

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of May 24, 2012

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
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo, Staff Secretary
Susan Brister, Human Resources Technician
Shelley Scott, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Brad Angell, CSEA Vice President – Unit A; Juan Garcia, CSEA Chief Job Steward; Patrizia Thompson, Technology Support Representative.

**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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Gail McMahon, Executive Officer, reported the Classified Employee Celebration was a success. Approximately 620 employees attended the event and enjoyed the activities and the presentation of the Classified Employee of the Year. Ms. McMahon mentioned one concern she heard was that some employees were unable to leave their sites to attend the festivities. As a token of thank you to all Classified Employees a bag of Hershey's Kisses were sent to each site. Chairperson Ulaszewski mentioned there were many more sponsors this year and thanked them for their support in funding the event.

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

Marilyn Balmer, Personnel Analyst, reported on recruitment activities and thanked staff for their fine work the previous day when over 50 candidates participated in qualification appraisal board interviews. She also mentioned attending the Personnel Testing Council of Southern California presentation. The topic was the impact of customer characteristics on valid assessments.

Mary Cates, Human Resources Supervisor, reported Dale Culton reviewed the results of abolishment and reduction of positions by the Board of Education. She also mentioned the rollover of assignments for the next fiscal year has been completed and staff is working on getting summer school assignment letters out to employees by the first week of June. Chairperson Ulaszewski asked which sites will have special education this summer. Ms. Cates informed the Commission, Buffum pre-K, Burroughs, Carver, Stephens and the 6 comprehensive high schools will have special education over the summer.

Brad Angell, CSEA Vice President – Unit A, thanked Dale Culton and the Commission staff for the detailed information provided to CSEA regarding seniority and bumping.

MINUTES

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Commission Chairperson Terence Ulaszewski requested revision to the May 10, 2012 minutes under adjournment to reflect the meeting was adjourned by newly elected Chairperson Ulaszewski. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Mulkey to approve the minutes. The motion was carried and approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Personnel Analyst, Susan Leaming reported she has been working with the Executive Director of Information and Technology Systems, Matt Woods on the reorganization of the Information and Technology Services Branch. Ms. Leaming provided an overview of the proposed new classifications and salary placements of Administrator, Technology Support Services; Administrator, Network and Information Services; Senior Technology Support Representative, and Inventory/Supply Technician.

Patrizia Thompson, Technology Support Representative commented on the specification of the Inventory/Supply Technician. Ms. Thompson explained there are additional technology duties this position performs that are not listed on the proposed specification and she would like to have them included. Some of these duties include testing parts such as motherboards and hard drives, performing BIOS testing and working with vendors to troubleshoot problems with parts. These types of duties typically require 20% - 30% of her work time and at the end of the school year it may increase up to 45%.

Brad Angell, CSEA Vice President - Unit A, commented that he felt the Inventory/Supply Technician classification was very similar to the Warehouse

Materials Processor but with the new information provided by Ms. Thompson he understands that there are differences currently not noted in the specification. He also expressed his concerns with the creation of new management positions while employees are being laid off and requested the Commission take no action on the items in the report.

Chairperson Ulaszewski asked how many employees will be affected by the reorganization. Mr. Woods explained that 5 positions were abolished or reduced due to budget reductions. As a result of these budget cuts he had to look at the department and make strategic overall organizational changes to assure the needs of the District are met. Ms. Learning noted that final outcome of affected employees is unknown until the new classes are created and recruitments are initiated for the new classes. She explained that the management positions will be open to inside and outside candidates and that the bargaining unit positions will be promotional only. Ms. McMahon made a recommendation to the Commission to pull the Inventory/Supply Technician so staff has the opportunity to work with the union and the District leadership to explore if the additional duties should be added to an existing classification or if the duties should be added to the recommended Inventory/Supply Technician specification.

Commissioner Mulkey moved to approve staff's recommendation with the exception of the Inventory/Supply Technician which will be pulled for further review. The motion was seconded by Vice-Chairperson Vaughan and approved. The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules:

CREATE A NEW CLASSIFICATION

CREATE A NEW CLASSIFICATION

Administrator, Technology Support Services (M2) SRS 51
Administrator, Network and Information Services (M2) SRS 51
Senior Technology Support Representative (C1) SRS 32

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Administrator, Information and Technology Systems (M2) SRS 53
Systems Analyst Manager (M2) SRS 49
Information Technology Projects Manager (M2) SRS 46

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

TITLE

TYPE

NUMBER

Contract Analyst

Promo

12-0089-0624

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 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>
Head Start Instructional Aide	Dual	12-0057-0657	05/23/13
Head Start Instructional Aide Substitute	Dual	12-SUBS-0657	05/23/13
Instructional Aide-Special	Open/Cont	12-0071-0448	05/14/13
Instructional Aide-Special Substitute	Open/Cont	12-SUBS-0448	05/14/14

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, June 7, 2012, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

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There being no further business, Chairperson Ulaszewski adjourned the meeting at 9:02 a.m.

Respectfully submitted,

Signature on File

Gail McMahon, Ed.D.
Executive Officer

GM/mb