

LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
1515 Hughes Way  
Long Beach, California 90810  
REGULAR MEETING AGENDA

Regular Meeting  
Community Room  
September 10, 2020

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** the Minutes of the Regular Meeting of August 27, 2020 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 College and Career Specialist 5-6
  2. **RATIFY** job announcement bulletin for Nutrition Services Operations Coordinator 7-8
  3. **APPROVE** the certification of Executive Secretary to the Superintendent/Board of Education (C) eligibility list 21-0020-3347 established 09/02/2020 9
  4. **APPROVE** the certification of Purchasing Agent eligibility list 20-0134-5128 established 09/11/2020 9
  5. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 21-0018-5257 established 08/31/2020 9
  6. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 21-0027-5257 established 09/08/2020 9
  7. **APPROVE** the certification of Stage Technician eligibility list 20-0062-0379 established 09/02/2020 9
- III. OLD BUSINESS  
  
None

IV. NEW BUSINESS

1. **DISCUSS** the following:

Revision to the Rules and Regulations of the Classified Service, Rule 8.1.J.4

10-14

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

September 24, 2020 at 8:15 a.m. in Room 142 at 1515 Hughes Way, Long Beach, California, 90810

VII. CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

VIII. ADJOURNMENT

In accordance with Governor Newsom's Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely by telephone. Members of the public may observe the Personnel Commission meeting in real time simulcast by selecting the Video & Multimedia icon at lbschools.net and clicking on the LBUSD YouTube channel link. Members of the public may make comments in the meeting by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage at lbschools.net/Departments/Personnel\_Commission/.

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  
1515 Hughes Way  
Long Beach, CA 90810

MINUTES  
Regular Meeting

August 27, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, August 27, 2020 at 8:19 a.m. in the Community Room at 1515 Hughes Way, Long Beach, California. The meeting was broadcasted on the LBUSD YouTube channel and attendees were participating by teleconference.

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 telephonic attendance as established by roll call:

Present:                Sheryl Bender  
                              Terence Ulaszewski  
                              Linda Vaughan

STAFF MEMBERS TELEPHONICALLY PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Gregory Robinson, Associate Personnel Analyst; Ashleigh Fernando, Senior Administrative Secretary (Acting); Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS TELEPHONICALLY PRESENT

Vaurice Scott, CSEA Chapter 2 Vice President – Unit A; Chester Davidson, CSEA Chapter 2 Vice President – Unit B; Gary Marshall, Multimedia Technology Supervisor; and Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of August 13, 2020.

<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, reported that some staff attended the Secretary Summer Institute, which kicks off the new year for all secretaries and office supervisors. The experience was positive and gave information about check-in procedures. The Personnel Commission is still currently closed to the public, however, there are new screening procedures that are required for all employees entering district facilities. The Personnel Commission will also be welcoming the Translation Unit to Monroe on a temporary basis. Mr. Kato thanked the staff for making the Translation Unit feel welcome.

Maria Braunstein, Personnel Analyst, reported the Recruitment and Testing Unit continues to be busy evidenced by the bulletins and eligibility lists on the agenda for approval and ratification. Staff is focusing recruitments efforts for classifications that work directly with students and health and safety. Ms. Braunstein mentioned online examinations are currently taking place for the Custodian classification to assure Operations has the appropriate staff available to maintain sites. Ms. Braunstein explained multiple examinations are being conducted online for the Instructional Aide classifications. Ms. Braunstein thanked the subject matter experts from various departments. The subject matter experts have played a critical role over the last few months helping to develop new content for online examinations. Without their assistance we would not have been able to move forward with testing and creating eligibility lists.

Commissioner Terence Ulaszewski asked if candidates are having issues with completing the online examinations. Ms. Braunstein explained that there has been very few issues reported. There are also procedures available to help candidates without a computer.

Jesus Rios Jr., Employment Services Supervisor, reported the last two weeks have been eventful with the opening of schools starting next week. Certification will continue with processing new staff as well as fingerprinting and inputting assignments. Certification has started receiving an influx of calls from individuals having questions regarding assignments, those questions have been directed to the appropriate departments for clarification. Mr. Rios Jr. thanked the entire staff, particularly, Ms. Susan Brister, Human Resources Technician, who in the last two weeks has completed sixty six (66) pages of hourly elections, along with closing out forty eight (48) Vacancy Assignments (VA's), which is making sure assignments are input correctly and are ready for the start of school.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Executive Secretary to the Superintendent/Board of Education (C) (Revised)
2. **RATIFY** job announcement bulletin for Fleet Maintenance Manager
3. **APPROVE** the certification of CDC Guidance Specialist eligibility list 20-0133-5215 established 08/28/2020
4. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW3-5258 established 08/20/2020
5. **APPROVE** the certification of Communications Specialist eligibility list 20-0161-5274 established 08/21/2020

6. **APPROVE** the certification of Computer Support Technician eligibility list 20-0159-5108 established 08/24/2020
7. **APPROVE** the certification of Instructional Aide - Special eligibility list 20-0127-0448 established 08/20/2020
8. **APPROVE** the certification of Instructional Aide - Special eligibility list 20-0143-0448 established 08/20/2020
9. **APPROVE** the certification of Personnel Analyst eligibility list 21-0001-0236 established 08/26/2020
10. **APPROVE** the certification of Sign Language Interpreter eligibility list 20-0035-5214 established 08/27/2020

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-2 and approve items 3-10 on the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the extension of Intermediate Office Assistant 19-0121-0673 eligibility list established 09/04/2019
2. **APPROVE** the extension of Intermediate Office Assistant 19-0123-3354 eligibility list established 09/04/2019
3. **APPEAL** of disqualified applicant ID 12203913

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business Item 1-2.

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

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, September 10 at 8:15 a.m. at 1515 Hughes Way, Long Beach, California and members

of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:34 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:52 a.m.

1. A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **DENY** the appeal of Disqualified Applicant ID 12203913.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:53 a.m.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## COLLEGE AND CAREER SPECIALIST

### FINAL FILING DATE:

Application deadline: 4:30 p.m., Friday, September 25, 2020.

### JOB INFORMATION:

Permanent 10 months position. Position is a 100% FTE. The current vacancy is located at Cabrillo High School. Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, collaborate with students, teachers, counselors, educational institutions, community agencies and businesses to develop college and career opportunities; provide college and career guidance to students and serve as a resource for career and college readiness information for students and staff; plan, develop and implement appropriate activities and services within the college and career center; train and supervise the performance of assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Bachelor's degree in the social sciences, education or a closely related field. A college counseling certificate or enrollment in a masters program in counseling is highly desirable.

#### EXPERIENCE:

Two years of experience in college and career development, work experience programs or school-to-career programs, preferably in a high school setting.

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

#### SPECIAL REQUIREMENTS:

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

**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:	\$31.30
6 MONTHS:	\$33.03
1 ½ YEARS:	\$34.85
2 ½ YEARS:	\$36.76

### 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

Dual Exam 21-0031-5177 ALT

LBUSD employees, please see reverse side for important information.

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

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

**Guidelines:**

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

**4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE.** *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

*A professional growth incentive shall be added to the composite score of each promotional candidate competing in a promotional examination or dual certification examination. The professional growth incentive shall be one point for each year within a two year period in which the applicant has successfully completed classes, training or seminars which would enhance his/her knowledge, skills and abilities in the promotional classification. A maximum of two (2) professional growth incentive points can be earned. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.*

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

## ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also is a five-time finalist for the prize.

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites throughout the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Dual Exam 21-0026-5063



# An Exciting Career Opportunity Awaits You at

## LONG BEACH UNIFIED SCHOOL DISTRICT

# NUTRITION SERVICES OPERATIONS COORDINATOR

**\$72,557 - \$85,222 ANNUALLY**

A handwritten signature in black ink, appearing to read 'Mary', is written over a set of three horizontal lines.

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Nutrition Services Operations Coordinator. Under the general supervision, plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services Branch and administrators; research, analyze and prepare complex reports and records; train and supervise assigned staff; perform related duties as assigned.

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

## **THE IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in institutional food management, human resources, public administration, business administration or a related field.

Additionally candidates will have two years of supervisory experience involving analyzing data and preparing reports and recommendations regarding business processes and functions such as budgets, procurements, organizational efficiency, project management, staffing or records management. Experience in a large-scale institutional food service operation is preferred.

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

## **SPECIAL REQUIREMENTS**

Valid California Class C driver's license and use of a personal automobile.

Some positions may require a valid Food Safety Manager certificate issued from an authorized agency.

## **SALARY AND BENEFITS**

The annual salary for Fleet Maintenance Manager is \$72,557 to \$85,222, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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.

## **HOW TO APPLY**

All applications must be submitted online via the Personnel Commission's website at: [http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

A resume will not substitute for the required forms. Completed forms must be received no later than:

Application Deadline: 4:30 p.m. Friday, September 4, 2020

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District  
Personnel Commission Office  
4400 Ladoga Avenue  
Lakewood, CA 90713  
(562) 435-5708

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

**WE ARE AN EQUAL OPPORTUNITY TITLE VI/MIERIT SYSTEM EMPLOYER**

LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 9

Date: September 10, 2020

Reason for Consideration: Approval

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**EXECUTIVE SECRETARY TO THE  
SUPERINTENDENT/BOARD OF EDUCATION (C)**

**PROMOTIONAL**

**21-0020-3347**

List Valid: 09/02/2020-03/02/2021

Total Applications Received: 16

No. Passed: 14

No. Failed: 0

Total Invited to Exam: 14

No. Withdrew: 0

No. Screened Out: 2

**PURCHASING AGENT**

**DUAL**

**20-0134-5128**

List Valid: 09/11/2020-09/11/2021

Total Applications Received: 38

No. Passed: 3

No. Failed: 4

Total Invited to Exam: 16

No. Withdrew: 9

No. Screened Out: 22

**RECREATION AIDE – KIDS’ CLUB**

**OPEN CONTINUOUS**

**21-0018-5257**

List Valid: 08/31/2020-02/28/2021

Total Applications Received: 11

No. Passed: 10

No. Failed: 0

Total Invited to Exam: 11

No. Withdrew: 0

No. Screened Out: 1

**RECREATION AIDE – KIDS’ CLUB**

**OPEN CONTINUOUS**

**21-0027-5257**

List Valid: 09/08/2020-03/08/2021

Total Applications Received: 11

No. Passed: 9

No. Failed: 0

Total Invited to Exam: 11

No. Withdrew: 0

No. Screened Out: 2

**STAGE TECHNICIAN**

**DUAL**

**20-0062-0379**

List Valid: 09/02/2020-09/02/2021

Total Applications Received: 34

No. Passed: 3

No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 0

No. Screened Out: 31

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# PERSONNEL COMMISSION

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September 2, 2020

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Revision 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 rule is being submitted for a first reading for revision with the following rationale:

Rule 8.1.J.4 PRECEDENCE OF TRANSFER: This rule is being modified to mirror current CSEA Unit A and Unit B contract language and Chapter VI of the *Rules and Regulations of the Classified Service* by increasing the number of calendar days required before a manager must interview a candidate again for another vacant position in the same classification from ninety (90) days to one hundred and twenty (120) days.

Deletions to the rule are annotated with ~~strike throughs~~ and additions underlined.

## Recommendations

Staff recommends the Personnel Commission support this rule revision for further consideration and a second reading.

Prepared by:

Handwritten signature of Susan Leaming.

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Handwritten signature of Kenneth Kato.

Kenneth Kato  
Executive Officer

## **CHAPTER VIII TRANSFERS**

### **8.1. TRANSFER PROCEDURES**

#### **A. ADMINISTRATIVE TRANSFER**

1. **TRANSFER WITHIN THE SAME CLASS.** An employee may be transferred administratively from one position to another position in the same class to meet the needs of the district as determined by the district. Such transfer shall be at the discretion of the division head(s) where the positions are located. The Personnel Commission shall be notified in writing of such transfer prior to the effective date of the transfer.
2. **TRANSFER TO A RELATED CLASS.** Transfer of an employee to a position in a related class at the same or lower salary level may be authorized by the Personnel Commission upon the request of the division head(s) indicating the circumstances that necessitate the transfer.
3. **TRANSFER NOT TO ALTER LAYOFF.** Transfer shall not be used to alter the incidence of an impending layoff. However, when the elimination of a position at a worksite necessitates a transfer, the transfer will be accomplished as follows:
  - a. If there is only one person assigned to the class at the site where the position is eliminated, that person will be transferred.
  - b. If there are two or more people assigned to the class at the site where the position is eliminated, the manager will ask for volunteers for transfer.
    - (1) If two or more people volunteer for transfer, the employee with the most District seniority in the class will be transferred.
    - (2) If there are no volunteers for transfer, the employee with the least District seniority in the class at the site will be transferred.
  - c. In the event there is no vacant position in the class available, layoff procedures for lack of work/lack of funds will be initiated.

- #### **B. REASONS FOR ADMINISTRATIVE TRANSFER.** Reasons for any transfer which is not originated by the employee shall be discussed with the employee by the appropriate division head or designee at least (10) working days prior to the transfer, except in the case of extenuating circumstances.

C. TRANSFER REQUEST BY EMPLOYEE

1. Transfer to same class--An employee with permanent status may request a transfer from one position to another within the same class. Such request shall be in writing and submitted to the Personnel Commission office. A transfer request shall remain active through November 30 at which time the request must be renewed. No obligation shall exist to fill a position by transfer rather than by any other methods of appointment; however, each employee will be notified that his/her transfer request has been received and will be considered as openings occur.
2. Transfer to a related class--An employee with permanent status may also request a transfer from one position in a given classification to a related classification at the same or lower salary level. Such request shall be submitted in accordance with paragraph C (1) above. However, the request must be approved by the Personnel Commission staff prior to certification as an available transfer eligible.

D. RELATED CLASS CRITERIA

1. Personnel Commission staff shall determine whether or not classes are related based on similarity of:
  - a. Duties
  - b. Examination content
  - c. Experience and education qualifications
  - d. Promotional field (above and below)
2. The extent to which the two classes are related will be considered. In general, more latitude in approving transfers is allowed:
  - a. As the employee's length of service with the school district increases.
  - b. When the request for transfer is based on layoff, reclassification, or health.
  - c. When there is no eligibility list for the class to which transfer is requested.
  - d. When the employee's education and experience verifies he/she meets the requirements of the new class.

E. STATUS ATTAINED BY TRANSFER. A permanent employee, upon transfer to another position in the same class or to a related class, shall assume permanent status in the new position.

F. **TRANSFER OF PROBATIONARY EMPLOYEE.** Probationary employees are not eligible to request voluntary transfers except under unusual circumstances, and then only with the concurrence of their immediate supervisor. Should a probationary employee transfer request be granted, the supervisor approving the transfer must complete an evaluation before the effective date of the transfer if an evaluation is due. A probationary employee transferred to another position in his/her class shall acquire permanent status in the class upon the completion of the balance of the probationary period. A probationer may not be transferred to a position in a related class but must be appointed from an appropriate eligibility list.

G. **SALARY AND BENEFITS UPON TRANSFER**

1. Receive the same step in the salary range for the new position.
2. Retain his/her anniversary date for receiving salary increments.
3. Retain his/her accumulated sick leave and vacation credits.

H. **SENIORITY RIGHTS.** A transferred employee shall retain seniority credits already earned in accordance with Education Code 45308.

I. **PHYSICAL INCAPACITY.** When an employee becomes physically incapacitated for the performance of any of his/her duties as determined by the Personnel Physician, the department head may, with the approval of the Commission, transfer him/her to a position in a class of the same or lower salary level which he/she has the ability to fill or for which he/she may be expected to acquire the necessary ability after a reasonable program of in-service training. In case of transfer to a lower level, the employee shall receive the same salary he/she is receiving in his/her former class but not to exceed the maximum of the salary of the class to which he/she is transferred. He/she shall retain his/her anniversary date.

Reference: California Education Code 45279

J. **PRECEDENCE OF TRANSFERS.**

1. No obligation shall exist to fill a position by transfer rather than by other methods of appointment.
2. When there are fewer than three (3) transfer requests on the eligibility list, each employee requesting a transfer will be interviewed for the available position. When there are more than three (3) transfer requests on the eligibility list, the person responsible for filling the position will select at least three (3) employees requesting a transfer to be interviewed.

3. When a manager is interviewing concurrently to fill more than one vacant position in the same classification, a single interview of a candidate shall fulfill the requirements of interviewing for all such positions.
4. A manager shall not be required to interview a candidate again if that manager has interviewed that candidate for another vacant position in the same classification within the previous one hundred and twenty (120) ~~ninety (90)~~ calendar days.