



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

APRIL 17, 2014
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. ROLL

Linda Vaughan, Chairperson
Stacey Lewis, Vice-Chairperson
Terry Ulaszewski, Member

Present _____
Present _____
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 3, 2014 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 4.3.B None

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B Action

10. OTHER ITEMS

11. The next regular scheduled meeting of the Personnel Commission will be held on May 1, 2014 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

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: Personnel Commission Budget 2014-2015
Public Hearing

PAGE: 6.1.1- 6.1.3

Date: April 17, 2014

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 2014-2015 per Education Code 45253, take action to approve it and submit it to the County Superintendent of Schools for final approval.



Annual Budget of Personnel Commission

**Fiscal Year 2014 - 2015
(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

999 Atlantic Ave., Third Floor, Long Beach, CA 90813

(Place)

on April 17, 20 14 at 8:15 o'clock A M.

You are invited to attend and present your views.

Signed

Paul McMahon

Chairman or Director of Personnel Commission

Adopted Annual Budget of Personnel Commission

To: Los Angeles County
Office of Education

The

Date of meeting _____, 20____

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 _____, 20____

Personnel Commission Annual Budget

2014/2015

	2013/2014	2014/2015 Proposed	Explanation
Salaries	\$959,082	\$978,537	Reflects step advancements, longevity increments and 3% salary increase for 2013/2014.
Benefits	\$524,982	\$524,982	Benefits remain at the same level as the 2013/2014 fiscal year.
Operating/Supplies	\$103,946	\$103,946	No increase reflected.
Totals	\$1,588,010	\$1,607,465	

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for April 3, 2014

PAGES: 7.1.1 – 7.1.4

Date: April 17, 2014

Reason for
Consideration: Action

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

Chairperson Linda Vaughan 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

Linda Vaughan, Chairperson
Stacey Lewis, Vice-Chairperson
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Damaris Padilla, Human Resources Technician
Paula Smith, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator. Mary Cates, Human Resources Supervisor introduced the newest member of staff, Paula Smith, Human Resources Technician.

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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Dr. Gail McMahon, Executive Officer, explained agenda item 8.2 Revision to the Rules and Regulations of the Classified Service, Chapter XI, is being brought back to the Commission for their approval as it was accidentally listed as Chapter XII on the last agenda.

Executive Officer McMahon reported on her upcoming status of goals to the Board of Education. Dr. McMahon reported both goals have been completed. The first goal was to implement technology driven onboarding process for new hires. The second goal of creating a more efficient system to calculate seniority has been accomplished due to the collaboration between staff and Information Services. Dr. McMahon asked Susan Leaming, Personnel Analyst to provide a background on the hours based seniority calculation process. Ms. Leaming gave a background of the process and how it is has evolved over the years; from looking up each individual and manually calculating hours worked to the new innovative system developed with the assistance of Jana Charpentier, Senior Systems Analyst.

Marilyn Balmer, Personnel Analyst, reported the Recruitment and Testing staff is currently recruiting and testing for 15 positions. An additional 3 recruitments are scheduled to open soon. Ms. Balmer explained some of the more popular positions will be advertised for the required 15 days with applications only being accepted for the last two days. She also reported staff has been conducting NCLB (No Child Left Behind) testing for individuals working in the WRAP (Winners Reaching Amazing Potential) program. Over 100 individuals have participated in the testing. A unique element of this testing is that the exams must be hand scored as these individuals are not in the NEOGOV applicant tracking system.

Ms. Balmer reported she and Dr. McMahon attended a luncheon on taking training from the classroom to the computer. With employees increased workload it is difficult for employees to attend training. A solution is to provide internet based training which makes it convenient for employees to participate as they do not have to leave their worksite.

Mary Cates, Human Resources Supervisor, reported on staff activities including the processing of 810 for summer school assignments and the certification of Instructional Aide-Special list to sites to fill the many vacancies in the district. Ms. Cates also reported she is pleased that Ms. Paula Smith, Human Resources Technician, has joined the department. Ms. Smith has been assigned to the sub desk.

MINUTES

MINUTES

The Commission approved the minutes of the March 20, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion.

The motion carried. The vote was unanimous with all three members participating in the vote.

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

One of the specific requirements of Education Code 45260 is that "The Commission shall prescribe, amend and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness."

Commissioner Ulaszewski made a motion to approve the revision of the Rules and Regulations of the Classified Services, Chapter XI. Vice-Chairperson Lewis seconded the motion.

The motion carried. The vote was unanimous with all three members participating in the vote.

BULLETINS

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Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. It was moved by Vice-Chairperson Lewis to discuss the bulletins. Commissioner Ulaszewski seconded the motion. Vice-Chairperson Lewis asked if the recruitments that were only accepting applications for 2 days were clear about the application period. Ms. Balmer noted each bulletin clearly states the period an application will be received. It was moved by Vice-Chairperson Lewis to ratify the bulletins. Commissioner Ulaszewski seconded the motion.

The motion carried. The vote was unanimous with all three members participating in the vote.

Contract Manager	Dual	14-0079-0216
Health Assistant	Dual	14-0087-5170
Instructional Assistant - Gardening	Dual	14-0091-0460
Inventory Control Technician	Dual	14-0094-5126
Migrant Education Recruiter – Bilingual Spanish	Dual	14-0092-5180
Technology Services Inventory Technician	Dual	14-0093-5168

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.B, 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 Lewis moved for approval of the lists. The motion was seconded by Commissioner Ulaszewski.

The motion carried. The vote was unanimous with all three members participating in the vote. The following eligibility lists were approved.

Instructional Aide-Special	Open Continuous	14-0076-0448
List Valid: 4/01/14 – 4/01/15		
Total applications received: 113 Total invited to exam: 52		
No. Passed: 23 No. Failed: 8 No. Withdrew: 21 No. Screened Out: 61		

Kids' Club Supervisor I	Dual	14-0069-3266
List Valid: 3/24/14 – 3/24/15		
Total applications received: 120 Total invited to exam: 49		
No. Passed: 13 No. Failed: 15 No. Withdrew: 21 No. Screened Out: 71		

Kids' Club Supervisor II	Dual	14-0070-3267
List Valid: 3/24/14 – 3/24/15		
Total applications received: 45 Total invited to exam: 27		
No. Passed: 8 No. Failed: 9 No. Withdrew: 10 No. Screened Out: 18		

Kids' Club Supervisor III**Dual****14-0071-3268**

List Valid: 3/24/14 – 3/24/15

Total applications received: 41

Total invited to exam: 25

No. Passed: 5 No. Failed: 9 No. Withdrew: 11 No. Screened Out: 16

OTHER ITEMS

OTHER ITEMS

None

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 17, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 8:49 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1

Date: April 17, 2014

Reason for
Consideration: None

Personnel Commission Rule 4.3.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>
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None

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: April 17, 2014

Reason for
Consideration: Action

Personnel Commission Rule 5.1.B, states that the Executive Officer 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:

Computer Support Technician Dual 14-0083-5108
List Valid: 04/07/14 – 04/07/15
Total applications received: 71 Total invited to exam: 22
No. Passed: 3 No. Failed: 12 No. Withdrew: 7 No. Screened Out: 49

Instructional Aide-Special (Amended) Open Continuous 14-0075-0448
List Valid: 3/20/14 – 3/20/15
Total applications received: 114 Total invited to exam: 63
No. Passed: 23 No. Failed: 13 No. Withdrew: 27 No. Screened Out: 51

Intermediate Nutrition Services Worker Dual 14-0066-5058
List Valid: 4/14/14 – 4/14/15
Total applications received: 228 Total invited to exam: 140
No. Passed: 98 No. Failed: 20 No. Withdrew: 22 No. Screened Out: 88

Senior Nutrition Services Worker Dual 14-0067-5071
List Valid: 4/14/14 – 4/14/15
Total applications received: 91 Total invited to exam: 61
No. Passed: 31 No. Failed: 15 No. Withdrew: 15 No. Screened Out: 30

Records Office Assistant Dual 14-0073-0675
List Valid: 4/16/14 – 4/16/15
Total applications received: 1,121 Total invited to exam: 443
No. Passed: 216 No. Failed: 47 No. Withdrew: 180 No. Screened Out: 678

CERTIFIED TO BE CORRECT: Gail McMahon DATE: April 10, 2014