

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
May 23, 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 May 9, 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 Accountant 5-6
2. **RAFIFY** job announcement bulletin for Child Care Worker 7-8
3. **RATIFY** job announcement bulletin for Nutrition Services Worker 9-10
4. **APPROVE** the certification of Intermediate Nutrition Services Worker eligibility list 11
19-0095-5058 established 05/28/2019
5. **APPROVE** the certification of Production Center Supervisor eligibility list 11
19-0113-5070 established 05/13/2019
6. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 11
19-0096-5071 established 05/28/2019

III. OLD BUSINESS
None

IV. NEW BUSINESS
None

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

June 6, 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

May 9, 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, May 9, 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, Terence Ulaszewski.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Absent: Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager, Pamela Brackman, Senior Administrative Secretary; Mary Cates, Human Resources Supervisor, Susan Brister, Human Resource Technician, Oralia Leyva Leonor, Human Resource Technician, Vanessa Ortiz, Human Resource Technician.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Bender, 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 April 25, 2019.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that he attended a District English Learner Advisory Committee (DELAC) Meeting that discussed the English Learners program.

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. Parking has been secured at an off-site location for employees with shuttle services provided.

Mr. Kato informed the Commission that he attended the Confidential and Supervising Secretaries Association (CASSA) meeting with the Superintendent yesterday and addressed their questions.

Oralia Leyva Leonor, Human Resources Technician, informed the Commission that there are 25 open recruitments in 14 different classifications. Business Services recruitments were completed according to the pre-established schedule. Gregg Robinson, Associate Personnel Analyst, and Maria Braunstein, Personnel Analyst, are participating in the Long Beach Job and Resource Fair today at the Long Beach Convention Center. Ms. Leonor also mentioned that Avalon examinations to fill vacancies and substitute assignments will be held May 16 and 17.

Dale Culton, Certification Services Manager, informed the Commission that a new Operations Director and two (2) Area Custodial Managers were hired. Lists are currently out for two (2) Custodial Services Inspectors, Business Services Director, and Business Services Administrator. Mr. Culton also mentioned that Mary Cates, Human Resources Supervisor, and Aaron Dominguez, Human Resources Technician would be attending the Secretaries meeting on May 14 to discuss the AESOP substitute/LTE system and performance evaluations for Recreational Aides.

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

Mr. Kato updated the Commission that 72 people attended CPR/First Aid sessions held last Friday, May 3 at the Teacher Resource Center. The draft of the Instructional Aide-Special class description was sent to all Instructional Aide-Specials for their review and feedback. The report is scheduled for approval in June.

CONSENT AGENDA

A motion was made by Ms. Bender, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify items 1-3 and approve items 4-9 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Employment Services Supervisor
2. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant
3. **RAFIFY** job announcement bulletin for Technology Field Operations Supervisor
4. **APPROVE** the certification of Business Services Administrator eligibility list 19-0107-0427 established 05/02/2019
5. **APPROVE** the certification of Custodial Crew Supervisor eligibility list 19-0116-5245 established 05/01/2019

6. **APPROVE** the certification of Nutrition Services Supervisor I, eligibility list 19-0097-5064 established 05/06/2019
7. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list 19-0098-5065 established 05/06/2019
8. **APPROVE** the certification of Nutrition Services Supervisor III eligibility list 19-0099-5066 established 05/06/2019
9. **APPROVE** the certification of Recreation Aide-WRAP Expanded Learning 19-0115-5261 established 05/02/2019

OLD BUSINESS None

- NEW BUSINESS 1. Approve the Adoption of Resolution Regarding Classified Employee Week

After some discussion, a motion was made by Ms. Bender, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the Adoption of Resolution Regarding Classified Employee Week.

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

2. Annual Election of Officers per P.C. Rule 2.6

A motion was made by Mr. Ulaszewski, seconded by Ms. Bender, to open nominations for Personnel Commission Officers.

Following discussion, the Commission elected Sheryl Bender to serve as Chairperson and Linda Vaughan as Vice-Chairperson.

A motion was made by Ms. Bender, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to close nominations.

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

3. APPEAL of disqualified applicant 38275823.

The Commission moved NEW BUSINESS Item 3 to closed session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 23, 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 9:00 a.m. The following reportable action was taken:

1. A motion was made by Ms. Bender, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to removed Disqualified Applicant ID 38275823 from the current eligibility list, but determined that this would not be a permanent bar from future employment with the District and will allow the candidate to reply after May 2020.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:01 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

ACCOUNTANT

FINAL FILING DATE:

4:30 p.m., Wednesday, May 29, 2019

JOB INFORMATION:

Permanent 12-month position. Position is 100% FTE (8 hours per day). Current vacancy is located in the Accounting Office.

JOB SUMMARY:

Under direction, perform professional accounting in the computation, recording, and reporting of financial transactions; review accounting and other financial records and prepare financial reports and analyses; administer and monitor the allocation of positions throughout the District; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from an accredited four year college or university with a bachelor's degree in accounting, business administration or a closely related field.

EXPERIENCE:

Two years of professional accounting work. Experience in a public agency is desirable.

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.

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:	\$31.35
6 MONTHS:	\$33.08
1 ½ YEARS:	\$34.90
2 ½ YEARS:	\$36.83
3 ½ YEARS:	\$38.85

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0139-0358 SO

LBUSD employees, please see reverse side for
important information.

M. J. Bahr

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 EMPLOYMENT OPPORTUNITY

CHILD CARE WORKER

FINAL FILING DATE:

Open Continuous.

JOB INFORMATION:

Eligibility list is being created to fill future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for children enrolled in the Child Development Center (CDC) program; organize and oversee recreational, meal periods and playground activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

OR

Proof of enrollment in an accredited California college.

EXPERIENCE:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with children in an instructional, extended day care or similar recreation program is highly desirable.

WORKING ENVIRONMENT

Playground, indoor and outdoor environment.

Evening and varied hours.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.

Twisting and turning to monitor activities of children.

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate playground and office equipment.

Seeing to monitor activities of children.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

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: \$12.00

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Paper applications must be completed on an official LBUSD application and supplemental application forms obtained from the Personnel Commission.

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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VII/MERIT SYSTEM EMPLOYER**

Open Continuous 19-0142-5258 OL

LBUSD employees, please see reverse side for important information.

Mandy Balmer

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.*

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CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Wednesday, May 29, 2019
SUBSTITUTE SALARY: \$14.28

JOB INFORMATION:

The current need is substitutes. List may be used to fill vacancies as they occur. Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes.

The Eligible List of successful candidates may also be used to fill future vacancies as they occur

JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Nutrition Services, then Nutrition Services Worker.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or 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:	\$14.28
6 MONTHS:	\$15.07
1 ½ YEARS:	\$15.89
2 ½ YEARS:	\$16.77
3 ½ YEARS:	\$17.70

SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

SELECTION PROCEDURE:

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VII/MERIT SYSTEM EMPLOYER

Open 19-0143-5068 VO

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 11

Date: May 23, 2019

Reason for
Consideration: Approval

INTERMEDIATE NUTRITION SERVICES WORKER

DUAL EXAMINATION

19-0095-5058

List Valid: 05/28/19-05/28/20

Total Applications Received: 104

No. Passed: 35

No. Failed: 23

Total Invited to Exam: 70

No. Withdrew: 12

No. Screened Out: 34

PRODUCTION CENTER SUPERVISOR

DUAL

19-0113-5070

List Valid: 05/13/19-05/13/20

Total Applications Received: 22

No. Passed: 8

No. Failed: 5

Total Invited to Exam: 15

No. Withdrew: 2

No. Screened Out: 7

SENIOR NUTRITION SERVICES WORKER

DUAL EXAMINATION

19-0096-5071

List Valid: 05/28/19-05/28/20

Total Applications Received: 51

No. Passed: 19

No. Failed: 10

Total Invited to Exam: 33

No. Withdrew: 4

No. Screened Out: 18