

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of June 7, 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

PRELIMINARY

Guests: Matt Woods, Executive Director, Technology and Information Services;
Valeeta Pharr, CSEA Chapter 2 President; Elliott Moore, CSEA Site
Representative Coordinator; 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, informed the Commission she has a general staff meeting scheduled for Commission staff on June 19th. The purpose of the staff meeting is to reflect on the work staff has completed in the past year and to develop a plan for the coming year to enhance services provided to customers.

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

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 the recruitment of Instructional Aide-Special candidates will be suspended as there are over 200 applications in the recruitment process.

Dale Culton, Certification Services Manager, reported the current list for Custodian had 104 applicants. From that list approximately 90 individuals were processed as probationary or substitute employees. He also reported the placement of Intermediate Office Assistant and Intermediate Office Assistant – Schools employees from the reemployment list.

Mary Cates, Human Resources Supervisor, reported from the 970 applications for summer school 548 assignments have been made. Notification of summer assignments have been sent to most employees with the exception of Custodians who will be notified this week. Valeeta Pharr, CSEA Chapter 2 President, asked what happens if an individual declines the assignment? Mr. Culton responded, the assignment would be given to another employee and the individual who declined will not be given another assignment.

Susan Leaming, Personnel Analyst, reported the recent Classified Staff Development sessions have been very popular. Ninety-four (94) employees attended CalPERS retirement workshop and one hundred seventeen (117) employees attended CPR and First Aid training. A large majority of the employees trained in CPR were from the Department of Special Education. Chairperson Ulaszewski mentioned he saw an advertisement for train the trainer in CPR certification. Ms. McMahon said she has been exploring the option of having a staff member trained on the staff to conduct the trainings.

MINUTES

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The Commission approved the minutes of the May 24, 2012 Personnel Commission meeting. It was moved by Commissioner Mulkey and seconded by Vice-Chairperson Vaughan to approve the minutes. The motion was carried and approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Personnel Analyst, Susan Leaming reported she has revised the proposed Inventory/Supply Technician class specification to Technology Services Inventory Technician and has included the technology specific duties that will be expected of future incumbents. She also reported the Transportation Manager classification has been vacant since 1994, and therefore is being recommended for abolishment.

Ms. Pharr mentioned she had discussed the revisions of the Technology Services Inventory Technician with Ms. McMahon. She also stated she met with the Superintendent to voice her concerns with the creation of management classifications at Information Services during a time when positions are being cut.

Vice-Chairperson Vaughan moved to approve staff's recommendation. The motion was seconded by Commissioner Mulkey 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

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Technology Services Inventory Technician (C1) SRS 20

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Transportation Manager

REVISION OF RULES AND REGULATIONS

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Gail McMahon, Executive Officer, gave an overview of the revisions to Chapter 2. she stated the new format, numbering and citation of relevant education code sections make the rules user friendly and easier to read. A second reading and action is scheduled for June 21, 2012.

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

Child Nutrition Specialist

Dual

12-0092-3322

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.

TITLE

TYPE

NUMBER

EXPIRES

ASB Financial Technician

Dual

12-0076-0751

06/06/13

Instructional Aide-Special

Open/Cont

12-0073-0448

06/05/13

Instructional Aide-Special

Substitute

Open/Cont

12-SUBS-0448

06/05/14

Instructional Aide-Special

Open/Cont

12-0075-0448

06/07/13

Instructional Aide-Special

Substitute

Open/Cont

12-SUBS-0448

06/07/14

Nutrition Services Operations

Promo

12-0078-5063

05/31/13

Coordinator

Student Data Systems Specialist

Dual

12-0072-5164

06/05/13

Student Evaluation Technician -

Bilingual Spanish (Amended)

Dual

12-0041-0483

05/04/13

OTHER ITEMS

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Chairperson Ulaszewski mentioned Gail Rainwater was recognized as the Classified Employee of Year at the Board of Education meeting on June 5th. He extended his best wishes to Ms. Rainwater.

Commissioner Mulkey commented how much she enjoyed reading CSEA's newsletter, "The Bear Facts" and the helpful tips listed in the current issue.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, June 21, 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 8:49 a.m.

Respectfully submitted,

Signature on file

Gail McMahon, Ed.D.
Executive Officer

GM/mb