



MEETING AGENDA

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

June 23, 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 June 9, 2011 Action
- 8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
    - REVISE AN EXISTING CLASS SPECIFICATION**
    - Building Maintenance Worker/Driver**
    - Carpenter**
    - Pest Control Supervisor**
    - Pest Control Technician**
- 9. BULLETINS AND TESTING ACTIONS
  - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action
    - None
  - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** Restricted Action

Chief Business & Financial Officer	Dual	11-0093-0689	6/10/2012
Instructional Aide-Special	Open Cont	11-0097-0448	6/17/2012
Instructional Aide-Special Substitute	Open Cont	11-SUBS-0448	6/17/2013
Instructional Assistant-Intensive Behavior Treatment	Open Cont	11-0098-5035	12/15/2011

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on July 7, 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

12.1 Personnel issues per Government Code Section 54957

13. ADJOURNMENT

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for June 9, 2011

PAGE: 7.1.1 – 7.1.5

Date: June 23, 2011

Reason for  
Consideration: Action

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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  
Dale Culton, Certification Services Manager  
Maria Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Ericka Emery, Human Resources Technician  
Anne Follett, Human Resources Technician  
Jan Medford, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Esther Martinez, Human Resources Assistant  
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Ron Hoppe, Maintenance Director; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; Juan Garcia, CSEA Chief Job Steward; Lisa Minix, appellant and Tesmar Wilson, appellant.

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

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QUESTIONS FROM THE FLOOR  
ITEMS NOT LISTED ON THE AGENDA

Ms. Balmer reported to the Commission that an appellant removed from eligibility lists at the May 26 meeting contacted her. The individual, Eddie Byrd Jr., told her that there was a problem with the receipt of his mail and he requested to personally address the Commission at a future meeting.

Ms. Balmer recommended the Commission move this into Closed Session for discussion. The Commission moved this item to Closed Session.

REPORT FROM THE ACTING  
PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM THE ACTING  
PERSONNEL COMMISSION ADMINISTRATOR

Marilyn Balmer, Acting Personnel Commission Administrator, greeted those assembled and reported she attended the last Board of Education meeting where the Board recognized the two employees of the year: Sam Hill, Plant Supervisor II at Cubberley K-8 and Dianna Bisnar, Intermediate Office Assistant - Schools at Garfield Elementary. She added that the Board also recognized several certificated and classified retirements. She said there was a presentation given by the Assistance League of Long Beach highlighting their accomplishments this year. Ms. Balmer commented that there were emotional testimonies concerning closure of Lafayette's dual immersion program and she updated the Commission on the limits of health and welfare benefits for Recreational Leaders and Aides. Ms. Balmer reported that a PowerPoint presentation was given on redistricting and that the Board tabled the discussion for the next board meeting scheduled on Monday, June 20. Ms. Balmer commented that member John McGinnis discussed the May 25 article in the Press Telegram which stated there was no need for the five year tax extension and he had written a response to the newspaper.

Lastly, Ms. Balmer reported that the majority of summer school assignment notices have been mailed.

HEARINGS

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None

MINUTES

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Chairperson Mulkey asked if there were any questions or comments from the floor regarding the minutes and hearing none asked for a motion. Member Ulaszewski moved to approve the minutes of May 26, 2011. The motion was seconded by Vice-Chairperson Vaughan and passed unanimously.

RULE REVISION 7.1 SECOND READING

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Marilyn Balmer presented Rule 7.1 Probationary Status for second reading. Ms. Balmer asked Susan Leaming to summarize the report. Ms. Leaming reported that the proposed changes are to replace the terms "executive and administrative" with "management" and to remove the listing of management classifications.

There were no further questions or discussion regarding the recommended revisions and the Commission acted to adopt the revisions.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.5 and 4.2.A.6. The individual was not present. The Commission acted to remove Tony Henderson 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 Rules 4.2.A.5 and 4.2.A.6. The individual was not present. The Commission acted to remove Durante T. Mann 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 individual was not present. The Commission acted to remove Jorge Parra Sr. from current eligibility lists.

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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 individual was present. The Commission moved this item to Closed Session.

APPEAL OF A DISQUALIFIED APPLICANT

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An applicant had been disqualified from continuing in the examination process for the classification of Transportation Scheduler per Personnel Commission Rule 4.6.D and appealed to the Personnel Commission. The appellant, Lisa Minix, was present. Commissioner Ulaszewski moved to grant the appeal and allow Ms. Minix to continue in the examination process for Transportation Scheduler. Vice-Chairperson Vaughan seconded the motion and it was approved.

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. Vice-Chairperson Vaughan carried the motion and it was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Custodian (Avalon)	Dual	11-0113-0139
Instructional Aide-Special (Avalon) Intermediate Office	Dual	11-0115-0448
Assistant-Schools (Avalon)	Dual	11-0114-3354
Lead Custodian	Prom	11-0111-0205
Nutrition Services Accounting Manager	Prom	11-0110-5162
Nutrition Services Worker (Avalon)	Dual	11-0116-5068
Pool Attendant	Dual	11-0112-0245

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>
Electrician	Dual	11-0096-0161	5/24/2012
HVAC Technician	Dual	11-0095-5103	6/10/2012

OTHER ITEMS

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Member Ulaszewski reported he attended The Most Inspiring Students Awards event at the Long Beach Hilton. He mentioned that each school honors students who have persevered and often overcome tough odds to succeed. He added that the stories about students who have beaten the odds were very inspiring and the event was sponsored by the Long Beach Education Foundation.

Chairperson Mulkey reported she recently visited with Mr. Chuck Acosta, former Commissioner, and that she had a nice visit with him.

Valeeta Pharr, CSEA Chapter 2 President, thanked the Commission for recognizing classified employees with their resolution regarding Classified Employee Week. She mentioned that the Board of Education also passed a similar resolution at their meeting on June 8. Ms. Pharr mentioned she provided a flyer to Ms. Balmer of an upcoming symposium Superintendent Steinhauser will be speaking at. Ms. Pharr also told the Commission that several Long Beach student winners of the NAACP's ACT-SO program were recognized at the last Board meeting. She informed the Commission of an upcoming showcase of the students work on June 12 at the Ernest McBride Recreation Center on Martin Luther King Blvd. in Long Beach. She also thanked the Commission for the ice cream social event.

CLOSED SESSION

CLOSED SESSION

Chairperson Mulkey adjourned the regular meeting and went into Closed Session at 8:40 a.m. to discuss the items listed on the agenda, the request of Eddie Byrd Jr., and the recommendation to remove Tesmar Wilson from current eligibility lists.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to open session at 9.21 a.m. The following reportable actions were taken during the Closed Session:

The Commission acted to deny the request for another appeal and sustain their original recommendation to remove Eddie Byrd Jr. from current eligibility lists.

The Commission tabled action regarding the appeal of Tesmar Wilson pending completion of reference checks. The Commission authorized Ms. Balmer to take appropriate action based on the information obtained and to notify Mr. Tesmar Wilson of the outcome.

The Commission announced they reached a unanimous decision and have extended an offer of employment to Ms. Gail McMahan for the Executive Officer, Personnel Commission and Classified Employment position. Chairperson Mulkey stated Ms. McMahan is currently the Chief, Personnel Commission at Inglewood Unified School District and previously was the Personnel Director at Rowland Unified School District for nine years. In addition, Ms. McMahan had

served as the CSEA Labor Representative to Long Beach Unified School District. Chairperson Mulkey said her start date will depend on several factors and they hope to have Ms. McMahon start in the beginning of July. Commissioner Ulaszewski thanked Maria Lynn Braunstein for serving as the lead person for the recruitment and thanked CSEA and Susan Leaming for assisting in the process in different sessions. He stated it was long process but they ended up with a great candidate and they are looking forward to having her on board.

Chairperson Mulkey thanked Susan Leaming and Marilyn Balmer for serving in the Acting Personnel Commission Administrator role saying they rose to the occasion and performed their duties with grace. She then thanked Commission staff for their teamwork during the search for a new Executive Officer.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, June 23, 2011 at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned the meeting at 9.35 a.m.

Respectfully submitted,

*Signature on File in the Personnel Commission Offices*

Marilyn Balmer  
Acting Personnel Commission Administrator

MB/aa