



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

January 19, 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 January 5, 2012 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
8.1 Classification/Restructure Recommendations per Education Code 45246 Action

RECLASSIFY A POSITION

Incumbent Classification Site
Dennis Pickens Fr: Building Maintenance Worker (SR23 C2) Maintenance
To: Maintenance Mechanic (SR30 C2)

- 8.2 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7 Restricted Action
8.3 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.5 and 4.2.A.7 Restricted Action
8.4 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7 Restricted Action
8.5 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.6 and 4.2.A.7 Restricted Action
9. BULLETINS AND TESTING ACTIONS
9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action

TITLE TYPE NUMBER
HVAC Technician Dual 12-0056-5103

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> |
|--------------------------------|-------------|---------------|----------------|
| Custodian (Amended) | Dual | 11-0042-0139 | 02/28/12 |
| Custodian Substitute (Amended) | Dual | 11-SUBS-0139 | 02/28/13 |
| Stage Technician (Amended) | Dual | 12-0037-0379 | 12/28/12 |

EXTEND ELIGIBILITY LISTS

| | | | |
|---|-------|--------------|----------|
| Custodian | Dual | 11-0042-0139 | 08/28/12 |
| Elementary School Office Supervisor | Promo | 11-0003-3345 | 08/17/12 |
| Middle School Office Supervisor | Promo | 11-0048-3357 | 07/04/12 |
| Senior Office Assistant | Promo | 11-0046-0677 | 07/14/12 |
| Senior Office Assistant – Schools | Promo | 11-0045-3363 | 07/14/12 |
| Senior Office Assistant – Bilingual Spanish | Promo | 11-0044-5091 | 07/14/12 |

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on February 2, 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: Minutes for January 5, 2012

PAGES: 7.1.1 – 7.1.5

Date: January 5, 2012

Reason for
Consideration: Action

Testing Room

Personnel Commission Office

999 Atlantic Avenue, Third Floor

Long Beach, California 90813

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

Marilyn Balmer, Personnel Analyst

Dale Culton, Certification Services Manager

Maria Lynn Braunstein, Associate Personnel Analyst

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Dan Ewaskey, CSEA Vice-President – Unit B; Ann Culton, Administrative Coordinator – Human Resource Services; Lekylier Rene Porte, appellant and Rene Porte, guest.

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

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, informed the Commissioners of the Personnel Commissioners Association of Southern California dinner meeting scheduled for January 12, 2012. At this meeting elections will be held to fill leadership roles for PCASC.

Ms. McMahon reported distribution of surveys to stakeholders regarding Commission activities have been distributed to Classified and Certificated Administrative Staff members and Classified Supervisors. The return rate of the surveys from the Administrative Staff was approximately 47% and 25% for Classified Supervisors. Ms. McMahon informed the Commission that surveys will next be sent to employees hired within the last 2 years.

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

Marilyn Balmer, Personnel Analyst, reported several recruitments are scheduled for testing with several more in the works as she continues to receive notification of the need to test. She and Maria Lynn Braunstein, Associate Personnel Analyst are in the process of scheduling those recruitments.

Dale Culton, Certification Services Manager, reported staff continues to work with Special Education to fill Instructional Aide Special vacancies. He also informed the Commission that taint notices were sent to substitutes notifying them of the expiration of their assignment in March. This is due to the 6 month assignment limit for tainted substitutes.

HEARINGS

HEARINGS

None

MINUTES

MINUTES

The Commission approved the minutes of the December 8, 2011 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
RECOMMENDATIONS

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RECOMMENDATIONS

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 approve the creation of a new classification and reclassification of two positions. The motions were carried and approved.

CREATE A NEW CLASSIFICATION

CREATE A NEW CLASSIFICATION

Speech Language Pathology Assistant – BL Spanish (SR 24 C1)

RECLASSIFY A POSITION

Incumbent

Christopher Dozier

Fr: Building Maintenance Worker (SR23 C2)

To: Building Maintenance Worker/Driver (SR24 C2)

Site

Maintenance

RECLASSIFY A POSITION

Incumbent

Ronald Ferber
Fr: Truck Driver (SR 23 C1)
To: Heavy Truck Driver (SR24 C2)

Site

Nutrition Services

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, Lekylier Rene Porte, was present and asked to be heard in open session. The Commission heard Mr. Porte's appeal and acted to move discussion and decision of the item to closed session.

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, Vera Lenora Logan, was not present. The Commission moved this item to closed session.

REQUEST FOR HEARING IN DISCIPLINARY MATTER

REQUEST FOR HEARING IN DISCIPLINARY MATTER

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

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 moved to ratify the bulletins. The motion was seconded by Vice-Chairperson Vaughan and approved.

| <u>TITLE</u> | <u>TYPE</u> | <u>NUMBER</u> |
|---|-------------|---------------|
| Administrative Dietitian | Dual | 12-0046-0537 |
| Kids' Club Supervisor I | Dual | 12-0043-3266 |
| Kids' Club Supervisor II | Dual | 12-0044-3267 |
| Kids' Club Supervisor III | Dual | 12-0045-3268 |
| Senior Software Applications Engineer, Research, Planning & Evaluation | Dual | 12-0047-5073 |

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 Commissioner Ulaszewski and was approved.

| <u>TITLE</u> | <u>TYPE</u> | <u>NUMBER</u> | <u>EXPIRES</u> |
|--|-------------|---------------|----------------|
| Grounds Crew Supervisor | Promo | 12-0027-0605 | 12/28/12 |
| Grounds Crew Supervisor | Open | 12-0027-0605 | 12/28/12 |
| Grounds Equipment Operator I | Promo | 12-0026-0175 | 01/04/13 |
| Grounds Equipment Operator I | Open | 12-0026-0175 | 01/04/13 |
| Intermediate Accounting Assistant | Dual | 12-0024-0755 | 12/12/12 |
| Instructional Aide – Deaf/Hard of Hearing | Dual | 12-0031-3271 | 12/16/12 |
| Instructional Aide Interpreter – Deaf/Hard of Hearing | Dual | 12-0032-3272 | 12/16/12 |
| Instructional Aide – Special | Open/Cont | 12-0022-0448 | 12/12/12 |
| Instructional Aide – Special Substitute | Open/Cont | 12-SUBS-0448 | 12/12/13 |
| Instructional Aide – Special | Open/Cont | 12-0028-0448 | 12/30/12 |
| Instructional Aide – Special Substitute | Open/Cont | 12-SUBS-0448 | 12/30/13 |
| Kids' Club Assistant | Dual | 12-0031-0694 | 12/21/12 |
| Speech Language Pathology Assistant | Promo | 12-0035-5024 | 12/28/12 |
| Speech Language Pathology Assistant | Open | 12-0035-5024 | 12/28/12 |
| Stage Technician | Dual | 12-0037-0379 | 12/28/12 |

OTHER ITEMS

OTHER ITEMS

None

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, January 19, 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 8:42 a.m. to discuss the removal of Lekylier Rene Porte and Vera Lenora Logan and discuss the request for a hearing by Steven Nichols.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:50 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove Lekylier Rene Porte from current eligibility lists but determined that this would not be a permanent bar from future employment with the District and instructed the Executive Officer to notify him of this decision.

The Commission acted to grant the appeal of Vera Lenora Logan and instructed the Executive Officer to notify her of this decision.

The Commission acted to authorize a hearing for Steven Nichols as provided for in the Rules and Regulations. The Commission directed the Personnel Commission 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 9:52 a.m.

Respectfully submitted,

Signature on File

Gail McMahon, Ed.D.
Executive Officer

GM/mb

