

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
August 29, 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 August 15, 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 Contract Analyst 5-6
2. **RATIFY** job announcement bulletin for Instructional Aide – Educare BL Spanish 7-8
3. **RATIFY** job announcement bulletin for Purchasing Assistant 9-10
4. **RATIFY** job announcement bulletin for Senior Accounting Assistant 11-12
5. **APPROVE** the certification of Carpenter eligibility list 20-0004-0114 established 08/22/2019 13
6. **APPROVE** the certification of Instructional Assistant-School for Adults eligibility list 20-0002-0766 established 08/29/2019 13
7. **APPROVE** the certification of Recreation Aide list 20-0015-5255 established 08/30/2019 13

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|--------------------------|--|-------|
| 8. | APPROVE the certification of Recreation Aide – Kids' Club list 20-0008-5257 established 08/30/2019 | 13 |
| 9. | APPROVE the certification of Recreation Aide - WRAP list 20-0014-5261 established 08/30/2019 | 13 |
| 10. | APPROVE the certification of School Safety Officer eligibility list 20-0009-5014 established 08/21/19 | 13 |
| 11. | APPROVE the certification of School Safety Officre eligibility list 19-0147-5014 established 08/21/2019 | 13 |
| 12. | APPROVE the certification of Speech – Language Pathology Assistant eligibility list 19-0136-5024 established 08/22/2019 | 14 |
| III. OLD BUSINESS | | |
| | None | |
| IV. NEW BUSINESS | | |
| 1. | APPROVE the Revisions to the Rules and Regulations of the Classified Service | 15-16 |
| V. OTHER ITEMS | | |
| VI. NEXT REGULAR MEETING | | |
| | September 12, 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

August 15, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Vice-Chairperson, on Thursday, August 15, 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 Vice-Chairperson, Linda Vaughan.

ROLL

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

Present: Linda Vaughan
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Judith Alonso, Human Resources Assistant; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Aaron Dominguez, Human Resources Technician; Gregg Robinson, Associate Personnel Analyst; Jesus Rios Jr., Employment Services Supervisor.

GUESTS

None

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of August 1, 2019.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that employees are returning back to their sites on August 19th and school resumes on August 28th. In addition, the District Manager's Meeting with the Superintendent is scheduled for Monday, August 19, 2019.

Gregg Robinson, Associate Personnel Analyst, informed the Commission that the Recruitment and Testing team has been very busy preparing for the next school year with 27 recruitments and plans to open up another 11 in the next week or so. In addition, New Employee Orientations were completed at the Teacher Resource Center (TRC) for the Recreation Aide groups. It was a big undertaking, having had 370 employees attend over 12 different sessions. Judy Alonso, Human Resources Assistant, was instrumental in making sure all the invitations were sent and that there was coordination with the food and other materials to the off campus location. Ashleigh Fernando, Human Resources Assistant, also assisted Mrs. Alonso for a few sessions.

Dale Culton, Certification Services Manager, informed the Commission that there were IA-Special interviews conducted yesterday and both substitute and permanent positions were offered. In addition, contact is being made at sites to verify Recreation Aide and Child Care Worker vacancies that were previously requested. Anne Follett, Human Resources Technician is working on filling Office Supervisor vacancies and Aaron Dominguez, Human Resources Technician is placing substitutes at school sites so they are fully staffed before school resumes. Mr. Culton then introduced Jesus Rios Jr. to Linda Vaughan, Vice-Chairperson as the new Employee Services Supervisor. Mr. Rios thanked staff for their work on filling vacancies and substitutes, making sure sites are best prepared for the new school year.

CONSENT AGENDA

A motion was made by Ms. Vaughan, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify items 1-11 and approve items 12-19 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Administrator, K-16 Collaborations & External Programs
2. **RATIFY** job announcement bulletin for Business Development and Marketing Specialist
3. **RATIFY** job announcement bulletin for Human Resources Technician
4. **RATIFY** job announcement bulletin for Human Resources Technician Revised
5. **RATIFY** job announcement bulletin for Instructional Aide-Special – BL Spanish
6. **RATIFY** job announcement bulletin for Laborer
7. **RATIFY** job announcement bulletin for Staff Secretary

8. **RATIFY** job announcement bulletin for Staff Secretary-BL Spanish
9. **RATIFY** job announcement bulletin for Staff Secretary Revised
10. **RATIFY** job announcement bulletin for Staff Secretary-BL Spanish Revised
11. **RATIFY** job announcement bulletin for WaterBoiler Treatment Specialist
12. **APPROVE** the certification of Heavy Truck Driver eligibility list 19-0153-0187 established 08/15/2019
13. **APPROVE** the certification of Instructional Aide Special eligibility list 20-0006-0448 established 08/15/2019
14. **APPROVE** the certification of Intermediate Payroll Accounting Technician eligibility list 19-0145-0756 established 08/08/2019
15. **APPROVE** the certification of Plant Utilities Operator eligibility list 19-0135-3308 established 08/09/2019
16. **APPROVE** the certification of Risk Management Insurance Coordinator eligibility list 19-0151-5171 established 08/15/2019
17. **APPROVE** the certification of School Data Technician eligibility list 19-0154-3360 established 08/15/2019
18. **APPROVE** the certification of Senior Health Assistant eligibility list 19-0137-5174 established 08/16/2019
19. **APPROVE** the certification of Senior Payroll Accounting Technician eligibility list 19-0146-0762 established 08/08/2019

OLD BUSINESS None

NEW BUSINESS None

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 29, 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.

OPEN SESSION The Personnel Commission returned to open session at 8:40 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:40 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

CONTRACT ANALYST

FINAL FILING DATE:

4:30 p.m., Monday, September 9, 2019

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, perform a variety of analytical duties in support of District contract administration activities; analyze, write and review District contracts for goods and services, leasing and real estate documentation; prepare and maintain a variety of records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in contract management, public administration, business administration or a related field.

EXPERIENCE:

Two years of experience involving the writing of specifications and the processing of contracts, leases, real estate and purchasing documents. Experience within an educational or governmental agency is preferred.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license. (2) May be required to travel from one location to another.

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: \$29.70
6 MONTHS: \$31.33
1 ½ YEARS: \$33.06
2 ½ YEARS: \$34.87
3 ½ YEARS: \$36.79

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

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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 20-0025-0624 SO

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

INSTRUCTIONAL AIDE - EDUCARE BL SPANISH

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE (8 hours per day). Eligibility List is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general and reflective supervision, assist Educare teachers in providing quality, comprehensive child development services to children and families; assist teachers in case managing specific needs with families, advocating for parents and encouraging parent involvement in the program; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent and one of the following valid Child Development Permit issued by the California Commission on Teacher Credentialing:

- Child Development Associate Teacher Permit
- Child Development Teacher Permit
- Child Development Master Teacher Permit
- Child Development Site Supervisor Permit
- Child Development Program Director Permit

An Associate's degree in Early Childhood Education, Child Development or a related field is preferred.

EXPERIENCE:

Six months of experience working in an early childhood program.

SPECIAL REQUIREMENTS:

(1) To remain employed in this classification, an incumbent must meet the respective Child Development Permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (2) Positions in the Instructional Aide – Educare, BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test.

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:	\$16.35
6 MONTHS:	\$17.26
1 ½ YEARS:	\$18.20
2 ½ YEARS:	\$19.20
3 ½ YEARS:	\$20.26

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.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Continuous 20-0027-5206 OL

LBUSD employees, please see reverse side for important information.

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

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Guidelines:

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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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CLASSIFIED EMPLOYMENT OPPORTUNITY

PURCHASING ASSISTANT

FINAL FILING DATE:

Application deadline: 4:30 p.m., Wednesday, September 4, 2019
Applications will be accepted: August 30, 2019 – September 4, 2019

JOB INFORMATION:

Permanent 12 months position. Position is a 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, perform complex and varied clerical support duties related to the purchasing of supplies, materials, food, equipment and services for the District; prepare and maintain a variety of records, logs and files; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Two years of clerical experience, preferably involving purchasing of supplies, contracts or basic accounting.

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

SPECIAL REQUIREMENTS:

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.

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:	\$20.31
6 MONTHS:	\$21.43
1 ½ YEARS:	\$22.62
2 ½ YEARS:	\$23.86
3 ½ YEARS:	\$25.17

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VIII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0026-5129 AA

LBUSD employees, please see reverse side for
important information.

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR ACCOUNTING ASSISTANT

FINAL FILING DATE:

4:30 p.m., Monday, September 9, 2019

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). This list will be used to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, take the lead and/or perform difficult and specialized clerical accounting, financial and statistical work in identifying discrepancies and correcting accounting records, documents and reports; make journal entries and reports and reconcile and balance accounts; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.

EXPERIENCE:

Three years of full-time financial or statistical record keeping work, one of which is preferably in a public agency.

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

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SALARY RANGE HOURLY:

START:	\$22.64
6 MONTHS:	\$23.89
1 ½ YEARS:	\$25.20
2 ½ YEARS:	\$26.59
3 ½ YEARS:	\$28.06

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0028-0760 SO

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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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.*

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

PAGES: 13-14

Date: August 29, 2019

Reason for Consideration: Approval

CARPENTER

DUAL EXAMINATION

20-0004-0114

List Valid: 08/22/19-08/22/20

Total Applications Received: 25

No. Passed: 2

No. Failed: 3

Total Invited to Exam: 8

No. Withdrew: 3

No. Screened Out: 17

INSTRUCTIONAL ASSISTANT-SCHOOL FOR ADULTS

DUAL EXAMINATION

20-0002-0766

List Valid: 08/29/19-08/29/20

Total Applications Received: 72

No. Passed: 6

No. Failed: 6

Total Invited to Exam: 17

No. Withdrew: 5

No. Screened Out: 55

RECREATION AIDE

OPEN CONTINUOUS

20-0015-5255

List Valid: 08/30/19-08/30/20

Total Applications Received: 29

No. Passed: 11

No. Failed: 1

Total Invited to Exam: 25

No. Withdrew: 12

No. Screened Out: 5

RECREATION AIDE – KIDS' CLUB

OPEN CONTINUOUS

20-0008-5257

List Valid: 08/30/19-08/30/20

Total Applications Received: 49

No. Passed: 15

No. Failed: 2

Total Invited to Exam: 45

No. Withdrew: 28

No. Screened Out: 4

RECREATION AIDE - WRAP

OPEN CONTINUOUS

20-0014-5261

List Valid: 08/30/19-08/30/20

Total Applications Received: 21

No. Passed: 4

No. Failed: 2

Total Invited to Exam: 20

No. Withdrew: 14

No. Screened Out: 1

SCHOOL SAFETY OFFICER

DUAL CONTINUOUS

20-0009-5014

List Valid: 08/21/19-08/21/20

Total Applications Received: 10

No. Passed: 0

No. Failed: 1

Total Invited to Exam: 1

No. Withdrew: 0

No. Screened Out: 9

SCHOOL SAFETY OFFICER

DUAL CONTINUOUS

19-0147-5014

List Valid: 08/21/19-08/21/20

Total Applications Received: 34

No. Passed: 2

No. Failed: 0

Total Invited to Exam: 4

No. Withdrew: 2

No. Screened Out: 30

SPEECH-LANGUAGE PATHOLOGY ASSISTANT

DUAL EXAMINATION

19-0136-5024

List Valid: 08/22/19-08/22/20

Total Applications Received: 25

No. Passed: 6

No. Failed: 3

Total Invited to Exam: 17

No. Withdrew: 8

No. Screened Out: 8

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: August 23, 2019

PERSONNEL COMMISSION



August 29, 2019

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revisions to the *Rules and Regulations of the Classified Service*

Background and Findings

California Education Code 45260 Rules; Standards; Authority of Commission states, in part,

"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".

The attached rules are being submitted for a first reading for approval with the following rationale:

...

CHAPTER VI CERTIFICATION AND APPOINTMENT

6.1 ORDER OF PRECEDENCE IN CERTIFICATION TO FILL VACANCIES

...

B. AVAILABILITY OF ELIGIBLES

~~1. An eligible on a list for an administrative, executive, professional, or technical class shall be considered "ready and willing" if he/she is:~~

~~a. — Willing and able to report for a job interview within 14 working days from the date the availability letter is mailed or the telephone contact made, and is~~

~~b. — Willing and able to report for work within one month from the date he/she is selected for the job, and is~~

~~c. — Willing and able to report for fingerprint processing within two (2) working days from the date of notification, unless an alternative time frame is requested by the eligible and set by the district, and is~~

~~d. — Willing and able to promptly submit and complete all required employment processing and documents within ten working days from the date of notification, unless an alternative time frame is requested by the eligible and set by the district.~~

12. An eligible on any list for any other classification shall be considered "ready and willing" if he/she is:

a. Willing and able, by the third working day from the date of notification to appear for an interview within the next two working days, or

b. Willing and able to report for work within 14 days from the date he/she is selected for and has obtained the required clearances to start the job, unless an alternative start date is designated by the district.

c. Willing and able to report for fingerprint processing within two (2) working days from the date of notification, unless an alternative time frame is requested by the eligible and set by the district.

d. Willing and able to promptly submit and complete all required employment processing and documents within ten working days from the date of notification, unless an alternative time frame is requested by the eligible and set by the district.

32. Setting a start date:

a. A selected eligible new to the district, who otherwise meets the requirements of this rule, and who has met all of the documentation/physical requirements/other requirements, shall be given a probationary assignment start date within his/her assigned calendar effective the first available date following election by the Board of Education, or as otherwise authorized or required by the district.

...

This Rule revision is proposed to reflect the current practice with the filling of classified positions. Due to recruitment concerns and changing job markets, the time frame to schedule job interviews should be universal for all classifications to assist departments in addressing immediate hiring concerns.

Deletions to the rules are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission support these rule revisions for further consideration and a second reading.

Prepared, Approved, and Recommended:



Kenneth Kato
Executive Officer