

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

MEETING AGENDA

**Regular Meeting
Building B, Room 29
March 3, 2016**

8:15 a.m.

**ADDENDUM
PAGE NO.**

I. GENERAL COMMUNICATIONS FUNCTIONS

1. **Call to order – Stacey V. Lewis**
2. **Renewal of Pledge of Allegiance to the Flag of the United States of America**
3. **Roll**
4. **APPROVE Minutes of the Regular Meeting of February 18, 2016** 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 Nutrition Services Worker (Avalon)** 5 – 6
2. **RATIFY job announcement bulletin for Nutrition Services Supervisor II (Avalon)** 7 – 8
3. **APPROVE the certification of Grounds Equipment Operator I 16-0048-0175 eligibility list established February 24, 2016** 9
4. **APPROVE the certification of Instructional Warehouse Assistant 16-0061-3353 eligibility list established March 3, 2016** 9
5. **APPROVE the certification of School Data Technician 16-0063-3360 eligibility list established March 7, 2016** 9

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE the recommendation to remove from eligibility list ID 23363303** 10 – 25
2. **APPROVE the recommendation to remove from eligibility list ID 10435389** 26 – 38

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

March 17, 2016 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 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) 1.

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

MINUTES

Regular Meeting

February 18, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, February 18, 2016, at 8:18 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 Stacey V. Lewis.

ROLL

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

Present: Stacey V. Lewis
 Terence Ulaszewski
 Linda J. Vaughan

**STAFF MEMBERS
PRESENT**

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Shristle Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Adriana Araujo, Staff Secretary; Angela Stenberg, Human Resources Technician; Anne Follett, Human Resources Technician; and Susan Brister, Human Resources Technician.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; and Valeeta Pharr, CSEA Chapter 2 President.

**MINUTES OF
REGULAR MEETING
APPROVED**

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of February 4, 2016.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Linda Vaughan	X		
Stacey V. Lewis			X

**RECEIVE
CORRESPONDENCE**

None

PUBLIC HEARD

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that she has been attending the Merit Academy and congratulated Kenneth Kato, Executive Officer, on his presentation on the Brown Act and parliamentary procedures.

**REPORT FROM
EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, reported to the Commission that he was looking forward to the California School Personnel Commissioners Association (CSPCA) annual conference being held on February 25-28, 2016. He informed the Commission that some Personnel Commission staff members will be attending on Thursday, February 25, 2016 but the offices will remain open.

Shristie Nair, Personnel Analyst, reported the Recruitment and Testing staff is currently working on 20 recruitments in various stages of the process. Additionally, staff is working on opening an additional 15-18 recruitments.

Susan Leaming, Personnel Analyst, reported registrations from Classified employees are currently being accepted for 2 sessions of CPR training to be held on March 4, 2016. Ms. Leaming updated the Commission on the Child Care and Instructional job family study and finalizing job descriptions and updating the related allocation lists.

Dale Culton, Certification Services Manager, reported that Judith Lopez, Human Resources Technician, will be training new Secretaries on the usage of the AESOP Substitute System. He also reported Angela Stenberg, Human Resources Technician, successfully scheduled final interviews for 29 Instructional Aide-Special applicants on Thursday, February 11, 2016 of which 26 applicants were offered and accepted positions.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda Items 1-4.

1. **RATIFY** job announcement bulletin for Grounds Services Manager
2. **RATIFY** job announcement bulletin for HVAC Technician
3. **APPROVE** the certification of Instructional Aide - Special 16-0062-0448 eligibility list established February 10, 2016
4. **APPROVE** the certification of School Safety Communications Operator 16-0051-5154 eligibility list established January 28, 2016

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Stacey V. Lewis	X		
Linda Vaughan	X		

OLD BUSINESS

None

NEW BUSINESS

The Commission moved items 1 through 5 of New Business to Closed Session.

1. **APPROVE** the recommendation to remove from eligibility list ID 4121499
2. **APPROVE** the recommendation to remove from eligibility list ID 20779558
3. **APPROVE** the recommendation to remove from eligibility list ID 19261220
4. **APPROVE** the recommendation to remove from eligibility list ID 21553016
5. **APPROVE** the recommendation to remove from eligibility list ID 18685466

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, made an inquiry regarding Custodians being reassigned at school sites and the training and procedures provided to them. She also mentioned that all employees should be present at the opening and closing of school sites to be aware of the procedures and protocols being followed at their respective sites. Ms. Pharr concluded with stating that she along with the District's support would like to make the attempt to provide all Classified employees with in-service training opportunities.

Commissioner Stacey Lewis reported the Port of Long Beach Summer High School Internship Program 2016 is collecting applications due by March 2, 2016. Ms. Lewis reported that the program is open to all interested high school students currently in grades 10 through 12 within Long Beach Unified School District. Ms. Lewis also shared her thoughts on renewed efforts in simplifying and streamlining the recruitment process for applicants and attracting millennials to apply to the District.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for March 3, 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 8:48 a.m. to discuss New Business items 1 through 5.

OPEN SESSION

The Personnel Commission returned to open session at 9:40 a.m. The following reportable actions were taken:

1. The Commission acted to sustain staff's recommendation to remove candidate 4121499 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply at the next administration of exam. They instructed the Executive Officer to notify the applicant of the decision.
2. The Commission acted to sustain staff's recommendation to remove candidate 20779558 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply at the next administration of exam. They instructed the Executive Officer to notify the applicant of the decision.
3. The Commission acted to sustain staff's recommendation to remove candidate 19261220 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after January 2019. They instructed the Executive Officer to notify the applicant of the decision.

4. The Commission acted to sustain staff's recommendation to remove candidate 21553016 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply at the next administration of exam. They instructed the Executive Officer to notify the applicant of the decision.
5. The Commission acted to sustain staff's recommendation to remove candidate 18685466 from current eligibility list and determined that this would be a permanent bar from future employment with the District in that classification, but not other classifications within the District. They instructed the Executive Officer to notify the applicant of the decision.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Stacey V. Lewis	X		
Linda Vaughan	X		

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:43 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL
DISTRICT

Stacey V. Lewis, Chairperson

Kenneth Kato, Executive Officer



Classified Employment Opportunity ON CATALINA ISLAND

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/

NUTRITION SERVICES WORKER (AVALON) – 5068

Final Filing Date: 4:30 p.m., Monday, March 7, 2016

SUBSTITUTE SALARY: \$13.20

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
HOURLY:	\$13.20	\$13.93	\$14.69	\$15.50	\$16.36

Catalina Island employees receive an additional \$3.14 per hour

JOB INFORMATION:

Current need is for substitutes. List may be used to fill vacancies as they occur. Positions in this entry class generally range from 2 – 3 hours per day, during midday hours. 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.

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website: www.lbschools.net/Departments/Personnel_Commission/. 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.

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.

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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING:

Equivalent to completion of eighth grade.

EXPERIENCE:

Individuals who possess the required knowledge and abilities are presumed to meet basic standards of experience necessary to achieve performance expectations in the work environment.

SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable. Accepting employment in a permanent (non-substitute) position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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. Selective certification shall be made for positions in this classification which require a valid driver's license (Education Code 45277).

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/ADAPT SYSTEM EMPLOYER

Form 16 0084 5068 Page 01

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

APPLY TO:

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/)

NUTRITION SERVICES SUPERVISOR II @ Avalon

Final Filing Date: 4:30 p.m., Monday, March 7, 2016

SALARY RANGE
MONTHLY:
HOURLY:

START
\$3,833
\$22.11

6 MONTHS
\$4,042
\$23.32

1 ½ YEARS
\$4,265
\$24.81

2 ½ YEARS
\$4,500
\$25.96

Catalina Island employees receive and additional \$533/quadi-weekly, prorated \$3.33 per hour.

JOB INFORMATION:

The current vacancy is a permanent 10 month position located at Avalon School, Catalina Island. 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.

APPLICATION:

All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Departments/Personnel Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday-Thursday; 8:00 a.m. - 4:00 p.m.

JOB SUMMARY: Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at Avalon school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff. The scope of service typically includes breakfast and lunch service with a more expansive menu and snack service for after-school programs. Perform related duties as assigned.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING:

Graduation from high school or equivalent. Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

EXPERIENCE:

Three years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor I.

SPECIAL REQUIREMENT:

Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

Some positions in this classification may require possession of a valid California Class C driver's license and the use of a personal automobile.

SELECTION PROCEDURE: This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. 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: 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. Attendance will be at the applicant's expense. 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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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 16-0085-5085 OL

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.

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LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 9

Date: March 3, 2016

Reason for
Consideration: Approval

Grounds Equipment Operator I

Promotional

16-0048-0175

List Valid: 2/24/16 – 2/24/17

Total applications received: 13

Total invited to exam: 5

No. Passed: 2

No. Failed: 4

No. Withdrew: 1

No. Screened Out: 6

Instructional Warehouse Assistant

Dual

16-0061-3353

List Valid: 3/03/16 – 3/03/17

Total applications received: 377

Total invited to exam: 122

No. Passed: 32

No. Failed: 86

No. Withdrew: 4

No. Screened Out: 255

School Data Technician

Dual

16-0063-3360

List Valid: 3/07/16 – 3/07/17

Total applications received: 144

Total invited to exam: 49

No. Passed: 9

No. Failed: 26

No. Withdrew: 14

No. Screened Out: 95

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: February 26, 2016