

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of February 14, 2013

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

Chairperson Terence Ulaszewski called the meeting of the Personnel Commission to order at 8:19 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Terence Ulaszewski, Chairperson
Linda Vaughan, Vice-Chairperson

STAFF MEMBERS PRESENT

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

PRELIMINARY

Guests: Susan Ginder, Executive Director, Fiscal Services; Mary Rachi, CSULB Intern; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B.

**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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Executive Officer McMahon reported preparations for the CSPCA (California School Personnel Commissioners Association) conference scheduled for February 21 – 24, 2013 are in full swing. A session of note for the conference will include Mr. Mario Beas, Executive Director, Long Beach Civil Service who will discuss the initiative to reorganize the Civil Service Commission that failed in the city of Long Beach in 2010.

Ms. McMahon asked staff to provide a brief update on their activities.

Marilyn Balmer, Personnel Analyst, reported a group of Plant Supervisors cited concerns with examinations and as a result of this she is reviewing and revising the Plant Supervisor examinations. Ms. Balmer also updated the Commission on the status of the ScanBooks software noting a new program ScanTools will be replacing the older software which will require a new machine to be purchased. The current scanning machine will not support the new software. Ms. Balmer also noted the new process of contacting eligible candidates on lists prior to extending an eligible list was used for the 3 extension of lists on the agenda.

Val Pharr, CSEA Chapter 2 President, made an inquiry on the Plant Supervisor issues. Executive Officer McMahon explained staff will be revising and switching exams.

Susan Leaming, Personnel Analyst, reported the Student Services Job Family Study interview stage has begun. She stated 23 interviews have been scheduled to accommodate the 50 people who have requested either individual or group interviews.

Dale Culton, Certification Services Manager, informed the Commission the Board of Education recently approved the appointment of 33 probationary employees and 62 substitute employees. Items related to the classified employees who will be affected by the closure of Monroe and reorganization of Burcham will be listed on the March 5, 2013 Board of Education agenda.

Mary Cates, Human Resources Supervisor, reported the Summer School / ESY (Extended School Year) application was made available to all classified employees on February 8th as a copy was sent via email to each site for distribution and the application is also available online. As of February 13, 2013, 237 applications had been received.

MINUTES

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The Commission approved the minutes of the January 31, 2013 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Chairperson Ulaszewski seconded the motion. The motion was carried and approved.

CLASSIFICATION/RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION/RESTRUCTURE
RECOMMENDATIONS

Ms. Leaming provided a brief overview of the background and findings for the revisions to the Budget Advisor/Analyst classification specification. Noting the request was made by the Executive Director, Fiscal Services to revise the title and description to more accurately reflect the work assigned to the individuals in the classification. Ms. Pharr asked if the incumbents will be supervising? Ms. Leaming explained that currently they do not supervise employees although it was added to the specification as it is a duty that is inherent of management classifications. The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules. It was moved by Vice-Chairperson Vaughan to approve the

classification/restructure recommendations. Chairperson Ulaszewski seconded the motion. The motion was carried and approved.

REVISE TITLE AND CLASSIFICATION
SPECIFICATION

REVIE TITLE AND CLASSIFICATION
SPECIFICATION

Fr: Budget Advisor/Analyst (Salary Range 40 M2)
To: Fiscal Services Analyst (Salary Range 40 M2)

RECLASSIFY A POSITION

RECLASSIFY A POSITION

Incumbent Classification

Kerry Werstine	Fr: Budget Advisor/Analyst To: Fiscal Services Analyst	(Salary Range 40 M2) (Salary Range 40 M2)
Arlene McCoy	Fr: Budget Advisor/Analyst To: Fiscal Services Analyst	(Salary Range 40 M2) (Salary Range 40 M2)
Sara Slater	Fr: Budget Advisor/Analyst To: Fiscal Services Analyst	(Salary Range 40 M2) (Salary Range 40 M2)
Leatrice Abram	Fr: Budget Advisor/Analyst To: Fiscal Services Analyst	(Salary Range 40 M2) (Salary Range 40 M2)
Kathy Karr	Fr: Budget Advisor/Analyst To: Fiscal Services Analyst	(Salary Range 40 M2) (Salary Range 40 M2)
Nancy Rapadas	Fr: Budget Advisor/Analyst To: Fiscal Services Analyst	(Salary Range 40 M2) (Salary Range 40 M2)

ABOLISHMENT OF CLASSIFICATION

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Budget Advisor/Analyst

REVISION OF RULES AND REGULATIONS

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One of the specific requirements of Education Code 45260 is that "The Commission shall prescribe, amend and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness." It was moved by Vice-Chairperson Vaughan to approve the revision of Chapter 4. Chairperson Ulaszewski seconded the motion. The motion was carried and 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. Vice-Chairperson Vaughan moved to ratify the bulletins. The motion was seconded by Chairperson Ulaszewski and the bulletins were ratified.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Administrative Coordinator – Facilities, Development and Planning	Dual	13-0066-5097
Speech-Language Pathology Assistant Bilingual Spanish	Dual	13-0065-5163

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. Chairperson Ulaszewski moved for approval. The motion was seconded by Vice-Chairperson Vaughan. The eligibility lists were approved.

Campus Security Officer - Avalon **Dual** **13-0048-5011**
List Valid: 2/07/13 – 2/07/14
Total applications received: 24 Total invited to exam: 2
No. Passed: 1 No. Failed: 0 No. Withdrew: 1 No. Screened Out: 22

Custodian - Avalon **Dual** **13-0046-0139**
List Valid: 2/12/13 – 2/12/14
Total applications received: 30 Total invited to exam: 5
No. Passed: 1 No. Failed: 0 No. Withdrew: 4 No. Screened Out: 25

Grounds Equipment Operator I - Avalon **Dual** **13-0039-0175**
List Valid: 2/12/13 – 2/12/14
Total applications received: 18 Total invited to exam: 6
No. Passed: 2 No. Failed: 2 No. Withdrew: 2 No. Screened Out: 12

Groundskeeper - Avalon **Dual** **13-0047-0172**
List Valid: 2/07/13 – 2/07/14
Total applications received: 10 Total invited to exam: 4
No. Passed: 4 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 6

Instructional Aide – Special **Dual** **13-0040-0448**
List Valid: 2/08/13 – 2/08/14
Total applications received: 114 Total invited to exam: 81
No. Passed: 20 No. Failed: 14 No. Withdrew: 47 No. Screened Out: 33

Instructional Aide – Special - Avalon **Dual** **13-0043-0448**
List Valid: 2/08/13 – 2/08/14
Total applications received: 16 Total invited to exam: 2
No. Passed: 1 No. Failed: 0 No. Withdrew: 1 No. Screened Out: 14

Intermediate Office Assistant – Schools - Avalon **Dual** **13-0044-3354**
List Valid: 2/07/13 – 2/07/14
Total applications received: 28 Total invited to exam: 6
No. Passed: 1 No. Failed: 1 No. Withdrew: 4 No. Screened Out: 22

Intermediate Office Assistant **Dual** **13-0030-0675**
List Valid: 2/7/13 – 2/7/14
Total applications received: 364 Total invited to exam: 283
No. Passed: 80 No. Failed: 64 No. Withdrew: 139 No. Screened Out: 81

Intermediate Office Assistant- Schools **Dual** **13-0031-3354**
List Valid: 2/7/13 – 2/7/14
Total applications received: 372 Total invited to exam: 281
No. Passed: 69 No. Failed: 56 No. Withdrew: 156 No. Screened Out: 91

Kids' Club Assistant **Dual** **13-0037-0694**
List Valid: 2/8/13 – 2/8/14
Total applications received: 363 Total invited to exam: 193
No. Passed: 27 No. Failed: 85 No. Withdrew: 81 No. Screened Out: 170

Plant Supervisor High School **Promotional** **13-0023-5029**
List Valid: 2/1/13 – 2/1/14
Total applications received: 24 Total invited to exam: 18
No. Passed: 16 No. Failed: 0 No. Withdrew: 2 No. Screened Out: 6

EXTEND ELIGIBILITY LISTS

Computer Support Technician **Dual** **12-0034-5108**
Extended list expiration date: 1/27/14 Extend list period: 1 year
Total applicants on list: 6
No. of Current Eligibles: 4 No. of waivers or removals: 2

Grounds Equipment Operator I **Open** **12-0026-0175**
Extended list expiration date: 1/04/14 Extend list period: 1 year
Total applicants on list: 4
No. of Current Eligibles: 2 No. of waivers or removals: 2

Grounds Equipment Operator I **Promotional** **12-0026-0175**
Extended list expiration date: 1/04/14 Extend list period: 1 year
Total applicants on list: 6
No. of Current Eligibles: 5 No. of waivers or removals:

NEXT MEETING NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, February 28, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

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The Personnel Commission adjourned to closed session at 8:46 a.m. to consider the recommendation to remove appellant 986577 from eligibility lists

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove candidate 986577 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was not present.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:58 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove candidate 986577 from current eligibility lists and instructed the Executive Officer to notify the candidate of the decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:00 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb