



PERSONNEL COMMISSION

PLEASE POST

**MEETING AGENDA
MODIFIED**

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

December 8, 2011
THURSDAY
10:00 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 November 10, 2011** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**
REVISE CLASSIFICATION SPECIFICATION AND REALLOCATE SALARY
Administrative Dietitian from Salary Range 46 (M2) to Salary Range 42 (M2)
REVISE CLASSIFICATION SPECIFICATION
Financial Services Officer
 - 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.7** **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.7 **Restricted Action**
- 8.6 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.5 and 4.2.A.7 **Restricted Action**
- 8.7 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7 and 4.2.A.11 **Restricted Action**
- 8.8 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.4, 4.2.A.5 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>
	Head Start Instructional Aide (Substitute)	Open/Cont 0657
	Kids’ Club Lead Assistant	Dual 12-0042-0515
	Plasterer	Dual 12-0023-0241
	School Safety Officer	Dual 12-0036-5014
	Stage Technician	Dual 12-0037-0379
	Student Evaluation Technician – Bilingual Spanish	Dual 12-0041-0483

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>
Administrative Secretary	Promo	12-0019-3339	11/15/12
Instructional Aide – Special	Open/Cont	12-0018-0448	11/21/12
Instructional Aide – Special Substitute	Open/Cont	12-SUBS-0448	11/21/13
Mail/Switchboard Services Supervisor	Dual	12-0020-5143	12/05/12
Nutrition Services Worker	Open/Cont	12-5068-02	11/08/13
Transportation Scheduler	Dual	12-0021-5040	11/16/12

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on December 22, 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 November 10, 2011 PAGES: 7.1.1 – 7.1.5

Date: December 8, 2011 Reason for
Consideration: Action

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 Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Maria Villalobos, Human Resources Technician
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Dan Ewaskey, CSEA Vice-President – Unit B and 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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None

Gail McMahon, Executive Officer, reported meeting with representatives from Facilities to discuss the Personnel Commission's move to the Administration Building. Facilities will be meeting with architects to determine how they can accommodate the needs of the Commission. Once a plan is created an outline of the area which will be allocated to the Commission offices will be sent to the Commission for review. The target date for the move has not yet been finalized. A major concern for housing the Personnel Commission at the Administration Building is the high volume of foot traffic and how it will affect the daily operations of the other departments.

Ms. McMahon announced the annual Personnel Commission luncheon has been set for Thursday, December 8th and a need to change the start time of the Commission meeting that day may be necessary.

Ms. McMahon also reported that the annual report will be presented to the Board of Education on Monday, November 14, 2011 at 12:15 at the Administration Building.

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

Marilyn Balmer, Personnel Analyst, reported the Instructional Assistant – Intensive Behavioral Treatment recruitment has opened as she was informed the Hiring Freeze Committee (HFC) approved approximately 12 (twelve) new positions. Ms. Balmer also reported testing of Instructional Aide-Specials is being conducted twice a month to keep up with the high volume of vacancies.

Dale Culton, Certification Services Manager, reported the HFC approved several Instructional Aide-Special positions to be filled. Mr. Culton also reported the HFC approved a Groundskeeper position which will bring back a laid off Groundskeeper.

Mary Cates, Human Resources Supervisor, informed the Commission that she worked on updating the retirement/resignation form with Human Resources Services. The updated form includes an area for employees to indicate if they are interested in substitute employment and information on years of service and benefits.

Susan Leaming, Personnel Analyst, reported the "Up Close and Personnel" classified newsletter is complete and will be e-mailed to all employees and posted on the Personnel Commission website.

Maria Lynn Braunstein, Associate Personnel Analyst, reported two sessions of CalPERS Retirement planning workshop were held and well attended. She thanked Shawn Bartschi, Assistant Director-Fiscal Services and John Relich, Risk Management Benefits Coordinator for presenting on District specific information and benefits.

HEARINGS

HEARINGS

None

MINUTES

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The Commission approved the minutes of the October 27, 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.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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RECOMMENDATIONS

Susan Leaming, Personnel Analyst, explained that revisions were made to the Computer Support Technician, Plasterer, and Telecommunications Supervisor class specifications in anticipation of upcoming recruitments in the classes. Ms. Leaming stated that CSEA had a concern with the Plasterer specification and a revision was made to clarify that the work would be on brick and stone veneer only. The specifications with the additional revisions were submitted to the Commission for approval.

Dan Ewaskey, CSEA Vice-President – Unit B, expressed CSEA believes all maintenance positions should be 12 months. Mr. Ewaskey explained that many of our schools are over 100 years old and maintaining the schools and the new construction at the schools is extensive and he is concerned that with the work calendar reduced the needs of the sites will not be met.

Commissioner Vaughan asked if the Commission has control over the calendar of positions. Executive Officer McMahon responded that the calendar is determined by the District and beyond our scope of control.

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the revision to the class specifications. The motion was carried and approved.

REVISION TO CLASS SPECIFICATIONS

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Computer Support Technician
Plasterer
Telecommunications Supervisor

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant, Jason L. Reed, was not present. The Commission acted to remove his name from current eligibility lists.

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, Yolanda Hart Williams, was not present. The Commission acted to remove her name from current eligibility lists.

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Computer Support Technician	Dual	12-0034-5108
Instructional Aide – Deaf /Hard of Hearing	Dual	12-0033-3271
Instructional Aide Interpreter – Deaf/Hard Of Hearing	Dual	12-0032-3272
Instructional Assistant – Computer Resources	Dual	12-0030-0603
Kids Club Assistant	Dual	12-0031-0694
Speech-Language Pathology Assistant	Dual	12-0035-5024
Telecommunications Supervisor	Promo	12-0025-5121

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Nutrition Services Worker	Open/Cont	12-5068-01	11/14/13
Plant Supervisor I	Promo	12-0012-5026	10/28/12
School Support Secretary	Promo	12-0013-3361	11/08/12

OTHER ITEMS

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None

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, December 8, 2011, at 999 Atlantic Avenue, Third Floor, Long Beach, California. Please note meeting time will be determined by the Executive Officer, depending on the number of agenda items.

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:47 a.m. to review the performance evaluation of the Executive Officer.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:49 a.m. No reportable action was taken.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned the meeting at 9:51 a.m.

Respectfully submitted,

Signature on File

Gail McMahon, Ed.D.
Executive Officer

GM/mb