

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

REGULAR MEETING AGENDA

Regular Meeting  
Building B, Room 29  
June 6, 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 23, 2019 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **APPROVE** the certification of Campus Security Officer-Avalon eligibility list 19-0133-5011 established 06/07/2019. 4
2. **APPROVE** the certification of District Security Officer eligibility list 19-0119-5202 established 05/31/2019 4
3. **APPROVE** the certification of Instructional Aide-Special eligibility list 19-0125-0448 established 05/23/2019 4
4. **APPROVE** the certification of Recreation Aide-Avalon eligibility list 19-0130-5255 established 06/07/2019 4

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **APPROVE** the Assistant Public Information Director classification 5-10
2. **ANNOUNCE** Personnel Commission staff for years of service
3. **ANNOUNCE** the Personnel Commission Employee of the Year
4. **APPEAL** of disqualified applicant 6685013 11-15
5. **APPEAL** of disqualified applicant 27622549 16-38

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

June 20, 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 23, 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, May 23, 2019 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, 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; Maria Braunstein, Personnel Analyst; Susan Learning, Personnel Analyst; Gregg Robinson, Associate Personnel Analyst; Pamela Brackman, Senior Administrative Secretary; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Aaron Dominguez, Human Resource Technician; Anne Follett, Human Resource Technician; Susan Brister, Human Resource Technician; Oralia Leyva Leonor, Human Resource Technician; Vanessa Ortiz, Human Resource Technician; Silaue Taeleifi, Human Resource Technician.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President; Elliot Moore, Instructional Aide-Special.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, and seconded by Ms. Bender, and the motion carried to approve the minutes of the Regular Meeting of May 9, 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

Feedback from an Instructional Aide-Special regarding the Instructional Aide-Special classification study was addressed to the Commissioners as an informational item.

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that final 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. The event will have a fiesta theme.

Mr. Kato informed the Commission that at the next meeting a service year's pin ceremony and the announcement of the Personnel Commission's Employee of the Year would take place.

Maria Braunstein, Personnel Analyst, informed the Commission that she has received many accolades on the Recruitment and Testing staff and recognized Oralia Leyva, Human Resources Technician, Sharon Onorati, Human Resource Technician (substitute), Vanessa Ortiz, Human Resource Technician, Judy Alonso, Human Resource Assistant, Andrea Armas, Human Resource Assistant and Gregg Robinson, Associate Personnel Analyst, for all their hard work. Ms. Braunstein mentioned that recruitments held last week in Avalon were successful in attracting candidates for the Bus Driver and Nutrition Services Supervisor II positions. Additionally, Ms. Braunstein reported there were 16 recruitments currently open.

Aaron Dominguez, Human Resource Technician, informed the Commission that he attended the Secretaries meeting on May 14, along with Dale Culton, Certification Services Manager, and Mary Cates, Human Resource Supervisor, to discuss and answer questions regarding the AESOP substitute system and performance evaluations for Recreation Aides. Mr. Dominguez continued that he visited Nutrition Services to provide training and help with substitute issues in AESOP. In addition, Mr. Dominguez stated that all the Child Care Workers, Recreation Aides and substitutes were transitioned into AESOP. Also, Mr. Dominguez created a step-by-step training manual to assist Recreation Aides and Child Care Workers on how to use AESOP. Mr. Dominguez mentioned that a stakeholder survey regarding use of the AESOP system will be sent out before by the end of the year.

Mary Cates, Human Resource Supervisor, informed the Commission that at the Secretaries meeting probationary and permanent performance evaluation processes were explained. Additionally, Ms. Cates stated that staff continues to work on summer school classified staffing placements, and the new monthly payroll systems debuts on July 5.

Dale Culton, Certification Services Manager, clarified to the Commission that since Recreation Aides are now considered classified employees, they will go through a probation and annual performance review process.

Susan Leaming, Personnel Analyst, informed the Commission that the Instructional Aide-Special classification study continues. Feedback packets were sent to 809 aides with an extended deadline due date of Friday, May 24. Ms. Leaming continued that 30 returned feedback forms had no concerns, 5 requested minor changes and 9 had stated other concerns not related to the job study. The final report is scheduled for Commission approval on June 20. Additionally, Ms. Leaming stated that the revised salary schedules for Confidential, Supervisory and Management, and Exempt Salary Schedule 6 with the recent 2% COLA raise are posted on the webpage.

## 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 1-3 and approve items 4-6 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 Accountant
2. **RATIFY** job announcement bulletin for Child Care Worker
3. **RAFIFY** job announcement bulletin for Nutrition Services Worker
4. **APPROVE** the certification of Intermediate Nutrition Services Worker eligibility list 19-0095-5058 established 05/28/2019
5. **APPROVE** the certification of Production Center Supervisor eligibility list 19-0113-5070 established 05/13/2019
6. **APPROVE** the certification of Nutrition Services Supervisor I eligibility list 19-0096-5071 established 05/28/2019

OLD BUSINESS                      None

NEW BUSINESS                    None

OTHER ITEMS                      Instructional Aide-Special, Elliot Moore stated to the Commission that he was pleased that the deadline to contribute feedback for the Instructional Aide-Special classification study was extended. Additionally, Mr. Moore asked if a salary survey would be conducted as part of the classification study and Ms. Learning, Personnel Analyst, answered that a salary survey is not within the scope of this study.

NEXT REGULAR MEETING                      The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 6, 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 8:36 a.m.

OPEN SESSION                      The Personnel Commission returned to open session at 9:08 a.m. No reportable actions were taken.

ADJOURNMENT                      The Regular Meeting of the Personnel Commission was declared adjourned at 9:09 a.m.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 4

Date: June 6, 2019

Reason for  
Consideration: Approval

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**CAMPUS SECURITY OFFICER-AVALON**

**DUAL**

**19-0133-5011**

List Valid: 06/07/19-06/07/20

Total Applications Received: 2

No. Passed: 0                      No. Failed: 0

Total Invited to Exam: 0

No. Withdrew: 0

No. Screened Out: 2

**DISTRICT SECURITY OFFICER**

**DUAL**

**19-0119-5202**

List Valid: 05/31/19-11/30/19

Total Applications Received: 35

No. Passed: 4                      No. Failed: 1

Total Invited to Exam: 9

No. Withdrew: 4

No. Screened Out: 26

**INSTRUCTIONAL AIDE-SPECIAL**

**OPEN CONTINUOUS**

**19-0125-0448**

List Valid: 05/23/19-05/23/20

Total Applications Received: 61

No. Passed: 7                      No. Failed: 1

Total Invited to Exam: 15

No. Withdrew: 7

No. Screened Out: 46

**RECREATON AIDE-AVALON**

**OPEN**

**19-0130-5255**

List Valid: 06/07/19-06/07/20

Total Applications Received: 2

No. Passed: 0                      No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 1

No. Screened Out: 1

# PERSONNEL COMMISSION



May 28, 2019

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Creation of a Classification

## Background and Findings

The Executive Director, Facilities, Development and Planning, and the Public Information Director requested staff create a new classification of Assistant Public Information Director to serve as the primary spokesperson for assigned District departments and programs and to assist in the oversight of the Office of Public Information, serving as a spokesperson for the District as assigned.

The Executive Director, Facilities, Development and Planning, and the Public Information Director have reviewed and approved the class specification.

## Salary Placement

Local agencies typically used for salary surveys were surveyed for compensation comparison. The results of the survey did not provide a clear guideline for salary placement and instead staff looked at internal relationships with existing classifications. Specifically, staff looked at internal relationships between the proposed classification and other Director and Assistant Director classifications respectively placed at salary range 55 (M2) and 46 (M2). The Public Information Director is at salary range 55 (M2) and placement of the Assistant Public Information Director at salary range 46 (M2) is appropriate based on the internal relationships with other Director and Assistant Director classifications at those salary ranges.

## Recommendations

Staff recommends the Personnel Commission:

1. Adopt the new classification specification for Assistant Public Information Director
2. Allocate the classification of Assistant Public Information Director to 46 (M2)

Prepared by:



Susan Learning  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: XXXX  
Salary Range: 46 (M2)

### ASSISTANT PUBLIC INFORMATION DIRECTOR

#### JOB SUMMARY

Under administrative direction, assist in planning, organizing, controlling and directing the internal and external communications of the Long Beach Unified School District; promote understanding, satisfaction, and support for the District through public awareness; serve as the primary spokesperson for assigned District departments and programs; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Coordinate and implement effective methods for communicating District policies, programs, achievements, philosophies and events to the media, employees and the community. **E**
- Serve as the primary spokesperson for assigned District departments and programs such as the Facilities, Development and Planning branch and various bond measures. **E**
- Serve as a spokesperson for the District and liaison with the media as assigned; respond to news stories regarding the District by providing timely, accurate information without disruption of District operations; anticipate issues and prepare appropriate responses to diffuse controversy. **E**
- Attend and represent the District at a variety of meetings and conferences; establish and maintain positive working relationships with members of print, radio and television media; organize media site visits for events. **E**
- Encourage approved media stories and provide responses to requests for information that provide effective public understanding of District and department issues, objectives and accomplishments. **E**
- Compose written and oral communications such as speeches, press releases, news conference materials, flyers, newsletters and website content to convey information in accordance with District policies and procedures; maintain confidentiality of sensitive and privileged information. **E**
- Assure internal and external multimedia outlets and publications meet District and department objectives of communicating accurate, substantive and timely information; provide oversight to the District's social/emerging media platforms and content; post content to social/emerging media accounts. **E**

- Participate in developing a variety of proactive approaches and programs to enlist community interest and support for endorsement of bond issues, ballot measures, department initiatives and other District-supported school related legislation. *E*
- Assist in supporting individual schools, departments, the Board of Education and the Superintendent of Schools in actively communicating Board actions, education policies and procedures, District and department programs and information campaigns. *E*
- Assist in increasing community and parental-involvement through communications strategies such as community forums, special events and District-publications. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Participate in the development of departmental annual budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*
- Provide technical expertise and information to administrators regarding assigned functions and participate in the formulation of policies, procedures and programs; advise administration of unusual trends or problems and recommend appropriate corrective action. *E*
- Prepare and direct the preparation and maintenance of a variety of reports, records and files related to assigned activities. *E*
- Operate a computer and assigned software; drive a vehicle to conduct work. *E*
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Assistant Public Information Director serves as the primary spokesperson for assigned departments and programs such as the Facilities, Development and Planning department and various bond measures and provides leadership for internal and external District communications. This position assists in the oversight of the Office of Public Information, which is designated to provide public information relative to District programs and to effect and maintain positive community relations. An incumbent maintains responsibility and accountability for information disseminated within the District, as well as to the public at large. This position works closely with the District's Webmaster and Office of Multimedia Services, which includes television media, graphic arts and multimedia special projects.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles, methods and theories of communication, public relations and marketing. Newspaper, radio, television and other communications media sources and resources. Elements of writing news releases and other media materials using correct English, grammar, spelling, punctuation and vocabulary.

Associated Press style and proofreading techniques.  
General principles of layout, composition, use of graphics, and photography in communications.  
Methods of producing compelling, jargon-free, and accurate communications.  
Strategies for developing effective relationships when dealing with diverse viewpoints.  
Major contemporary education issues.  
Interpersonal skills using tact, patience and courtesy.  
Public speaking techniques.  
Social media writing, best practices, and analytics.  
School district structure and operations.  
Legislation related to freedom of press and free access to public information.  
Evaluation, survey research and planning methodologies.  
Principles and practices of administration, supervision and training.  
Budget preparation and control.  
Operation of a computer and assigned software.

**Ability to:**

Prepare a variety of communication materials such as speeches, press releases, news conference materials, newsletters, and social media and website content.  
Serve as a spokesperson for the District or assigned departments and programs.  
Speak extemporaneously to answer questions related to District issues.  
Assure communications meet District quality standards.  
Demonstrate initiative in seeking news opportunities for media use.  
Prepare and deliver oral presentations.  
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.  
Interpret, apply and explain laws, regulations, policies and procedures.  
Maintain confidentiality of sensitive and privileged information.  
Analyze situations accurately and adopt an effective course of action.  
Accept and carry out responsibility for direction, control and planning.  
Supervise and evaluate the performance of assigned personnel.  
Communicate effectively both orally and in writing.  
Prepare a variety of reports, records and files.  
Plan and organize work.  
Prioritize, schedule and complete work with many interruptions.  
Develop and monitor assigned budgets.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned software.

**Education and Training**

Bachelor's degree in public relations, journalism, communications or a related field. A Master's degree in one of these disciplines is desirable.

Experience communicating effectively, both orally and in writing, in Spanish is highly desirable.

**Experience**

Four years of media and public relations experience involving print, radio, internet and/or television including some experience as a spokesperson.

Public information and communications experience in a school district, municipality or other public agency is highly desirable.

Any other combination of training and experience, which likely provides the required knowledge and abilities, may be considered.

**SPECIAL REQUIREMENTS**

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

**WORKING CONDITIONS**

Office environment.  
Driving a vehicle to conduct work.  
Occasional evening and variable hours.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information and make oral presentations.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA:

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 11-15

Date: June 6, 2019

Reason for  
Consideration: Restricted Action

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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

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SUBJECT: Removal from Eligibility List

PAGES: 16-38

Date: June 6, 2019

Reason for  
Consideration: Restricted Action

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