

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of October 31, 2013

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

Chairperson Linda Vaughan 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

Linda Vaughan, Chairperson
Stacey Lewis, 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
Tammie Hirth, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Dan Ewaskey, CSEA Unit B -Vice-President; Rhonda Peltier, Intermediate Office Assistant; Gary Pullman, Instructional Assistant – Intensive Behavioral Treatment.

**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, announced the new dates for the move of the Personnel Commission offices. The Personnel Commission will be closed from Friday, January 24, thru Monday, January 26, 2014. Normal operations are scheduled to resume on January 27th at the Monroe site.

Due to the presentation of the Personnel Commission Annual Report later on the agenda, staff will forego their reports.

MINUTES

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The Commission approved the minutes of the October 17, 2013 Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion. The motion was carried and approved.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submitted the attached classification recommendations for the consideration of the Commission. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Lewis to approve the classification recommendation. The motion was carried and approved. The following classification recommendation was approved by the Commission.

REVISION OF CLASSIFICATION SPECIFICATION

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Network Specialist

SUBSTITUTE ASSIGNMENTS

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Vice-Chairperson Lewis made a motion to open the discussion on substitute assignments. Commissioner Ulaszewski seconded the motion. Dr. McMahon provided a brief history of how substitutes are assigned in the District and why they are assigned in the manner in which they are assigned. If substitutes are used in vacant positions they become "tainted" and are released from working 6 months from the date they became tainted. The time required to pass before the tainted employee is allowed to return to work has been set at 3 months. When the Commission brings on substitute employees they enter the individual in the AESOP substitute system. The AESOP substitute system is programmed to assign laid off employees first. If the laid off employee does not accept the assignment, AESOP allows for other individuals to pick up the assignments. Further discussion included comments on the fact that it is a substitute's choice to decline assignments. Staff clarified all substitutes are paid once per pay period. Vice-Chairperson Lewis made a motion to file the information received. Commissioner Ulaszewski seconded the motion and asked the Executive Officer to contact Ms. Emmons who made the inquiry at the last Commission meeting to explain the process and answer her specific questions. The motion was carried unanimously.

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.8. Appellant 15920723 was not present. The Commission moved this item to Closed Session.

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.8. Appellant 16509008 was not present. The Commission moved this item to Closed Session.

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. It was moved by Commissioner Ulaszewski to approve the bulletins. Vice-Chairperson Lewis seconded the motion. The motion was carried and the bulletins were ratified.

Job Developer – Bilingual Spanish	Dual	14-0035-5186
Kids' Club Assistant	Dual	14-0036-0694
Kids' Club Lead Assistant	Dual	14-0037-0515
Nutrition Services Operations Coordinator	Dual	14-0038-5063

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 Lewis made a motion to discuss the bulletins. Commissioner Ulaszewski seconded the motion. Vice-Chairperson asked if the extended lists had any certification of names. Personnel Analyst Balmer reviewed the status of each list and if names were certified from those lists. Commissioner Ulaszewski moved for approval of the lists. The motion was seconded by Vice-Chairperson Lewis. The following eligibility lists were approved.

Grounds Supervisor – High School Open/Promotional 14-0017-5032

List Valid: 10/23/13 – 10/23/14

Total applications received: 38

Total invited to exam: 3

No. Passed: 2 No. Failed: 0 No. Withdrew: 1 No. Screened Out: 35

Grounds Supervisor – High School Open/Promotional 14-0017-5032

List Valid: 10/23/13 – 10/23/14

Total applications received: 6

Total invited to exam: 5

No. Passed: 5 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 1

EXTENDED ELIGIBILITY LISTS

Assistant Purchasing and Contracts Director Dual 13-0013-0777

Extended list expiration date: 10/19/14 Extend list period: 1 year

Total eligibles on list: 7

No. of Current Eligibles: 4

No. of waivers or removals: 3

Campus Security Officer Dual 13-0003-5011

Extended list expiration date: 10/02/14 Extend list period: 1 year

Total eligibles on list: 6

No. of Current Eligibles: 5

No. of waivers or removals: 1

Choral Accompanist**Dual****13-0005-0122**

Extended list expiration date: 10/12/14

Extend list period: 1 year

Total eligibles on list: 8

No. of Current Eligibles: 4

No. of waivers or removals: 4

OTHER ITEMS**OTHER ITEMS**

Gary Pullman, Instructional Assistant – Intensive Behavioral Treatment, spoke to the Commission about the distribution of 40 hour assignments and promotional credits for education in his department. A discussion ensued resulting in the Commission directing the Executive Officer to prepare a report for the next Commission meeting regarding the issues discussed.

Ms. Pharr updated the Commission on some of the activities she attended including the meeting with staff at Hill Middle School when the announcement was made that the school would be phased out over a period of several years.

Chairperson Vaughan announced she received an award for her 15 years of service with CSEA.

Vice-Chairperson Lewis spoke about the CSULB Career and College Exploration Night she attended.

Commissioner Ulaszewski thanked the Veterans for their service.

PRESENTATION OF ANNUAL REPORT**PRESENTATION OF ANNUAL REPORT**

Dr. McMahon explained that the Education Code requires the Personnel Commission to prepare an Annual Report to present to the Board of Education. The Report's function is to inform the Board of Education about the activities of the Personnel Commission during the preceding fiscal year.

Dr. McMahon delivered a PowerPoint presentation of the Annual Report for the Commission's review and consideration. Following comments and discussion, the Commission accepted the Annual Report and directed the Executive Officer to present it to the Board of Education at the next Board Workshop.

NEXT MEETING**NEXT MEETING**

The next regular meeting of the Personnel Commission will be held on Thursday, November 14, 2013, 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 9:41 a.m. to consider the recommendations to remove candidate: 15920723, and 16509008 from current eligibility lists.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:52 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove candidate 15920723 from current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to remove candidate 16509008 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after July 1, 2014. They instructed the Executive Officer to notify the candidate of the decision and encourage the candidate to reveal all facts on future applications so as to avoid a cause for rejection.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:53 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb