



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

February 2, 2012
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 January 19, 2012** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

None
9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Mail Delivery Driver	Dual	12-0054-0219
Instructional Aide Interpreter – Deaf/ Hard of Hearing	Dual	12-0060-3272
Intermediate Nutrition Services Worker	Dual	12-0058-5058
Nutrition Services Supervisor I	Dual	12-0062-5064
Nutrition Services Supervisor II	Promo	12-0063-5065
Nutrition Services Supervisor III	Promo	12-0064-5066
Senior Nutrition Services Worker	Dual	12-0059-5071
Senior Payroll Accounting Technician	Open/Promo	12-0055-0762
Senior Software Applications Engineer Research, Planning & Evaluation	Dual	12-0047-5073

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Computer Support Technician	Dual	12-0034-5108	01/27/13
Financial Services Officer	Dual	12-0048-0385	01/19/13
Instructional Assistant – Computer Resources	Dual	12-0030-0603	01/26/13
School Safety Officer	Dual	12-0036-5014	01/30/13

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on February 16, 2012 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.

12. CLOSED SESSION

13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for January 19, 2012

PAGES: 7.1.1 – 7.1.4

Date: February 2, 2012

Reason for
Consideration: Action

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

Chairperson Vera Mulkey 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

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

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Susan Leaming, Personnel Analyst
Maria Lynn Braunstein, Associate Personnel Analyst
Adriana Araujo-Honorio, Staff Secretary
Maria Villalobos, Human Resources Technician
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Cecelia Slater, Nutrition Services Director; Patty Turbyfill, Electrician Supervisor; Dennis Pickens, Building Maintenance Worker.

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, informed the Commission that she recently learned that Mr. Charles Acosta will be awarded the Schuyler Joyner Award. The award will be presented at the CSPCA conference in San Diego on January 28. Vice Chairperson Vaughan will be attending the conference and will accept the award on behalf of Mr. Acosta's family.

Ms. McMahon updated the Commission on the disciplinary hearing previously approved by the Commission reporting the hearing has been scheduled for March 13th.

Ms. McMahon reported Staff has begun working on summer school and expects the application to be available soon. She also reported that we currently have one bilingual Spanish examination for all classifications, noting different classifications may require different levels of proficiency. Marilyn Balmer, Personnel Analyst, is working on developing new bilingual examinations to test candidates at the level appropriate for the classification to be meet the needs of the positions.

Ms. Leaming reported, since the lifting of the reclassification freeze in December she has received 4 requests for reclassification. Today the Commission has one of those requests for consideration and she hopes to bring another before the Commission at the next meeting.

Ms. Leaming also informed the Commission that we have received notification from AESOP with an increase in rates. This information has been shared with Purchasing and we are working on a new contract to cover the increase in fees.

HEARINGS

HEARINGS

None

MINUTES

MINUTES

The Commission approved the minutes of the January 5, 2012 Personnel Commission meeting. It was moved by Vice Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the minutes. The motion was carried and approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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 and seconded by Commissioner Ulaszewski to approve the reclassification. The motion was carried and approved.

RECLASSIFY A POSITION

Incumbent

Dennis Pickens

Fr: Building Maintenance Worker (SR23 C2)

To: Maintenance Mechanic (SR30 C2)

Site

Maintenance

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.7. The appellant, Tiaira Lashawn Burns, was not present. The Commission acted to remove her name from current eligibility lists.

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.5 and 4.2.A.7. The appellant, Dashawn James Dixon, was not present. The Commission acted to remove his name 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 appellant, Traci Necole Mackey, was not present. The Commission acted to remove her name from current eligibility

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.6 and 4.2.A.7. The appellant, Anna Marie Padilla, was not present. The Commission acted to remove her name from current eligibility lists.

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. The motion was seconded by Vice-Chairperson Vaughan and approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
HVAC Technician	Dual	12-0056-5103

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. Commissioner Ulaszewski moved for approval. The motion was seconded by Vice-Chairperson Vaughan and was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Custodian (Amended)	Dual	11-0042-0139	02/28/12
Custodian Substitute (Amended)	Dual	11-SUBS-0139	02/28/13
Stage Technician (Amended)	Dual	12-0037-0379	12/28/12

EXTEND ELIGIBILITY LISTS

Custodian	Dual	11-0042-0139	08/28/12
Elementary School Office Supervisor	Promo	11-0003-3345	08/17/12
Middle School Office Supervisor	Promo	11-0048-3357	07/04/12
Senior Office Assistant	Promo	11-0046-0677	07/14/12
Senior Office Assistant – Schools	Promo	11-0045-3363	07/14/12
Senior Office Assistant – Bilingual Spanish	Promo	11-0044-5091	07/14/12

OTHER ITEMS

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Commissioner Ulaszewski thanked Cecelia Slater, Nutrition Services Director, for attending the meeting.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, February 2, 2012, 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 8:30 a.m.

Respectfully submitted,

Signature on File

Gail McMahon, Ed.D.
Executive Officer

GM/mb