

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

REGULAR MEETING AGENDA

Regular Meeting
Community Room
June 4, 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 May 21, 2020 1-5
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 Communications Specialist 6-7
2. **RATIFY** job announcement bulletin for School Safety Operations Manager 8-9

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **ANNOUNCE** the 2020 Personnel Commission Employee of the Year

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

June 18, 2020 at 8:15 a.m. in the Community Room 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
4400 Ladoga Avenue
Lakewood, CA 90713

MINUTES
Regular Meeting

May 21, 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, May 21, 2020 at 8:15 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; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Gregory Robinson, Associate Personnel Analyst; Jesus Rios Jr., Employment Services Supervisor; Vanessa Ortiz, Human Resources Technician; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS TELEPHONICALLY PRESENT

Steven Rockenbach, Director of Employee Relations and Ethics; Gilbert Bonilla, CSEA Chapter 2 President; Ruben Sosnowski, Production Specialist/Editor; and Gary Marshall, Multimedia Technology Supervisor.

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 May 7, 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

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that central office staff will cease telecommuting and begin reporting to their offices on Tuesday, May 26, 2020. Mr. Kato stated that there is adequate space in the Personnel Commission work areas to accommodate social distancing guidelines. Mr. Kato reported that on May 12, 2020, the first virtual Personnel Commission quarterly staff meeting was held. Mr. Kato also reported he recently met with Steve Bui, Transportation Director, to discuss the future classified staffing needs of the Transportation department.

Greggory Robinson, Associate Personnel Analyst, reported that there are currently twenty-two (22) open recruitments and that he and Maria Braunstein, Personnel Analyst, have been developing examinations for online administration. Mr. Robinson mentioned several examinations are moving forward with remote testing and interviewing. Mr. Robinson also mentioned that he and Ms. Braunstein have been collaborating with other agencies regarding best practices. Mr. Kato thanked the recruitment and testing team for developing innovative processes and adapting so quickly to online testing.

Jesus Rios Jr., Employment Services Supervisor, reported that the number of available summer school employment positions will be reduced as the summer education program will be primarily online this year. Mr. Rios Jr. is working with other departments to determine their summer staffing needs.

Dale Culton, Certification Services Manager, reported that he and Mr. Kato recently met with CSEA leadership to review the layoff and reductions of classified staff recently approved by the Board of Education. After the effects of bumping were implemented, fourteen (14) employees were reduced in hours and eight (8) employees were increased in hours.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Computer Support Technician
2. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker
3. **RATIFY** job announcement bulletin for Nutrition Services Manager
4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I
5. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II
6. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III
7. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker

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 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		

OLD BUSINESS

1. **ADOPT** the 2020-2021 Personnel Commission Budget

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

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

2. **APPROVE** the following:
Revisions to the Rules and Regulations of the Classified Service, Rule 12.19, Rule 1.1, Rule 10.1.A and C, Rule 10.11.B (Second Reading)

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 Old Business Item 2.

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

NEW BUSINESS

1. **APPROVE** the abolishment of a classification: Telecommunications Supervisor

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

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

2. **APPROVE** the following:
Adopt the classification specification of Administrator, Behavior and Assessment Services
Allocate the classification of Administrator, Behavior and Assessment Services to salary range 51 (M2)

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

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

3. New Business Item Number 3 was pulled from the agenda.

4. **APPROVE** the following:

Reclassify incumbents in the "Schools" classifications into the Intermediate Office Assistant and Senior Office Assistant classifications or appropriate bilingual classes and direct all positions and employment lists be reclassified for the purpose of title change only.

Abolish the classifications of:

- Intermediate Office Assistant – Schools
- Intermediate Office Assistant – Schools, Bilingual Spanish
- Senior Office Assistant – Schools
- Senior Office Assistant – Schools, Bilingual Spanish

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and following discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 4.

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

5. **APPROVE** the recommendation to remove from eligibility list ID 29592066

New Business Item 5 was moved into closed session.

6. **ANNUAL ELECTION OF OFFICERS** per PC Rule 2.6

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to elect Commissioner Bender as Chairperson.

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

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to elect Commissioner Terence Ulaszewski as Vice-Chairperson.

<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 Commissioner Bender thanked staff for all of their hard work and their innovative efforts to adapt to the changing times. Commissioner Ulaszewski, recognized Classified Employee Week and thanked CSEA leadership for everything they do on behalf of classified employees especially during these difficult times. Commissioner Vaughan, also thanked Commission staff and CSEA for all of their hard work during these challenging times. Gilbert Bonilla, CSEA Chapter 2 President, expressed his appreciation to the Commissioners for their remarks.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 4, 2020 at 8:15 a.m. at 1515 Hughes Way, Long Beach, CA 90810 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 8:54 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:15 a.m. and the following reportable action was taken:

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 staff's recommendation to remove Applicant ID 29592066 from the current eligibility list with the stipulation they may reapply after a period of one year.

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

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:16 a.m.

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 72,000 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 excellence in academic achievement, the arts and athletics. LBUSD's successes have been chronicled by national media including the New York Times, Washington Post, The Atlantic, U.S. News and World Report, USA Today, Newsweek, Time, Parade, Sports Illustrated, ESPN, Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and others.

These are the hallmarks of one of Americas 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 through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Dual Exam 20-0161-5274 OL



**An Exciting Career
Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**COMMUNICATIONS
SPECIALIST**

\$5,147 – \$6,045 Monthly

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 Communications Specialist. Under general direction, perform a variety of specialized duties in support of the District's Public Information Office; participate in the marketing and communication initiatives of the District; train and evaluate the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Administrative and Other then Communications Specialist.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in public relations, journalism, communications or a related field.

Candidates will have two years of professional or internship media and public relations experience involving print, internet and social media.

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

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

May be required to travel from one location to another.

SALARY AND BENEFITS

The monthly salary for Communication Specialist is \$5,147 to \$6,045, 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, 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., Wednesday, June 17, 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
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**WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM
EMPLOYER**

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Promo Exam 20-0160-5273 AF



An Exciting Promotional Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

SCHOOL SAFETY OPERATIONS MANAGER

\$7,314 - \$8,589 MONTHLY

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 School Safety Operations Manager. Under general direction, plan, organize and manage the daily administrative and operational activities of the Office of School Safety and Emergency Preparedness; oversee, manage and assure the functionality of school safety systems including security cameras, emergency notification, visitor management and electronic lock access control systems; train and evaluate the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose School Safety and Emergency Preparedness, then School Safety Operations Manager.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree including coursework in criminal justice, public administration, business administration, emergency management or a related field. Completion of a P.O.S.T approved Background Investigation Course is desired.

Additionally, candidates will have three years of experience performing P.O.S.T background investigations including some experience in a supervisory capacity or three years of experience in law enforcement or security work, preferably with juveniles or adolescents, including some experience in a supervisory capacity.

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

SPECIAL REQUIREMENTS

Incumbents in this classification not possessing P.O.S.T Background Investigation training must complete District-provided training within one year of employment. Prior to employment in this classification, successful candidates must pass a comprehensive background investigation. Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license. May be required to travel from one location to another.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

SALARY AND BENEFITS

The monthly salary for School Safety Operations Manager is \$7,314 to \$8,589, 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.

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