

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Ave.
Lakewood, California 90713

REGULAR MEETING AGENDA

Regular Meeting
February 22, 2024

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

Pursuant to Government Code section 54954.3, section (b)(1) and Chaffee vs. San Francisco Public Library Commission (2005) 134 Cal App 4th 109, each speaker will be provided up to three (3) minutes to make their comments on an agenda item. You will be provided a one-minute and thirty second warning before your time to speak is up.

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 8, 2024 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. **RATIFY** job announcement bulletin for Expanded Learning Supervisor 4-5
2. **RATIFY** job announcement bulletin for Recreation Aide – Expanded Learning 6
3. **APPROVE** the certification of Accompanist eligibility list 24-0171-5213 established 02/20/2024 7
4. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW10-5258 established 02/07/2024 7
5. **APPROVE** the certification of Cyber Security Manager eligibility list 24-0157-5310 established 02/22/2024 7
6. **APPROVE** the certification of District Security Officer eligibility list 24-0142-5202 established 02/22/2024 7
7. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0179-5319 established 02/16/2024 7

8. **APPROVE** the certification of Instructional Aide – Expanded Learning (Catalina) eligibility list 24-0160-5319 established 02/16/2024 7
 9. **APPROVE** the certification of Laborer eligibility list 24-0176-0204 established 02/23/2024 7
 10. **APPROVE** the certification of Network Specialist eligibility list 24-0178-5119 established 02/22/2024 8
 11. **APPROVE** the certification of Nutrition Services Operations Coordinator (Revised) eligibility list 24-0152-5063 established 02/07/2024 8
 12. **APPROVE** the certification of Recreation Aide eligibility list 24-0180-5255 established 02/13/2024 8
 13. **APPROVE** the certification of Recreation Aide eligibility list 24-0188-5255 established 02/23/2024 8
- III. OLD BUSINESS
None
- IV. NEW BUSINESS
None
- V. OTHER ITEMS
None
- VI. NEXT REGUAL MEETING
March 7, 2024 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713
- VII. CLOSED SESSION
Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment
- VIII. ADJOURNMENT
Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).

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

MINUTES
Regular Meeting

February 8, 2024

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 8, 2024 at 8:16 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Sheryl Bender.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Maria Rojas, Interim Employment Services Supervisor; Ashleigh Fernando, Interim Senior Administrative Secretary; Judith Alonso, Human Resources Technician; Moncia Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; Margarita Paiz, Human Resources Technician; Jazmin Salgado, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Kellyanna Miller, CSEA Chapter 2 Administrator; and Trinita Renfro, CSEA Chapter 2 Chief Job Steward.

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 January 25, 2024.

<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

Lydia Tran, Associate Personnel Analyst, informed the Commission that there are 37 recruitments at various stages, 14 accepting applications, 15 at various stages of testing and an additional 10 recruitments that will be opening. Ms. Tran mentioned Human Resource Services is hosting a Teacher Recruitment Fair Night and the Recruitment and Testing Unit would be attending to answer any classified position questions.

Susan Leaming, Interim Executive Officer, spoke on behalf of Oralia Leyva, Interim Certification Services Manager. Ms. Leaming informed the Commission that the Certification Unit is very busy. Ms. Leaming mentioned that the Summer School application is online and currently accepting applications. Maria Rojas, Interim Employment Services Supervisor, stated there are currently 366 applications received.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Research Information Systems Analyst
2. **RATIFY** job announcement bulletin for School Support Secretary
3. **RATIFY** job announcement bulletin for School Support Secretary – Bilingual Spanish
4. **RATIFY** job announcement bulletin for Student Data Systems Specialist
5. **RATIFY** job announcement bulletin for Translator – Interpreter – BL Khmer
6. **RATIFY** job announcement bulletin for Translator – Interpreter – BL Spanish
7. **APPROVE** the certification of Assistant Maintenance Director eligibility list 24-0151-0504 established 01/29/2024
8. **APPROVE** the certification of Business Services Analyst eligibility list 24-0156-5268 established 02/07/2024
9. **APPROVE** the certification of Fiscal Services Analyst eligibility list 24-0158-5173 established 02/08/2024
10. **APPROVE** the certification of Food Production Equipment Technician eligibility list 24-0148-0476 established 02/01/2024
11. **APPROVE** the certification of Instructional Aide (Catalina Island) eligibility list 24-0167-0436 established 01/30/2024
12. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0169-5319 established 02/05/2024
13. **APPROVE** the certification of Maintenance Laborer eligibility list 24-0112-5275 established 01/26/2024
14. **APPROVE** the certification of Nutrition Services Operations Coordinator eligibility list 24-0152-5063 established 02/07/2024
15. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0140-5317 established 02/05/2024
16. **APPROVE** the certification of Senior Administrative Secretary (Confidential) eligibility list 24-0093-3362 established 02/07/2024

17. **APPROVE** the certification of Student Financial Technician – Avalon (Catalina Island) eligibility list 24-0163-0763 established 01/30/2024

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 1-6 and approve items 7-17.

<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 None

NEW BUSINESS 1. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2022-2023

Ms. Leaming presented the report to the Commission for their review and consideration. Ms. Leaming noted that Education Code requires the Personnel Commission to prepare an Annual Report for the Board of Education. The report informs the Board of Education of the activities of the Personnel Commission during the preceding fiscal year.

Following discussion, 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		

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 22, 2024 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION The Personnel Commission retired into closed session at 8:33 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:15 a.m. with no reportable actions.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:15 a.m.

CLASSIFIED EMPLOYMENT OPPORTUNITY



Expanded Learning Supervisor

FINAL FILING DATE:

4:30 p.m., Monday, February 26, 2024.

JOB INFORMATION:

Permanent 10-month positions. Positions are 100% FTE (8 hours per day). The current vacancies are at Kids' Club Program and WRAP. Eligibility list is being created to fill current and future vacancies as they occur.

Please note: This is an open/promotional recruitment with promotional list taking precedence. There will be an eligible list established consisting of promotional (in-house) candidates, and another separate list consisting of open (outside) candidates. The Rules and Regulations of the Classified Service allows for promotional candidates in the top three ranks to be considered prior to consideration of candidates on the open list, unless the promotional list consists of fewer than three ranks.

JOB SUMMARY:

Under general supervision, plan, organize, oversee and participate in the activities and operations of an Expanded Learning Opportunities Program (ELO-P) site; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Sixty units of college level coursework including 12 units of college-level coursework in early childhood education, social sciences, recreation or child development.

-OR-

One of the following valid Child Development Permits issued by the California Commission on Teacher Credentialing:

- Child Development Site Supervisor Permit
- Child Development Program Director Permit

EXPERIENCE:

Two years of experience working with children in an extended day care or similar recreation program with comprehensive theme-based activities. Lead or supervisory experience is preferred.

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 these classifications may require the use of a personal automobile and possession of a valid California Class C driver's license.
- (2) May be required to travel from one school location to another.
- (3) Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.
- (4) Incumbents must obtain a valid California Food Handlers Card within six months of employment in this classification.

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:	\$27.26
6 MONTHS:	\$28.75
1 ½ YEARS:	\$30.34
2 ½ YEARS:	\$32.01

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.

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0191-5320 JS

LBUSD employees, please see reverse for important information.



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PERSONNEL COMMISSION

"We find qualified candidates to meet the District's needs"

Army Van der ...

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



RECREATION AIDE – EXPANDED LEARNING

FINAL FILING DATE:

Open Continuous

SALARY RANGE HOURLY:

START: \$18.06

JOB INFORMATION:

Part-time 10-month positions. Positions are 37.5% FTE (less than 20 hours per week, no benefits). Eligibility list may be used to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for students enrolled in Expanded Learning Opportunities Program (ELO-P); organize and oversee recreational and playground activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**TRAINING AND EXPERIENCE:**

Experience working with children in an instructional, expanded learning or similar program is highly desirable.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

SPECIAL REQUIREMENTS:

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING ENVIRONMENT:

Playground, indoor and outdoor environment. Evening and varied hours. Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Walking or standing for extended periods of time. Bending at the waist, kneeling or crouching. Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds. Twisting and turning to monitor activities of children. Hearing and speaking to exchange information in person and on the telephone. Dexterity of hands and fingers to operate playground and office equipment. Seeing to monitor activities of children.

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.

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. The eligibility list for this classification will remain in effect for a period of six (6) months.

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VII/MERIT SYSTEM EMPLOYER

Open Continuous Exam 5317 VB



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LBUSD employees, please see reverse for important information.

Maria Lynn Braunstein

PERSONNEL COMMISSION

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 7-8

Date: February 22, 2024

Reason for Consideration: Approval

ACCOMPANIST

DUAL

24-0171-5213

List Valid: 02/20/2024-02/20/2025
Total Applications Received: 7
Passed: 2 Failed: 1

Total Invited to Exam: 4
Withdrew: 1

Screened Out: 3

CHILD CARE WORKER

OPEN

24-CCW10-5258

List Valid: 02/07/2024-08/07/2024
Total Applications Received: 19
Passed: 17 Failed: 1

Total Invited to Exam: 18
Withdrew: 0

Screened Out: 1

CYBER SECURITY MANAGER

DUAL

24-0157-5310

List Valid: 02/22/2024-02/22/2025
Total Applications Received: 18
Passed: 1 Failed: 0

Total Invited to Exam: 3
Withdrew: 2

Screened Out: 15

DISTRICT SECURITY OFFICER

DUAL

24-0142-5202

List Valid: 02/22/2024-08/22/2024
Total Applications Received: 58
Passed: 8 Failed: 3

Total Invited to Exam: 17
Withdrew: 6

Screened Out: 41

INSTRUCTIONAL AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

24-0179-5319

List Valid: 02/16/2024-08/16/2024
Total Applications Received: 28
Passed: 5 Failed: 1

Total Invited to Exam: 8
Withdrew: 2

Screened Out: 20

**INSTRUCTIONAL AIDE – EXPANDED LEARNING
(CATALINA)**

OPEN CONTINUOUS

24-0160-5319

List Valid: 02/16/2024-08/16/2024
Total Applications Received: 1
Passed: 0 Failed: 0

Total Invited to Exam: 0
Withdrew: 0

Screened Out: 1

LABORER

DUAL

24-0176-0204

List Valid: 02/23/2024-02/23/2025
Total Applications Received: 155
Passed: 25 Failed: 31

Total Invited to Exam: 84
Withdrew: 28

Screened Out: 71

NETWORK SPECIALIST

DUAL

24-0178-5119

List Valid: 02/22/2024-02/22/2025

Total Applications Received: 19

Passed: 2 Failed: 4

Total Invited to Exam: 8

Withdrew: 2

Screened Out: 11

**NUTRITION SERVICES OPERATIONS
COORDINATOR (REVISED)**

DUAL

24-0152-5063

List Valid: 02/07/2024-02/07/2025

Total Applications Received: 18

Passed: 6* Failed: 3

Total Invited to Exam: 11

Withdrew: 2

Screened Out: 7

RECREATION AIDE

OPEN CONTINUOUS

24-0180-5255

List Valid: 02/13/2024-08/13/2024

Total Applications Received: 46

Passed: 37 Failed: 0

Total Invited to Exam: 37

Withdrew: 0

Screened Out: 9

RECREATION AIDE

OPEN CONTINUOUS

24-0188-5255

List Valid: 02/23/2024-08/23/2024

Total Applications Received: 29

Passed: 24 Failed: 0

Total Invited to Exam: 29

Withdrew: 0

Screened Out: 5

CERTIFIED TO BE CORRECT: Maria Braunstein DATE: February 22, 2024