



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA MODIFIED

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

March 29, 2012  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. ROLL  
Vera Mulkey, Chairperson Present \_\_\_\_\_  
Linda Vaughan, Vice-Chairperson Present \_\_\_\_\_  
Terry Ulaszewski, 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 March 15, 2012 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action

REVISE CLASSIFICATION SPECIFICATION  
Nutrition Services Operations Coordinator
9. BULLETINS AND TESTING ACTIONS
  - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action  
None
  - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Head Start Instructional Aide	Dual	12-0038-0657	03/14/13
Head Start Instructional Aide Substitute	Dual	12-SUBS-0657	03/14/13
Instructional Aide Interpreter Deaf/Hard of Hearing	Dual	12-0060-3272	03/19/13
Mail Delivery Driver	Dual	12-0054-0219	03/20/13
Senior Payroll Accounting Technician	Dual	12-0055-0762	03/20/13
Senior Software Applications Engineer	Dual	12-0047-5073	03/20/13

10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on April 12, 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 Public Employee Evaluation: Executive Officer, Personnel Commission
13. ADJOURNMENT

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:	Minutes for March 15, 2012	PAGES: 7.1.1 – 7.1.5
Date:	March 29, 2012	Reason for Consideration: Action

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Chairperson Vera Mulkey 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

Vera Mulkey, Chairperson  
Linda Vaughan, Vice-Chairperson  
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer  
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  
Susan Brister, Human Resources Technician  
Ericka Emery, Human Resources Technician  
Anne Follett, Human Resources Technician  
Tammie Hirth, Human Resources Technician  
Jan Medford, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Silaue Taeleifi, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Debra Ecung, Employee Relations Director; Valeeta Pharr, CSEA Chapter 2 President; Brad Angell, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; Christine Burns, Confidential And Supervising Secretaries Association (CASSA) President; Cheryl Dennison, Middle School Office Supervisor; Ann Culton, Administrative Coordinator - Human Resource Services; Juan Garcia, CSEA Chief Job Steward.

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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Ms. McMahon stated she would be reserving her comments for when she presents the results of the environmental scan and survey listed on the agenda. Ms. McMahon asked the Personnel Commission unit managers to give an update of their respective unit activities.

Susan Leaming, Personnel Analyst, announced the CalPERS retirement planning session scheduled for March 22<sup>nd</sup> is full and since there is a large waiting list of attendees, we will attempt to offer additional sessions before the end of the school year. She also reported due to the large number of employees requesting CPR certification, two additional sessions have been scheduled for May 22<sup>nd</sup>. The CPR registration form will be distributed to all sites and will be posted on the Staff Development website by the end of the week.

Dale Culton, Certification Services Manger, reported since January 1, 2012, fifty-four (54) Instructional Aide - Specials have been hired. He also informed the Commission that approximately five classified positions identified to be abolished due to the closure of Keller Elementary at the end of the school year will be on the March 27<sup>th</sup> Board of Education agenda. At this time they anticipate classified staff will be placed in vacancies and therefore do not expect any bumping to occur.

Mary Cates, Human Resources Supervisor, informed the Commission that she and Human Resources Technician, Jan Medford, attended the Automated Substitute Placement & Absence Management System (AESOP) user meeting and stated many of the agencies are having similar issues with placing reduction in force employees in substitute positions. She also reported 863 summer school applications have been received. She informed the Commission that fingerprinting for Better Learning After School Today (BLAST) was completed, with Personnel Commission fingerprinting 135 mentors.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the March 1, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski 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 submits the attached classification recommendations for the consideration of the Commission.

None

## REVISION OF RULES AND REGULATIONS

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Gail McMahon, Executive Officer, presented the revision of Chapter 1 for a second reading and adoption by the Personnel Commission. She thanked the stakeholders who reviewed the revisions and submitted input and feedback. Ms. McMahon stated that revision of the rules is a long process. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the revisions. 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 4.2.A.7. The appellant, Anthony Cameron Richardson, was not present. The Commission acted to remove his name from current eligibility lists.

## REQUEST FOR HEARING IN DISCIPLINARY MATTER

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Per Personnel Commission Rule 11.6, a Warehouse Materials Processor requested a hearing regarding his dismissal from the classified service of the District. The Commission moved this item to Closed Session for discussion.

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Per Personnel Commission Rule 11.6, a Carpenter requested a hearing regarding his dismissal from the classified service of the District. The Commission moved this item to Closed Session for discussion.

## BULLETINS

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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 Commissioner Ulaszewski and approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Student Data System Specialist	Dual	12-0072-5164
Student Evaluation Technician	Open/Cont	12-0074-0399

## ELIGIBILITY LISTS

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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. The motion was seconded by Vice-Chairperson Vaughan and was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	12-0051-5035	09/14/12
Kids' Club Supervisor I	Dual	12-0043-3266	03/14/13
Kids' Club Supervisor III	Dual	12-0045-3268	03/02/13
Plasterer	Dual	12-0023-0241	03/06/13
<u>Extend Eligibility List</u>			
Child Nutrition Specialist	Open	11-0058-3322	09/12/12

#### OTHER ITEMS

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#### RESULTS OF ENVIRONMENTAL SCAN AND SURVEYS

Executive Officer, Gail McMahon presented the results of the environmental scan and surveys related to Classification and Recruitment and Testing. Survey participants included administrators, managers and classified employees hired within the last 2 years. The purpose was to evaluate our processes with the hope and intent we would receive feedback and be able to develop and implement initiatives to better meet the needs of our customers. Members of the audience, the Commissioners and the Executive Officer engaged in discussion regarding the survey and results.

The presentation may be viewed on the Personnel Commission website under "Related Information" at:

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

#### NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, March 29, 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 9:20 a.m. to consider the request for a hearing of a dismissed Warehouse Materials Processor and a Carpenter.

#### RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:43 a.m. The following reportable action was taken during Closed Session:

The Commission acted to authorize a hearing for Jose M. Canales as provided for in the Rules and Regulations. The Commission directed the Executive Officer to notify all parties involved of this decision and to engage a Hearing Officer to conduct the hearing.

The Commission acted to authorize a hearing for William Patrick Murray, as provided for in the Rules and Regulations. The Commission directed the Executive Officer to notify all parties involved of this decision and to engage a Hearing Officer to conduct the hearing.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned the meeting at 9:45 a.m.

Respectfully submitted,

*Signature on File*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb