



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

May 10, 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
 - 6.1 Reconsider Action Granting Disciplinary Appeal Hearing Action
7. MINUTES
 - 7.1 Approval of Minutes for April 26, 2012 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action
None
 - 8.2 Meeting Dates for Personnel Commission 2012-2013 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 Restricted Action
10. OTHER ITEMS
 - 10.1 Adoption of Resolution Regarding Classified Employee Week Action
 - 10.2 Annual Election of Officers per PC Rule 2.1.A Action
 - 10.3 Presentation of Personnel Commission Employee of the Year Action
11. The next regular meeting of the Personnel Commission will be held on May 24, 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
13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Hearings – Reconsider Action
Granting Disciplinary Hearing

PAGES: 6.1.1 – 6.1.4

Date: May 10, 2012

**Reason for
Consideration:** Action

Personnel Commission Rule 11.6.B, states, The Commission shall fix the time and place of the hearing of said charges which will be within a reasonable length of time from the receipt of the appeal.

The Commission having no contact from the Appellant has attempted to fulfill their duty to schedule a hearing within a reasonable length of time. However, the appellant has been unresponsive to correspondence and attempts to schedule the hearing. Therefore, it is recommended the Commission act to rescind the approval of an appeal hearing for the appellant

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for April 26, 2012

PAGES: 7.1.1 – 7.1.4

Date: May 10, 2012

Reason for
Consideration: Action

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

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:17 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
Marilyn Balmer, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Brad Angell, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; Oralia Rubio, appellant.

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

HEARING OF PUBLIC TESTIMONY AND
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, reported she had the opportunity to speak with new board member Diana Craighead. They discussed the merit system and its purpose in regards to working with the District and classified employees. Ms. Craighead showed a real interest and commitment to understanding the duties and responsibilities of the Personnel Commission. Ms. McMahon also extended an invitation to Ms. Craighead for the Classified Employee Celebration scheduled for May 18, 2012 at the Teacher Resource Center.

Ms. McMahon mentioned a couple of assembly bills that may be of interest to the Commission. First, AB 1908 would require a 60 day written notice of layoff be given to a classified employee of a school district or community college district instead of the current 45 day notice. Secondly, AB 2307 would define a permanent employee as an employee who has served the prescribed period of probation and would provide that a permanent employee remains a permanent employee of the public school employer or community college district when the employee promotes or moves to another classification. This bill pertains to non-merit districts but if passed there may be a move to make similar changes for merit systems.

Ms. McMahon also reported staff is in the final steps of assuming the responsibility of the hiring of Recreation Aides. Staff has been working to develop a streamlined process to assure the needs of the District and sites are met. Staff will be attending the secretaries meeting in May to address the changes.

Ms. McMahon asked the Personnel Commission unit managers to give an update of their respective unit activities.

Dale Culton, Certification Services Manager, reported the compiling of summer school seniority has been completed. Commission staff, Nutrition Services, and Special Education will begin reviewing the available assignments and make summer school placements according to seniority.

Mr. Culton also reported the May 1st Board of Education agenda has a number of reductions and abolishment items listed. Staff will be working on preparing the seniority list for classifications which may be affected by the board action on those items. Mr. Culton also mentioned the freeze to step/column advancement approved by the Board of Education in November, 2010 will expire June 30, 2012.

Mary Cates, Human Resources Supervisor, reported 920 applications were received for summer school. She thanked staff for their hard work in processing the applications and working with the nearly 240 individuals who submitted incomplete applications. The goal is to notify employees of their summer school assignment the first week of June. Dan Ewaskey, CSEA Vice President – Unit B asked how the 217 day flex maintenance employees can apply for summer assignments? Mr. Culton responded that all classified employees apply for summer assignments in the same manner. Brad Angell, CSEA Vice President – Unit A, asked if it would be possible to notify employees who will not be assigned summer school earlier than the employees who will be placed. Ms. Cates explained the actual number of summer assignments changes as the start date of summer school approaches. Therefore all notices are sent out at the same time to avoid confusion.

Maria Braunstein, Associate Personnel Analyst, updated the Commission on the recruitments that have been completed, are in progress, and those that will need to be opened in the near future.

**PUBLIC HEARING FOR THE
PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2012-2013**

**PUBLIC HEARING FOR THE
PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2012-2013**

Personnel Commission Chairperson Vera Mulkey opened the public hearing for the 2012-2013 Personnel Commission budget at 8:37 a.m.

Gail McMahon explained the process of the Personnel Commission's budget as required by the Education Code. She noted as a result of the state and district fiscal issues, the District has asked the Personnel Commission along with other departments to make reductions within its budget. In developing the budget careful review of previous budgets and expenditures were considered. Ms. McMahon noted the recommended budget for the 2012-2013 fiscal year reflects the abolishment of the Senior Administrative Assistant position and adjustments to operating expenditures to include funds for hearings, CPR/First Aid training and to cover increases in obligations to NEOGOV and AESOP.

Chairperson Mulkey asked if there were any additional questions or comments from the floor regarding the proposed budget. Hearing none, Chairperson Mulkey closed the public hearing at 8:43 a.m. The Commission acted to approve the 2012-2013 Personnel Commission budget as submitted. The Commission directed the Personnel Commission Executive Officer to submit the budget to the Superintendent or Board of Education for concurrence and the Los Angeles County Office of Education for final approval.

MINUTES

MINUTES

The Commission approved the minutes of the April 12, 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.

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, Oralia Rubio, was present and requested to be heard in Closed Session. 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. Commissioner Ulaszewski noted a revised bulletin had been submitted for Campus Security Officer with clarification on the pay for substitutes. Commissioner Ulaszewski moved to ratify the revised bulletin. The motion was seconded by Vice-Chairperson Vaughan and approved.

TITLE

TYPE

NUMBER

Campus Security Officer (Substitute) Revised	Open/Cont	12-0080-5011
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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. The motion was seconded by Vice-Chairperson Vaughan and was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
HVAC Technician	Dual	12-0056-5103	04/26/13
Head Start Instructional Aide	Dual	12-0049-0657	04/25/13
Head Start Instructional Aide Substitute	Dual	12-SUBS-0657	04/25/13
Intermediate Nutrition Services Worker	Dual	12-0058-5058	04/24/13
Library Media Assistant	Dual	12-0069-0465	04/16/13
Nutrition Services Supervisor II	Dual	12-0063-5065	04/17/13
Nutrition Services Supervisor III	Dual	12-0064-5066	04/17/13
Senior Nutrition Services Worker	Dual	12-0059-5071	04/24/13

OTHER ITEMS

OTHER ITEMS

Marilyn Balmer, Personnel Analyst thanked Susan Learning, Personnel Analyst and the Recruitment and Testing staff for maintaining the operations of the unit during her two and a half month absence due to serving on jury duty. Ms. Braunstein thanked Ms. Balmer for the support and quick responses while she was out.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 10, 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 8:46 a.m to hear the appeal of Ms. Oralia Rubio.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:57 a.m. The following reportable action was taken.

The Commission acted to grant the appeal of Ms. Oralia Rubio and instructed the Personnel Commission Executive Officer to notify her of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned the meeting at 8:59 a.m.

Respectfully submitted,

Signature on File

Gail McMahon, Ed.D.
Executive Officer
GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
 Recommendations

PAGES: 8.1.1

Date: May 10, 2012

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 recommendation for the consideration of the Commission.

None

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Meeting Dates of the Personnel Commission
2012 - 2013

PAGE: 8.2.1

Date: May 10, 2012

**Reason for
Consideration:** Action

Staff submits the following dates for the 2012 - 2013 Personnel Commission meetings for approval. All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

2012

July 5
July 19

August 2
August 16
August 30

September 13
September 27

October 11
October 25

November 8
November 22

December 6
December 20

2013

January 3
January 17
January 31

February 14
February 28

March 14
March 28

April 11
April 25

May 9
May 23

June 6
June 20

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.2

Date: May 10, 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>
Nutrition Services Operations and Training Specialist	Promo	12-0088-5062	2



2008 Finalist
the broad prize
for Urban Education



Promotional Employment 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/

NUTRITION SERVICES OPERATIONS AND TRAINING SPECIALIST (5062)

Final Filing Date: 4:30 p.m., Friday, May 25, 2012

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
MONTHLY:	\$3,971	\$4,189	\$4,420	\$4,664
HOURLY:	\$22.92	\$24.16	\$25.51	\$26.91

PROMOTIONAL: Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" AND who meet the education and experience requirements are eligible to compete.

JOB INFORMATION: Permanent 100%, 217 day position. The current vacancy is located at Nutrition Services Branch.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at 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: The Nutrition Services Operations and Training Specialist is an entry-level management-level classification, dedicated to developing and presenting training programs to new and current Nutrition Services personnel regarding Nutrition Services policies, procedures, laws and regulations and point of sale computerized systems. Incumbents may be assigned primarily to training staff in Nutrition Services methods, policies and procedures, point of sale system or a combination of both. Incumbents travel extensively to school sites and to evaluate site operations and provide recommendations for improvements and serve as substitute site supervisors as necessary to assure smooth and efficient delivery of services and staff. 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 institutional food management, organizational training or a related field is preferred.

EXPERIENCE: Four years of quantity food preparation and service experience including one year in a supervisory or management capacity or two years of experience as a Nutrition Services Supervisor III. Experience conducting nutrition services training programs is highly desirable.

SPECIAL: (1) Valid California Class C driver's license. (2) May be required to travel from one school location to another. (3) A valid Food Handler's certificate issued by an authorized agency is desirable.

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

Y. ... R. ...

Exam 12-0088-5062 th

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1 – 9.2.13

Date: May 10, 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:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>	<u>PAGE</u>
Instructional Aide – Special	Open/Cont	12-0065-0448	05/07/13	2
Instructional Aide – Special Bilingual Spanish	Dual	12-0061-0450	05/04/13	4
Instructional Aide – Special Substitute	Open/Cont	12-SUBS-0448	05/07/14	6
Nutrition Services Supervisor I	Dual	12-0062-5064	04/17/13	8
Office Assistant – Bilingual Spanish	Dual	12-0070-5158	05/07/13	10
Student Evaluation Technician – Bilingual Spanish	Dual	12-0041-0483	05/04/13	12



ELIGIBILITY LIST

DATE: 04/26/2012

TITLE: INSTRUCTIONAL AIDE - SPECIAL

EXAM # 12-0065-0448

LANGUAGE:

TYPE: OPEN CONTINUOUS

EXAM STATISTICS:

LIST VALID: 05/07/12 – 05/07/13

Total Applications Received: 116

Total Invited to Exam: 78

(No. Passed 16 No. Failed 9 No. Withdrew 53 No. Screened Out 38)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
<p>• THE RANK IS NOT LISTED ON THE REPORT SINCE RANKS CHANGE ON A CONTINUOUS BASIS AS NEW CANDIDATES ARE MERGED ONTO THE LIST.</p> <p>** WRITTEN EXAMINATION ONLY</p>				

CERTIFIED TO BE CORRECT: [Signature] DATE: 4-30-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 5-10-12

RATIFICATION: _____ YES _____ NO



ELIGIBILITY LIST *Yvonne Braunstein*

DATE: 4/25/12

TITLE: INSTRUCTIONAL AIDE-SPECIAL -
BILINGUAL SPANISH

Exam # 12-0061-0450

LANGUAGE: SPANISH

TYPE: DUAL

EXAM STATISTICS:

LIST VALID: 05/04/12 – 05/04/13

Total Applications Received: 20

Total Invited to Exam: 14

(No. Passed 3 No. Failed 5 No. Withdrew 6 No. Screened Out 6)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
MARY FERREGUR	COMMUNITY LIAISON WORKER – BILINGUAL SPANISH	LONG BEACH UNIFIED SCHOOL DISTRICT	HISPANIC	FEMALE
ADRIANA ARAUJO- HONORIO	STAFF SECRETARY	LONG BEACH UNIFIED SCHOOL DISTRICT	HISPANIC	FEMALE

CERTIFIED TO BE CORRECT: *Yvonne Braunstein* DATE: *4-25-12*

CERTIFIED AT PERSONNEL COMMISSION MEETING *5-10-12*

RATIFICATION: _____ YES _____ NO

ELLIST 5/07



ELIGIBILITY LIST

DATE: 04/26/2012

TITLE: INSTRUCTIONAL AIDE - SPECIAL
SUBSTITUTE

EXAM # 12-SUBS-0448

LANGUAGE:

TYPE: OPEN CONTINUOUS

EXAM STATISTICS:

LIST VALID: 05/07/12 – 05/07/14

Total Applications Received: 116

Total Invited to Exam: 78

(No. Passed 16 No. Failed 9 No. Withdrew 53 No. Screened Out 38)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
<p>• THE RANK IS NOT LISTED ON THE REPORT SINCE RANKS CHANGE ON A CONTINUOUS BASIS AS NEW CANDIDATES ARE MERGED ONTO THE LIST.</p> <p>** WRITTEN EXAMINATION ONLY</p>				

CERTIFIED TO BE CORRECT: Paul Thompson/ms DATE: 5/1/12

CERTIFIED AT PERSONNEL COMMISSION MEETING 5-10-12

RATIFICATION: _____ YES _____ NO



ELIGIBILITY LIST *maria braunstein*

DATE: 4/24/12

TITLE: NUTRITION SERVICES SUPERVISOR I

Exam # 12-0062-5064

LANGUAGE: NONE

TYPE: DUAL

EXAM STATISTICS:

List Valid: 04/17/12 – 04/17/13

Total Applications Received: 69

Total Invited to Exam: 53

(No. Passed 32 No. Failed 10 No. Withdrew 11 No. Screened Out 16)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
Kathy Marquez	Supervisor Elementary Cafe	Los Alamitos	White	Female
Cheryl Yoder-Edney	Admin Dietitian (Retired)	Long Beach USD	White	Female
Renee Hobbensiefken	Nutrition Svcs Accounting Mgr	Long Beach USD	White	Female
Maria Sheets	Nutrition Svcs Supervisor III (Retired)	Long Beach USD	Black	Female

CERTIFIED TO BE CORRECT: *Erica McMahon* DATE: 4-24-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 5-10-12

RATIFICATION: _____ YES _____ NO

ELLIST 5/07



ELIGIBILITY LIST *Maria Braunstein*

DATE: 4/30/12

TITLE: OFFICE ASSISTANT – B/L SPANISH

Exam # 12-0070-5158
Type: DUAL

LANGUAGE: NONE

EXAM STATISTICS:

LIST VALID 5/7/12 – 5/7/13

Total Applications Received: 176

Total Invited To Exam: 87

(No. Passed 32 No. Failed 40 No. Withdrew 15 No. Screened Out 89)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
IVONNE GAITAN	STAFF SECRETARY	LBUSD	HISPANIC	FEMALE
JODIE WOOD	CLERICAL ASSISTANT	LOS ALAMITOS USD	WHITE	FEMALE
JILL JOHNSON	CLERICAL ASSISTANT	LOS ALAMITOS USD	WHITE	FEMALE
IRMA LARA-VENEGAS	EXECUTIVE SECRETARY	LBUSD	HISPANIC	FEMALE
ESTELA CONEJO	ADMIN ASSISTANT	ANAHEIM UNION HSD	HISPANIC	FEMALE
JANET HERNANDEZ	ADMIN ASSISTANT II	NEWPORT/MESA USD	HISPANIC	FEMALE
BARBARA REILLY	SCHOOL OFFICE COORD	LOS ALAMITOS USD	WHITE	FEMALE
PATRICIA OCHOA	LEGAL OFFICE ASSIST	CITY OF LONG BEACH	HISPANIC	FEMALE
SALLY HOFFMAN	SR. PERSONNEL ASSIST	DOWNEY USD	HISPANIC	FEMALE
ERICA CISNEROS BONILLA	SR. EXECUTIVE SECRETARY	LBUSD	HISPANIC	FEMALE

CERTIFIED TO BE CORRECT: *Scott McMillen/mbs* DATE: *5/1/12*

CERTIFIED AT PERSONNEL COMMISSION MEETING *5/10/12*

RATIFICATION: _____ YES _____ NO



ELIGIBILITY LIST *Maria Braunstein*

DATE: 4/27/12

TITLE: STUDENT EVALUATION TECHNICIAN -
B/L SPANISH

Exam # 12-0041-0483
Type: DUAL

LANGUAGE: NONE

EXAM STATISTICS:

LIST VALID 5/4/12 – 5/4/13

Total Applications Received: 166

Total Invited To Exam: 98

(No. Passed 6 No. Failed 60 No. Withdrew 32 No. Screened Out 68)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
MARTHA ENSMINGER	PROGRAM ADMINISTRATOR	LBUSD	HISPANIC	FEMALE
RONNIE FELDER	SENIOR STUDENT SERVICES SPECIALIST	SANTA MONICA SCHOOL DISTRICT	BLACK	MALE
DONNELL RUSSELL	ADMINISTRATOR SECRETARY	CITY OF LONG BEACH	BLACK	FEMALE
OSCAR HERRERA	TRANSLATOR	LBUSD	HISPANIC	MALE
DELIA PARSONS	SECRETARY	GARDEN GROVE USD	WHITE	FEMALE

CERTIFIED TO BE CORRECT: *Will Martinez* DATE: *4-27-12*

CERTIFIED AT PERSONNEL COMMISSION MEETING *5-10-12*

RATIFICATION: _____ YES _____ NO

ELLIST 5/97



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 21-25, 2012 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Vera Mulkey
Chairperson

Linda Vaughan
Vice-Chairperson

Terry Ulaszewski
Member

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Annual Election for 2012-2013

PAGE: 10.2

Date: May 10, 2012

Reason for
Consideration: Action

Personnel Commission Rule 2.1.A states:

"The Commission shall elect one of its members as Chairperson and another as Vice-chairperson at the first meeting of each May."

In accordance with this rule it is recommended that a new chairperson and vice-chairperson be elected at this time.

PERSONNEL COMMISSION EMPLOYEE RECOGNITION PROGRAM

The Program:

Each year Personnel Commission employees have an opportunity to be recognized by the Personnel Commission for their commitment to excellence, exemplary service and for developing innovative and creative processes, programs or projects.

Nomination and Selection Process:

- ◆ Nominations are sought each year from Commission staff by the Personnel Commission Executive Officer
- ◆ Personnel Commission Executive Officer selects nominee and presents him/her to the Personnel Commission
- ◆ Selected recipient is announced at a Commission meeting preceding Classified Employee Week

Selection Criteria:

- ◆ Commitment to the District's and Commission's mission of improving student achievement
- ◆ Adherence to the Baldrige principles of providing quality service, pursuing excellence in job performance and seeking continued improvement in all areas
- ◆ Creation, development or implementation of innovative ideas or creative programs which benefit the goals of the Commission, its staff and our School District in general
- ◆ Consistent job performance, including exceptional productivity and attendance

The Award:

- ◆ Each year an employee receives recognition by receiving an individual award plaque
- ◆ The recipient's name is added to the permanent Personnel Commission Special Award plaque which will be prominently displayed in the Personnel Commission Office
- ◆ Personal satisfaction comes from knowing that the employee's peers and colleagues recognize the excellence of his or her contributions to the goal of supporting student achievement