



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

April 26, 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
 - 6.1 Public Hearing – Personnel Commission Budget Action
7. MINUTES
 - 7.1 Approval of Minutes for April 12, 2012 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action
None
 - 8.2 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7 Restricted Action
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 May 10, 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: Personnel Commission Budget 2012-2013
Public Hearing

PAGE: 6.1.1- 6.1.4

Date: April 26, 2012

Reason for
Consideration: Action

EDUCATION CODE 45253 BUDGET; PERSONNEL COMMISSION; HEARINGS; ADOPTION OR REJECTION; AMENDMENTS.

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

It is recommended the Commission hold a Public Hearing on the Proposed Personnel Commission Budget for 2012-2013 per Education Code 45253, take action to approve it and submit it to the County Superintendent of Schools for final approval.



PERSONNEL COMMISSION

Members

Vera Mulkey
Terence Ulaszewski
Linda Vaughan

Executive Officer
Gail McMahon, Ed.D.

April 26, 2012

TO: Personnel Commissioners

FROM: Gail McMahon, Executive Officer 

SUBJECT: Proposed 2012/2013 Budget for Personnel Commission

We have received the proposed preliminary Personnel Commission budget from the Budget Office for the upcoming fiscal year. As a result of state and district fiscal issues, the District has, once again, asked the Personnel Commission along with other departments to make reductions within its budget.

In considering the budget reduction request, careful review of Personnel Commission budgets for previous years were reviewed along with expenditures. For the fiscal year 2011/2012, the Personnel Commission saved over \$78,000 in salaries as the Senior Administrative Secretary requested an unpaid leave of absence which carried over into the start of the current fiscal year ending with her retirement in December. This position has remained unfilled. Therefore, staff is recommending the position be abolished. To ensure the essential duties of the position are completed, staff recommends increasing the Associate Personnel Analyst's work year from 80%, 12 month to 100%, 217 day. These changes would result in an overall savings to the Personnel Commission Budget in the amount of \$75,576 annually.

The salaries account has been adjusted to reflect longevity increments as well as step advancements which may become due. In addition, the benefits account reflects an increase of approximately 3.92% for health and welfare benefits. Adjustments for operating expenditures were made to include funds for CPR/First Aide Training and to cover increases in obligations for NEOGOV and AESOP.

Staff recommends the Personnel Commission approve the Personnel Commission Annual Budget for Fiscal Year 2012/2013 in the amount of \$1,566,563.



**Annual Budget of Personnel Commission
Fiscal Year 2012-2013
(Education Code Section 45253)**

Long Beach Unified School District _____ School District, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission

To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at

Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, CA 90813
(Place)

on April 26, 2012 at 8:15 o'clock A M.

You are invited to attend and present your views.

Signed _____

[Signature]

Chairman or Director of Personnel Commission

Adopted Annual Budget of Personnel Commission

To: Los Angeles County
Office of Education

This proposed budget was adopted subsequent to a public hearing by the Personnel Commission of the District.

Date of meeting April 26, 2012

Signed _____

Chairman or Director of Personnel Commission

Approval Annual Budget of Personnel Commission

To the Governing Board and Personnel Commission:

This report has been examined and approved by

Los Angeles County Office of Education

By _____, Deputy

Date _____, 2012

April 26, 2012

**Personnel Commission Annual Budget
2012/2013**

	2011/2012	2012/2013 Proposed	Explanation
Salaries	\$959,615	\$939,416	Reflects abolishment of vacant Sr. Administrative Secretary position. Includes longevity and step advancements.
Benefits	\$550,984	\$523,201	Reflects a decrease in benefits cost as a result of abolishment of one position. Includes an increase in health benefits cost of approximately 3.92%.
Operating/Supplies	\$97,694	\$103,946	Funds for CPR/First Aide Training and increases to cover obligations for NEOGOV and AESOP were included.
Totals	\$1,608,293	\$1,566,563	

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for April 12, 2012

PAGES: 7.1.1 – 7.1.4

Date: April 26, 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 8:17 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
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

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Brad Angell, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Unit B Vice President; Juan Garcia, CSEA Chief Job Steward; Christina Angell, guest.

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

Dan Ewaskey, CSEA Unit B Vice President, asked about the Commission's decision regarding the CSEA members who recently submitted requests for hearing appeals. Executive Officer McMahon reported the Commission has granted the request for three appeal hearings with one hearing already in progress and the two others in the scheduling phase.

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, reported on items of interest to the Commission. The proposed move of the Personnel Commission offices to the Administration Building has been placed on hold due to budget constraints. Ms. McMahon asked the Commissioners if they would be attending the Personnel

Commissioners Association of Southern California dinner meeting April 25th. Chairperson Mulkey and Vice-Chairperson Vaughan indicated they would be attending the meeting. Ms. McMahon also mentioned Dr. Williams and Mr. Meyers were successful in their reelection bids for the Board of Education. She reported Marilyn Balmer, Personnel Analyst, is currently serving jury duty.

Ms. McMahon asked the Personnel Commission unit managers to give an update of their respective unit activities.

Dale Culton, Certification Services Manager, mentioned that he will be attending a Los Angeles County Office of Education meeting regarding the changes to the STRS and PERS plans. He also reported there is a decrease in the fees charged for fingerprinting employment candidates.

Mary Cates, Human Resources Supervisor, reported 186 of the 240 employees who received a letter informing them their summer school application was incomplete came in to the office to complete their application.

Susan Leaming, Personnel Analyst, reported the Personnel Commission will be hosting an additional two sessions of CalPERS retirement planning workshops and two sessions of CPR and First Aid certification to meet the high demand of employees. She stated the registration forms are available on the Personnel Commission's website under Classified Staff Development.

HEARINGS

HEARINGS

None

MINUTES

MINUTES

The Commission approved the minutes of the March 29, 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

CLASSIFICATION RESTRUCTURE

Ms. McMahon reported a discussion was held between staff and CSEA regarding the proposed minimum requirements of the Operations Director classification. Ms. McMahon explained it is the responsibility of the Personnel Commission when establishing the requirements of classifications they do not include qualifications which could be an artificial barrier to applicants. She stated that other classified directors in the District require a bachelor's degree, however individuals who work under the Operations Director come from the custodial and grounds areas which do not require such education and therefore setting the Operations Director education requirement at a bachelor's degree may be an artificial barrier for individuals wishing to promote. Brad Angell, CSEA Unit A Vice President, stated that he understands CSEA does not represent directors but they do represent individuals who report to the director. Mr. Angell was concerned with the education requirement being set so low and stated that directors need to have the ability to manage their departments and their duties are generally not task-driven.

Vice-Chairperson Vaughan asked Mr. Angell if someone who could perform the job but does not have the required education should be barred from applying. Mr. Angell responded that the way the revisions were written, with two years of

additional experience able to substitute for the two years of education, that someone with a high school diploma or a G.E.D. could become a director. He further stated that as an agency who promotes education we should require some kind of higher education for director positions. He suggested that a bachelor's degree be required instead of just an associate's degree, with two years of additional experience being able to substitute for two years of education.

Susan Learning mentioned the experience requirements were strengthened in the specification to include more supervisory and/or management years of experience and that a survey of other agencies revealed most require a bachelor's degree for the Operations Director class. Ms. Vaughan asked who set the education requirement for this classification? Ms. McMahon responded Commission staff sets the requirement and had discussions as to the level of education required prior to the discussion with CSEA. Ms. Learning supported the concept to require applicants to have some college but not necessarily hold a bachelor's degree. Ms. Learning also read a brief statement from Les Leahy, Business Services Administrator, explaining the Operations Director has been vacant since November 2010, with someone assuming the work on a temporary upgrade, and that the position is vital to the success of the Branch.

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. Commissioner Ulaszewski moved for approval with the following modification to the classification specification: to include the education requirement set at the level of bachelor's degree along with the statement allowing two years of additional experience to substitute for two years of the required education. The motion was seconded by Vice-Chairperson Vaughan and was approved.

REVISE CLASSIFICATION SPECIFICATION

Operations Director

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.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
ASB Financial Technician	Dual	12-0076-0751
Groundskeeper	Dual	12-0077-0172
Research Office Technician	Dual	12-0066-0433
Senior Research Office Technician	Dual	12-0067-3369
Supervising Research Office Technician	Dual	12-0068-5157

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>
Instructional Aide-Special	Open/Cont	12-0052-0448	03/30/13
Instructional Aide-Special Substitute	Open/Cont	12-SUBS-0448	03/30/14
Instructional Assistant - Intensive Behavioral Treatment	Open/Cont	12-0053-5035	10/04/12

EXTEND ELIGIBILITY LIST

Mail/Switchboard Services Assistant	Promo	11-0017-5144	10/13/12
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PERSONNEL COMMISSION BUDGET HEARING DATE FOR FISCAL YEAR 2012-2013

PERSONNEL COMMISSION BUDGET
HEARING DATE FOR FISCAL YEAR 2012-2013

Gail McMahon explained the budget process of the Personnel Commission as required by the Education Code and recommended the Commission set the date for the public hearing to be the next Commission meeting. It was moved by Commissioner Ulaszewski to set the public hearing of the Personnel Commission budget to be Thursday, April 26, 2012 at 8:15 a.m. in the Testing Room of the Personnel Commission Office. It was seconded by Vice-Chairperson Vaughan and approved.

OTHER ITEMS

OTHER ITEMS

Commissioner Mulkey announced Commissioner Ulaszewski has been reappointed for another term as Personnel Commissioner and thanked him for his sixteen years of service as a Commissioner.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 26, 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 8:50 a.m.

Respectfully submitted,

Signautre on File

Gail McMahon, Ed.D.
Executive Officer
GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
 Recommendations

PAGES: 8.1.1

Date: April 26, 2012

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: Removal from Eligibility List

PAGES: 8.2.1 – 8.2.16

Date: April 26, 2012

Reason for
Consideration: Restricted Action

Personnel Commission Rules 4.2.A.7 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

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 by certified mail and has responded but did not indicate if she will be attending the meeting. 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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.2

Date: April 26, 2012

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 (Substitute)	Open/Cont	12-0080-5011	2



2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission/

CAMPUS SECURITY OFFICER – 5011 (SUBSTITUTE)

ACCEPTING APPLICATIONS ON A CONTINUOUS BASIS

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$2,851	\$3,008	\$3,174	\$3,347	\$3,532
<u>HOURLY:</u>	\$16.45	\$17.34	\$18.31	\$19.33	\$20.37

JOB INFORMATION: The eligibility list will be created to fill substitute positions only.

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website: 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.

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.

JOB SUMMARY: A Campus Security Officer will, under general supervision, survey and patrol District school sites to prevent unruly and disruptive student behavior or damage to equipment or property; promote a safe and secure environment and advise students of appropriate standards of behavior; and perform related duties as required. A Campus Security Officer, working closely with administrators and staff, is charged with providing security and safety for students and staff at District schools. An incumbent becomes knowledgeable of student behavior and attitudes and familiarizes him/herself with individual students, taking preventive action against disruptive or illegal acts and promoting safe student practices. An incumbent attempts to gain the trust and confidence of students and advises them on the observance of school procedures and rules.

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:

Equivalent to graduation from high school. College level-courses in psychology, administration of justice, ethnic studies and child development are highly desirable. In accordance with Education Code 38001.5, a certificate of completion of a 24-hour "School Security Guard Training" course must be provided at the time of application. **A copy must be attached to your application in order to be considered.**

EXPERIENCE:

One year of full-time experience working with adolescents or young adults in a structured environment such as an education center, counseling center, community based social service agency, etc. Work with at risk youth is desirable. Verifiable volunteer experience may be considered.

SPECIAL:

(1) Possession of a valid class C California Driver's License is required at the time of appointment. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

SELECTION PROCEDURE The examination process for this recruitment will consist of a "paper screening" of the applicant's training background and experience, written examination, and a qualifications appraisal oral examination, each scored on a job-related basis. Candidates who have completed the 24-hour school Security Guard training course at Long Beach School for Adults are exempt from the requirement to take and pass a written examination. Successful candidates shall 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 12-0080-5011 af
Open Continuous

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1 – 9.2.19

Date: April 26, 2012

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:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>	<u>PAGE</u>
HVAC Technician	Dual	12-0056-5103	04/26/13	2
Head Start Instructional Aide	Dual	12-0049-0657	04/25/13	4
Head Start Instructional Aide Substitute	Dual	12-SUBS-0657	04/25/13	6
Intermediate Nutrition Services Worker	Dual	12-0058-5058	04/24/13	8
Library Media Assistant	Dual	12-0069-0465	04/16/13	12
Nutrition Services Supervisor II	Dual	12-0063-5065	04/17/13	14
Nutrition Services Supervisor III	Dual	12-0064-5066	04/17/13	16
Senior Nutrition Services Worker	Dual	12-0059-5071	04/24/13	18



ELIGIBILITY LIST *maria Braunstein*

DATE: 4/18/12

TITLE: HVAC TECHNICIAN

Exam # 12-0056-5103

LANGUAGE:

TYPE: DUAL

EXAM STATISTICS:

LIST VALID: 04/26/12 – 04/26/13

Total Applications Received: 89

Total Invited to Exam: 45

(No. Passed 1 No. Failed 29 No. Withdrew 15 No. Screened Out 44)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
J. SCOTT KLAR	HVAC TECHNICIAN II	GARDEN GROVE UNIFIED SCHOOL DISTRICT	WHITE	MALE
WILLIAM LOCKNER	HVAC/R TECHNICIAN	NEWPORT MESA UNIFIED SCHOOL DISTRICT	WHITE	MALE

CERTIFIED TO BE CORRECT: *Paul Wernke* DATE: 4-19-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 4-26-12
RATIFICATION: _____ YES _____ NO

ELLIST 5/07



ELIGIBILITY LIST *Maria Braunstein*

DATE: 4/18/2012

TITLE: HEAD START INSTRUCTIONAL AIDE

Exam # 12-0049-0657
Type: DUAL

LANGUAGE: NONE

EXAM STATISTICS:

LIST VALID 4/25/12 – 4/25/13

Total Applications Received: 109

Total Invited To Exam: 58

(No. Passed 9 No. Failed 1 No. Withdrew 48 No. Screened Out 51)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
JUDY LONG	FAMILY SERVICES SUPERVISOR	LBUSD	WHITE	FEMALE
BEVERLY FOX	SENIOR INSTRUCTIONAL ASSISTANT	DOWNEY USD	WHITE	FEMALE

CERTIFIED TO BE CORRECT: *Erica Marmora* DATE: 4-19-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 4-26-12

RATIFICATION: _____ YES _____ NO

ELLIST 5/97



ELIGIBILITY LIST *Maria Braunstein*

DATE: 4/18/2012

TITLE: HEAD START INSTRUCTIONAL AIDE
SUBSTITUTES

Exam # 12-SUBS-0657
Type: DUAL

LANGUAGE: NONE

EXAM STATISTICS:

LIST VALID 4/25/12 – 4/25/13

Total Applications Received: 109

Total Invited To Exam: 58

(No. Passed 9 No. Failed 1 No. Withdrew 48 No. Screened Out 51)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
JUDY LONG	FAMILY SERVICES SUPERVISOR	LBUSD	WHITE	FEMALE
BEVERLY FOX	SENIOR INSTRUCTIONAL ASSISTANT	DOWNEY USD	WHITE	FEMALE

CERTIFIED TO BE CORRECT: *Lili M. Mena* DATE: 4-19-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 4-26-12

RATIFICATION: _____ YES _____ NO

ELLIST 5/97



ELIGIBILITY LIST *Maria Braunstein*

DATE: 4/16/12 TITLE: INTERMEDIATE NUTRITION SERVICES WORKER

Exam #12-0058-5058

LANGUAGE: NONE

TYPE: Dual Exam

EXAM STATISTICS:

LIST VALID 4/24/12 – 4/24/13

Total Applications Received: 238

Total Invited to Exam: 177

(No. Passed 114 No. Failed 34 No. Withdrew 29 No. Screened Out 61)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
	Written Exam Only			

CERTIFIED TO BE CORRECT: *Eric Mervino* DATE: 4-19-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 4-26-12

RATIFICATION: _____ YES _____ NO

ELLIST 5/07



ELIGIBILITY LIST *Maria Bramstein*

DATE: 4/6/2012

TITLE: LIBRARY MEDIA ASSISTANT

Exam # 12-0069-0465

Type: DUAL

LANGUAGE: NONE

EXAM STATISTICS:

LIST VALID 4/16/2012 – 4/16/2013

Total Applications Received: 204

Total Invited To Exam: 65

(No. Passed 19 No. Failed 34 No. Withdrew 12 No. Screened Out 139)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
SHAMIKA SIMPSON	LIBRARY MEDIA TECHNICIAN	LBCC	BLACK	FEMALE
NADINE CORREA	MEDIA CENTER ASSISTANT – H.S.	LOS ALAMITOS USD	WHITE	FEMALE
CHRISTINA YUEH	SENIOR LIBRARIAN	CITY OF MONTEREY PARK	ASIAN	FEMALE
GRECO VENEGAS	REFERENCE LIBRARIAN	CITY OF COMMERCE	HISPANIC	MALE

CERTIFIED TO BE CORRECT: *Sei G. Nomaho* DATE: 4-10-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 4-26-12

RATIFICATION: _____ YES _____ NO

ELLIST 5/97



ELIGIBILITY LIST *Maria Braunstein*

DATE: 4/10/12

TITLE: **NUTRITION SERVICES SUPERVISOR II**

Exam # 12-0063-5065

LANGUAGE: NONE

TYPE: DUAL

EXAM STATISTICS:

List Valid: 04/17/12 – 04/17/13

Total Applications Received: 18

Total Invited to Exam: 15

(No. Passed 10 No. Failed 3 No. Withdrew 2 No. Screened Out 3)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
Kathy Marquez	Supervisor Elementary Cafe	Los Alamitos	White	Female
Cheryl Yoder-Edney	Admin Dietitian (Retired)	Long Beach USD	White	Female
Renee Hobbensiefken	Nutrition Svcs Accounting Mgr	Long Beach USD	White	Female
Maria Sheets	Nutrition Svcs Supervisor III (Retired)	Long Beach USD	Black	Female

CERTIFIED TO BE CORRECT: *Said McManis* DATE: 4-10-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 4-26-12

RATIFICATION: _____ YES _____ NO

ELLIST 5/07



ELIGIBILITY LIST *Maria Braunstein*

DATE: 4/10/12

TITLE: NUTRITION SERVICES SUPERVISOR III

Exam # 12-0064-5066

LANGUAGE: NONE

TYPE: DUAL

EXAM STATISTICS:

List Valid: 04/17/12 – 04/17/13

Total Applications Received: 10

Total Invited to Exam: 10

(No. Passed 6 No. Failed 4 No. Withdrew 0 No. Screened Out 0)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
Kathy Marquez	Supervisor Elementary Cafe	Los Alamitos	White	Female
Cheryl Yoder-Edney	Admin Dietitian (Retired)	Long Beach USD	White	Female
Renee Hobbensiefken	Nutrition Svcs Accounting Mgr	Long Beach USD	White	Female
Maria Sheets	Nutrition Svcs Supervisor III (Retired)	Long Beach USD	Black	Female

CERTIFIED TO BE CORRECT: *Ellie McMahon* DATE: 4-10-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 4-26-12

RATIFICATION: _____ YES _____ NO

ELLIST 5/07



ELIGIBILITY LIST *maria Braunstein*

DATE: 04/16/12

TITLE: SENIOR NUTRITION SERVICES WORKER

Exam # 12-0059-5071

LANGUAGE: NONE

TYPE: Dual Exam

EXAM STATISTICS:

LIST VALID 4/24/12 – 4/24/13

Total Applications Received: 113

Total Invited to Exam: 82

(No. Passed 36 No. Failed 34 No. Withdrew 12 No. Screened Out 31)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
	WRITTEN EXAM ONLY			

CERTIFIED TO BE CORRECT: *John C. McManis* DATE: 4-17-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 4-26-12

RATIFICATION: _____ YES _____ NO

ELLIST 5/97