



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

June 9, 2011
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 May 26, 2011** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Revision of Personnel Commission Rule 7.1 (Second Reading)** Action
Probationary Status
 - 8.2 **Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.5 and 4.2.A.6** Restricted Action
 - 8.3 **Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.5 and 4.2.A.6** Restricted Action
 - 8.4 **Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7** Restricted Action
 - 8.5 **Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7** Restricted Action
 - 8.6 **Appeal of Disqualified Applicant** Restricted Action
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>
Custodian (Avalon)	Dual	11-0113-0139
Instructional Aide-Special (Avalon)	Dual	11-0115-0448
Intermediate Office		
Assistant-Schools (Avalon)	Dual	11-0114-3354
Lead Custodian	Prom	11-0111-0205
Nutrition Services Accounting Manager	Prom	11-0110-5162
Nutrition Services Worker (Avalon)	Dual	11-0116-5068
Pool Attendant	Dual	11-0112-0245

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>
Electrician	Dual	11-0096-0161	5/24/2012
HVAC Technician	Dual	11-0095-5103	6/10/2012

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on June 23, 2011 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 Public Employee Appointment: Executive Officer, Personnel Commission and Classified Employment

12.2 Performance Evaluation of the Acting Personnel Commission Administrator

13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for May 26, 2011

PAGE: 7.1.1 – 7.1.5

Date: June 9, 2011

Reason for
Consideration: Action

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

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:15 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

Marilyn Balmer, Acting Personnel Commission Administrator
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Maria Villalobos, Human Resources Technician
Ericka Emery, Human Resources Technician
Anne Follett, Human Resources Technician
Jan Medford, Human Resources Technician
Silaue Taeleifi, Human Resources Technician
Shelley Scott, Human Resources Technician
Esther Martinez, Human Resources Assistant
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; Elliot Moore, CSEA Site Rep Coordinator.

HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA
None

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REPORT FROM THE ACTING
PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM THE ACTING
PERSONNEL COMMISSION ADMINISTRATOR

Marilyn Balmer, Acting Personnel Commission Administrator, greeted those assembled and then provided an overview of the Classified Employee Week ice cream social event. She reported that over 400 classified employees attended. Ms. Balmer announced that two employees were selected as the District's Classified Employee of the Year. The winners were Sam Hill, Plant Supervisor II at Cubberley K-8 and Dianna Bisnar, Intermediate Office Assistant - Schools at Garfield Elementary.

Ms. Balmer reported she had the privilege last Thursday to participate in the AVID program mock interviews held at Wilson High School. The interviewers included Betty Ng, Financial Services Officer; Les Leahy, Business Services Administrator; Matt Woods, Executive Director, Information and Technology Systems and Ron Hoppe, Maintenance Director. They conducted mock interviews with students and provided feedback to students on interviewing techniques.

Ms. Balmer relayed the sad news of the passing of Silaue Taeleifi's father; Fetapai Letua, and suggested the Commission adjourn the meeting in the memory of Fetapai Letua.

Ms. Balmer asked the managers to give a brief update on their unit's activities. The staff managers gave brief reports to the Commission on the activities of their units.

Lastly, Ms. Balmer reported the 2011-2012 Commission budget was signed by the Superintendent and has been mailed to the Los Angeles County Office of Education.

HEARINGS

HEARINGS

None

MINUTES

MINUTES

Chairperson Mulkey asked if there were any questions or comments from the floor regarding the minutes and hearing none asked for a motion. Member Ulaszewski moved to approve the minutes of May 12, 2011. The motion was seconded by Vice-Chairperson Vaughan and passed unanimously.

CLASSIFICATION / RESTRUCTURE

CLASSIFICATION / RESTRUCTURE

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 recommends abolishment of the classification of Babysitting Advisor – CBETP. Ms. Leaming explained that the classification has been vacant since 2006.

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Babysitting Advisor – CBETP

Chairperson Mulkey asked for a motion. Member Ulaszewski moved to approve the report as presented. The motion was seconded by Vice-Chairperson Vaughan and passed unanimously.

RULE REVISION 7.1 FIRST READING

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Marilyn Balmer presented Rule 7.1 Probationary Status for first reading. Ms. Balmer asked Susan Leaming to summarize the report. Ms. Leaming reported that the proposed changes are to replace the terms "executive and administrative" with "management" and to remove the listing of management classifications. She explained that the list of classifications has not been updated since 1998 and 55% of the titles listed are no longer in existence. Therefore, Staff recommends revising the rule and removing the listing of classifications.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove two names from current eligibility lists per Personnel Commission Rule 4.2.A.7. The individuals, Garry W. Anderson and Eddie Byrd Jr., were not present. The Commission moved these items to Closed Session for discussion.

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. Vice-Chairperson Vaughan carried the motion and it was approved.

Title

Type

Number

Accounting Technician

Dual

11-0105-0750

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 Member Ulaszewski and passed unanimously.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Instructional Asst - Intensive Behavioral Treatment	Open Cont	11-0090-5035	11/26/2011
Kids' Club Lead Assistant	Dual	11-0081-0515	05/06/2012
Nutrition Services Operations and Training Specialist	Dual	11-0091-5062	05/17/2012
Supervisor – Autism Services	Open Cont	11-0050-5046	05/26/2012

OTHER ITEMS

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PRESENTATION OF PERSONNEL COMMISSION EMPLOYEE OF THE YEAR

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COMMISSION EMPLOYEE OF THE YEAR

Ms. Balmer explained that the Personnel Commission has a Staff Recognition Award Program that provides staff members the opportunity to receive recognition for their commitment to excellence, exemplary service and development of innovative and creative processes, program or projects. Each year the recipient of the award receives recognition by means of an individual award trophy and his/her name added to the permanent Personnel Commission Special Award Trophy displayed in the Commission Office.

Ms. Balmer stated that this year she solicited staff's input in the selection of the award winner by asking for nominations. She announced Adriana Araujo-Honorio, Staff Secretary, received the majority of staff's votes and is the recipient of the 2011 Staff Recognition Award. Ms. Balmer spoke at length about Ms. Araujo-Honorio's accomplishments and explained Ms. Araujo-Honorio exemplifies the term "team player" because she welcomes new challenges and responsibilities with a smile and a flexible attitude. Commissioners Mulkey, Ulaszewski and Vaughan along with Ms. Balmer, presented the Personnel Commission Employee of the Year plaque to Ms. Araujo-Honorio.

Chairperson Mulkey thanked and congratulated Ms. Araujo-Honorio and all classified employees for their hard work.

CSEA Chapter 2 President, Valeeta Pharr thanked the Commissioners for their support and mentioned that the ice cream social event was fabulous.

Chairperson Mulkey thanked CSEA for their contribution and donation towards the ice social event.

CLOSED SESSION

CLOSED SESSION

Chairperson Mulkey adjourned the regular meeting and went into Closed Session at 9:05 a.m. to discuss the items listed on the agenda, and the

recommendations to remove Garry W. Anderson and Eddie Byrd Jr. from current eligibility lists.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to open session at 10:38 a.m. The following reportable actions were taken during the Closed Session:

The Commission acted to remove Garry W. Anderson and Eddie Byrd Jr. from current eligibility lists.

The Commission selected a candidate for the vacant Executive Officer position, and will announce the name of the candidate pending a formal offer of employment and completion of the reference-checking process.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 9, 2011 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 10:39 a.m. in honor of Silaue Taeleifi's father; Fetapai Letua.

Respectfully submitted,

Signature on File in the Personnel Commission Offices

Marilyn Balmer
Acting Personnel Commission Administrator

MB/aa