



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, California 90713

December 11, 2014
THURSDAY
9:30 A.M.

1. CALL TO ORDER
2. PRELIMINARY
 - 2.1 Pledge of Allegiance to the Flag
 - 2.2 Commissioners roll call

Stacey Lewis, Chairperson Present _____
Linda Vaughan, Vice-Chairperson Present _____
Terry Ulaszewski, Member Present _____
 - 2.3 Introduction of Guests
3. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
4. REPORT FROM THE EXECUTIVE OFFICER
5. HEARINGS None
6. MINUTES
 - 6.1 Approval of Minutes for November 13 and December 5, 2014 Action
7. ITEMS FOR DISCUSSION AND/OR ACTION
 - 7.1 Receive and take action on the Hearing Officers report in the disciplinary matter of employee # E 00177750 Action
 - 7.2 Consideration of the process to replace the Executive Officer, Personnel Commission and Classified Employment, including an interim or acting appointment Action
 - 7.3 Appointment of a Commission member to coordinate the Executive Officer, Personnel Commission and Classified Employment recruitment Action
 - 7.4 Classification/Restructure Recommendations per Education Code 45246
RECLASSIFY A POSITION
From: Associate Personnel Analyst
To: Personnel Analyst Action
 - 7.5 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7 & 4.2.A.8 Restricted Action

- 7.6 Recommendation to Remove from Eligibility List per
P.C. Rule 4.2.A.24

Restricted Action

8. BULLETINS AND TESTING ACTIONS

- 8.1 Bulletins – Per Personnel Commission Rule 4.3.B None
- 8.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B Action
- | | | |
|---|------|--------------|
| Head Start Instructional Aide | Dual | 15-0054-0657 |
| List Valid: 11/26/14 – 11/26/15 | | |
| Instructional Aide- Instrumental Music | Dual | 15-0049-0447 |
| List Valid: 11/21/14 – 11/21/15 | | |
| Instructional Aide-Mobile Classroom | Dual | 15-0048-0601 |
| List Valid: 11/25/14 – 11/25/15 | | |
| Instructional Aide-Special | Dual | 15-0068-0448 |
| List Valid: 11/17/14 – 11/17/15 | | |
| Instructional Aide-Special | Dual | 15-0076-0448 |
| List Valid: 12/04/14 – 12/04/15 | | |
| Intermediate Accounting Assistant | Dual | 15-0052-0755 |
| List Valid: 11/18/14 – 11/18/15 | | |
| Intermediate Office Assistant-Schools (Avalon) | Dual | 15-0043-3354 |
| List Valid: 11/14/14 – 11/14/15 | | |
| School/Community Liaison – BI Spanish (Avalon) | Dual | 15-0045-5178 |
| List Valid: 11/14/14 – 11/14/15 | | |
| School/Community Liaison – BI Spanish | Dual | 15-0039-5178 |
| List Valid: 12/12/14 – 12/12/15 | | |
| Senior Accounting Assistant | Dual | 15-0053-0760 |
| List Valid: 11/18/14 – 11/18/15 | | |

9. OTHER ITEMS

- 9.1 Open House at the Personnel Commission offices
following the meeting of January 8, 2015

10. The next regular scheduled meeting of the Personnel Commission is scheduled for December 25, 2014 at 8:15 a.m. at Personnel Commission Office at 4400 Ladoga Avenue, Lakewood, California. The Personnel Commission may elect to cancel this meeting or to hold this meeting on an alternate date.

11. CLOSED SESSION

12. 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, 4400 Ladoga Avenue, Lakewood CA 90713, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:30p.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 November 13, 2014
and December 5, 2014

PAGES: 6.1.1 – 6.1.6

Date: December 11, 2014

Reason for Consideration: Action

Minutes of the Meeting of November 13, 2014

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

Chairperson Stacey Lewis 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

Stacey Lewis, 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
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President and Adrienne Rambo, CSEA Vice President – Unit A.

**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

Dr. Gail McMahon, Executive Officer, provided an update on the move to the Monroe school site.

At 8:20 a.m., Vice-Chairperson Vaughan arrived.

Staff provided a brief update of their unit activities.

PERSONNEL COMMISSION MEETING DATES

The Personnel Commission acted to cancel the Personnel Commission meeting scheduled for November 27, 2014. A special meeting of the Personnel Commission will be held on December 5, 2014 and the next regular meeting of the Personnel Commission will be held on December 11, 2014.

MINUTES

MINUTES

The Commission approved the minutes of the October 30, 2014 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Ulaszewski seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote.

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. Appellant 20894283 was not present. The Commission moved this 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.6 and A.12. Appellant 18638279 was not present. The Commission moved this 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.24. Appellant 11182289 was not present. The Commission moved this 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.6. Appellant 17628263 was not present. The Commission moved this 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. Appellant 21189281 was not present. The Commission moved this item to Closed Session.

BULLETINS

BULLETINS

Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. It was moved by Commissioner Ulaszewski to ratify the bulletins. Vice-Chairperson Vaughan seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote. The following bulletins were ratified:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Associate Educational Research Analyst Custodian	Dual	15-0066-3368
Educational Research Analyst I	Open/Continuous	15-0065-3301
Food Production Utility Worker	Promotional	15-0075-0477
Instructional Aide Interpreter Deaf/Hard of Hearing	Dual	15-0067-3272
Intermediate Office Assistant	Dual	15-0070-3354
Intermediate Office Assistant – Schools	Dual	15-0069-0673
Intermediate Office Assistant – Bilingual Spanish	Dual	15-0071-5050
Intermediate Office Assistant – Schools Bilingual Spanish	Dual	15-0072-5052
Supervising Food Production Equipment Technician	Dual	15-0073-0499

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.B, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the eligibility lists.

The motion carried. The vote was unanimous with all members present participating in the vote. The following eligibility lists were approved:

Groundskeeper List Valid: 11/03/14 – 11/03/15	Dual	15-0033-0172
Groundskeeper (Avalon) List Valid: 11/03/14 – 11/03/15	Dual	15-0041-0172
Instructional Aide – Special List Valid: 10/21/14 – 10/21/15	Dual	15-0034-0448
Instructional Aide – Special List Valid: 10/21/14 – 10/21/15	Dual	15-0046-0448
Instructional Aide – Special List Valid: 11/11/14 – 11/11/15	Dual	15-0061-0448
Instructional Aide – Special (Avalon) List Valid: 11/10/14 – 11/10/15	Dual	15-0042-0448

Instructional Assistant- Intensive Behavioral Treatment (Avalon)	Dual	15-0050-5035
List Valid: 11/10/14 – 11/10/15		
Middle School Office Supervisor	Promotional	15-0037-3357
List Valid: 10/31/14 – 10/31/15		
Nutrition Services Worker	Open	15-0035-5068
List Valid: 10/31/14 – 10/31/15		
Nutrition Services Worker	Open	15-0038-5068
List Valid: 11/12/14 – 11/12/15		
Nutrition Services Worker (Avalon)	Open	15-0044-5068
List Valid: 11/10/14 – 11/10/15		

OTHER ITEMS

Val Pharr, CSEA Chapter 2 President, provided an update to the Commission on upcoming activities.

Executive Officer McMahon explained she will be meeting with Superintendent Steinhauser to discuss when the annual report of the Personnel Commission will be presented to the Board of Education.

NEXT MEETING

NEXT MEETING

A special meeting of the Personnel Commission will be held on December 5, 2014. The next regular meeting of the Personnel Commission will be held on Thursday, December 11, 2014, at 8:15 a.m. at **4400 Ladoga Avenue, Lakewood, California.**

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session in honor of Mrs. Fran Culton, at 9:17 a.m. to consider the recommendation to remove appellant: 20894283, 18638279, 11182289, 17628263 and 21189281 from current eligibility lists.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:34 a.m. The following reportable action was taken during Closed Session:

Vice-Chairperson Vaughan and Commissioner Ulaszewski acted to sustain staff's recommendation to remove candidate 20894283 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after November 2016. Chairperson Lewis abstained from the vote. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted unanimously to sustain staff's recommendation to remove candidate 18638279 from current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to grant the appeal of applicant 11182289 to remain on current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted unanimously to sustain staff's recommendation to remove candidate 17628263 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after November 2015. Chairperson Lewis abstained from the vote. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted unanimously to sustain staff's recommendation to remove candidate 21189281 from current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:36 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Minutes of the Special Meeting of December 5, 2014

Testing Room
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713

Chairperson Stacey Lewis called the meeting of the Personnel Commission to order at 8:02 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Stacey Lewis, Chairperson
Linda Vaughan, Vice-Chairperson
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer

PRELIMINARY

Guests: Ruth Perez-Ashley, Deputy Superintendent Education Services; Patricia Heineke; William Murray; Anthony DeMarco and Kirt Hopson.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:06 a.m. to review the performance evaluation of the Executive Officer and hear the appeal of a dismissed classified employee.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:29 a.m. There was no reportable action was taken during Closed Session:

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, December 11, 2014, at **9:30** a.m. at 4400 Ladoga Avenue, Lakewood, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:31 a.m. Chairperson Lewis adjourned the meeting.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
Recommendations

PAGES: 7.4.1 – 7.4.4

Date: December 11, 2014

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 recommendations for the consideration of the Commission.

RECLASSIFY A POSITION

Incumbent

Classification

Site

Maria Braunstein From: Associate Personnel Analyst (SR35 M2)
To: Personnel Analyst (SR40 M2)

Personnel Commission
Personnel Commission



PERSONNEL COMMISSION

Members
Stacey Lewis
Terence Ulaszewski
Linda Vaughan

Executive Officer
Gail McMahon, Ed.D.

DATE: December 11, 2014

TO: Personnel Commission

FROM: Gail McMahon, Ed. D.

RE: Reclassification of Associate Analyst – Maria Lynn Braunstein

Background

Maria Lynn Braunstein began her career in the Personnel Commission as an HR Technician in October of 2002. After working in the classification for nearly five years, Ms. Braunstein applied and was selected for the promotional opportunity of Associate Personnel Analyst in September of 2007. Ms. Braunstein has worked in the classification of Associate Personnel Analyst for over seven years.

Discussion

The Associate Personnel Analyst classification is an entry-level management classification designed to work under immediate supervision, assisting higher-level management to perform a variety of complex and technical personnel related duties with increasing requirements of initiative and independence of action.

The Personnel Analyst classification is a professional level class in the personnel management series. Incumbents in this classification perform complex professional technical work in the various units within the Personnel Commission which may include recruitment and testing, classification and compensation and certification services.

The primary difference between the two classifications is that the personnel analyst coordinates the work of the unit and oversees the work of the associate analyst as well as other staff members within the unit. However, as the associate analyst gains experience and expertise considerable independence is exercised in performance of the work. For example, coordination of recruitment activity is typically equally divided between the associate analyst and the personnel analyst in the unit. Both the associate analyst and the personnel analyst are responsible for coordination and oversight of the recruitment program including exam development, scheduling, review of applicant conviction records, determining if an applicant is eligible to proceed in the process and addressing any appeals related to the exam process or applicant disqualifications.

Important to note is the history of those who have held the position of Associate Analyst and were reclassified to the position of Personnel Analyst.

In October of 2006, an Associate Analyst, having worked in the position for seven (7) years, applied and was selected for the position of Personnel Analyst. In December of 2006 two Associate Analysts were reclassified to the position of Personnel Analyst. One Associate Analyst had been in the position for four (4) years prior to being reclassified to Personnel Analyst. The other Associate Analyst held the position for five (5) years prior to being reclassified.

While the Associate Analyst class was designed to be an entry-level management classification to gain experience in the work for which a Personnel Analyst is responsible, it is staff's opinion that the two classes and duties are too closely aligned. As a result, the previous three (3) associate analysts who held the position were placed in the position either through reclassification or promotion within a four to seven year period. It is staff's opinion that a job description should not be so closely aligned with the next level classification that reclassification is automatic.

During Ms. Braunstein's employment as an Associate Analyst, she has become familiar with the essential elements of each unit within the Personnel Commission. Specifically, she is familiar with the Certification Unit's seniority processes as she was instrumental in developing an initial technologically driven seniority process. Additionally, she has shadowed the Personnel Analyst in Classification and Compensation Services, working on job description development and re-classification requests. However, the majority of her work experience has been in the Recruitment and Testing Unit responsible for conducting recruitments and developing and administering examinations.

For the past several years Ms. Braunstein has been solely responsible for oversight of examinations for the Nutrition Services Division in addition to significant recruitments and exam development for other classifications. Initially, Ms. Braunstein received considerable oversight by the personnel analyst responsible for the Recruitment and Testing Unit. However, because of her willingness to expand her experience and knowledge base, Ms. Braunstein has become very capable and does not require constant oversight for performing the highly responsible work required of an analyst.

Conclusion

It is the conclusion of staff that a significant evolution of the responsibilities of Ms. Braunstein has occurred over the past seven years. Ms. Braunstein is and has been solely responsible for her work product and has been independently performing professional level work for at least the last three years. As a result, a gradual accretion of duties occurred likely during the initial 3 to 5 year period.

Staff further recommends the job description for Associate Analyst and Personnel Analyst be carefully reviewed and modified to ensure the job description reflects adequate division of duties.

Recommendation

Based upon the Rules and Regulations of the Classified Service, Section 3.3, and the California Education Code, Section 45285, an employee can be reclassified to a higher classification as a result of a gradual accretion of duties. Ms. Braunstein meets the training and experience requirements of the position and is therefore, recommended for reclassification.

Prepared by:

Gail McMahon

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 7.5.1-7.5.20

Date: December 11, 2014

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A 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 the following reasons:

4.2.A.7 – “criminal, infamous, dishonest, immoral, or disgraceful conduct according to standards approved by the commission.” Dishonest is defined as “thefts, burglaries, deception, fraud, or acts intended to deprive lawful possession or ownership, or to obscure or confuse facts or issues.”

4.2.A.8 – “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 and has responded. If the appellant is present and requests the matter be discussed in closed 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

SUBJECT: Removal from Eligibility List

PAGES: 7.6.1-7.6.18

Date: December 11, 2014

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A 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 the following reason:

4.2.A.24 – “failure to meet the district safe driving record standard or a pattern of willful disregard for the law as demonstrated by a history of traffic offenses, including, but not limited to, license suspensions, driving without a valid license or without insurance and other traffic offenses.”

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 and has not responded. If the appellant is present and requests the matter be discussed in closed 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

SUBJECT: Bulletins

PAGE: 8.1.1

Date: December 11, 2014

Reason for
Consideration: None

Personnel Commission Rule 4.3.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>
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None

**School/Community Liaison
Bilingual Spanish (Avalon)**

Dual

15-0045-5178

List Valid: 11/14/14 – 11/14/15

Total applications received: 18 Total invited to exam: 12

No. Passed: 4 No. Failed: 3 No. Withdrew: 5 No. Screened Out: 6

**School/Community Liaison
Bilingual Spanish**

Dual

15-0039-5178

List Valid: 12/12/14 – 12/12/15

Total applications received: 78 Total invited to exam: 55

No. Passed: 23 No. Failed: 17 No. Withdrew: 15 No. Screened Out: 23

Senior Accounting Assistant

Dual

15-0053-0760

List Valid: 11/18/14 – 11/18/15

Total applications received: 67 Total invited to exam: 54

No. Passed: 10 No. Failed: 34 No. Withdrew: 10 No. Screened Out: 13

CERTIFIED TO BE CORRECT: ____ Gail McMahon ____ DATE: December 5, 2014