

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of October 11, 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 8:17 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
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A and Applicant 13054793.

**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, gave an update on the status of the two hearings in progress. She reported a decision on the first hearing will be made by the hearing officer after the hearing officer reviews briefs submitted from both parties. Coordination of a date for the second hearing is in process with hopes it can be completed before the end of the year.

Ms. McMahon reported the CSPCA (California School Personnel Commissioners Association) 2013 conference is scheduled for February 21 – 24, 2013. At the conference, awards will be presented to Chairperson Ulaszewski and Commissioner Mulkey recognizing their 15 years of service on the LBUSD Personnel Commission. Ms. McMahon also reported, she and Vice-Chairperson Vaughan attended the PCASC (Personnel Commissioner Association of Southern California) dinner meeting and training session on October 10th. One of the speakers reviewed the pension reforms which will take effect January 1, 2013. Another piece of legislation signed by Governor Brown was action increasing the number of days required to notify classified employees of layoff from 45 days to 60 days. Other changes included changes in the calculation of the final compensation rate, increasing retirement age to 67 for new hires and implementation of equal sharing of pension costs between the employer and employee. These reforms are expected to result in substantial savings for the state.

Ms. McMahon also reported she is preparing the Personnel Commission annual report and expects to present the report to the Commission in November. She also mentioned the paperwork for the appointment of the Commissioner had arrived from State Superintendent of Education, Tom Torlakson's office. Commissioner Mulkey's term is set to expire December 1, 2012.

Marilyn Balmer, Personnel Analyst, reported she met with the Recruitment and Testing staff to review and discuss current processes and procedures. She also reported she and Associate Personnel Analyst, Maria Lynn Braunstein are preparing a calendar to proactively schedule open/continuous and annual recruitments for the remainder of the year.

Mary Cates, Human Resources Supervisor, reported she attended meetings with Elementary, K-8 and Middle School Office Supervisors to discuss the Recreation Aide and Middle and K-8 sport coaches hiring processes. Efforts are being made to streamline the processes and to get the information out to the sites.

Chairperson Ulaszewski made an inquiry as to how many Health Assistant positions are available. Ms. Balmer stated, Special Education has over 18 Health Assistant positions to be filled.

MINUTES

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The Commission approved the minutes of the September 27, 2012 Personnel Commission meeting. It was moved by Commissioner Mulkey to approve the minutes. Vice-Chairperson Vaughan seconded the motion. The motion was carried and approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel

Commission Rules. Vice-Chairperson Vaughan moved for approval. The motion was seconded by Commissioner Mulkey and was approved.

REVISION TO A CLASS SPECIFICATION

Systems Operator

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Senior Food Production Utility Worker	Dual	13-0027-0478

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. Vice-Chairperson Vaughan made an inquiry as to the reason for the large number of screen outs. Personnel Analyst Balmer explained candidates are screened out for various reasons, indicating the majority of individuals are screened out for convictions and for not meeting the minimum experience requirements. Vice-Chairperson Vaughan moved for approval. The motion was seconded by Commissioner Mulkey and was approved.

Campus Security Officer	Dual	13-0003-5011
List Valid: 10/02/12 – 10/02/13		
Total applications received: 124	Total invited to exam: 9	
No. Passed: 6 No. Failed: 1	No. Withdrew: 2	No. Screened Out: 115

Custodian	Dual	12-0099-0139
List Valid: 9/27/12 - 9/27/13		
Total applications received: 500	Total invited to exam: 227	
No. Passed: 141 No. Failed: 38	No. Withdrew: 48	No. Screened Out: 273

Head Start Health Manager	Dual	13-0008-0784
List Valid: 10/1/12 – 10/1/13		
Total applications received: 6	Total invited to exam: 1	
No. Passed: 1 No. Failed: 0	No. Withdrew: 0	No. Screened Out: 5

Head Start Nutrition Manager	Dual	13-0009-0785
List Valid: 10/1/12 - 10/1/13		
Total applications received: 23	Total invited to exam: 6	
No. Passed: 1 No. Failed: 2	No. Withdrew: 3	No. Screened Out: 17

Mail Delivery Driver (Amended)

Dual

12-0054-0219

List Valid: 3/20/12 – 3/20/13

Total applications received: 118

Total invited to exam: 80

No. Passed: 21 No. Failed: 27

No. Withdrew: 32

No. Screened Out: 38

Nutrition Services Worker

Open/Cont

13-0014-5068

List Valid: 10/4/12 - 10/4/13

Total applications received: 131

Total invited to exam: 105

No. Passed: 51 No. Failed: 5

No. Withdrew: 49

No. Screened Out: 26

Nutrition Services Worker (Amended)

Open/Cont

13-0010-5068

List Valid: 09/24/12 – 09/24/14

Total applications received: 116

Total invited to exam: 99

No. Passed: 47 No. Failed: 9

No. Withdrew: 43

No. Screened Out: 17

OTHER ITEMS

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Commissioner Vera Mulkey announced that she has decided not to seek reappointment. She said this is something she has thought about for quite a while and since she has served 12 years longer than she originally intended she has determined this is a good time to embark on the next chapter of her life, which will focus more on family. She has seven grand children and a five year old great-grand daughter with whom she really wants to spend time. Commissioner Mulkey said she has enjoyed working with her fellow Commissioners, appreciates LBUSD's commitment to student education and the great relationship she has had with CSEA. She commended Personnel Commission staff and Executive Officer's McMahon and Ramon Curiel for all their hard work over the years stating she truly has enjoyed the time she has served the Personnel Commission, the District and all the employees of LBUSD.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 25, 2012, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

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The Personnel Commission adjourned to closed session at 8:45 a.m. to hear the appeal of a disqualified applicant.

APPEAL OF DISQUALIFIED APPLICANT

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An applicant (13054793) had been disqualified from continuing in the examination process for the classification of Custodian per Personnel Commission Rule 4.2.A.4 and appealed to the Personnel Commission.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:10 a.m. The following reportable action was taken during Closed Session:

The Commission acted to allow applicant 13054793 to continue in the examination process stating however, that this is not a guarantee of employment. Further, if the applicant is able to pass the examination and offered employment, the applicant will be fingerprinted. Once fingerprint results are received, the Personnel Commission will re-evaluate the situation to determine if applicant 13054793 is eligible to remain on the eligibility list based upon the Rules and Regulations of the Classified Service and instructed the Executive Officer to notify the appellant of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned the meeting at 9:11 a.m.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb