

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
880 Locust Ave.
Long Beach, California 90813
REGULAR MEETING AGENDA

Regular Meeting
December 17, 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 December 3, 2020 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 Assistant Public Information Director eligibility list 21-0035-5266 established 12/10/2020 4
 2. **APPROVE** the certification of College & Career Specialist eligibility list 21-0031-5177 established 12/18/2020 4
 3. **APPROVE** the certification of Custodian – Substitute Work Only eligibility list 21-0051-0139 established 12/11/2020 4
 4. **APPROVE** the certification of Custodian – Substitute Work Only eligibility list 21-0052-0139 established 12/18/2020 4
 5. **APPROVE** the certification of Nutrition Services Worker eligibility list 21-0029-5068 established 12/07/2020 4
 6. **APPROVE** the certification of Nutrition Services Worker (Avalon) eligibility list 21-0014-5068 established 12/07/2020 4
- III. OLD BUSINESS
None

IV. NEW BUSINESS

1. **APPROVE** the extension of Custodian Assistant 20-0087-5025 eligibility list established 01/31/2020 5
2. **APPROVE** the extension of Educare Family Support Specialist 20-0061-5203 eligibility list established 12/17/2019 5
3. **APPROVE** the extension of Landscape Irrigation Worker 20-0074-0617 eligibility list established 12/23/2019 5
4. **APPROVE** the extension of Middle School Office Supervisor 20-0099-3357 eligibility list established 02/24/2020 5
5. **APPROVE** the extension of Plant Supervisor II 20-0085-5027 eligibility list established 01/30/2020 5
6. **APPROVE** the extension of Senior Office Assistant 20-0097-3363 eligibility list established 02/06/2020 5
7. **APPROVE** the extension of Senior Office Assistant BL Spanish 20-0098-5091 eligibility list established 02/06/2020 5
8. **APPROVE** the abolishment of a classification: Military Property Specialist 6-10

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

January 14, 2021 at 8:15 a.m. at Marketing and Media Services, 880 Locust Ave., Long Beach, California, 90813

VII. CLOSED SESSION

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 LBSD 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
880 Locust Ave.
Long Beach, CA 90813

MINUTES
Regular Meeting

December 3, 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, December 3, 2020 at 8:15 a.m. at 880 Locust Ave., 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; Susan Leaming, Personnel Analyst; Gregory Robinson, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Employment Services Supervisor; Ashleigh Fernando, Senior Administrative Secretary (Acting); Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Silaue Taaeifi, Human Resources Technician; Alejandra Torres, 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 November 19, 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 new Los Angeles County mask regulations require employees to wear a mask when in a room with more than one person. Mr. Kato stated he appreciates staff for their continued efforts to follow District protocols.

Greggory Robinson, Personnel Analyst, reported Recruitment and Testing currently has forty-seven (47) recruitments in various stages including twenty-one (21) accepting applications, ten (10) in exam development, fourteen (14) currently testing, and two (2) being scored. Mr. Robinson thanked staff for their ongoing work on these recruitments.

Jesus Rios Jr., Employment Services Supervisor, thanked staff for their continued work distributing eligibility lists, fingerprinting employment candidates, and processing salary step increments and performance evaluations. Mr. Rios Jr. noted that discussions regarding the online summer school application have begun with Technology and Information Services.

Susan Leaming, Personnel Analyst, reported that the Board of Education approved the contract with CPS HR Consulting to conduct the School Safety and Emergency Preparedness job family study. Ms. Leaming informed the Commission that study kick-off meetings have already been held with the consultants, administration and CSEA leadership. Ms. Leaming stated that correspondence will be sent out in the near future to the approximately 85 employees that will be asked to participate in the study.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrative Secretary
2. **RATIFY** job announcement bulletin for Human Resources Technician
3. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant and Senior Accounting Assistant
4. **RATIFY** job announcement bulletin for Intermediate Payroll Accounting Technician and Senior Payroll Accounting Technician
5. **RATIFY** job announcement bulletin for Maintenance Laborer
6. **APPROVE** the certification of Child Care Worker
7. **APPROVE** the certification of Custodian – Substitute Only
8. **APPROVE** the certification of Nutrition Services Worker - Avalon

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 1-5 and approve items 6-8 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		

CONSENT AGENDA
OLD BUSINESS

None

NEW BUSINESS

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 1.

1. **DISCUSS** and **APPROVE** the cancellation of the December 31, 2020 regular meeting of the Personnel Commission.

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

OTHER ITEMS

None

NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, December 17, 2020 at 8:15 a.m. at 880 Locust Ave. 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 8:25 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 8:41 a.m.

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 4

Date: December 17, 2020

Reason for Consideration: Approval

ASSISTANT PUBLIC INFORMATION DIRECTOR

DUAL

21-0035-5266

List Valid: 12/10/2020-12/10/2021

Total Applications Received: 22

No. Passed: 3

No. Failed: 9

Total Invited to Exam: 13

No. Withdrew: 1

No. Screened Out: 9

COLLEGE & CAREER SPECIALIST

DUAL

21-0031-5177

List Valid: 12/18/2020-12/18/2021

Total Applications Received: 131

No. Passed: 24

No. Failed: 8

Total Invited to Exam: 43

No. Withdrew: 11

No. Screened Out: 88

CUSTODIAN – SUBSTITUTE WORK ONLY

OPEN CONTINUOUS

21-0051-0139

List Valid: 12/11/2020-12/11/2021

Total Applications Received: 23

No. Passed: 9

No. Failed: 1

Total Invited to Exam: 12

No. Withdrew: 2

No. Screened Out: 11

CUSTODIAN – SUBSTITUTE WORK ONLY

OPEN CONTINUOUS

21-0052-0139

List Valid: 12/18/2020-12/18/2021

Total Applications Received: 23

No. Passed: 5

No. Failed: 7

Total Invited to Exam: 17

No. Withdrew: 5

No. Screened Out: 6

NUTRITION SERVICES WORKER

DUAL

21-0029-5068

List Valid: 12/07/2020-12/07/2021

Total Applications Received: 35

No. Passed: 4

No. Failed: 10

Total Invited to Exam: 29

No. Withdrew: 15

No. Screened Out: 6

NUTRITION SERVICES WORKER (AVALON)

DUAL

21-0014-5068

List Valid: 12/07/2020-12/07/2021

Total Applications Received: 2

No. Passed: 1

No. Failed: 1

Total Invited to Exam: 2

No. Withdrew: 0

No. Screened Out: 0

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Extended Eligibility Lists

PAGE: 5

Date: December 17, 2020

Reason for Consideration: Approval

CUSTODIAN ASSISTANT **DUAL** **20-0087-5025**

Extended list expiration date: 07/31/2021

Extended List Period: 6 months

Total applicants on list: 21

No. of current eligible: 19

No. of waivers or removals: 1

EDUCARE FAMILY SUPPORT SPECIALIST **DUAL** **20-0061-5203**

Extended list expiration date: 06/17/2021

Extended List Period: 6 months

Total applicants on list: 15

No. of current eligible: 14

No. of waivers or removals: 0

LANDSCAPE IRRIGATION WORKER **DUAL** **20-0074-0617**

Extended list expiration date: 06/23/2021

Extended List Period: 6 months

Total applicants on list: 6

No. of current eligible: 5

No. of waivers or removals: 0

MIDDLE SCHOOL OFFICE SUPERVISOR **DUAL** **20-0099-3357**

Extended list expiration date: 08/24/2021

Extended List Period: 6 months

Total applicants on list: 14

No. of current eligible: 13

No. of waivers or removals: 0

PLANT SUPERVISOR II **PROMOTIONAL** **20-0085-5027**

Extended list expiration date: 07/30/2021

Extended List Period: 6 months

Total applicants on list: 14

No. of current eligible: 8

No. of waivers or removals: 0

SENIOR OFFICE ASSISTANT **DUAL** **20-0097-3363**

Extended list expiration date: 08/06/2021

Extended List Period: 6 months

Total applicants on list: 43

No. of current eligible: 41

No. of waivers or removals: 1

SENIOR OFFICE ASSISTANT BL SPANISH **DUAL** **20-0098-5091**

Extended list expiration date: 08/06/2021

Extended List Period: 6 months

Total applicants on list: 14

No. of current eligible: 13

No. of waivers or removals: 0

PERSONNEL COMMISSION



December 7, 2020

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

Background and Findings

The single incumbent classification of Military Property Specialist (salary range 20 C1) was created in 1944 as Military Clerk and was subsequently retitled several times. In 2008 the class was retitled from Military Property Assistant to Military Property Specialist. An incumbent requisitioned, received, stored, issued and accounted for military equipment and supplies provided to the District through the Junior Reserve Officers' Training Corps (JROTC) at Polytechnic High School. The class has been vacant since January 2011. There is no reemployment list in place for this classification and no staff will be impacted by this action.

The Assistant Superintendent – High Schools supports the abolishment of the classification.

Recommendations

Staff recommends the Personnel Commission:

- Abolish the classification of Military Property Specialist

Prepared by:

A handwritten signature in black ink, appearing to read "Susan Leaming".

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read "Kenneth Kato".

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5127
Salary Range: 20 (C1)

MILITARY PROPERTY SPECIALIST

JOB SUMMARY

Under general supervision, perform a variety of specialized duties in support of the Army Junior Reserve Officer Training Corps (JROTC) program; requisition, receive, store, issue and account for military equipment and supplies provided to the District through the JROTC; prepare and maintain a variety of records, logs and files; 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.

- Requisition, receive, store, issue and account for military equipment and supplies provided to the District through the JROTC in accordance with established District guidelines and military regulations. **E**
- Order uniforms and supplies utilizing an online system; receive and inspect shipments for damage and conformity to purchase order specifications and packing slips; process related paperwork; input and update computerized records. **E**
- Store received items in appropriate storage sections, shelves, bays or bins; move stock locations as necessary; maintain storage and office areas in a clean, safe and orderly condition. **E**
- Issue uniforms and equipment to students and school sites; authorize uniform alterations and purchases at external supply stores; arrange for laundry and dry cleaning service of uniforms; arrange for the lateral transfer of articles and supplies with other JROTC units. **E**
- Maintain appropriate inventory levels of uniforms and supplies; conduct regular and special inventories of Army property at assigned school sites and supply storage areas; prepare and maintain auditable inventory records and reports. **E**
- Drive a vehicle to deliver surplus, damaged and obsolete items to military bases and to pick up and transfer items between District sites; arrange for the maintenance of weapons and equipment. **E**
- Conduct monthly inventory of sensitive items such as weapons at school sites; notify instructors of missing items and file appropriate survey reports with the Army. **E**
- Monitor and balance assigned supply and uniform budgets; control expenditures in accordance with established guidelines and funding levels; assist in the preparation of Department of Defense annual budget requests. **E**

- Communicate with students, District staff and military representatives to exchange information, coordinate activities and resolve issues. *E*
- Prepare and maintain a variety of records, logs and files related to assigned activities; compile, verify and prepare data for inclusion in reports. *E*
- Compose correspondence independently or from oral instructions; type a variety of materials from straight copy, rough drafts or oral instructions, review, proofread and verify accuracy of documents. *E*
- Initiate and receive telephone calls; explain policies and procedures and provide information according to established guidelines; resolve issues as appropriate. *E*
- Operate a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer and assigned software. *E*
- Attend a variety of meetings and trainings; attend JROTC encampments and other special events to provide logistical support and chaperone students. *E*

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

A Military Property Specialist requisitions, receives, stores, issues and accounts for military equipment and supplies provided to the District through the JROTC. An incumbent applies a thorough knowledge of military regulations governing the use of and accounting for military property and supplies. The incumbent works closely with the Senior Army Instructor in determining the uniform and supply requirements of the student population and has ongoing communication with military supply units at military bases and command headquarters.

EMPLOYMENT STANDARDS

Knowledge of:

Modern office practices, procedures and equipment.

Purchasing and accounting practices and terminology.

Use and processing of requisitions, purchase orders, invoices, bids, contracts and related purchasing documents.

Applicable laws, codes, rules and regulations.

Basic budgeting practices regarding monitoring and control.

Operation of a computer and assigned software.

Record-keeping and filing techniques.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Mathematical computations.

Ability to:

Learn Army logistics policies and procedures.
Requisition, receive, store, issue and account for military equipment and supplies.
Maintain accountability of Army property.
Interpret, apply and explain applicable laws, codes, rules, regulations.
Monitor and balance assigned budgets.
Answer telephones and greet the public courteously.
Maintain records, logs and files.
Compile, verify and prepare data for records and reports.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Meet schedules and time lines.
Determine appropriate action within clearly defined guidelines.
Work independently with little direction.
Compose correspondence and written materials independently.
Add, subtract, multiply and divide quickly and accurately.
Operate a variety of office equipment including a computer and assigned software.

Education and Training:

Graduation from high school or equivalent. College-level coursework in accounting, purchasing, business administration or a related field is desirable.

Completion of the United States Army Cadet Command Logistics Course is highly desirable.

Experience:

Two years of clerical accounting or purchasing experience or one year of experience as a JROTC instructor. Experience performing military property control work is highly desirable.

OR

Active-duty-retired in honorable status from the United States Army.

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

SPECIAL REQUIREMENTS

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

Incumbents in this classification, who have not completed the United States Army Cadet Command Logistics Course, will be required to attend a paid, week-long course at an out-of-state location.

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.

WORKING ENVIRONMENT

Office, school site and storage room environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and office equipment.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders to reach supplies and equipment.
Lifting, carrying, pushing or pulling objects weighing up to 25 pounds.

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 six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

DATE: 3/6/2008