

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of June 21, 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
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo, Staff Secretary
Susan Brister, Human Resources Technician
Maria Villalobos, Human Resources Technician
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Brad Angell, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; Timothy Travis, Appellant; Harley Sayres, Appellant; Alex Henderson, Appellant.

**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 Staff Development day on Tuesday, June 19 for the Personnel Commission staff went well. It was an opportunity for staff to meet together in small groups to plan changes, goals and improvements for the upcoming year. Staff also met as a large group to discuss areas that impact each individual unit. Some really good ideas came from the meetings. Ms. McMahon stated that she plans on sharing the ideas with the Commission at their next meeting. She went on to say, everyone participated in the planning process and given the existing work load it was really beneficial to take this time to reflect

on this past year and look to how we can better improve our services for all of our customers.

Ms. McMahon also informed the Commissioners the PCSAC dinner meeting was scheduled for later that evening and asked if any of the commissioners would be attending. Each Commissioner stated they would not be attending.

Ms. McMahon updated the Commission on the status of the second day of hearing for an employee termination which was scheduled for Tuesday, June 19th. She explained that the second day of the hearing had to be postponed since a key witness for the District was unavailable until the fall. The District does not wish to move forward until the witness is available.

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

Susan Leaming, Personnel Analyst, as part of staff cross training, reported she recently opened three new recruitments and is developing two new examinations. She also reported that she had been working with Information Services and others to replace the "end-of-life" computers that are currently being used to test applicants. As a result, a group of 20 used computers from the Teacher Resource Center (TRC) have been transferred to the Commission. Ms. Leaming extended thanks to Matt Woods, Executive Director, Technology and Information Services, Juan Garcia, CSEA Chief Job Steward, and Vanitha Chandrasekhar, Teacher on Special Assignment at the Teacher Resource Center, for their assistance in acquiring the computers.

Marilyn Balmer, Personnel Analyst, reported on current and upcoming recruitment activities and announced the recruitment for Custodian would be opening soon to fulfill the need for substitutes. She also mentioned she is processing survey information for use on the annual report. She reported, as part of staff cross training, she is reviewing the HVAC Technician classification and testing and will be providing a report on her findings at the next Personnel Commission meeting.

Dale Culton, Certification Services Manager, reported staff has been contacting sites who have received certifications but have not made selections to encourage them to fill positions before they leave for the summer break. Many of the vacancies are for Instructional Aide-Special. In order to fill those positions prior to the beginning of the school year, staff will coordinate a day of interviews in August to fill as many of the vacancies as possible.

Mary Cates, Human Resources Supervisor, reported the number of summer assignments has increased to 690 due to additional placements for Instructional Aide - Specials and Custodians.

MINUTES

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The Commission approved the minutes of the June 7, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Mulkey to approve the minutes. The motion was carried and approved.

REVISION OF RULES AND REGULATIONS

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Gail McMahon, Executive Officer, presented the revision of Chapter 2 for a second reading and adoption by the Personnel Commission. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Mulkey to approve the revisions. Chairperson Ulaszewski asked if when the complete revisions are completed will hard copies of the Rules be printed. Executive Officer McMahon, stated hard copies of the Rules and Regulations will be distributed to all sites and will be available electronically on the Personnel Commission website. The motion was carried and approved.

APPEAL OF DISQUALIFIED APPLICANT

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An applicant had been disqualified from continuing in the examination process for the classification of Campus Security Officer per Personnel Commission Rule 4.2.A.6 and appealed to the Personnel Commission. The appellant, Timothy Travis, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

REQUEST FOR HEARING IN DISCIPLINARY MATTER

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Per Personnel Commission Rule 11.6, a Plant Supervisor I, requested a hearing regarding his suspension from the classified service of the District. The Commission moved this item to Closed Session for discussion.

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 bulletins. The motion was seconded by Vice-Chairperson Vaughan and approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Administrator, Network and Information Systems	Dual	12-0097-5165
Administrator, Technology Support Services	Dual	12-0096-5166
Campus Security Officer (Avalon)	Dual	12-0095-5011
Custodian	Open	12-0099-0139
Custodian (Avalon)	Dual	12-0084-0139
Groundskeeper (Avalon)	Dual	12-0085-0172
Intermediate Office Assistant- Schools (Avalon)	Dual	12-0086-3354
Instructional Aide – Special (Avalon)	Dual	12-0087-0448
Nutrition Services Worker (Avalon)	Dual	12-0083-5068
Senior Technology Support Representative	Promo	12-0098-5167
Speech Language Pathology Assistant – Bilingual Spanish	Dual	12-0093-5163
Technology Services Inventory Technician	Promo	12-0100 5168

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>
Campus Security Officer Substitute	Open/Cont	12-0080-5011	06/15/14
Groundskeeper	Dual	12-0077-0172	06/12/13
Groundskeeper – Substitutes	Dual	12-SUBS-0172	06/12/14
Nutrition Services Operations and Training Specialist	Promo	12-0088-5062	06/15/13

OTHER ITEMS

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Chairperson Ulaszewski announced the Personnel Commission meeting of July 5, 2012, will be cancelled due to the proximity to the holiday.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, July 19, 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 8:30 a.m. to hear the appeals of Mr. Henderson, Ms. Sayres, Mr. Travis and discuss the request for a hearing by a Plant Supervisor I.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant, Alex Henderson, was present.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.5. The appellant, Harley Sayres, was present.

The Personnel Commission adjourned to closed session at 8:30 a.m. to hear the appeals of Mr. Henderson, Ms. Sayres, Mr. Travis and discuss the request for a hearing by a Plant Supervisor I.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 8:55 a.m. The following reportable action was taken during Closed Session:

The Commission acted to grant the appeal of Alex Henderson and instructed the Executive Officer to notify him of this decision.

The Commission acted to grant the appeal of Harley Sayres and instructed the Executive Officer to notify her of this decision.

The Commission acted to deny Timothy Travis' appeal to be allowed to continue in the examination process and directed the Executive Officer to notify him of the decision.

The Commission tabled action on the request for a hearing pending further information to substantiate the grounds for which Jesus Figureoa is requesting a hearing. The Commission directed the Executive Officer to contact Mr. Figueroa and request the information be submitted for the Commission's consideration in making a decision on his request.

ADJOURNMENT

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There being no further business, Chairperson Ulaszewski adjourned the meeting at 8:57 a.m.

Respectfully submitted,

Signature on File

Gail McMahon, Ed.D.
Executive Officer

GM/mb