

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
March 14, 2019

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order – Linda Vaughan
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 February 28, 2019 1-4
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 Custodial Crew Supervisor 5-6
2. **APPROVE** the certification of Nutrition Services Worker - Avalon eligibility list 19-0063-5068 established 2/15/2019 7
3. **APPROVE** the certification of Instructional Aide-Special – Avalon eligibility list 19-0062-0448 established 2/28/2019 7
4. **APPROVE** the certification of Custodian – Avalon eligibility list 19-0064-0139 established 02/28/2019 7
5. **APPROVE** the certification of Recreation Aide – Avalon eligibility list 19-0073-5255 established 02/28/2019 7

6. **APPROVE** the certification of School/Community Liaison BL Spanish eligibility list 19-0037-5178 established 3/6/2019 7

7. **APPROVE** the certification of Instructional Aide-Special eligibility list 19-0085-0448 established 3/5/2019 7

III. OLD BUSINESS
None

IV. NEW BUSINESS

1. **APPEAL** of disqualified applicant 35136300

2. **APPEAL** of disqualified applicant 8217687

3. **APPEAL** of disqualified applicant 38781211

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

March 28, 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

February 28, 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, February 28, 2019 at 8:17 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 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; Maria Braunstein, Personnel Analyst; Gregory Robinson, Associate Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resource Technician; Oralia Leyva Leonor, Human Resource Technician; Connie Ballew, Senior Administrative Secretary (Retired).

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Gilbert Bonilla, CSEA Chapter 2 President; Chester Davidson, CSEA Chapter 2 Vice President - Unit B; and Tai Felder, Poly High School.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of February 14, 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 last Saturday he presented two subjects at the Merit Academy on the Brown Act and Parliamentary Procedures.

Mr. Kato informed the Commission that the Personnel Commission is working to update the video shown at the Classified New Employee Orientation sessions to include new board members and administrators.

Maria Braunstein, Personnel Analyst, informed the Commission that Recruitment and Testing continues to work on many recruitments in varying stages of completion.

Ms Braunstein announced the return of Oralia Leyva Leonor, Human Resource Technician, to the Personnel Commission. In her new role, Ms. Leonor will work with the recruitment, testing and certification of Instructional Aide – Specials.

Dale Culton, Certification Services Manager, mentioned there are 80 Instructional Aide - Special 3.8 hour vacancies and that Ms. Leonor will be working to decrease the number of vacancies as soon as possible.

Mary Cates, Human Resources Supervisor, informed the Commission the summer employment dates for the School Enrichment and Learning (SEAL) program are June 24, 2019 to July 19, 2019 for all elementary and middle school sites. The dates for the comprehensive high schools are June 24, 2019 to July 26, 2019. The summer employment website is up and applications are available through the employee portal February 5 through 4:30 pm March 15, 2019. Ms. Cates noted that computer kiosks are available in the Personnel Commission's lobby for employees to submit online summer employment applications. Ms. Cates also gave kudos to Personnel Commission staff for all their hard work on recent projects.

Susan Leaming, Personnel Analyst, notified the Commission that a CalPERS Planning Your Retirement Workshop will be held on Tuesday, March 5, 2019 in the auditorium. Ms. Leaming also provided the Commission an update on the Instructional Aide - Special job study. So far four (4) focus groups have been held with Instructional Aide – Specials across the District, and the feedback from the groups has been positive.

Sheryl Bender, Personnel Commissioner, stated that she attended the Merit Academy and congratulated Mr. Kato on providing excellent presentations on both subject matters.

CONSENT AGENDA

After discussion, a motion was made by Mr. Ulaszewski, and seconded by Ms. Bender, and the motion carried to ratify and approve the Consent Agenda items 1-23.

1. **RATIFY** job announcement bulletin for Instructional Aide-Deaf/Hard of Hearing
2. **RATIFY** job announcement bulletin for Business Services Administrator

3. **RATIFY** job announcement bulletin for Business Services Director
4. **RATIFY** job announcement bulletin for Maintenance Director
5. **RATIFY** job announcement bulletin for Operations Director
6. **RATIFY** job announcement bulletin for Electronics Technician
7. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I
8. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II
9. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III
10. **RATIFY** job announcement bulletin for Maintenance Manager
11. **RATIFY** job announcement bulletin for Area Custodial Manager
12. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 19-0079-5261 established 1/24/2019
13. **APPROVE** the certification of Fiscal Services Analyst eligibility list 19-0054-5173 established 2/05/2019
14. **APPROVE** the certification of Recreation Leader - WRAP eligibility list 19-0076-5262 established 2/08/2019
15. **APPROVE** the certification of Building Maintenance Worker eligibility list 19-0049-0625 established 1/29/2019
16. **APPROVE** the certification of Building Maintenance Worker/Driver eligibility list 19-0030-0880 established 2/12/2019
17. **APPROVE** the certification of School Safety Officer eligibility list 19-0069-5014 established 2/19/2019
18. **APPROVE** the certification of Grounds Crew Supervisor eligibility list 19-0048-0605 established 2/20/2019
19. **APPROVE** the certification of Nutrition Services Payroll Technician eligibility list 19-0052-5208 established 2/6/2019
20. **APPROVE** the certification of Nutrition Services Worker eligibility list 18-0105-5068 established 1/15/2019
21. **APPROVE** the certification of Recreation Aide – WRAP eligibility list 19-0088-5261 established 2/15/2019

22. **APPROVE** the certification of Senior Administrative Secretary eligibility list 19-0039-3362 established 2/20/2019
23. **APPROVE** the certification of Heavy Truck Driver eligibility list 19-0044-0187 established 1/15/2019

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

OLD BUSINESS	None
NEW BUSINESS	None
OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 14, 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 8:31 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:10 a.m. and no reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:11 a.m.



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

CUSTODIAL CREW SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Friday, March 22, 2019

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

Permanent-12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located at Polytechnic HS.

JOB SUMMARY:

Under general supervision, plan supervise and participate in custodial crew activities at an assigned comprehensive high school or a restroom or kitchen crew; assure buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of custodial crew; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Two years of custodial experience or one year of experience as a Lead Custodian in 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:

(1) Positions in this classification require possession of a valid California Class C driver's license and are 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.

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:	\$21.57 ✓
6 MONTHS:	\$22.76 ✓
1 ½ YEARS:	\$24.01 ✓
2 ½ YEARS:	\$25.33 ✓

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, 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

Promo Exam 19-0116-5245 OL

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.

The maximum attendance and/or professional growth incentive points a promotional candidate may earn is a total of five (5) points. Promotional candidates are responsible for providing proof of their attendance and/or completion of classes, training and seminars at the time of application but in no event no later than the application deadline. In circumstances in which there are multiple instances of sick leave use for FMLA, CFRA and IA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 7

Date: February 28, 2019

Reason for
Consideration: Approval

NUTRITION SERVICES WORKER – AVALON

List Valid: 2/26/19-2/26/20

Total Applications Received: 11

No. Passed: 1 No. Failed: 0

INSTRUCTIONAL AIDE-SPECIAL – AVALON

List Valid: 3/8/19-3/8/20

Total Applications Received: 13

No. Passed: 4 No. Failed: 0

RECREATION AIDE - AVALON

List Valid: 3/3/19-3/8/20

Total Applications Received: 5

No. Passed: 4 No. Failed: 0

CUSTODIAN - AVALON

List Valid: 3/8/19-3/8/20

Total Applications Received: 31

No. Passed: 1 No. Failed: 0

SCHOOL/COMMUNITY LIAISON BL SPANISH

List Valid: 3/14/19-3/14/20

Total Applications Received: 63

No. Passed: 17 No. Failed: 4

INSTRUCTIONAL AIDE-SPECIAL

List Valid: 3/13/19-3/13/20

Total Applications Received: 77

No. Passed: 6 No. Failed: 1

OPEN EXAMINATION

19-0063-5068

Total Invited to Exam: 5

No. Withdrew: 4

No. Screened Out: 6

OPEN

19-0062-0448

Total Invited to Exam: 5

No. Withdrew: 1

No. Screened Out: 8

OPEN

19-003-5255

Total Invited to Exam: 5

No. Withdrew: 1

No. Screened Out: 0

DUAL

19-0064-0139

Total Invited to Exam: 10

No. Withdrew: 9

No. Screened Out: 21

DUAL

19-0037-5178

Total Invited to Exam: 32

No. Withdrew: 11

No. Screened Out: 31

OPEN CONTINUOUS

19-0085-0448

Total Invited to Exam: 13

No. Withdrew: 6

No. Screened Out: 64

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 8-38

Date: March 14, 2018

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 39-48

Date: March 14, 2018

Reason for
Consideration: Restricted Action

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 49-57

Date: March 14, 2018

Reason for
Consideration: Restricted Action

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