

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
March 12, 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 February 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 CDC Guidance Specialist 5-6
2. **RATIFY** job announcement bulletin for Nutrition Services Worker-Avalon 7-8
3. **APPROVE** the certification of Instructional Aide Special eligibility list 20-0101-0448 established 03/02/2020 9
4. **APPROVE** the certification of School Safety Officer eligibility list 20-0096-5014 established 03/05/2020 9
5. **APPROVE** the certification of District Security Officer eligibility list 20-0095-5202 established 03/05/2020 9

- 6. **APPROVE** the certification of Nutrition Services Worker eligibility list 20-0103-5068 established 03/06/2020 9
- 7. **APPROVE** the certification of Food Production Utility Worker eligibility list 20-0116-0477 established 03/09/2020 9
- 8. **APPROVE** the certification of Welder eligibility list 20-0113-0137 established 03/10/2020 10
- 9. **APPROVE** the certification of Warehouse Manager eligibility list 20-0111-0301 established 03/11/2020 10
- III. OLD BUSINESS
- None
- IV. NEW BUSINESS
- 1. **APPROVE** the recommendation to remove from eligibility list ID 38320884 11-14
- V. OTHER ITEMS
- VI. NEXT REGULAR MEETING
- March 26, 2020 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 accomadation 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

February 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, February 27, 2020 at 8:20 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

Absent: Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Maria Braunstein, Personnel Analyst; Gregory Robinson, Associate Personnel Analyst; Dale Culton, Certification Services Manager; Connie Ballew, Acting Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Alejandra Torres, Human Resources Technician; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Oralia Leyva, Human Resources Technician; Susan Brister, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Ashleigh Fernando, Human Resources Assistant

GUESTS

Vaurice Scott, CSEA Vice President-Unit A; Valeeta Pharr, CSEA 1st Vice President-Eric Larsen, Sign Maker, Maintenance; Appellant E00161406; Appellant 2728258

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of February 13, 2020.

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

RECEIVE CORRESPONDENCE

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, reported that he attended the Association of Long Beach Educational Managers, (ALBEM) meeting Tuesday, February 25, 2020, and answered questions regarding the Merit System. ALBEM will send a representative to select the 2020 Employee of the Year. ALBEM is also looking to supply information to the managers that attend the classified New Employee Orientation sessions

Mr. Kato noted that Jill Baker, Deputy Superintendent, is having a group of New Administrators tour the Personnel Commission on February 27, 2020 in the afternoon.

Oralia Leyva, Human Resources Technician; reported that Recruitment and Testing has 36 ongoing recruitments.

Jesus Rios Jr., Employment Services Supervisor, reported that 613 online Summer School Applications have been received since opening the applications on February 3rd, 2020. Mr. Rios shared that this year applications will only be accepted online and there have been six workshops at Personnel Commission to aide applicants. Mr. Rios gave kudos to Aisha Alex, Human Resources Assistant, and Ashleigh Fernando, Human Resources Assistant, for assisting applicants that have come in to use the computers in the Personnel Commission Lobby to apply.

Dale Culton, Certification Services Manager, reported that three displaced employees were brought back. Mr. Culton also reported that Oralia Leyva, Human Resources Technician, held an Instructional Aide Special recruitment fair and had nine applicants accept probationary positions.

Susan Learning, Personnel Analyst, distributed copies of the updated Classified Salary Schedule.

CONSENT AGENDA

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

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

1. **APPROVE** the certification of Child Care Worker eligibility list 20-0093-5258 established 02/24/2020
2. **APPROVE** the certification of Painter eligibility list 20-0066-0113 established 02/24/2020
3. **APPROVE** the certification of Middle School Office Supervisor eligibility list 20-0099-3357 established 02/24/2020
4. **APPROVE** the certification of High School Office Supervisor eligibility list 20-0100-5091 established 02/24/2020

OLD BUSINESS None

- NEW BUSINESS
1. **APPROVE** the recommendation to remove from eligibility list ID 2728258
 2. **APPROVE** the request for Hearing in Disciplinary Matter Employee E00161406

The Commission moved NEW BUSINESS Items 1 & 2 to closed session.

3. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2018-2019

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to review and adopt the Personnel Commission Annual Report for 2018-2019.

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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 12, 2020 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 8:53 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:53 a.m. and the following reportable actions were taken:

1. A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate ID 2728258 from the current eligibility list and allow to re-test in the future.

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

2. A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve the request for Hearing in Disciplinary Matter Employee E00161406.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:55 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

CDC GUIDANCE SPECIALIST

FINAL FILING DATE:

4:30 p.m. Monday, March 16, 2020.

JOB INFORMATION:

Permanent 10 month flex position. Position is a 100% FTE (8 hours a day).

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

JOB SUMMARY:

Under general supervision, provide behavior intervention services for students and families participating in Child Development Center (CDC) programs; conduct parenting workshops on a variety of topics; develop in-service trainings and provide support to CDC staff regarding behavior intervention, disciplinary actions and dealing effectively with students and parents; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate's degree including coursework in child development, education, counseling or a related field.

EXPERIENCE:

Two years of experience working with students in a before or after school enrichment program or community organization including some experience working with students and parents regarding behavior issues.

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

SPECIAL REQUIREMENTS:

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

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: \$21.87
6 MONTHS: \$23.08
1 ½ YEARS: \$24.34
2 ½ YEARS: \$25.69
3 ½ YEARS: \$27.10

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 20-0133-5215 AA

LBUSD employees, please see reverse side for
important information.

Maria Braunstein

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.



CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

NUTRITION SERVICES WORKER-AVALON

FINAL FILING DATE:

Open Continuous
SUBSTITUTE SALARY: \$14.56

Catalina Island employees receive an additional \$3.39 per hour.

JOB INFORMATION:

The current need is for substitutes. List may be used to fill vacancies as they occur. Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes. Avalon is located on Catalina Island, 22 miles southwest of the Los Angeles Harbor Breakwater. Employees must live on the island, and/or arrange for their own transportation to and from the island.

JOB SUMMARY:

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

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

SALARY RANGE HOURLY:

START:	\$14.56
6 MONTHS:	\$15.37
1 ½ YEARS:	\$16.21
2 ½ YEARS:	\$17.11
3 ½ YEARS:	\$18.05

APPLICATION:

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

SELECTION PROCEDURE:

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.

THE EXAMINATION FOR THIS POSITION
WILL BE AT THE AVALON SCHOOL ON
CATALINA ISLAND.

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open 19-0132-5068 VO

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

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LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 9

Date: March 12, 2020

Reason for Consideration: Approval

INSTRUCTIONAL AIDE SPECIAL

OPEN CONTINUOUS

20-0101-0448

List Valid: 3/2/2020-3/2/2021

Total Applications Received: 76

No. Passed: 13 No. Failed: 1

Total Invited to Exam: 19

No. Withdrew: 5 No. Screened Out: 57

SCHOOL SAFETY OFFICER

DUAL CONTINUOUS

20-0096-5014

List Valid: 3/5/2020-9/5/2021

Total Applications Received: 19

No. Passed: 2 No. Failed: 1

Total Invited to Exam: 4

No. Withdrew: 1 No. Screened Out: 15

DISTRICT SECURITY OFFICER

DUAL CONTINUOUS

20-0095-5202

List Valid: 3/5/2020-9/5/2020

Total Applications Received: 25

No. Passed: 2 No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 4 No. Screened Out: 19

NUTRITION SERVICES WORKER

DUAL

20-0103-5068

List Valid: 3/6/2020-9/6/20

Total Applications Received: 62

No. Passed: 13 No. Failed: 6

Total Invited to Exam: 43

No. Withdrew: 24 No. Screened Out: 19

FOOD PRODUCTION UTILITY WORKER

DUAL

20-0116-0477

List Valid: 3/9/2020-3/9/2021

Total Applications Received: 50

No. Passed: 7 No. Failed: 4

Total Invited to Exam: 26

No. Withdrew: 15 No. Screened Out: 24

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 10

Date: March 12, 2020

Reason for Consideration: Approval

WELDER

DUAL

20-0113-0137

List Valid: 3/10/2020-3/10/2021

Total Applications Received: 26

No. Passed: 4

No. Failed: 4

Total Invited to Exam: 12

No. Withdrew: 4

No. Screened Out: 14

WAREHOUSE MANAGER

DUAL

20-0111-0301

List Valid: 3/11/2020-3/11/2021

Total Applications Received: 47

No. Passed: 3

No. Failed: 25

Total Invited to Exam: 33

No. Withdrew: 5

No. Screened Out: 14

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 38320884

PAGES: 11-15

Date: 03/12/2020

Reason for Consideration: Restricted Action

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.