



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

January 3, 2013
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. SWEARING IN OF COMMISSIONER
3. ROLL
Terry Ulaszewski, Chairperson Present _____
Linda Vaughan, Vice-Chairperson Present _____
Stacey Lewis, Member Present _____
4. PRELIMINARY
 - 4.1 Pledge of Allegiance to the Flag
 - 4.2 Introduction of Guests
5. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
6. REPORT FROM THE EXECUTIVE OFFICER
7. HEARINGS
 - 7.1 Receive and take action to distribute hearing officer's report on Employee E00177750 to employee representative and the District Restricted Action
8. MINUTES
 - 8.1 Approval of Minutes for December 20, 2012 Action
9. ITEMS FOR DISCUSSION AND/OR ACTION
 - 9.1 Classification/Restructure Recommendations per Education Code 45246 None
10. BULLETINS AND TESTING ACTIONS
 - 10.1 Bulletins – Per Personnel Commission Rule 4.6.B Action
 - 10.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Action
11. OTHER ITEMS
12. The next regular meeting of the Personnel Commission will be held on January 17, 2013 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
13. CLOSED SESSION
 - 13.1 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.5 Restricted Action
14. 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

SUBJECT: Receive and take action to distribute hearing officer's
report on Employee E00177750 to employee representative
and the District

PAGES: 7.1.1-7.1.14

Date: January 3, 2013

Reason for
Consideration: Restricted Action

In accordance with the Personnel Commission Rule 11.6.D, staff submits the attached hearing officer's report on Employee E00177750. It is recommended the Commission act to direct staff to distribute the report to the employee representative and the District.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for December 20, 2012

PAGES: 8.1.1 – 8.1.5

Date: January 3, 2013

Reason for
Consideration: Action

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 10:00 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Terence Ulaszewski, Chairperson
Linda Vaughan, Vice-Chairperson
Vera Mulkey, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Marilyn Balmer, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo, Staff Secretary
Anne Follett, Human Resources Technician
Ericka Emery, Human Resources Technician
Shelley Scott, Human Resources Technician
Tammie Hirth, Human Resources Technician
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Appellant 13168472; Appellant 13519171; Appellant 13109607; and Appellant 13194876.

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

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

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Executive Officer Gail McMahon asked to have item 8.2 Revision to the Rules and Regulation Chapter IV, pulled from the agenda until after the winter break. This would assure the District and CSEA have the opportunity to provide their input and feedback on changes.

Ms. McMahon reported she was given a tour of the Monroe school site by Business Services Administrator, Les Leahy and is happy to report the site will be able to accommodate the Commission's current needs and will also allow for the testing of larger groups of applicants. According to facilities the move of the Commission offices will occur after school returns in September.

Ms. McMahon also reported on upcoming activities in the new year, including the swearing in of new Commissioner Stacey Lewis on January 3, 2013 and Merit 101 training for Operations on January 10, 2013.

Marilyn Balmer, Personnel Analyst, reported on current and upcoming recruitment activities. Staff recently completed 9 recruitments, opened 10 more with approximately 10 more recruitments pending.

Dale Culton, Certification Services Manager, reported 169 Instructional Aide-Specials have been hired since the beginning of the school year. This includes 74 probationary and 95 substitute Instructional Aide-Specials. He also reported effective January 1, 2013, the amount of notification time for layoff purposes increases from 45 days to 60 days.

Mary Cates, Human Resources Supervisor, reported the first summer school planning meeting has taken place. It is expected that summer school will be limited to Special Education and is generally called an Extended School Year by the department. At the meeting the application was reviewed and some changes were made to define items that were unclear.

MINUTES

MINUTES

The Commission approved the minutes of the December 6, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Mulkey seconded the motion. The motion was carried and approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

None

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

This item was pulled and will be submitted on the January 17, 2013 agenda.

BULLETINS

BULLETINS

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.

None

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 Mulkey. The eligibility lists were approved.

Supervisor – Autism Services

Open Continuous 13-0022-5046

List Valid: 11/28/12 to 11/28/13

Total applications received: 34

Total invited to exam: 12

No. Passed: 8 No. Failed: 0 No. Withdrew: 4 No. Screened Out: 22

Instructional Aide - Special

Open Continuous 13-0034-0448

List Valid: 12/03/12 to 12/03/13

Total applications received: 108

Total invited to exam: 91

No. Passed: 26 No. Failed: 17 No. Withdrew: 48 No. Screened Out: 17

OTHER ITEMS

OTHER ITEM

Chairperson Ulaszewski announced this is Commissioner Mulkey's final official meeting. Ms. Mulkey said it has been a wonderful journey with much learning and discovery, and she will miss the Commission. Mr. Ulaszewski said he will miss her and it is evident that Ms. Mulkey has done a good job as she has been reappointed several times with the support of the District and the union.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, January 3, 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 10:23 a.m. to consider the recommendations to remove Appellant 13010267, Appellant 13168472, Appellant 13519171, Appellant 13109607, Appellant 13106167, Appellant 13194876 and Appellant 13677673 from eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 13010267 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was not present.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 13168472 from current eligibility lists per Personnel Commission Rule 4.2.A.5 and 4.2.A.7. The appellant was present.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 13519171 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was present.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 13109607 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was present.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 13106167 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was not present.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 13194876 from current eligibility lists per Personnel Commission Rule 4.2.A.5 and 4.2.A.7. The appellant was present.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 13677673 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 11:25 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove candidate 13010267 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after December 2013. They instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to sustain staff's recommendation to remove candidate 13168472 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after the completion of their probation period. They instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to sustain staff's recommendation to remove candidate 13519171 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after December 2013. They instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to sustain staff's recommendation to remove candidate 13109607 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after December 2013. They instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to sustain staff's recommendation to remove candidate 13106167 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after December 2013. They instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to sustain staff's recommendation to remove candidate 13194876 from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after the completion of their probation period. They instructed the Executive Officer to notify the candidate of this decision.

The Commission acted to sustain staff's recommendation to remove candidate 13677673 from current eligibility lists but determined that this would not be a permanent bar from the District but would allow the candidate to reapply for future employment. They instructed the Executive Officer to notify the candidate of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 11:28 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

SUBJECT: Classification/Restructure
 Recommendations

PAGES: 9.1.1

Date: January 3, 2013

Reason for
Consideration: Action

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 submits the attached classification recommendation for the consideration of the Commission.

None

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 10.1.1 - 10.1.6

Date: January 3, 2013

Reason for
Consideration: Action

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>
Campus Security Officer (Avalon)	Dual	13-0048-5011	2
Credential Services Specialist	Open	13-0054-3343	3
Custodian (Avalon)	Dual	13-0046-0139	2
Grounds Equipment Operator I (Avalon)	Dual	13-0039-0175	4
Groundskeeper (Avalon)	Dual	13-0047-0172	2
Human Resources Technician	Promo	13-0055-3352	5
Intermediate Office Assistant–Schools (Avalon)	Dual	13-0044-3354	2
Instructional Aide – Special (Avalon)	Dual	13-0043-0448	2
Nutrition Services Worker (Avalon)	Dual	13-0045-5068	2
Systems Operator	Dual	13-0049-5111	6

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 10.2.1

Date: January 3, 2013

Reason for
Consideration: Restricted Action

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:

Elementary School Office Supervisor

Promotional

13-0024-3345

List Valid: 12/31/12 to 12/31/13

Total applications received: 54

No. Passed: 10 No. Failed: 23

Total invited to exam: 39

No. Withdrew: 6 No. Screened Out: 15

**Intermediate Office Assistant –
Bilingual Spanish**

Dual

13-0032-5052

List Valid: 12/28/12 to 12/28/13

Total applications received: 226

No. Passed: 31 No. Failed: 48

Total invited to exam: 119

No. Withdrew: 40 No. Screened Out: 107

**Intermediate Office Assistant – Schools
Bilingual Spanish**

Dual

13-0033-5050

List Valid: 12/28/12 to 12/28/13

Total applications received: 130

No. Passed: 21 No. Failed: 26

Total invited to exam: 69

No. Withdrew: 22 No. Screened Out: 61

Middle School Office Supervisor

Promotional

13-0025-3357

List Valid: 12/31/12 to 12/31/13

Total applications received: 38

No. Passed: 7 No. Failed: 20

Total invited to exam: 29

No. Withdrew: 2 No. Screened Out: 9

Plant Supervisor II – Amended List

Promotional

13-0006-5027

List Valid: 10/26/12 to 10/26/13

Total applications received: 27

No. Passed: 10 No. Failed: 11

Total invited to exam: 22

No. Withdrew: 1 No. Screened Out: 5

CERTIFIED TO BE CORRECT: _____ DATE: _____

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 13.1.1-13.1.6

Date: January 3, 2013

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A.5 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list if “presently continuing to serve a judicially imposed sentence including a probationary period for a conviction, unless the District waives this subsection.”

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in open session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.