPERVISOR II – 5027

Final Filing Date: 4:30 p.m., Tuesday August 28, 2012.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
MONTHLY:	\$3,467	\$3,658	\$3,858	\$4,071
HOURLY:	\$19.98	\$21.10	\$22.23	\$23.49

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory," who meet the education and experience requirements; **AND** former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

Permanent 12 month position. The current vacancy is located at Cubberley.

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Main_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

JOB SUMMARY: Under general supervision, plan, supervise and participate in custodial activities at an assigned middle school, K-8 school, large elementary school, or other assigned District site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; 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.

EXPERIENCE:

Three years of custodial experience including one year of experience in a supervisory capacity or one year of experience as a Plant Supervisor I in the Long Beach Unified School District.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15-38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

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.

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 13-0006-5027 SS
Promotional Examination

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: August 2, 2012

Reason for
Consideration: Restricted Action

Personnel Commission Rule 5.1.A, states that the Personnel Commission Administrator 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:

Administrator, Network & Information Systems

12-0097-5165

List Valid: 7/26/12 -7/26/13

Total applications received: 19

Total invited to exam: 5

No. Passed: 3

No. Failed: 2

No. Withdrew: 0

No. Screened Out: 14

Administrator, Technology Support Services

12-0096-5166

List Valid: 7/26/12 -7/26/13

Total applications received: 30

Total invited to exam: 11

No. Passed: 9

No. Failed: 1

No. Withdrew: 0

No. Screened Out: 19

Campus Security Officer (Substitute)

12-0082-5011

List Valid: 8/01/12 -8/01/13

Total applications received: 109

Total invited to exam: 22

No. Passed: 11

No. Failed: 1

No. Withdrew: 10

No. Screened Out: 87

Child Nutrition Specialist

12-0092-3322

List Valid: 7/25/12 -7/25/13

Total applications received: 41

Total invited to exam: 12

No. Passed: 8

No. Failed: 0

No. Withdrew: 5

No. Screened Out: 28

Instructional Aide – Special

12-0079-0448

List Valid: 7/20/12 -7/20/13

Total applications received: 119

Total invited to exam: 85

No. Passed: 12

No. Failed: 6

No. Withdrew: 67

No. Screened Out: 34

Instructional Aide – Special

12-0081-0448

List Valid: 8/02/12 -8/02/13

Total applications received: 203

Total invited to exam: 143

No. Passed: 143

No. Failed: 25

No. Withdrew: 75

No. Screened Out: 60

CERTIFIED TO BE CORRECT: _____ DATE: _____

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Appeal of a Disqualified Applicant

PAGES: 12.1.1 – 12.1.52

Date: August 2, 2012

**Reason for
Consideration:** Action

Personnel Commission Rules provide that applicants, candidates or eligibles may be disqualified from an examination process for:

Personnel Commission Rule 4.2.A.1 provides that an individual who is an applicant may be disqualified from an examination process for "failure to meet the general qualifications of Rule 4.1.B."

Staff disqualified an applicant from continuing in the examination process and the individual has appealed this disqualification as detailed in the agenda material.

It is recommended the Commission consider the appeal and act as it deems appropriate.

Because of the sensitive and confidential nature of the reference material on this agenda item, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.