

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

MEETING AGENDA

Regular Meeting
B Building Room 29

8:15 a.m.
May 14, 2015

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Stacey 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 April 30, 2015 1-3
5. **RECEIVE** correspondence and refer to the 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 Interim Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Health Assistant 4-5
2. **RATIFY** job announcement bulletin for Nutrition Services Worker 6-7
3. **RATIFY** job announcement bulletin for Senior Health Assistant 8-9
4. **RATIFY** job announcement bulletin for Senior Locksmith 10-11
5. **RATIFY** job announcement bulletin for Translator – Interpreter Bilingual Spanish 12-13
6. **APPROVE** the certification of Executive Officer, Personnel Commission and Classified Employment eligibility list established May 15, 2015 14
7. **APPROVE** the certification of Instructional Aide-Special eligibility list established May 7, 2015 14
8. **APPROVE** the certification of Instructional Aide-Special eligibility list established May 15, 2015 14
9. **APPROVE** the certification of Telecommunications Technician eligibility list established May 7, 2015 14

III. OLD BUSINESS

1. **REVIEW** and **ADOPT** Personnel Commission Budget for 2015-2016 15-16

IV. NEW BUSINESS

1. Annual **ELECTION** of Officers per P.C. Rule 2.6 17

- | | | |
|-------|--|-------|
| 2. | APPROVE Meeting Dates for Personnel Commission 2015 – 2016 | 18 |
| 3. | ADOPTION of Classified School Employee Week Resolution | 19 |
| 4. | APPROVE the reclassification request:
Adopt new classification: Staffing Analyst – Human Resource Services
Allocate the classification to salary range 40 M2
Reclassify the Incumbent from: Associate Analyst – Human Resource Services to
Staffing Analyst – Human Resource Services | 20-29 |
| 5. | APPROVE the recommendation to remove from eligibility list ID 12413301 | 30 |
| 6. | APPROVE the recommendation to remove from eligibility list ID 22563939 | 30 |
| 7. | APPROVE the recommendation to remove from eligibility list ID 8481930 | 30 |
| 8. | APPROVE the recommendation to remove from eligibility list ID 7093802 | 30 |
| 9. | APPROVE the recommendation to remove from eligibility list ID 22574669 | 30 |
| 10. | APPROVE the recommendation to remove from eligibility list ID 4013808 | 30 |
| V. | OTHER ITEMS | |
| VI. | NEXT REGULAR MEETING

May 28, 2015, at 8:15 a.m. in Building B Room 29 | |
| VII. | CLOSED SESSION

Public employee performance evaluation – Interim 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

April 30, 2015

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Vice-Chairperson, on Thursday, April 30, 2015 at 8:15 a.m. in B Building, 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 Linda Vaughan

ROLL

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

Present:	Terence Ulaszewski Linda Vaughan
Absent:	Stacey Lewis

**MINUTES OF REGULAR
MEETING APPROVED**

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried unanimously, to approve the minutes of the Regular Meeting of April 16, 2015.

<u>Roll-Call vote</u>	<u>Ayes</u>	<u>Noes</u>
Terence Ulaszewski	X	
Linda Vaughan	X	

**RECEIVE
CORRESPONDENCE**

None

PUBLIC HEARD

No public comments were heard.

**REPORT FROM INTERIM
EXECUTIVE OFFICER**

Ms. Heineke reported, planning for the Open House of the Personnel Commission and Child Development Center offices has been scheduled to begin following the Personnel Commission meeting on May 14th. A committee is in the process of being assembled to plan the event.

Dale Culton, Certification Services Manager, reported the Board of Education on May 5th, will take action on the abolishment of 12 positions and reduction of 10 positions. Following the Board's action staff will prepare seniority lists and notify each individual of their rights. At this time we are unable to determine how many employees may be displaced. Additionally, Mr. Culton reported, 115 new employees were approved on the April 21st Board of Education agenda. This included 63 probationary, 49 substitute and 3 provisional employees.

Mary Cates, Human Resources Supervisor, reported on the number of summer school applications received and the assignments available. Ms. Cates and staff are currently working on finalizing the seniority lists. A discussion followed on why supervisors are allowed to work non-supervisory summer assignments. Mr. Culton read the contract which states, "Vacancies due to summer vacation, intersession, or recess and other short-term summer or intersession positions shall be filled by appointments made from appropriate special lists of all eligible classified employees..."

Susan Learning, Personnel Analyst, reported 150 Classified employees are registered to attend the May 11th, CalPERS Retirement Planning workshop. The

two sessions of the workshop will be held in the auditorium of the Personnel Commission office location.

Marilyn Balmer, Personnel Analyst, reported on current recruitment activities including examinations taking place and upcoming recruitments. Additionally, Ms. Balmer said staff is looking forward to using the cafeteria to test groups of up to 100 individuals at a time.

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. **RATIFY** job announcement bulletin for Plant Supervisor II
2. **RATIFY** job announcement bulletin for School Safety Operations Supervisor
3. **RATIFY** job announcement bulletin for Technology Support Representative
4. **APPROVE** the certification of Building Maintenance Worker eligibility list established April 30, 2015
5. **APPROVE** the certification of Building Maintenance Worker/Driver eligibility list established April 30, 2015
6. **APPROVE** the certification of Child Nutrition Specialist eligibility list established April 24, 2015
7. **APPROVE** the certification of Custodian eligibility list established May 1, 2015
8. **APPROVE** the certification of Executive Director – Fiscal Services eligibility list established April 27, 2015
9. **APPROVE** the certification of Instructional Aide - Special eligibility list established April 20, 2015
10. **APPROVE** the certification of Instructional Aide - Special eligibility list established April 20, 2015
11. **APPROVE** the certification of Intermediate Payroll Accounting Technician eligibility list established April 15, 2015
12. **APPROVE** the certification of Nutrition Services Supervisor I eligibility list established April 24, 2015
13. **APPROVE** the certification of Nutrition Services Worker (Avalon) eligibility list established May 1, 2015
14. **APPROVE** the certification of Plumber eligibility list established April 27, 2015
15. **APPROVE** the certification of Senior Payroll Accounting Technician eligibility list established April 22, 2015

OLD BUSINESS

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the Public Hearing date of May 14, 2015, for the proposed Personnel Commission Budget for 2015-2016. The hearing will be held at 4400 Ladoga Avenue, Lakewood, CA.

NEW BUSINESS

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

1. **APPROVE** the recommendation to remove from eligibility list ID 18220949

2. APPROVE the recommendation to remove from eligibility list ID 1614463
3. APPROVE the recommendation to remove from eligibility list ID 18123018
4. APPROVE the recommendation to remove from eligibility list ID 17884117
5. APPROVE the recommendation to remove from eligibility list ID 22627170

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, gave an update on negotiations and announced a tentative agreement has been reached with the District. CSEA members will have an opportunity to vote on the tentative agreement on May 20th. If the contract is approved by the members it will go on the May 26, Board of Education Agenda. If the agreement is approved and ratified, CSEA members should receive the 5% retroactive pay agreed upon on or about June 12, 2015.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be May 14, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:47 a.m. to consider Old Business Item 1.

OPEN SESSION

The Personnel Commission returned to open session at 8:56 a.m. The following reportable actions were taken:

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 18220949, but determined this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after August 2018.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 1614463.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 18123018.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 17884117.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID# 22627170, but determined this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after June 2017.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:58 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

Linda Vaughan, Vice-Chairperson

Patricia Heineke, Interim Executive Officer



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Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission/

HEALTH ASSISTANT – 5170

Applications will be accepted online for **two days ONLY**: Monday, June 1, and Tuesday, Jun 2, 2015 at 4:30 PM

<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>
<u>MONTHLY:</u>	\$2,857	\$3,015	\$3,181	\$3,355	\$3,539
<u>HOURLY:</u>	\$16.48	\$17.40	\$18.35	\$19.36	\$20.42

JOB INFORMATION: Eligibility list is being created to fill future part-time vacancies as they occur.

APPLICATION:

All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/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 direction, provide a variety of health services to students at an assigned school site; administer first aid and CPR and screen ill or injured students in accordance with state laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

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. College-level coursework in the medical field or completion of a certified nurse's aide, medical assistant or related health care program is desirable.

EXPERIENCE:

One year of experience at the level of Office Assistant is required. Experience working in a health care service environment and with children is highly desired.

SPECIAL:

(1) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (2) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (3) May be required to travel from one school location to another. (4) Accepting employment in a 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. 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/MERIT SYSTEM EMPLOYER

marie Braunstein

Exam 15-0172-5170 dp
Dual Examination

LBUSD Employees, please see reverse side for important information

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.



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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/Main_Offices/Personnel_Commission

NUTRITION SERVICES WORKER – 5068

Final Filing Date: 4:30 p.m., Thursday, May 21, 2015

SUBSTITUTE SALARY: \$12.57

<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:	\$12.57	\$13.27	\$13.99	\$14.77	\$15.58

JOB INFORMATION: POSITIONS IN THIS ENTRY CLASS GENERALLY RANGE FROM 2 - 3 HOURS PER DAY, DURING MIDDAY HOURS AND HIRED AS SUBSTITUTES.

THE ELIGIBLE LIST OF SUCCESSFUL CANDIDATES MAY ALSO BE USED TO FILL FUTURE PERMANENT VACANCIES AS THEY OCCUR.

APPLICATION:

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

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/MERIT SYSTEM EMPLOYER

Exam 15-0164-5068 Open eh

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 case by case basis by the administrator of the Personnel Commission.



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission/

SENIOR HEALTH ASSISTANT - 5174

Final Filing Date: Thursday, May, 28, 2015 at 4:30 p.m.

<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>
<u>MONTHLY:</u>	\$3,647	\$3,849	\$4,061	\$4,283	\$4,519
<u>HOURLY:</u>	\$21.05	\$22.21	\$23.43	\$24.71	\$26.07

JOB INFORMATION: Permanent 10-month, 47.5% position.

APPLICATION:

All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/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 direction, provide a variety of specialized health services to students at assigned school sites; administer first aid and CPR and screen ill or injured students in accordance with state laws and District regulations; prepare and maintain related records, files and reports and perform related duties as assigned.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

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 supplemented at a minimum by completion of a Licensed Vocational Nurse program approved by the California Board of Vocational Nursing and Psychiatric Technicians.

EXPERIENCE:

One year of experience working in a healthcare service environment. Experience working with school-aged children is highly desirable. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL:

(1) Incumbents in this classification at a minimum must possess and maintain licensure to practice in California as a Licensed Vocational Nurse throughout employment in this classification. (2) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (3) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (4) May be required to travel from one school location to another. (5) Accepting employment in a 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 will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; and an occupational qualifications appraisal board interview. 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. 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/MERIT SYSTEM EMPLOYER

Maria Braunstein

Exam 15-0171-5174 dp
Dual Examination

LBUSD Employees, please see reverse side for Important Information

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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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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 case by case basis by the administrator of the Personnel Commission.



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Classified Promotional Opportunity



APPLY TO:

Personnel Commission, Long Beach Unified School District
4400 Ladoga Ave., Lakewood, CA 90713 Office: (562) 436-5708

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission/

SENIOR LOCKSMITH - 5193

Final Filing Date: 4:30 p.m., Thursday, May 14, 2015

<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>
<u>MONTHLY:</u>	\$4,784	\$5,048	\$5,325	\$5,619	\$5,928
<u>HOURLY:</u>	\$27.60	\$29.12	\$30.72	\$32.42	\$34.20

PROMOTIONAL:

Employees in the classified service of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" **AND** who meet the education and experience requirements are eligible to compete.

APPLICATION:

All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/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 – 4:00.

JOB SUMMARY: Under general supervision a Senior Locksmith serves as a lead in the Lock Shop and participates in the installation, maintenance and repair of locks and related hardware. A Senior Locksmith plans, assigns and schedules the work of a group of journey-level Locksmiths. An Incumbent designs, maintains and makes adjustments to a multi-level master key system which is essential to the distribution and security of keys to authorized District personnel. An Incumbent maintains records on District keys, locks vaults and safes.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

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 graduation from high school.

EXPERIENCE:

Three years of journey-level locksmith experience. Experience in a lead or supervisory position is preferred. **OR**
Three years of experience as a Locksmith with Long Beach Unified School District.

WORKING ENVIRONMENT:

Indoor and outdoor environment. Adverse seasonal weather conditions. Working around and with machinery having moving parts. Driving a District vehicle to conduct work. Emergency call out.

PHYSICAL DEMANDS:

Lifting, carrying, pushing and pulling heavy objects weighing up to 60 pounds. Walking and standing for extended periods of time. Climbing ladders and stairs. Reaching overhead, above the shoulders and horizontally. Bending at the waste, kneeling or crouching. Dexterity of fingers and hands to operate hand and power tools and clocks. Seeing to perform work.

SPECIAL:

(1) Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) May be required to travel from one school location to another. (4) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law. (5) Accepting employment in a 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 of 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. 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/MERIT SYSTEM EMPLOYER

Exam 15-0158-5193 DP *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.



2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
4400 Ladoga Ave., Lakewood, CA 90712 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission

TRANSLATOR-INTERPRETER-BL SPANISH - 5079

Final Filing Date: 4:30 p.m., Tuesday, May 26, 2015

SALARY RANGE	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS	3 ½ YEARS
MONTHLY:	\$3,272	\$3,453	\$3,642	\$3,844	\$4,056
HOURLY:	\$18.88	\$19.92	\$21.02	\$22.18	\$23.40

JOB INFORMATION: Permanent 10 months, 100% FTE position. The current vacancy is located in Curriculum.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/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 – 4:00.

JOB SUMMARY: Under general supervision, Translator-Interpreter prepares District-wide written translations of technical, educational and general material for use by District departmental and school site personnel, parents and the public in a designated second language. Incumbents also provide simultaneous interpretations at a wide variety of District and school site meetings, conferences and workshops. Incumbents in this classification perform translation and interpretation work on a District-wide scope as opposed for a particular site or department, complete major and complex District-wide translation and interpretation projects and work under the direction of the Palms (Program Assistance for Language Minority Students) office; and perform related duties as assigned.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

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 supplemented by college-level coursework in Spanish. An Associate's degree in Spanish language is preferred.

EXPERIENCE: One year of experience translating written documents and providing simultaneous oral interpretation services. Experience in a school district is preferred.

SPECIAL REQUIREMENTS: (1) Valid California Class C driver's license and use of a personal automobile. (2) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 40 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. (4) Positions in the Translator-Interpreter-BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/billiterate test.

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.

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/MERIT SYSTEM EMPLOYER

Exam 15-0165-5079 SS
Dual Examination

LBUSD Employees, please see reverse side for important information

Marie 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.**
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LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 14

Date: May 14, 2015

Reason for
Consideration: Approval

**Executive Officer, Personnel Commission
and Classified Employment**

Dual

15-0125-5095

List Valid: 05/15/15 – 05/15/16

Total applications received: 27 Total invited to exam: 6

No. Passed: 6 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 21

CERTIFIED TO BE CORRECT: Marilyn Balmer DATE: May 8, 2015

Instructional Aide - Special

Open/Continuous

15-0152-0448

List Valid: 05/07/15 – 05/07/16

Total applications received: 77 Total invited to exam: 28

No. Passed: 15 No. Failed: 3 No. Withdrew: 10 No. Screened Out: 49

Instructional Aide - Special

Open/Continuous

15-0153-0448

List Valid: 05/15/15 – 05/15/16

Total applications received: 54 Total invited to exam: 21

No. Passed: 3 No. Failed: 5 No. Withdrew: 13 No. Screened Out: 33

Telecommunications Technician

Dual

15-0087-3309

List Valid: 05/07/15 – 05/07/16

Total applications received: 69 Total invited to exam: 40

No. Passed: 4 No. Failed: 23 No. Withdrew: 13 No. Screened Out: 29

CERTIFIED TO BE CORRECT: Patricia Heineke DATE: May 8, 2015

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

**SUBJECT: Personnel Commission Budget for 2015-2016
Public Hearing**

Date: May 14, 2015

Reason for Consideration: Action

EDUCATION CODE 45253 BUDGET; PERSONNEL COMMISSION; HEARINGS; ADOPTION OR REJECTION; AMENDMENTS.

We have included in the budget two significant expenditures that are designed to improve the efficiency of the Personnel Commission office - one in the area of increased staffing, and one in technology upgrades.

As you know, there was a tremendous shortage of eligibles for the classifications of Instructional Aide – Special, and Custodian (both regular and substitute). With the establishment of two limited-term positions, we have made tremendous progress toward having eligibility lists to fill these positions. In order to continue to maintain sufficient eligibles for these classifications and others, we propose to establish one Human Resource Technician position. This is reflected both in the salary and benefits section of the proposed budget.

The second significant expenditure is in the area of technology. As we have discussed, the computer and printers in the Commission office are very out-of-date. This has caused considerable difficulty in completing the tasks required to establish eligibility lists. Two particular areas of concern are problems with computers used for testing, and applicants having to spend several hours on computers in the lobby trying to complete their applications.

Below are the requirements imposed on the Personnel Commission per the California education code in relation to the Commission's budget.

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

It is recommended the Commission hold a Public Hearing on the Proposed Personnel Commission Budget for 2015-2016 per Education Code 45253, take action to approve it and submit it to the County Superintendent of Schools for final approval.

Personnel Commission Annual Budget

2015/2016

	2014/2015 (corrected)	2015/2016 (Proposed - Revised)	Comments
Salaries	\$1,052,274	\$1,123,446	Reflects step advancements, longevity increments and establishment of two <i>one</i> Human Resource Technicians; does NOT include filling vacant Senior Administrative Secretary position at 100% (currently 37.5%)
Benefits	\$549,488	\$608,057	Reflects benefits for two <i>one</i> Human Resource Technicians
Operating / Supplies	\$103,946	\$154,048	Reflects proposed technology purchases to upgrade systems
Totals:	\$1,724,661	\$1,885,551	Note: If one-time \$45,000 technology upgrade paid out of District's budget, total would be: \$1,843,551

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Annual Election of Officers for 2015-2016

Date: May 14, 2015

Reason for
Consideration: Action

Personnel Commission Rule 2.6 *Election of Officers* states:

“The Commission shall elect one of its members as chairperson and another as vice-chairperson at the first meeting of each May.”

In accordance with this rule it is recommended that a new chairperson and vice-chairperson be elected at this time.

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

**SUBJECT: Meeting Dates of the Personnel Commission
2015 - 2016**

Date: May 14, 2015

**Reason for
Consideration: Action**

Staff submits the following dates for the 2015 – 2016 Personnel Commission meetings for approval. All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

2015

2016

July 9
July 23

January 7
January 21

August 6
August 20

February 4
February 18

September 3
September 17

March 3
March 17
March 31

October 1
October 15
October 29

April 14
April 28

November 12

May 12
May 26

December 10

June 9
June 23

The regular biweekly meeting of the Personnel Commission on November 26th and December 24th are scheduled on designated holidays. The Commission may elect to hold these meetings on alternate dates.



RESOLUTION

CLASSIFIED SCHOOL EMPLOYEE WEEK

- WHEREAS,** classified school employees provide valuable services to the schools and students of the merit system districts of California; and
- WHEREAS,** classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and
- WHEREAS,** classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS,** classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and
- WHEREAS,** the Chapter II of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and
- WHEREAS,** the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and
- WHEREAS,** the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it
- RESOLVED,** that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 17-23, 2015 as **CLASSIFIED SCHOOL EMPLOYEES WEEK**.

Stacey Lewis
Chairperson

Linda Vaughan
Vice-Chairperson

Terence Ulaszewski
Member



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

May 7, 2015

TO:	Personnel Commission
FROM:	Commission Staff
SUBJECT:	Reclassification Request
INCUMBENT:	Heather Bigelow
CURRENT CLASSIFICATION:	Associate Analyst – Human Resource Services
LOCATION:	Human Resource Services

Background

In February 2004, Heather Bigelow was hired as a Human Resources Assistant (salary range 16 C1) in the office of Human Resources Services (HRS). In September 2004, Ms. Bigelow promoted to Human Resources Technician (salary range 21 C1) and in July 2005 she promoted to Credential Services Specialist (salary range 24 C1). In August 2006 she promoted into her current position of Associate Analyst – Human Resources Services (salary range 35 M2).

In February 2015, the Deputy Superintendent of Education Services submitted a reclassification request on behalf of the incumbent. Ms. Bigelow then completed and submitted a Position Description Questionnaire (PDQ). Commission staff reviewed the completed questionnaire and conducted a job audit interview with the incumbent to clarify job duties and responsibilities. Staff also observed the incumbent in the field at a local job fair.

Findings

In August 2006, when Ms. Bigelow promoted into her current position, she reported to a certificated Administrative Assistant. Under the direction of the Administrative Assistant, Ms. Bigelow staffed certificated vacancies for librarians, nurses, and music teachers. In addition, she was assigned oversight of Winocular, the computerized applicant tracking system.

In 2009, after a certificated manager left the department, Ms. Bigelow was assigned to staff special education positions in addition to her ongoing staffing and applicant tracking duties. She was provided specialized teacher interview protocol training to identify teachers who will succeed with even the most challenging of students. The District trains hiring administrators in

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the use of the teacher interview protocols to determine if an applicant holds the District's frame of mind for working with a diverse population of students. Receiving this specialized training allowed Ms. Bigelow to independently conduct initial District interviews with credentialed applicants. In July 2010, Ms. Bigelow assumed additional staffing responsibilities for middle and K-8 schools and in 2013 her reporting relationship was changed from a certificated manager to the Assistant Superintendent, Human Resources Services (now Deputy Superintendent of Education Services).

Currently, Ms. Bigelow has staffing responsibilities for middle and K-8 schools in addition to all librarians, nurses, music teachers, and special education positions. Elementary and high schools are staffed by another Associate Analyst and a certificated Administrative Assistant. Student support positions (counselors and psychologists) are the shared responsibility of the Associate Analysts.

An important component of Ms. Bigelow's position is providing quality customer service and maintaining ongoing communications with Principals to staff the sites and subjects for which she is responsible. She maintains a list of vacant positions and matches candidates to vacancies using her knowledge of each site and what she believes will be a best fit for the school. Lists of candidates are sent to Principals to be interviewed and the Principals notify Ms. Bigelow of their selections. In addition, she identifies candidates with appropriate credentials for various long-term substitute assignments and provides input to Principals regarding substitute candidates. She approves vacancy assignments on behalf of the HRS staff support desk for a variety of positions including regular hires, long-term substitutes, transfers, and administrative transfers.

Certificated applicants submit employment applications via Wincocular, an online applicant tracking system. Ms. Bigelow continues to have oversight responsibilities for this system and serves as a liaison with Winocular regarding technical issues and billing. She authorizes and sets up new system user profiles.

Ms. Bigelow reviews all certificated applications (approximately 5,000 per year) and supporting documentation to determine which applicants are qualified and will move forward in the process. She independently screens out applicants that do not meet District hiring standards. A Human Resources Technician creates an applicant file for those moving forward in the process and all completed secondary-level applicant files are screened again by Ms. Bigelow prior to the initial interview. Ms. Bigelow also conducts personnel file reviews for all applicants that previously worked for the District and provides pertinent information to the appropriate grade-level staffer.

Applicants possessing a credential are given the teacher interview. Applicants who do not possess a credential but are eligible to substitute are given an in-house developed structured interview. Ms. Bigelow independently conducts initial District interviews with applicants for both credentialed and substitute positions. If an applicant is successful they are processed and placed into the candidate pool. If an applicant is not successful, they receive a letter of regret. Ms. Bigelow serves as the first level of appeal for applicants who have been regretted. She reviews the concerns of the applicant, organizes a review committee if needed, and

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communicates with the applicant to resolve the appeal. Appeals that continue to be unresolved are referred to the Deputy Superintendent for final resolution.

Ms. Bigelow spends a considerable amount of time performing recruitment duties. She posts Long Beach Unified vacancies on Ed-Join (online recruitment center) and maintains the District's certificated recruitment web pages. She researches, recommends and represents the District at local, state-wide and out-of-state job fairs. At job fairs she communicates with potential applicants to promote the District and employment opportunities, schedule interviews, and provides guidance through the application process. She subsequently follows up with highly qualified applicants to encourage them to apply. She serves as a liaison with job fair coordinators to register for events and authorize payments. She has signature authority for travel expenses, contracts and advertising costs related to recruitment activities.

Ms. Bigelow serves as the staffing representative for secondary schools on the District's certificated transfer committee. She analyzes credentials, answers questions related to secondary school vacancies, and communicates with Principals regarding transfers and placements. She also attends a variety of other District meetings to serve as a resource regarding certificated staffing and to resolve issues and concerns.

Ms. Bigelow directly supervises a staff of two Human Resources Assistants and one Human Resources Technician. She also coordinates the schedules of retired administrators who assist with various staffing activities including conducting interviews, checking employment references and assuring substitute coverage.

At the conclusion of the job audit interview, Ms. Bigelow indicated she believed staff had a clear understanding of the duties assigned to her. Before determining a classification recommendation, staff shared these findings with the incumbent who agreed this was an accurate representation of the duties assigned to her position.

Conclusions

Ms. Bigelow indicated on her PDQ the class titles of Personnel Analyst (salary range 40 M2) or Senior Personnel Analyst (salary range 44 M2) better describe her position.

Ms. Bigelow's current classification of Associate Analyst – Human Resource Services classification is an entry-level management classification and was created February 2000 specifically for use in HRS. The distinguishing characteristics of the class state in part:

Incumbents are exposed to a broad variety of professional human resources assignments so that their knowledge and abilities will grow via on-the-job training...an employee in this classification works closely with professional supervisors/managers on a wide range of special projects...direction may vary from specific to general, with periodic checks of work in progress...the amount of supervision decreases as independent judgment increases and the incumbent progresses in skills, knowledge and abilities.

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Staff first looked at the Senior Personnel Analyst classification which requires specialized subject matter expertise in personnel administration and is differentiated from the Personnel Analyst by the fact they supervise a staff of professional, paraprofessional and clerical personnel. Organizationally, the Senior Analyst would supervise Analysts and Associate Analysts, which is evidenced by the fact the classification is placed four salary ranges above the Analyst, to allow for supervision in accordance with the *Rules and Regulations of the Classified Service*. Rule 10.8.A states that classifications in a series shall be separated by at least two ranges but management classifications must be separated by a minimum of four salary ranges above the highest-level subordinate.

Although the duties described in the class specs may overlap as is typical within a series of jobs, Ms. Bigelow's assignment does not include supervising professional staff and since the current organizational structure of the staffing unit does not support a Senior Personnel Analyst, staff instead looked at the Personnel Analyst classification.

The Personnel Analyst classification is the full journey-level class within the Analyst series and the distinguishing characteristics state in part:

Employees within this class are distinguished from the Associate Personnel Analyst by the performance of the full range of duties and work, which when reviewed, is reviewed as a final product. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit and department. Positions in this class are normally filled by advancement from the Associate Personnel Analyst level, or when filled from the outside, require significant related experience.

When looking at the whole job, as described in the PDQ and interview, staff believes that the nature of the work performed by Ms. Bigelow is consistent with the level of the Personnel Analyst classification including recruitment activities, supervision of paraprofessional and clerical staff, and administration of an applicant tracking system and related web sites. Over the past nine years Ms. Bigelow's position has evolved from entry-level management to a full-fledged Analyst. She independently performs the full range of duties expected of an Analyst and her work is only reviewed as a final product. While the Personnel Analyst description was recently revised, the classification is weighted towards traditional classified merit system activities such as development of employment examinations, creating eligible lists, and performing classification and compensation work. Therefore, staff believes Ms. Bigelow's position should be allocated to a separate classification designed to reflect the unique needs of the Human Resource Services department. Similarly, the Associate Personnel Analyst classification was split into two distinct classifications when the class of Associate Analyst – Human Resources Services was created in 2000.

As stated in the Personnel Analyst distinguishing characteristics, outside candidates require significant related experience. Candidates possessing experience in only classified or certificated personnel would require a significant learning curve in the other in order to reach the level expected of an Analyst. This is clearly not the intention of the classification. It is written as a journey-level professional class, and successful candidates are fully aware of the

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operating procedures and policies of the work unit and department, and should not require significant training to perform the work.

As an organization that tests extensively for candidate skills, knowledge and abilities, staff concludes that it is essential to confirm candidate capabilities through a formal assessment, and to rate and rank candidates based on the relative merit of overall performance. Consequently, as is practice for other classifications where specialized proficiency is identified as essential to job performance, creation of a separate classification will allow for appropriate testing to attract applicants with the unique skills, knowledge and abilities needed for each department.

Staff is proposing a new classification of Staffing Analyst – Human Resource Services and allocation of the classification to salary range 40 (M2), equal to the existing Personnel Analyst class. The new classification will require prior experience working in certificated personnel in addition to requiring completion of teacher interview protocol training. Attached is a copy of the proposed description.

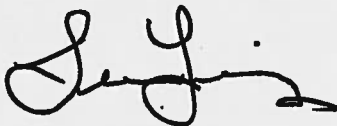
The incumbent and the Deputy Superintendent of Education Services have reviewed this report and are in agreement with the recommendations.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the new classification specification for Staffing Analyst – Human Resource Services
2. Allocate the classification of Staffing Analyst – Human Resource Services to salary range 40 M2
3. Reclassify the incumbent, Heather Bigelow, to the classification of Staffing Analyst – Human Resource Services

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Patricia A. Heineke
Interim Executive Officer

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PERSONNEL COMMISSION

Class Code:
Salary Range: 40 (M2)
DRAFT

STAFFING ANALYST - HUMAN RESOURCE SERVICES

JOB SUMMARY

Under general direction, perform highly responsible and professional personnel administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking and customer service; serve as a resource to District personnel, applicants and others concerning certificated personnel policies, procedures, laws, codes, rules and regulations; train and supervise assigned staff; 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.

- Perform highly responsible and professional personnel administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking and customer service; assure compliance with applicable laws, codes, rules and regulations. **E**
- Serve as a resource to District personnel, applicants and others concerning certificated personnel policies, procedures, laws, codes, rules and regulations; participate in the formulation and amendment of policies, procedures, rules and regulations; communicate with administrators regarding staffing needs. **E**
- Train and evaluate the performance of assigned clerical and paraprofessional staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and adjust work flow and assignments to meet time lines. **E**
- Develop recruitment strategies including advertisements and attendance at job fairs; network with other agencies to distribute and publicize certificated vacancies and substitute positions; post vacancies on employment web sites; prepare recruitment calendar; develop plans to fill vacancies in high need areas. **E**
- Administer an online applicant tracking system; authorize and create user accounts; provide internal and external end user technical support; research and resolve online application issues; maintain and update certificated recruitment web page. **E**
- Provide information to applicants regarding certificated opportunities within the District, requirements for employment and application status; review personnel files and prepare recommendations regarding reemployment; maintain confidentiality of sensitive and privileged information. **E**

- Review applications and supporting documentation to determine which applicants are qualified and will move forward in the process; screen out applicants that do not meet District hiring standards. *E*
- Schedule and conduct initial District interviews with substitute and credentialed applicants; utilize established teacher interview protocols to conduct initial District interviews with credentialed applicants. *E*
- Review and sign letters of regret; serve as first-level of appeal for regretted applicants; review and respond to applicant appeals; organize appeal committees as necessary. *E*
- Communicate with administrators, school site staff, outside agencies, applicants and vendors to coordinate staffing activities, resolve issues and conflicts and exchange information; advise administrators of unusual trends or problems and recommend appropriate corrective action. *E*
- Participate in implementing certificated staffing reductions; plan, develop and provide displacement services for affected employees. *E*
- Research, compile and prepare a variety of statistical and narrative reports related to assigned functions; create and maintain a variety of auditable records and files; compose a wide variety of formal correspondence and other written materials. *E*
- Oversee compilation of applicant and staffing information for inclusion in the Human Resource Services Annual Report, EEOC documents, Public Records Requests and other reports. *E*
- Design and conduct a variety of surveys related to certificated staffing practices, policies, regulations, and procedures; prepare related recommendations for administrative review. *E*
- Research, compile and provide a variety of information for reports, special projects, Board of Education meetings and contract negotiations; make recommendations to administration regarding certificated personnel matters as requested. *E*
- Attend a variety of meetings including Board of Education, Principal and School Site meetings to observe actions, speak publicly about complex certificated personnel issues, respond to questions, and make official presentations as requested. *E*
- Participate in the development and preparation of recruitment budgets; control and authorize expenditures in accordance with established guidelines and limitations. *E*
- Review and approve vacancy assignments as assigned by the position; serve as an alternate approver for senior management as assigned. *E*
- Operate a computer and assigned software; drive a vehicle to conduct work. *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

The Staffing Analyst – Human Resource Services classification is the journey-level management classification in the Human Resource Services classified management Analyst series. An incumbent participates in the administration of various functions of the District's certificated staffing including recruitment, applicant tracking and customer

service. Incumbents serve as the certificated applicant tracking system administrator and oversee the online certificated application process. Incumbents train and supervise clerical and paraprofessional staff and interact with District personnel, outside agencies and the general public.

Employees within this class are distinguished from the Associate Analyst – Human Resource Services by the performance of the full range of duties and work, which when reviewed, is reviewed as a final product. Incumbents utilize established teacher interview protocols to conduct initial District interviews with credentialed applicants. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit and department. Positions in this class are normally filled by advancement from the Associate Analyst level, or when filled from the outside, require significant related experience.

EMPLOYMENT STANDARDS**Knowledge of:**

Practices and procedures related to certificated personnel.
State of California credential requirements and procedures.
Applicable sections of State codes, collective bargaining agreements and other laws related to personnel activities.
District certificated personnel policies and procedures.
Principles and practices of supervision and training.
Established teacher interview protocols.
District organization, operations, policies and objectives.
General budget practices regarding monitoring and control.
Record-keeping and report writing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Operation of a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
Public speaking techniques.

Ability to:

Perform highly responsible and professional personnel administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking and customer service.
Train, supervise and evaluate the performance of assigned personnel.
Develop recruitment strategies for certificated vacancies and substitute positions.
Screen and evaluate certificated employment applications.
Interpret, apply and explain laws, regulations, policies, procedures and contract language.
Interview applicants utilizing established teacher interview protocols.

Maintain confidentiality of sensitive and privileged information.
Analyze situations accurately and adopt an effective course of action.
Make generalizations, evaluations or decisions without immediate supervision.
Administer a computerized applicant tracking system.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Communicate effectively, both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Plan, prioritize and organize work.
Prepare and maintain records and files.
Research, compile and analyze data.
Prepare comprehensive narrative and statistical reports.
Prepare and deliver oral presentations.
Work independently with little direction.

Education and Training:

Bachelor's degree in public, business, or human resources administration, education or a closely related field.

Experience:

Three years of experience involving certificated personnel activities such as recruitment, applicant tracking and staffing including one year at a management or supervisory level. Experience in a California public school setting is preferred.

A master's degree in public, business, or human resources administration, education or a closely related field may be substituted for one year of the required experience.

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.

Applicants must provide proof of completion of teacher interview protocol training prior to appointment in this classification.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.
Potential for contact with dissatisfied or abusive individuals.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment and a computer keyboard.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person or on the telephone.
Bending at the waist, kneeling or crouching to file materials.

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 one year 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



PERSONNEL COMMISSION

4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708
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Commissioners
Stacey V. Lewis, Chair
Linda Vaughan, Vice-Chair
Terence Ulaszewski, Member

Interim Executive Officer
Patricia Heineke

DATE: May 14, 2015
TO: Personnel Commission
FROM: Patricia Heineke, Interim Exec. Officer

RE: Report on Removal of Persons from Eligibility Lists

Background

At this meeting we are reporting on the recommendation for removal of six individuals from eligibility lists. We are recommending removal of four individuals from the Custodian eligibility List (ID #'s 12413301, 22574669, 22563939, and 4013808), and two from the Instructional Aide – Special list (ID #'s 8481930, and 7093802).

In each case, these individuals was sent a letter by certified and regular mail advising of the intent to recommend removal from the eligibility list, and given the opportunity to appeal to the Interim Executive Officer.

All individuals recommended for removal from the Custodian eligibility list failed to disclose convictions or prior terminations on their applications and fingerprint forms. One of the eligibles recommended for removal from the Custodian eligibility list (ID #22563939) was previously terminated from the District, and is on the no rehire list. The other three are being recommended for removal based on criminal background checks. Each of them submitted a written appeal to their notification letter, and received either a meeting with me and a letter with my decision regarding their case, a follow up letter from me or, in the case of one individual who was out of the area, a phone call followed by an email.

The reasons for recommending removal of two individuals from the Instructional Aide – Special list are varied. One individual was previously terminated from the District (ID # 8481930), and is on the no rehire list. I replied to this individual's appeal, advising her due to the prior termination we could not employ her. She also contacted Human Resources requesting that she be considered for employment, and was denied. The second recommended for removal from the Instructional Aide – Special list (ID #7093802) failed to disclose two theft convictions in 2011. Although probation has ended, the policy of the district is to not employ until five years have passed since the conviction. This individual did appeal the initial notice of removal, and I followed up with a letter advising she would be able to reapply in January 2016.

Recommendation

APPROVE removal of six eligibles as follows: Custodian – ID #'s 12413301, 22574669, 22563939, and 4013808; and Instructional Aide – Special, ID #'s 8481930, and 7093802.