



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

July 21, 2011
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
Vera Mulkey, Chairperson Present _____
Linda Vaughan, Vice-Chairperson Present _____
Terry Ulaszewski, Member Present _____
3. PRELIMINARY
 - 3.1 Pledge of Allegiance to the Flag
 - 3.2 Introduction of Guests
4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
5. REPORT FROM THE EXECUTIVE OFFICER
6. HEARINGS
None
7. MINUTES
 - 7.1 Approval of Minutes for July 7, 2011 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action
None
9. BULLETINS AND TESTING ACTIONS
 - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Intermediate Office Assistant- BL Spanish	Dual	12-0006-5050
Intermediate Office Assistant-Schools BL Spanish	Dual	12-0005-5052
Pool Attendant	Dual	12-0112-0245

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Accounting Technician	Dual	11-0105-0750	7/20/2012
Instructional Aide-Special	Open/Cont	11-0102-0448	7/13/2012
Instructional Aide-Special Substitute	Open/Cont	11-SUBS-0448	7/13/2013
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	11-0107-5035	1/13/2012
Lead Custodian	Prom	11-0111-0205	7/15/2012
Nutrition Services Accounting Manager	Dual	11-0110-5162	7/21/2012

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on August 4, 2011 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.

12. CLOSED SESSION

13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for July 7, 2011

PAGE: 7.1.1 – 7.1.4

Date: July 21, 2011

Reason for
Consideration: Action

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

Chairperson Vera Mulkey 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

Vera Mulkey, Chairperson
Linda Vaughan, Vice-Chairperson
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Marilyn Balmer, Acting Personnel Commission Administrator
Susan Leaming, Personnel Analyst
Maria Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Maria Villalobos, Human Resources Technician
Shelley Scott, Human Resources Technician
Silaue Taeleifi, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President.

HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

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QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE ACTING
PERSONNEL COMMISSION ADMINISTRATOR

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PERSONNEL COMMISSION ADMINISTRATOR

Marilyn Balmer, Acting Personnel Commission Administrator, greeted those assembled and welcomed staff to the first meeting of the fiscal year. Ms. Balmer reported she attended the last Board of Education meeting where Principals Brian Moskowitz and Cindy Young gave an update on the District's strategic plan for 2011 to 2016. Ms. Balmer informed the Commission that the Board of Education approved some administrative placements and that some parents were present to speak on behalf of Lafayette teachers' layoffs and the loss of the dual immersion program.

Ms. Balmer announced that Gail McMahon, the new Executive Officer – Personnel Commission and Classified Employment, has been processed and will start on Monday, July 11. Commissioner Mulkey will have the pleasure of introducing Ms. McMahon at the Board of Education meeting on Monday, July 18.

Ms. Balmer reported she will be attending a meeting on Friday, July 8 with CSEA leadership, Debra Ecung, Director of Employee Relations, Wendy Rosenquist from the Office of School Support Services and Mary Cates, Human Resources Supervisor, regarding concerns with summer school application and staffing of Instructional Aide – Special employees.

Ms. Balmer mentioned that a computer has been moved into the large testing room so when Human Resources Technicians are proctoring exams they will be able to work in the online applicant tracking system. Prior to accepting online applications, the Technicians would screen stacks of paper applications while proctoring exams, now they can screen online applications and access their desktops, efficiently utilizing the time they spend proctoring.

Lastly, Ms. Balmer mentioned that this is her last Commission meeting serving as the Acting Personnel Commission Administrator. She then gave a detailed overview of activities, accomplishments and challenges that she and Ms. Leaming handled during the five months they served as Acting Personnel Commission Administrators.

Each Commissioner separately thanked and congratulated Ms. Leaming and Ms. Balmer for their accomplishments and for keeping the department running smoothly in the absence of a permanent Executive Officer.

CSEA Chapter 2 President, Valeeta Pharr also thanked them for their hard work.

HEARINGS

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None

MINUTES

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The Commission approved the minutes of the June 23, 2011 Personnel Commission meeting. It was moved by Vice-Chairperson Linda Vaughan to approve the minutes. The motion was carried and approved.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

None

BULLETINS

BULLETINS

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Credential Services Specialist	Dual	12-0004-3343
High School Office Supervisor	Promo	12-0005-3349
Senior Purchasing Assistant	Dual	12-0003-5133

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 moved for approval. The motion was seconded by Member Ulaszewski and passed unanimously.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Heavy Truck/Bus/Automotive Mechanic	Promo	11-0104-3310	6/30/2012
Plumber	Dual	11-0097-0242	7/08/2012
Transportation Scheduler	Promo	11-0101-5040	7/07/2012
Truck Driver	Dual	11-0106-0392	7/01/2012

OTHER ITEMS

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None

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, July 21, 2011 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 Mulkey adjourned the meeting at 8:40 a.m.

Respectfully submitted,

Signature on File in the Personnel Commission Offices

Marilyn Balmer
Acting Personnel Commission Administrator

MB/aa