

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
May 9, 2019

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of April 25, 2019 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Employment Services Supervisor 4-5
2. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant 6-7
3. **RATIFY** job announcement bulletin for Technology Field Operations Supervisor 8-9
4. **APPROVE** the certification of Business Services Administrator eligibility list 19-0107-0427 established 05/02/2019 10
5. **APPROVE** the certification of Custodial Crew Supervisor eligibility list 19-0116-5245 established 05/01/2019 10
6. **APPROVE** the certification of Nutrition Services Supervisor I eligibility list 19-0097-5064 established 05/06/2019 10

7. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list 19-0098-5065 established 05/06/2019 10
8. **APPROVE** the certification of Nutrition Services Supervisor III eligibility list 19-0099-5066 established 05/06/2019 10
9. **APPROVE** the certification of Recreation Aide-WRAP Expanded Learning 19-0115-5261 established 05/02/2019 10

III. OLD BUSINESS
None

IV. NEW BUSINESS

1. **APPROVE** the Adoption of Resolution Regarding Classified Employee Week 11
2. Annual Election of Officers per P.C. Rule 2.6
3. **APPEAL** of disqualified applicant 38275823 12-27

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

May 23, 2019 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

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. (Government Code 54954.2 (a)).

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

MINUTES

Regular Meeting

April 25, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, April 25, 2019 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Linda Vaughan.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Gregg Robinson, Associate Personnel Analyst, Dale Culton, Certification Services Manager, Pamela Brackman, Senior Administrative Secretary; Mary Cates, Human Resources Supervisor.

GUESTS

Chester Davidson, CSEA Chapter 2 Vice President - Unit B

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by, Ms. Bender and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of April 11, 2019.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that he, along with fellow staff members Dale Culton, Certification Services Manager, and Susan Leaming, Personnel Analyst, participated in a job shadowing discussion panel at CSU Long Beach for students seeking Human Resource degrees. David Zaid of Employee Relations coordinated the meeting that included nine (9) college students.

Mr. Kato informed the Commission that planning continues for the annual Classified Employee Celebration on May 24 from 11:00 a.m. – 2:00 p.m. There will be limited parking available for volunteers, vendors, and dignitaries. A plan to shuttle employees from an off-site parking area is being arranged.

Gregg Robinson, Associate Personnel Analyst, informed the Commission that there are 28 open recruitments including five (5) recruitments to fill vacancies and substitute assignments in Avalon. Mr. Robinson also mentioned that he and Maria. Braunstein, Personnel Analyst, will be participating in the Long Beach Job and Resource Fair on May 9 at the Long Beach Convention Center.

Dale Culton, Certification Services Manager, informed the Commission that he had attended a meeting with High School Office Supervisors to designate walk-on coaches to specific sports instead of a generic titles. Mr. Culton also mentioned that layoff letters are being sent out per the approved actions from the last two Board of Education meetings.

Mary Cates, Human Resource Supervisor, informed the Commission staff continues to work on summer school classified staffing placements.

Susan Leaming, Personnel Analyst, updated the Commission that a draft of the Instructional Aide-Special class descriptions will be sent to all Instructional Aide-Specials for their review and feedback on May 6. Ms. Leaming also mentioned that the final two (2) CPR/First Aid sessions will be held on Friday, May 3rd at the Teacher Resource Center.

CONSENT AGENDA

A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify items 1-8 and approve items 9-13 on the Consent Agenda to include the corrected errors on the eligibility list.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

1. **RATIFY** job announcement bulletin for Bus Driver-Catalina Island
2. **RATIFY** job announcement bulletin for Campus Security Officer-Avalon
3. **RAFIFY** job announcement bulletin for Custodian-Avalon
4. **RAFIFY** job announcement bulletin for Health Assistant-Avalon
5. **RAFIFY** job announcement bulletin for Instructional Aide-Special
6. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II-Avalon

7. **RATIFY** job announcement bulletin for Nutrition Services Worker-Avalon
8. **RATIFY** job announcement bulletin for Recreation Aide-Avalon
9. **APPROVE** the certification of Area Custodial Manager eligibility list 19-0106-0600 established 4/18/2019
10. **APPROVE** the certification of Electrician eligibility list 19-0111-0161 established 4/16/2019
11. **APPROVE** the certification of Electronics Technician eligibility list 19-0112-0110 established 4/18/2019
12. **APPROVE** the certification of Instructional Aide Special eligibility list 19-0118-0448 established 4/18/2019
13. **APPROVE** the certification of Maintenance Manager eligibility list 19-0105-0567 established 4/18/2019

OLD BUSINESS None

NEW BUSINESS None

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 9, 2019 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION The Personnel Commission retired into closed session at 8:30 a.m. No reportable Actions were taken.

OPEN SESSION The Personnel Commission returned to open session at 8:48 a.m. No reportable actions were taken.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:50 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

EMPLOYMENT SERVICES SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, May 13, 2019

JOB INFORMATION:

Permanent 12-month position. Position is a 100% FTE (8 hours per day). Current vacancy is located at Personnel Commission.

JOB SUMMARY:

Under general direction, plan, oversee and participate in the review and processing of documents relating to the employment of classified, limited term, and exempt employees; serve as a resource to school sites, staff and other departments regarding employment and personnel issues; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate's degree with course work in business administration, human resources or a related field.

EXPERIENCE:

Three years of human resources experience including some experience in a lead or supervisory capacity.

OR

Three years of experience as a Human Resources Technician or Credential Services Specialist with the Long Beach Unified School District.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

Positions in this classification require the use of a personal automobile and possession of a valid California driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

SALARY RANGE HOURLY:

START:	\$26.09
6 MONTHS:	\$27.52
1 ½ YEARS:	\$29.04
2 ½ YEARS:	\$30.63

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline: (562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0126-5250 MB

LBUSD employees, please see reverse side for important information.

Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

A professional growth incentive shall be added to the composite score of each promotional candidate competing in a promotional examination or dual certification examination. The professional growth incentive shall be one point for each year within a two year period in which the applicant has successfully completed classes, training or seminars which would enhance his/her knowledge, skills and abilities in the promotional classification. A maximum of two (2) professional growth incentive points can be earned. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE ACCOUNTING ASSISTANT

FINAL FILING DATE:

4:30 p.m., Wednesday, May 22, 2019

Applications will be accepted online only from:

Thursday, May 16, 2019 to Wednesday, May 22, 2019

JOB INFORMATION:

The current vacancy is for two (2) 10-month flex, 220 days, 100% FTE (8 hours per day) positions located at Nutrition Services.

JOB SUMMARY:

Under general supervision, review, verify and maintain accounting, financial and statistical records; perform varied clerical work in processing accounting transactions; to record and maintain employee attendance sheets; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable

EXPERIENCE:

Two years of full-time financial or statistical record keeping work.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities may be considered.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, 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.

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.

SALARY RANGE HOURLY:

START:	\$20.88
6 MONTHS:	\$22.02
1 ½ YEARS:	\$23.24
2 ½ YEARS:	\$24.51
3 ½ YEARS:	\$25.86

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0138-0755 VO

LBUSD employees, please see reverse side for
important information.

Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

TECHNOLOGY FIELD OPERATIONS SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, May 6, 2019

JOB INFORMATION:

Permanent 12-month position. Position is a 100% FTE (8 hours per day). Current vacancy is located at Information Services.

JOB SUMMARY:

Under general direction, plan, oversee and participate in the District's technology support field operations including the installation, maintenance and repair of computers and peripherals, audio/visual equipment and systems, Voice-over-IP (VoIP), telecommunications, and systems such as fire, clock, bell, and security systems; train and supervise assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in computer science, information technology, business administration or a closely related field.

EXPERIENCE:

Four years of experience involving installation, maintenance and repair in one or more of the following areas including some experience in a lead or supervisory capacity:

Computers and peripherals
Digital audio/visual equipment and systems
Voice-over-IP (VoIP) and telecommunications
Systems such as fire, clock, bell and security systems in a networked environment.

Experience in an educational environment is preferred.

Two years of additional experience may be substituted for two years of the higher education.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered

SPECIAL REQUIREMENTS:

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

Applications for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

SALARY RANGE HOURLY:

START: \$41.37
6 MONTHS: \$43.65
1 ½ YEARS: \$46.05
2 ½ YEARS: \$48.58

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0140-5249 MB

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 10

Date: May 9, 2019

Reason for
Consideration: Approval

BUSINESS SERVICES ADMINISTRATOR

DUAL

19-0107-0427

List Valid: 05/02/19-05/02/20

Total Applications Received: 37

No. Passed: 3 No. Failed: 13

Total Invited to Exam: 3

No. Withdrew: 0

No. Screened Out: 21

CUSTODIAL CREW SUPERVISOR

OPEN

19-0116-5245

List Valid: 05/01/19-05/01/20

Total Applications Received: 48

No. Passed: 5 No. Failed: 7

Total Invited to Exam: 25

No. Withdrew: 13

No. Screened Out: 23

CUSTODIAL CREW SUPERVISOR

PROMOTIONAL

19-0116-5245

List Valid: 05/01/19-05/01/20

Total Applications Received: 29

No. Passed: 7 No. Failed: 9

Total Invited to Exam: 23

No. Withdrew: 7

No. Screened Out: 6

NUTRITION SERVICES SUPERVISOR I

DUAL

19-0097-5064

List Valid: 05/06/19-05/06/20

Total Applications Received: 41

No. Passed: 14 No. Failed: 9

Total Invited to Exam: 23

No. Withdrew: 0

No. Screened Out: 18

NUTRITION SERVICES SUPERVISOR II

DUAL

19-0098-5065

List Valid: 05/06/19-05/06/20

Total Applications Received: 38

No. Passed: 15 No. Failed: 8

Total Invited to Exam: 27

No. Withdrew: 4

No. Screened Out: 11

NUTRITION SERVICES SUPERVISOR III

DUAL

19-0099-5066

List Valid: 05/06/19-05/06/20

Total Applications Received: 23

No. Passed: 7 No. Failed: 8

Total Invited to Exam: 18

No. Withdrew: 3

No. Screened Out: 5

RECREATION AIDE-WRAP EXPANDED LEARNING

OPEN/CONTINUOUS

19-0115-5261

List Valid: 05/02/19-05/02/20

Total Applications Received: 23

No. Passed: 7 No. Failed: 1

Total Invited to Exam: 18

No. Withdrew: 10

No. Screened Out: 5

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Adoption of Resolution regarding
Classified School Employee Week

PAGE: 11

Date: May 9, 2019

Reason for
Consideration: Approval

**RESOLUTION
CLASSIFIED SCHOOL EMPLOYEE WEEK**

- WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and
- WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and
- WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and
- WHEREAS, the Chapter 2 of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and
- WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and
- WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it
- RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 19 - 25, 2019 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Sheryl Bender
Member

Linda Vaughan
Chairperson
Personnel Commission

Terry Ulaszewski
Vice-Chairperson

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 12-27

Date: May 9, 2019

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A 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 the following reason:

4.2.A.8 – “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 and has not responded. If the appellant is present and requests the matter be discussed in closed 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.