



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

February 28, 2013  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. ROLL  
Terry Ulaszewski, Chairperson Present \_\_\_\_\_  
Linda Vaughan, Vice-Chairperson Present \_\_\_\_\_  
Stacey Lewis, 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 February 14, 2013 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 Classification/Restructure Recommendations per Education Code 45246 None
9. BULLETINS AND TESTING ACTIONS
  - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action
  - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on March 14, 2013 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 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7 Restricted Action
13. ADJOURNMENT

#### ACCESS TO PUBLIC DOCUMENTS

Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 999, Atlantic Avenue, Third Floor, Long Beach, CA 90813, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:40p.m.).

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting pursuant to Government Code 54954.2 (a) 1.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for February 14, 2013

PAGES: 7.1.1 – 7.1.4

Date: February 28, 2013

Reason for  
Consideration: Action

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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; Adrianne 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

REPORT FROM THE EXECUTIVE OFFICER

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 Learning, 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 8<sup>th</sup> 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

MINUTES

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. Learning 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. Learning 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.

## REVIEW TITLE AND CLASSIFICATION SPECIFICATION

## RECLASSIFY A POSITION

## ABOLISHMENT OF CLASSIFICATION

## REVISION OF RULES AND REGULATIONS

BULLETINS

Page 3

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**

CLOSED SESSION

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**

REMOVAL FROM ELIGIBILITY LIST

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,

*Signature on file*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:     Bulletins

PAGE: 9.1.1 – 9.1.3

Date:             February 28, 2013

Reason for  
Consideration: Action

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Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Instructional Aide – Instrumental Music	Dual	13-0068-0447	2
Plant Supervisor I	Promo	13-0067-5026	3





2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

## APPLY TO:

Personnel Commission, Long Beach Unified School District  
999 Atlantic Avenue, 3<sup>rd</sup> Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## INSTRUCTIONAL AIDE – INSTRUMENTAL MUSIC 0447

**Final Filing Date: 4:30 pm Thursday, March 14, 2013.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>	<u>3 1/2 YEARS</u>
<u>MONTHLY:</u>	\$2,558	\$2,698	\$2,847	\$3,003	\$3,168
<u>HOURLY:</u>	\$14.76	\$15.56	\$16.43	\$17.32	\$18.27

### JOB INFORMATION:

Permanent 10 month, Part-time 47.5% position. The current vacancy is located at Jordan High School.

### APPLICATION:

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** An Instructional Aide – Instrumental Music assists in training and directing band and orchestra units, and performs related duties as assigned. Incumbents work in a classroom or learning center, providing instructional support to the teacher/specialist and are present to reinforce the learning capabilities of students. Incumbents in this classification occasionally work with students possessing a physical disability or impairment. The pushing or pulling of a student in a wheelchair, the setting up and/or removing books or other instructional materials on desks or tables, providing incidental hygienic or diapering support characterizes just some of the additional support which may be required.

**Note:** Before being considered for employment, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

### MINIMUM QUALIFICATIONS INCLUDE:

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

### TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

#### **The equivalent of graduation from high school\* and one of the following:**

1. Completion of at least two years of study\* (48 semester units or 60 quarter units) at an institution of higher education; OR
2. Attainment of an Associate of Arts degree or higher; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must also show proof of completion of one college-level course of instrumental activity.

### EXPERIENCE:

One year of playing an instrument in a band, orchestra, or as a soloist. Experience in charting field formations for marching bands is desired.

### WORKING ENVIRONMENT:

Music classroom on a high school campus, standard office and outdoor stadium. May be exposed to various types of inclement weather conditions. The employee may occasionally assist in the cleaning and personal hygiene of students.

### PHYSICAL DEMANDS:

May include pushing, pulling, lifting, stretching, crouching, squatting, kneeling, bending and climbing.

### SPECIAL:

(1) Some positions in this classification may require the use of personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one school location to another. (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment will consist of the following: a "paper screening" of the applicant's training background and experience; evaluation of responses on a supplemental application; an occupational written examination(s); qualifications appraisal oral examination and performance examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

WE ARE AN EQUAL OPPORTUNITY TITLE IX/MERIT SYSTEM EMPLOYER

Exam 13-0068-0447 af  
Dual Examination



# Promotional Employment Opportunity

**APPLY TO:**

Personnel Commission, Long Beach Unified School District  
999 Atlantic Avenue, 3<sup>rd</sup> Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## PLANT SUPERVISOR I - 5026

**Final Filing Date: 4:30 p.m., Monday, March 18, 2013**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,196	\$3,371	\$3,558	\$3,752
<u>HOURLY:</u>	\$18.42	\$19.45	\$20.51	\$21.65

**PROMOTIONAL:** Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" **AND** who meet the education and experience requirements are eligible to compete.

**JOB INFORMATION:** Permanent 12 months 100% position. The current vacancy is located at Addams Elementary School. Eligibility list is being created to fill future vacancies as they occur.

**APPLICATION:** Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

**JOB SUMMARY:** Under general supervision, plan, supervise and participate in custodial activities at an assigned elementary or small middle or K-8 school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of a small custodial crew; perform related duties as assigned.

**Note:** Before being considered for employment, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

**MINIMUM QUALIFICATIONS INCLUDE:**

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

**TRAINING:** Graduation from high school.

**EXPERIENCE:** Two years of custodial experience or one year as a Lead Custodian in the Long Beach Unified School District.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 13-0067-5026 ss  
Promotional Examination

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: February 28, 2013

Reason for  
Consideration: Restricted Action

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Personnel Commission Rule 5.1.A, states that the Personnel Commission Administrator shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. Accordingly staff submits the following eligibility lists for consideration of the Commission:

**Instructional Aide – Special**

**Dual**

**13-0042-0448**

List Valid: 2/27/13 – 2/27/14

Total applications received: 78

Total invited to exam: 54

No. Passed: 13      No. Failed: 7

No. Withdrew: 34      No. Screened Out: 24

CERTIFIED TO BE CORRECT:      *Signature on file*      DATE: 2/19/2013