



**PERSONNEL COMMISSION**

**PLEASE POST**

**MEETING AGENDA  
MODIFIED**

Testing Room  
Personnel Commission Office  
999 Atlantic Avenue, Third Floor  
Long Beach, California 90813

October 27, 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 October 13, 2011** Action
  - 7.2 **Approval of Revised Minutes for September 1, 2011** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action  
ABOLISHMENT OF CLASSIFICATIONS  
Community Liaison Worker  
Community Liaison Worker – BL Khmer
  - 8.2 **Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7** Restricted Action
  - 8.3 **Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A. and 4.3** Restricted Action
  - 8.4 **Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7** Restricted Action
  - 8.5 **Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.6 and 4.2.A.7** Restricted Action

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>
Grounds Crew Supervisor	Open/Promo	12-0027-0605
Grounds Equipment Operator I	Open/Promo	12-0026-0175
Intermediate Accounting Assistant	Dual	12-0024-0755
Substitute Head Start Instructional Aide	Open/Cont	12-0029-0657

**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>
Instructional Aide Special	Open/Cont	12-0017-0448	10/27/12
Instructional Aide Special Substitute	Open/Cont	12-SUBS-0448	10/27/13
Intermediate Office Assistant-Schools Avalon (Amended)	Dual	11-0114-3354	08/02/12
Intermediate Office Assistant-Schools Bilingual Spanish (Amended)	Dual	12-0005-5052	09/02/12

10. OTHER ITEMS

**10.1 Annual Report Review**

**Action**

11. The next regular meeting of the Personnel Commission will be held on November 10, 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

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SUBJECT: Minutes for October 13, 2011

PAGES: 7.1.1 – 7.1.4

Date: October 27, 2011

Reason for  
Consideration: Action

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Testing Room  
Personnel Commission Office  
999 Atlantic Avenue, Third Floor  
Long Beach, California 90813

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

Gail McMahon, Ed.D., Executive Officer  
Marilyn Balmer, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Dan Ewaskey, CSEA Vice-President – Unit B; Adrienne Rambo, CSEA Vice President – Unit A; Juan Garcia, CSEA Chief Job Steward.

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 EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, reported to the Commission that in a meeting with CSEA leadership the issue of training for classified employees was a subject of discussion. Ms. McMahon stated that CSEA had many

ideas and suggestions on how to make training available to all employees using technology such as webinar and online training. Ms. McMahon will be exploring these ideas and others with staff and the District. Valeeta Pharr, CSEA President, added that CSEA misses the training courses previously offered by Classified Staff Development and hopes that some day soon the budget will allow for training to return to the same level as before.

Ms. McMahon updated the Commission on the nomination of Mr. Chuck Acosta, retired Commissioner, for the Schuyler C. Joyner Award stating the forms were completed and will be submitted to the California School Personnel Commissioners Association. In addition, Chairperson Vera Mulkey commented that Mr. Acosta had a long history working with merit systems and that the Commission believes Mr. Acosta is duly qualified to receive the award.

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

Marilyn Balmer, Personnel Analyst, updated the Commission on nine recruitments opening in the coming weeks. She also reported on Neogov issues which caused the extension of the closing date of a recruitment to assure that all applicants interested in applying were given the opportunity despite the technology issues.

Susan Leaming, Personnel Analyst, reported she and Ms. McMahon are nearly done preparing the Commission's Annual Report and anticipates that it will be ready for Commission review and approval in two weeks with a back up date of November 10<sup>th</sup>. She also wanted to give a special thank you to the Office of Multimedia Services especially Ray Sharpe, Steve Maleski and Robert Floto for their assistance.

Dale Culton, Certification Services Manager, reported that he, Ms. McMahon and Mary Cates, Human Resources Supervisor, attended a CalPERS / STRS retirement workshop. The workshop focused on penalties which may be assessed due to inaccurate reporting. Mr. Culton also reported that he and Ms. Cates attended the Elementary, Middle and K-8 secretaries meeting where they were part of a question and answer session.

HEARINGS

HEARINGS

None

MINUTES

MINUTES

The Commission approved the minutes of the September 29, 2011 Personnel Commission meeting. It was moved by Vice Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the minutes. The motion was carried and approved.

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Mail / Switchboard Services Supervisor	Dual	12-0020-5143

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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 Ulaszewski 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>
Instructional Aide – Special	Open/Cont	12-0015-0448	10/10/12
Instructional Aide – Special, Substitute	Open/Cont	12-SUBS-0448	10/10/13
Instructional Assistant-Intensive Behavioral Treatment	Dual	12-0014-5035	04/03/12
Instructional Assistant-Intensive Behavioral Treatment	Dual	12-0016-5035	04/06/12
Plant Utilities Operator	Dual	12-0010-3308	10/07/12

OTHER ITEMS

OTHER ITEMS

Dan Ewaskey, CSEA Vice-President – Unit B asked if the Plasterer position will be a year round assignment. He was informed that the vacancy assignment was for a 217 day position. Mr. Ewaskey stated that he would like to go on record that all maintenance positions should be year round positions.

Commissioner Ulaszewski mentioned that he attended the Long Beach Chamber of Commerce business luncheon where Superintendent Steinhauser was the featured speaker. Mr. Ulaszewski reported that part of the Superintendent’s speech was regarding the newly opened Beach High and the efforts by the District to help students who have fallen behind in credits. Beach High focuses strictly on academics to get students back on track.

Ms. Pharr informed the Commission that she spoke with Jim Novak, Chief Business and Financial Officer, and he informed her that all Classified

employees will be issued a Groupwise email account to give them access to the latest District information.

Juan Garcia, CSEA Chief Job Steward, informed the Commission that he mentioned to the Superintendent the outdated equipment in the Commission testing room.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 27, 2011 at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:52 a.m to conduct the performance evaluations of the previous acting Personnel Commission Administrators.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:35 a.m. No reportable action was taken.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned the meeting at 9:36 a.m.

Respectfully submitted,

*Signature on File*

Gail McMahan, Ed.D.  
Executive Officer

GM/mb

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Revised Minutes for  
September 1, 2011

PAGES: 7.2.1 – 7.2.4

Date: October 27, 2011

Reason for  
Consideration: Action

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Testing Room  
Personnel Commission Office  
999 Atlantic Avenue, Third Floor  
Long Beach, California 90813

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:00 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

Gail McMahon, Ed.D., Executive Officer  
Marilyn Balmer, Personnel Analyst  
Dale Culton, Certification Services Manager  
Mary Cates, Human Resources Supervisor  
Maria Villalobos, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary  
Anne Follett, Human Resources Technician  
Shelley Scott, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA President; Dan Ewaskey, CSEA Vice-President; Juan Garcia, CSEA Chief Job Steward; Earlene Ligons, Substitute and Anna Ulaszewski, Wife of Commissioner, Terry Ulaszewski

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

Gail McMahon, Executive Officer, reported she met with Connie Jensen, Assistant Superintendent, Special Education, regarding the challenge to cover Special Education staffing needs at the start of the school year. The result is around March each year there is not enough Instructional Aide – Specials to cover vacancies. This year the goal is to fill vacancies before school starts.

Ms. McMahon stated staff met with the Special Education Directors last week and some volunteered to serve on selection panels to put the hiring process on fast track.

Ms. McMahon also met with the K-8 principals last week. Some shared interesting stories regarding their career paths. One principal shared she started with the District as a custodian, later became an instructional aide, then a teacher and is now a principal. Another principal shared that the Dr. Ernest Shaw Board Room at Inglewood USD is named after her father.

Ms. McMahon asked for all managers present to give a brief update of their respective unit activities.

Marilyn Balmer, Personnel Analyst, stated she is still working on the annual report and is experiencing a few challenges. However, there are a couple of new categories of statistical data available this year: (1) Job Interest Cards total 6000, and (2) Job Posting hits were 60, 000.

Ms. Balmer will meet with Cecelia Slater regarding the Production Center Manager position. The School Support Secretary promotional position is now open. The Plant Supervisor I position will be closing soon.

Mary Cates, Human Resources Supervisor, reported that the Instructional Aide – Special interviews were held yesterday for 35 positions. There were good candidates with only two no-shows. Buffum is now a Pre-K Center for Special Education students. The goal is to complete placements before school starts.

Ms. Cates said there is a push to get everyone online for the first pay period that ends the same week that school starts. The substitute desk is very busy. Sites opened on August 25<sup>th</sup> and with the reduction in staff, 18 Intermediate Office Assistant substitutes were placed. A three-tier Substitute Policy is now in place. Tier 1 represents employees that were laid off, Tier 2 represents those employees laid off but qualify for other positions within their job classifications, and Tier 3 represents the “true” substitutes.

Ms. Cates met with Debbie Ecung, Director, Employee Relations Services, regarding the high schools’ requests for additional coaches. This matter will go to the District’s legal counsel. DOJ and FBI fingerprinting is in progress for returning walk-on coaches. She also met with Shawn Bartschi, Assistant Director of Fiscal Services, regarding furlough days. CSEA negotiations regarding furlough days are on hold waiting for the completion of TALB negotiations.

Dale Culton, Certification Services Manager, gave kudos to Silaue Taelifi, Human Resources Technician, for her assistance with the interviews of Instructional Aide – Specials. There were approximately 47 candidates for 30 vacancies. Another 14 or more positions are in the works to be approved by the Hiring Freeze Committee. Efforts are geared toward filling vacancies by September 7<sup>th</sup>.

Marilyn Balmer gave kudos to Anne Follett, Human Resources Technician, for her contribution toward the processing of applications for Instructional Aide – Special.

HEARINGS

HEARINGS

None

MINUTES

MINUTES

The Commission approved the minutes of the August 18, 2011 Personnel Commission meeting. It was moved by Vice-Chairperson Linda Vaughan to approve the minutes. The motion was carried and approved.

ITEMS FOR DISCUSSION AND/OR ACTION

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None

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

TITLE

TYPE

NUMBER

Plant Supervisor I

Promo

12-0012-5026

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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 Ulaszewski moved for approval. The motion was seconded by Vice-Chairperson Linda Vaughan and was approved.

TITLE

TYPE

NUMBER

EXPIRES

Credential Services Specialist

Dual

12-0004-3343

08/16/12

High School Office Supervisor

Promo

12-0007-3349

8/26/12

Instructional Aide Special

Open/Cont

11-0109-0448

08/19/12

Instructional Aide Special Substitute	Open/Cont	11-SUBS-0448	08/19/13
Truck Driver (Amended)	Dual	11-0106-0392	07/01/12
Pool Attendant	Dual	11-0112-0245	08/25/12
Senior Purchasing Assistant	Dual	12-0003-5133	08/24/12

OTHER ITEMS

OTHER ITEMS

None

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, September 15, 2011 at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:18 a.m.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:30 a.m. No reportable actions were taken during Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned the meeting at 8:31 a.m.

Respectfully submitted,

*Signature on File*

Gail McMahon, Ed.D.  
Executive Officer  
GM/mb