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**P E R S O N N E L C O M M I S S I O N**

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**LONG BEACH**  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

**Annual Report of the  
Personnel Commission  
2022-2023**



## PERSONNEL COMMISSION ANNUAL REPORT

**Prepared by Susan Leaming, Interim Secretary to the Personnel Commission and Executive Officer, Personnel Commission and Classified Employment**

This is the 80<sup>th</sup> annual report of the Personnel Commission to the Board of Education, covering the period July 1, 2022, through June 30, 2023, in conformance with Education Code Section 45266, which states in part:

“The personnel director shall be responsible to the commission for carrying out all procedures in the administration of the classified personnel in conformity with this article and the rules of the commission...He or she shall also act as secretary of the commission and shall prepare, or cause to be prepared, an annual report which shall be sent by the commission to the governing board...”

### MERIT SYSTEM AND PERSONNEL COMMISSION

The Personnel Commission was established in the Long Beach Unified School District by the Board of Education at the request of classified employees in 1942. As one of approximately 100 merit system districts in California, the Long Beach Unified School District is committed to the goal of fair and equitable employment practices in the administration of the classified personnel program. An effective merit system operation ensures fairness and equality in classified employee selection processes.

The five principles of the merit system are: 1) employment and promotion on the basis of merit as shown by competitive examination; 2) encouragement of career service in the classified service; 3) ensuring like pay for like service; 4) prohibition of discrimination in employment; and, 5) impartial hearing of appeals from disciplinary actions.

### PERSONNEL COMMISSION VISION

*A highly qualified diverse classified workforce.*

### PERSONNEL COMMISSION MISSION

*We find qualified candidates to support the District's needs.*

### PERSONNEL COMMISSION SHARED VALUES

*Accountability* - We take responsibility for our actions and decisions.

*Professionalism* - We provide service to all constituents and treat them with parity, care, and patience.

*Teamwork* - We embrace diverse perspectives and expertise, working collaboratively to achieve common goals.

*Transparency* - We present and adhere to the same information for everyone.

### PERSONNEL COMMISSION MEMBERS

The members of the Long Beach Unified School District Personnel Commission serve as an oversight board over the mandated personnel functions outlined in the California Education Code. The California State Superintendent of Public Instruction appoints each of the three members to the Personnel Commission for a three-year term.

The 2022-2023 Personnel Commissioners were:

Ms. Sheryl Bender, who began serving on the Commission in 2018 (current term expires December 1, 2024);

Mr. Terence J. Ulaszewski, who began serving on the Commission in 1997 (current term expires December 1, 2023);

Ms. Linda J. Vaughan, who began serving on the Commission in 2011 (current term expires December 1, 2025).

Linda Vaughan served as Chairperson and Sheryl Bender served as Vice-Chairperson at the beginning of the fiscal year. On June 29, 2023, an election was held and Sheryl Bender was elected Chairperson, and Terence Ulaszewski was elected Vice-Chairperson.

### PERSONNEL COMMISSION STAFF

Staff members continue their dedication to meeting the staffing needs of the District, with a primary focus on providing eligibility lists of highly qualified candidates for classified positions. Positions held by two staff members during the fiscal year due to retirements, transfers, resignations, or promotions are noted below. Human Resource Technicians marked with an asterisk complete both the recruitment and testing and certification processes for the identified areas.

The 2022-2023 Personnel Commission staff were:

Kenneth Kato	Executive Officer, Personnel Commission and Classified Employment
Mindi Ritter	Senior Administrative Secretary (C)

#### Classification Services

Susan Learning	Personnel Analyst
Monica Gaytan/Veronica Bustamante	Human Resources Assistant

#### Recruitment and Testing Services

Maria Braunstein	Personnel Analyst
Jesus Rios Jr./Lydia Tran	Associate Personnel Analyst
Amy Van Fossen	Associate Personnel Analyst
Alejandra Torres/Monica Gaytan	Human Resources Technician
Judith Alonso	Human Resources Technician
Ashleigh Fernando	Human Resources Technician
Andrea Armas	Human Resources Technician
Vanessa Ortiz	Human Resources Technician (Nutrition Services*)

#### Certification and Employment Services

Dale Culton/Jesus Rios Jr.	Certification Services Manager
Oralia Leyva	Employment Services Supervisor
Lydia Tran/Wendy Bell	Human Resources Technician
Anne Follett	Human Resources Technician
Silaue Taeleifi	Human Resources Technician
Mari Rojas	Human Resources Technician
Joanna Guzman	Human Resources Technician (IA-Specials and Custodial*)
Jazmin Salgado	Human Resources Technician (Early Education Programs*)

#### Front Lobby

Veronica Bustamante	Human Resources Assistant
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### PERSONNEL COMMISSION ACTIVITIES

The Personnel Commission consists of three Long Beach Unified School District residents appointed by the California State Superintendent of Public Instruction to oversee the administration of the merit system. In addition to prescribing rules and regulations for employment, the Commission serves as an appeals panel in cases of disqualification for employment or disciplinary actions.

The Commissioners meet biweekly to take action on a variety of items affecting the employment of classified employees. Regular meetings of the Commission are generally held biweekly on Thursdays at 8:15 a.m. in Building B, Room 29 at the Personnel Commission offices at 4400 Ladoga Avenue, Lakewood, CA 90713.

During the 2022-2023 fiscal year, the Personnel Commission held 24 regular meetings and two (2) special meetings. The Commission approved or extended 374 eligibility lists, ratified 198 job announcement bulletins, removed 46 candidates from employment eligibility lists, approved one (1) request for a disciplinary hearing, and heard and ruled on nine (9) employment eligibility matters. The Commission also approved three (3) revisions of the *Rules and Regulations of the Classified Service* (Rules 8.1., Chapter 9 and Chapter 10).

## CLASSIFICATION SERVICES

The Education Code places responsibility upon the Personnel Commission to "...classify all employees and positions within the jurisdiction of the governing board or of the commission, except those which are exempt from the classified service..."

The function of classifying positions is to accurately describe positions in order to group like positions into the same job classifications and to recommend equitable pay. An accurate and continually updated classification plan is a key function to achieve a contemporary personnel management program.

During 2022-2023, Classification Services developed six (6) new classifications and recommended salary range placement. The following six (6) new classifications were approved by the Personnel Commission:

Athletic Trainer  
Chief Technology Officer  
Senior Associate General Counsel  
Cyber Security Manager  
Instructional Aide - Art  
Digital Media Specialist

During 2022-2023, the Personnel Commission abolished the following four (4) classifications:

Attendance Accounting Specialist  
Administrator, Construction  
General Counsel – Special Education  
Chief Broadcast Engineer

In addition to the above activities, Classification Services:

- Worked with subject matter experts to revise 24 classification specifications
- Reviewed and responded to three (3) individual reclassification study requests
- Reviewed and responded to 37 related classification transfer requests from employees
- Responded to 39 classification and/or compensation survey requests from other agencies

## **Job Family Classification Studies**

In 2022-2023 Classification Services conducted the Expanded Learning Opportunities Program (ELO-P) classification review affecting 199 positions in 13 classifications. This review resulted in the consolidation of 10 classifications into four (4) classifications, retitling of seven (7) classifications, and reallocation of two (2) classifications.

## RECRUITMENT AND TESTING

The Recruitment and Testing unit is tasked with all recruitment and testing activities for the District's classified service, including advertisement of employment opportunities, application screening, written examinations, oral interviews and performance tests in accordance with applicable laws, codes, rules and regulations.

The Commission's front lobby received 11,032 telephone calls and welcomed 5,402 visitors. Nine thousand three hundred and ninety-five (9,395) applications for employment were received and assessed. Ninety-six (96) percent of these applications were submitted online. The classified employment web page received 241,050 "hits" and 6,508 employment interest cards were submitted online.

Recruitment and Testing analysts worked with subject matter experts to create 29 new and revise 60 employment examinations including panel interviews and written and performance tests. During the fiscal year, 5,026 applicants took a variety of employment examinations. Three thousand, seven hundred and forty-one (3,741) applicants took a written exam, 1,266 interviewed, and 19 participated in a performance exam. A total of 322 eligibility lists were established with 2,284 qualified candidates eligible for employment.

## CERTIFICATION AND EMPLOYMENT SERVICES

Certification and Employment Services is responsible for the processing of employees upon selection by the hiring authority. This includes sending eligibility lists to hiring authorities, extending offers of employment, processing new employees and fingerprinting candidates in accordance with applicable State and federal laws, the California Education Code and Commission rules and regulations.

Certification and Employment Services also assures vacancy assignment (VA) transactions for classified and exempt staff are processed in compliance with applicable laws, codes, rules and regulations. These VA's include actions such as reclassifications, creation of new positions, calendar changes, funding changes and site location changes. In total, there were 1,919 VA transactions received and processed in the 2022-2023 fiscal year. In addition, 7,588 employee updates were made in the human resources information system including salary and career increments, retirements, and resignations.

In addition to the above activities, Certification and Employment Services staff:

- Hired a total of 904 provisional, limited term and probationary employees. Of these, 552 probationary/permanent employees were hired into regular classified positions and 189 were promotional candidates
- Two hundred and seventy-two (272) transfer requests were received and 101 transfer candidates were hired
- Processed 752 classified summer school applications and filled 641 summer school assignments
- Processed 269 temporary upgrades
- Distributed and tracked 4,534 permanent and probationary classified performance evaluations
- Fingerprinted 1,053 individuals, including classified employment candidates and contracted bus drivers
- Processed 645 exempt employee employment applications for Board of Education approval. These exempt employees include student workers and walk-on coaches
- Implemented zero (0) classified layoff actions and maintained re-employment lists for 25 individuals in 11 classifications (as of 1/22/2024)
- Four (4) employees were returned to work and made whole from re-employment lists

The classified substitute desk received 16,404 requests for substitutes for clerical/secretarial, Campus Staff Assistant, Recreation Aide, and Instructional Aide – Special positions. Overall, 67.35% or 11,048 requests for substitutes were filled. The Operations department runs their own substitute desk for Custodial staff and Nutrition Services also runs their own substitute desk.

<u>Classification Requested</u>	<u>Percentage Filled</u>
Instructional Aide – Special	31.04%
Campus Staff Assistant	72.43%
Clerical/Secretarial	84.32%
Recreation Aide	56.62%

**OTHER HIGHLIGHTS**

**Classified Staff Development**

Department management continued to coordinate a limited number of Classified Staff Development offerings. In 2022-2023, one (1) CalPERS Retirement Planning Workshop was held and 60 employees attended. Seven (7) sessions of CPR/First Aid were offered and 258 employees were certified.

**Classified Recruitment Outreach Efforts**

During the 2022-2023 fiscal year, Personnel Commission staff participated in 11 job fairs/hiring events to fill an increased number of classified vacancies. In addition, Commission staff provided employment application support at eight (8) Long Beach School for Adults Building Maintenance Custodial classes.

**ONGOING GOALS OF THE PERSONNEL COMMISSION**

- Continue to expand classified recruitment outreach efforts and presence within the communities served.
- Enhance the onboarding process for classified staff.
- Continue to conduct and implement job family classification studies on a rotating basis.
- Review and streamline classified personnel processes to best serve the students and stakeholders of the Long Beach Unified School District.
- Monitor the administration of classified personnel policies and procedures and recommend appropriate changes.
- Identify improved methods to actively recruit highly-qualified individuals for vacant positions.
- Focus on a professional customer service environment for all stakeholders.