

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

REGULAR MEETING AGENDA

Regular Meeting  
Building B, Room 29  
December 19, 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 December 5, 2019
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

1-4

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Plant Supervisor I 5-6
2. **RATIFY** job announcement bulletin for Plant Supervisor II 7-8
3. **APPROVE** the certification of Educare Family Support Specialist-Spanish Bilingual eligibility list 20-0060-5204 established 12/17/2019 9-10
4. **APPROVE** the certification of Educare Family Support Specialist eligibility list 20-0061-5203 established 12/17/2019 9-10
5. **APPROVE** the certification of Recreation Aide-WRAP eligibility list 20-0047-5261 established 12/19/2019 9-10
6. **APPROVE** the certification of Recreation Aide-Kids' Club eligibility list 20-0046-5257 established 12/19/2019 9-10

7. **APPROVE** the certification of ASB Financial Technician eligibility list 20-0053-0751 established 12/20/2019 9-10

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **APPROVE** the recommendation to remove from eligibility list ID 36119639 11-30
2. **APPROVE** the recommendation to remove from eligibility list ID 39980164 31-50
3. **APPEAL** of disqualified Applicant ID 0020264 51-62

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

January 16, 2020 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

December 5, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, December 5, 2019 at 9:32 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, Sheryl Bender.

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; Dale Culton, Certification Services Manager; Gregg Robinson, Associate Personnel Analyst; Connie Ballew, Acting Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Alejandra Torres, Human Resources Technician; Andrea Armas, Human Resources Technician; Oralia Leyva, Human Resources Technician; Susan Brister, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; and Aaron Dominguez, Human Resources Technician.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President.

MINUTES OF REGULAR  
MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of November 21, 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 the re-appointment of Commissioner Linda Vaughan will be presented at the Board of Education meeting on December 18, 2019.

Gregg Robinson, Associate Personnel Analyst reported that there are 45 recruitments in progress including 17 continuous recruitments. Mr. Robinson also reported that ten recruitments have closed in the last two weeks, resulting in ten eligibility lists.

Jesus Rios Jr., Employment Services Supervisor, thanked his staff for all of their hard work and mentioned that he has been receiving positive feedback from sites regarding the timely responsiveness of staff.

Susan Leaming, Personnel Analyst, reported that the Instructional Aide-Special job family study will be brought forward to the Commission for approval at the December 19, 2019 meeting.

Ms. Leaming announced there are two sessions of CPR/First Aid certification scheduled on December 13, 2019 at the Teacher Resource Center (TRC) and that openings are still available for both sessions.

Vanessa Ortiz, Human Resources Technician, shared she is collecting donations for the holidays on behalf of two organizations, Long Beach Unified School District's Mary McLeod Bethune Transitional Center and Operation Gratitude. Mr. Kato thanked Ms. Ortiz for bringing forward opportunities to donate to those in need and for coordinating the donation efforts.

## CONSENT AGENDA

After discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify item 1 and approve items 2-6 on the Consent Agenda.

<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 Instructional Aide-Educare
2. **APPROVE** the certification of Water-Boiler Treatment Specialist eligibility list 20-0005-3299 established 11/21/2019
3. **APPROVE** the certification of Child Care Worker eligibility list 20-0048-5258 established 11/21/2019
4. **APPROVE** the certification of Instructional Aide Special eligibility list 20-0051-0048 established 11/21/2019
5. **APPROVE** the certification of Elementary School Office Supervisor eligibility list 20-0049-3345 established 11/12/2019
6. **APPROVE** the certification of Nutrition Services Worker eligibility list 20-0038-5068 established 11/20/2019

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Reallocation of a Classification

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

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, December 19, 2019 at 8:00 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 9:43 a.m.

The Personnel Commission returned to open session at 10:42 a.m. and no reportable action was taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 10:42 a.m.



# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

## PLANT SUPERVISOR I

### FINAL FILING DATE:

4:30 p.m., Tuesday, December 18, 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). Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial activities at an assigned large middle school, K-8 school, elementary school, or other assigned District site; assure buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school.

#### 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.

#### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

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: \$22.00  
6 MONTHS: \$23.21  
1 ½ YEARS: \$24.49  
2 ½ YEARS: \$25.84

### 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/](http://www.lbschools.net/Departments/Personnel_Commission/)

**WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER**

Promo Exam 20-0084-5026 AA

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 case by case basis by the administrator of the Personnel Commission.*



# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

## PLANT SUPERVISOR II

### FINAL FILING DATE:

4:30 p.m., Tuesday, December 18, 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). Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial activities at an assigned large middle school, K-8 school, elementary school, or other assigned District site; assure buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school.

#### EXPERIENCE:

Three years of custodial experience including one year of experience in a supervisory capacity or one year of experience as a Plant Supervisor I 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.

#### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

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

### SALARY RANGE HOURLY:

START: \$23.87  
6 MONTHS: \$25.19  
1 ½ YEARS: \$26.57  
2 ½ YEARS: \$28.03

### APPLICATION:

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### 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.

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Promo Exam 20-0085-5027 AA

LBUSD employees, please see reverse side for important information.

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**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.*

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LONG BEACH UNIFED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 9-10

Date: December 19, 2019

Reason for Consideration: Approval

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**EDUCARE FAMILY SUPPORT SPECIALIST-BL SP**

**DUAL**

**20-0060-5204**

List Valid: 12/17/19-12/17/20

Total Applications Received: 32

No. Passed: 5

No. Failed: 1

Total Invited to Exam: 7

No. Withdrew: 1

No. Screened Out: 25

**EDUCARE FAMILY SUPPORT SPECIALIST**

**DUAL**

**20-0061-5203**

List Valid: 12/17/19-12/17/20

Total Applications Received: 74

No. Passed: 15

No. Failed: 5

Total Invited to Exam: 23

No. Withdrew: 3

No. Screened Out: 51

**RECREATION AIDE-WRAP**

**OPEN CONTINUOUS**

**20-0047-5261**

List Valid: 12/19/19-12/19/20

Total Applications Received: 18

No. Passed: 5

No. Failed: 0

Total Invited to Exam: 17

No. Withdrew: 12

No. Screened Out: 1

**RECREATION AIDE-KIDS' CLUB**

**OPEN CONTINUOUS**

**20-0046-5257**

List Valid: 12/19/19-12/19/20

Total Applications Received: 30

No. Passed: 12

No. Failed: 0

Total Invited to Exam: 29

No. Withdrew: 17

No. Screened Out: 1

**ASB FINANCIAL TECHNICIAN**

**DUAL**

**20-0053-0751**

List Valid: 12/20/19-12/20/20

Total Applications Received: 50

No. Passed: 3

No. Failed: 15

Total Invited to Exam: 25

No. Withdrew: 7

No. Screened Out: 25





Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Appeal of a Disqualified Applicant      PAGES: 51-62

Date: December 19, 2019      Reason for  
Consideration: Action

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Personnel Commission Rules provide that applicants, candidates or eligibles may be disqualified from an examination process for:

Rule 4.2.A.1 - Failure to meet the general qualifications of Rule 4.1.B

Rule 4.1.B.2 – Applicants must meet all requirements specified as the minimum qualifications established for the class.

Staff submits the appeal of a disqualified applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by mail and has 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 consider the appeal and act as it deems appropriate.

Because of the sensitive and confidential nature of the reference material on this agenda item, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.