



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, California 90813

March 15, 2012
THURSDAY
8:15 A.M.
REVISED

1. CALL TO ORDER
2. ROLL
Vera Mulkey, Chairperson Present _____
Linda Vaughan, Vice-Chairperson Present _____
Terry Ulaszewski, Member Present _____
3. PRELIMINARY
 - 3.1 Pledge of Allegiance to the Flag
 - 3.2 Introduction of Guests
4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
5. REPORT FROM THE EXECUTIVE OFFICER
6. HEARINGS
None
7. MINUTES
 - 7.1 Approval of Minutes for March 1, 2012 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action
 - 8.2 Revisions to the Rules and Regulations of the Classified Service, Chapter I (Second Reading) Discussion/Action
 - 8.3 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7 Restricted Action
 - 8.4 Request for Hearing in Disciplinary Matter (Commission may choose to discuss in Closed Session) Restricted Action
 - 8.5 Request for Hearing in Disciplinary Matter (Commission may choose to discuss in Closed Session) Restricted Action
9. BULLETINS AND TESTING ACTIONS
 - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action
 - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action
10. OTHER ITEMS
 - 10.1 Results of environmental scan and surveys related to Classification, Recruitment and Testing
11. The next regular meeting of the Personnel Commission will be held on March 29, 2012 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
12. CLOSED SESSION
13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for March 1, 2012

PAGES: 7.1.1 – 7.1.4

Date: March 15, 2012

Reason for
Consideration: Action

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, California 90813

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Vera Mulkey, Chairperson
Linda Vaughan, Vice-Chairperson
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Pamela Seki, Director, PALMS; Martha Ensminger, Program Specialist; Valeeta Pharr, CSEA Chapter 2 President; Brad Angell, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; Luz Canela, Instructional Aide – Bilingual Spanish.

**HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA**

HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, asked the Commissioners if they will be attending the hearing scheduled for March 13, 2012. The Commissioners all stated they will not be attending the hearing.

Ms. McMahon reported she will present the results of her survey and environmental scan related to recruitment, testing and classification. The

presentation has been designed to invite comment and feedback from the audience in regards to the results presented. Ms. McMahon has invited Ruth Perez-Ashley, Assistant Superintendent, Human Resources, Debra Ecung, Director, Employee Relations, CSEA and other interested parties to attend and participate in the meeting as they can provide valuable input to the results. The information will be useful to help guide us in moving forward with any changes and modifications to our program.

Ms. McMahon asked the Personnel Commission unit managers to give an update of their respective unit activities.

Susan Leaming, Personnel Analyst, thanked Pamela Seki, Director, Curriculum, Instruction and Professional Development for spending a few hours at our office reviewing the bilingual Spanish examinations. Ms. Leaming also reported 91 classified employees were certified in CPR last month and the majority of the attendees were special education employees. She also mentioned the CalPERS retirement planning workshop scheduled for March 22nd is nearly full and encourages anyone who wants to attend to submit their registration as soon as possible.

Dale Culton, Certification Services Manger, reported the Instructional Aide Special group hiring conducted a couple of weeks ago was a success. Twenty-two candidates interviewed and 20 vacant positions were filled. Mr. Culton thanked Connie Jensen, Assistant Superintendent, Special Education and her staff for their help in making the day of interviews a success. Mr. Culton also updated the Commission on people coming back from reemployment lists. A query going back to January 2011 shows 39 employees have been hired back from reemployment lists. Thirty-six were CSEA represented positions and 3 were supervisory.

Mary Cates, Human Resources Supervisor, reported 634 applications have been received and reviewed for summer school. She also reported fingerprinting for Better Learning After School Today (BLAST) will be completed on Wednesday, March 7th.

Ms. Cates also informed the Commission that she and Jan Medford, Human Resources Technician, will be attending an AESOP user meeting where they will have the opportunity to ask questions and interact with other agencies that use the same system. AESOP is the Automated Substitute Placement & Absence Management System used by the District. Ms. Cates also reported AESOP has a new employee evaluation system named PRISMA which is in development. Executive Officer, McMahon noted that in comparison to the Neogov evaluation system recently reviewed, PRISMA costs are significantly lower and as an AESOP customer they are offering a 30% discount for the new evaluation tool. Brad Angell, CSEA Vice-President, Unit A, asked if PRISMA software will allow for data access. Executive Officer, McMahon stated that evaluations will be able to be sent electronically completed and returned all through the system. The system also allows for reports to be run which can assist in reviewing the examination process in comparison to evaluation results to assure examinations are producing qualified employees. Employees and staff will be able to review the evaluations at any time and will be aware of what areas need improvement or if training is needed to address issues. Valeeta Pharr, CSEA Chapter 2 President, commented part of the problem with employee evaluations is that new employees are unaware of the evaluation process, which is something that was previously covered in the now suspended new Classified employee orientation. She feels that the current evaluation system is a good system and what may

need to be done is that all parties, the employee and the evaluator both need to be better informed and educated

HEARINGS

HEARINGS

None

MINUTES

MINUTES

The Commission approved the minutes of the February 16, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the minutes. The motion was carried and approved.

CLASSIFICATION RESTRUCTURE

CLASSIFICATION RESTRUCTURE

One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submits the attached classification recommendations for the consideration of the Commission.

RECLASSIFY A POSITION

<u>Incumbent</u>	<u>Classification</u>	<u>Site</u>
Luz Canela	Fr: Instructional Aide - Bilingual Spanish (SR10 C1)	PALMS
	To: Migrant Education Assistant - Bilingual Spanish (SR17 C1)	

Susan Learning, Personnel Analyst, gave an overview of the staff report submitted to the Commission. Pamela Seki, Director, PALMS, expressed her gratitude and respect for the process and thanked Ms. Learning for working with her, Martha Ensminger, Program Specialist and Ms. Canela to assure the position was classified to the correct classification.

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the classification items. The motion was carried and approved.

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. Vice-Chairperson Vaughan moved to ratify the bulletins. The motion was seconded by Commissioner Ulaszewski and approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Office Assistant – Bilingual Spanish	Dual	12-0070-5158

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. Commissioner Ulaszewski moved for approval. The motion was seconded by Vice-Chairperson Vaughan and was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Instructional Aide-Special	Open/Cont	12-0050-0448	03/02/13
Instructional Aide-Special Substitute	Open/Cont	12-SUBS-0448	03/02/14
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	12-0040-5035	08/20/12
Kids' Club Supervisor II	Dual	12-0044-3267	03/02/13
Kids' Club Supervisor III	Dual	12-0045-3268	03/02/13

OTHER ITEMS

OTHER ITEMS

Chairperson Mulkey announced Nini Horn passed away on February 22nd. Ms. Horn served as a LBUSD Personnel Commissioner from 1979 to 1992. Ms. Mulkey stated Ms. Horn and her late husband Congressman Steve Horn, served the city of Long Beach and the State of California very well with their many years of public service.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, March 15, 2012, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:54 a.m. with a moment of silence in memory of Nini Horn.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:00 a.m. No reportable action was taken during Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned the meeting at 9:01 a.m.

Respectfully submitted,

Signature on file

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: **Classification/Restructure
Recommendations**

PAGES: 8.1.1

Date: **March 15, 2012**

**Reason for
Consideration:** Action

One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submits the attached classification recommendation for the consideration of the Commission.

none

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Revisions to the Rules and Regulations of the Classified Service, Chapter 1 (Second Reading) PAGES: 8.2.1- 8.2.12

Date: March 15, 2012 Reason for Consideration: Action

One of the specific requirements of Education Code 45260 is that "The Commission shall prescribe, amend and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness." In accordance with the Personnel Commission Rules, staff submits the attached rule revision, for the first reading and consideration of the Commission.

REVISION OF RULES AND REGULATIONS **PAGE**

Chapter I (Second Reading) 2



PERSONNEL COMMISSION

Members
Vera Mulkey
Terence Ulaszewski
Linda Vaughan

Executive Officer
Gail McMahon, Ed.D.

March 9, 2012

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

RE: Revisions to the Rules and Regulations of the Classified Service – Chapter 1

Background

At its meeting of February 16, 2012, the Personnel Commission received for first reading recommendations from staff regarding revisions to Chapter 1 of the Rules and Regulations of the Classified Service. The Personnel Commission then directed staff to provide copies of the recommended revisions to interested stakeholders for comment.

As a result of feedback, staff has modified the recommendations in Chapter 1- Definitions, of the Rules and Regulations for the Classified Service as outlined:

Administrative Official: Deleted; definition used the term “department heads” which could be confused with teacher department head positions. Term is also outdated and does not appear anywhere in the rules and regulations.

Bereavement: Original modification to the definition was to add “or household”. New language further clarifies what is meant by household by replacing “or household” with “or any person having a principal place of residence in the immediate household of the employee” which is in alignment with all collective bargaining agreements.

Division Head: Deleted. Questions arose with regard to how this term would be used and what positions this term entailed. A search of the current rules and regulations indicate this term appears three times within the body of the rules and regulations. For ease of understanding this term should be replaced throughout the body of the document with the term supervisor or designee.

Overtime: Deleted. Based upon feedback, a review was conducted comparing the current definition to the definition in other merit systems. As a result of the variables related to overtime, most do not provide a definition but address the different variables in the body of the rules and regulations.

Pay Period: Original recommendation was to add “consecutive” working days. Adding “consecutive” does not correctly reflect the circumstances of all classified employees (i.e. School Safety).

Transfer: Originally, it was recommended the definition include “or lower salary range”. An employee moving into a position with a lower salary range may occur as a result of a demotion because of discipline or a voluntary demotion requested by the employee. In either instance, both would be captured under the definition of demotion.

Finally, grammatical corrections were made which do not alter meaning.

Recommendation

Staff recommends the Personnel Commission act to accept revisions to Chapter 1 of the Rules and Regulations for the Classified Service.

Recommended:



Gail McMahon, Ed. D.
Executive Officer

CHAPTER I, DEFINITIONS

1.1 DEFINITIONS

Unless otherwise required by context and/or prevailing law, words and phrases used in these Rules shall have the following meanings:

ACT - Refers to Article 6, Chapter 5, Part 25 and appropriate sections of the Education Code of the State of California applying to the Merit System for classified employees in certain school districts that have adopted the merit system.

ADMINISTRATIVE CLASS - A class meeting the criteria outlined in Rule 6.1.E for certification from eligibility lists by the rule of three ranks.

ALLOCATION - The official placing of a class on a salary range schedule or hourly rate, or placing a position in a given classification and the assignment of the class title to the position.

ANNIVERSARY DATE - The date upon which an employee is granted an earned salary step advancement. This is the first day of the pay period first following the completion of the required period of satisfactory service.

APPEAL - A request by an employee or applicant requesting reconsideration of a decision related to a suspension, demotion, dismissal, disqualification of an application or an examination or removal from an eligibility list.

APPLICANT - A person who has filed an application for employment or participant in an examination.

APPOINTING AUTHORITY OR POWER - The Board of Education of the Long Beach Unified School District or its designees.

APPOINTMENT - The official act of the appointing authority in approving the employment of a person in a specific position.

ASSIGNMENT - A position to which an employee is placed.

BEREAVEMENT LEAVE - Paid leave of limited duration granted to an employee upon the death of a member of the immediate family or any person having a principal place of residence in the immediate household of the employee.

CANDIDATE - A person who has competed in one or more portions of an examination.

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SUBJECTS OF RULES

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(a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.¶

¶
(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.¶

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Chapter 5, Article 5,

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OFFICIAL - Employees with the rank of
Department Heads and higher in line of
authority, and others who may be
designated by the Board of Education.

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Deleted: An application for vindication,
rehearing, or decision.

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CERTIFICATED SERVICE - All employees serving in positions requiring credentials issued by the State Department of Education for the State of California.

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CERTIFICATION - The submission of names of eligible candidates who may be legally appointed from an eligibility list or from some other source of eligibility to the appointing power or its authorized representative.

Deleted: qualifications established by appropriate agencies of the State of California.

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CLASS/CLASSIFICATION - A group of positions sufficiently similar in duties and responsibilities that the same descriptive title may be used to designate each position assigned to the class; substantially the same requirements of education, experience, knowledge and ability are demanded of incumbents; substantially the same tests of fitness may be used in choosing qualified appointees; and the same salary range may be applied with equity. Classification also refers to the act of placing a position in a class.

CLASS SPECIFICATION - A formal statement of the duties and responsibilities of the positions in the class, illustrated by typical tasks, and qualification requirements of the positions in the class, and distinguishing features of the class, if needed, and assigned a specific title.

Deleted: CLASSIFICATION - The act of placing a position in a class.

CLASSIFICATION STUDY - The process of review which leads to a decision regarding such matters as the appropriateness of the allocation of a position to a class, title, etc.

CLASSIFIED SERVICE - All positions and employees in the District's service to which the merit system provisions of the California Education Code apply and which are not excepted by those provisions.

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COMMISSION - An abbreviated term often used to refer to the Personnel Commission.

Deleted: The agency created by Title 2, Division 2, Part 25, Chapter 5, Article 6, § Section 45243 of the Education Code of the State of California.

CONTINUOUS EXAMINATION - A method of recruiting applicants in which the last day for filing applications is not specified and examinations are conducted from time to time as the needs of the service require, and as a sufficient number of applications are received to administer an exam.

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DAY - any twenty four hour period beginning at midnight as follows:

1. **CALENDAR DAY** - any numbered or named day of the week or month.
2. **WORK DAY, WORKING DAY, or DAY OF WORK** - A day on which an employee is authorized to be in regular work status on his/her assigned calendar. In some instances the work period constituting the work day of an employee, may cross over midnight and take place partially on two calendar days.

DEMOTION - A change in assignment of an employee from a position in one class to a position in another class with a lower maximum salary rate.

DISMISSAL (or DISCHARGE) - Separation from service for cause.

DISTRICT - The Long Beach Unified School District.

DUAL CERTIFICATION - A procedure, which provides for simultaneous certification from an open eligibility list and a promotional eligibility list according to examination scores.

DUTIES STATEMENT - A listing of the specific duties assigned to a classification. Also known as a position description.

ELIGIBLE - A person whose name appears on a merit system eligibility list legally qualified to be appointed.

ELIGIBILITY LIST - A rank or unranked order of names of persons who have qualified in an examination for employment, or qualified through some other authorized process such as transfer, reinstatement, reemployment.

EMERGENCY APPOINTMENTS - An appointment made in accordance with Education Code 45290 for a period not to exceed 15 working days to prevent the stoppage of public business when persons on eligibility lists are not immediately available.

EMPLOYEE - A person who is legally an incumbent of a position, or who is on an authorized leave of absence.

EXAMINATION - The process of testing and evaluating the fitness and qualifications of applicants for a specific classification. It may be given on either or both an open or promotional basis and each examination are independent from any other.

EXECUTIVE CLASS - A class meeting the criteria outlined in Rule 6.1.E. for certification from eligibility lists by the rule of three ranks.

EXHAUSTED LIST - A list of eligibles from which it is impossible to fill a regular full-time or part-time vacancy. A list may be less than three ranks of eligible candidates remain on the list. A list may be exhausted for part-time positions, yet remain in effect for full-time positions or vice versa.

Deleted: DEPARTMENT HEADS - Either the Deputy Superintendent - Instruction or Business.

Deleted: DIVISION HEAD - An employee having supervisory duties over a division, and who is next in rank below the department head.

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FULL-TIME POSITION - A position for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is equal to or greater than 87-1/2% of the normally assigned time for the majority of employees in the classified service.

GOVERNING BOARD - The Board of Education of the Long Beach Unified School District.

HEARING - Formal review in the presence of the parties involved, of evidence in connection with an action affecting an employee, and concerning an appeal which the employee has filed.

Deleted: an appeal

ILLNESS - Any pronounced deviation from a normal, healthy state which makes it disadvantageous to the District and/or detrimental to the employee, to be at work

Deleted: HIS - The term "his" as used in these rules shall refer to the feminine and neuter, as well as the masculine; whenever the singular is used, it shall include the plural as well as the singular; and whenever the plural is used, it shall include the singular as well as the plural.

ILLNESS LEAVE - Paid or unpaid leave given to an employee because of personal illness or injury. May also be used for short-term leaves for designated reasons of personal necessity.

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IMMEDIATE FAMILY - Mother, father, grandmother, grandfather, child, or grandchild of the employee or the spouse of the employee, and the spouse, son-in-law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, or any person having a principal place of residence in the immediate household of the employee.

IMMEDIATE SUPERVISOR - A person occupying a position in a higher classification who assigns, checks and/or supervises the work of a given employee.

Deleted: SUPERIOR

INDUSTRIAL ACCIDENT OR ILLNESS LEAVE - Absence because of injury or illness which arose out of and in the course of employment with the District.

INVESTIGATION - A fact-finding procedure related to an appeal or a complaint. An investigation is less formal than a hearing.

LAYOFF - Separation from a permanent position, or a reduction in hours from a permanent position or assignment to a class or grade lower than that which the employee has permanent or probationary status because of lack of work, lack of funds, or because the position has been abolished or reclassified, or because an employee has exhausted all leave privileges after illness or accident.

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LEAVE OF ABSENCE - An approved absence from duty, with or without pay, for a prescribed period of time from a class, but not necessarily from a specific position within the class.

LIMITED TERM - A term used in the California Education Code to designate employment for periods not to exceed six months, or employment during the authorized absence of a permanent employee.

LIMITED TERM EMPLOYEE - A person employed in a position established for a limited period not to exceed six months, or employed as a substitute during the authorized absence of a permanent employee, or serving in a provisional appointment.

MILITARY LEAVE - Authorized absence to engage in ordered military duty.

NEWLY CLASSIFY - A change in class assignment upward or downward as a result of a change in duties which did not occur by gradual accretion.

OPEN EXAMINATION - An examination in which any qualified applicant can compete.

PART-TIME POSITION - A position for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87-1/2% of the normally assigned time of the majority of the employees in the classified service.

PAY PERIOD Twenty working days often referred to as a quadri-weekly pay period.

PERMANENT EMPLOYEE - An employee who has completed a probationary period of either 6 months or 130 days of paid regular service, whichever is longer, in the classified service. Classes designated as management or police are required to satisfactorily complete a probationary period of one year.

PERMANENT POSITION - A position established for an unlimited period of time, or for a fixed period in excess of six months.

PERSONNEL COMMISSION RULES - This phrase is used to refer to the official compilation of "The Rules and Regulations of the Classified Service" as adopted and published by the Personnel Commission. They may also be referred to as PC Rules, Classified Rules, The Rules, or similar shorter phrases when no ambiguity exists.

PERSONAL NECESSITY LEAVE - Leave which may be taken for reasons of personal necessity as specified in the Education Code and these rules. Such leave is charged to the employee's illness leave and is limited to seven days a school year.

POSITION - A group of duties and responsibilities assigned by the Board of Education or its designee and requiring the full-time or part-time employment of one individual.

PROBATIONARY PERIOD - The six-month or 130 day period of service, whichever is longer, immediately following appointment to a permanent position from an eligibility list. Classes designated as management or police are required to satisfactorily complete a probationary period of one year.

Deleted: OVERTIME - Authorized time worked by an employee in excess of 8 hours a day and/or 40 hours a week.

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PROBATIONER - An employee who is serving a probationary period.

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PROFESSIONAL CLASS - A class meeting the criteria outlined in Rule 6.1.E. for certification from eligibility lists by the rule of three ranks.

PROFESSIONAL EXPERT - A person employed in a professional capacity for a specific limited-term project; such persons are excluded from the classified service.

PROMOTION - A change in the assignment of an employee from a position in one class to a position in another class with a higher maximum salary rate achieved through participation in an application and examination process.

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PROMOTIONAL LIST - An eligibility list resulting from a promotional examination limited to qualified permanent employees of the District.

PROTEST - A formal declaration of disapproval or objection to a matter under the jurisdiction of the Commission usually with a request for some specified form of relief.

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PROVISIONAL APPOINTMENT - A limited term or temporary appointment made in the absence of an appropriate eligibility list and subject to prescribed time limits.

PROVISIONAL EMPLOYEE - A person employed under a provisional appointment while the examination process is being conducted.

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RANK - A position on an eligibility list for the purpose of certification, wherein the eligible's final scores on the examination, after the addition of veteran's preference points and promotional credits as applicable, have been rounded to the nearest whole percent and all eligibles with the same score are accorded the same position on the list. Rule of three has a separate and different definition.

Deleted: (Rule of Three Ranks)

REALLOCATION - Movement of an entire class from one salary range or hourly rate to another salary range or hourly rate.

RECLASSIFICATION - A change in class assignment of a position upward or downward as a result of a change in duties by virtue of gradual accretion.

REEMPLOYMENT - Return to duty of an employee who has been laid off, reduced in hours or who has accepted an assignment at a lower salary range, from a regular position because of lack of work or lack of funds.

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REEMPLOYMENT LIST - A list consisting of the names of employees laid off who are eligible for reemployment without re-examination in the classification from which they were laid off.

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REGULAR APPOINTMENT - An appointment to a position of more than six months duration made from an eligibility list or from some other list of persons who are legally qualified.

REGULAR EMPLOYEE - A person who has probationary or permanent status in the classified service.

REINSTATEMENT - A reappointment after resignation within 39 months after the last day of paid service, without examination, to a position in one of the employee's former classes or in a related lower class. Also refers to a return to work after appeal from disciplinary action when so ordered by the Personnel Commission.

REJECTION - Refusing an applicant, candidate or eligible participation in an examination process, receiving certification on an eligibility list, or remaining on an eligibility list for reasons outlined in the Rules and Regulations of the Classified Service.

Deleted: To not approve an application or examine an applicant or candidate; or to not appoint an eligible

RESIGNATION - Voluntary termination of employment status by an employee.

RESTRICTED - When this designation is used the field of competition for any restricted position in a classification is limited to prospective new employees in:

- (a) Low income groups (Education Code 45105 or 45108) as specified by the Board of Education, or
- (b) Persons residing in specifically designated areas of the community (Education Code 45105 and 45108) as specified by the Board of Education, or
- (c) Mentally, physically, or developmentally disabled persons (Education Code 45259) as specified by the Board of Education. Specially funded classes, positions, and employment where competition is limited to persons in low income groups, from designated impoverished areas, and other criteria which restrict the privileges of all citizens to compete for employment.

A restricted designation limits the ability of potential workers in our community to apply and be considered for employment on an equal basis. It also limits some rights of the new employee who is selected to fill a restricted position unless, and until, other provisions of the Code relative to the classified service are met by the individual. (See Education Code 45105, 45108, or 45259 for relevant details.)

RULE OF THREE - The scope of choice available to an appointing power in making a selection from an eligibility list; refers to selection from the first three ranks of eligibles ready and willing to be appointed to a specific position. Rule of three is often referred to as the top three ranks.

SAFE DRIVING RECORD/STANDARD - An acceptable safe driving record is defined as meeting all of the following criteria: (a) no more than three (3) moving violations within

the past three years; (b) no more than one at fault accident within the past three years; (c) no conviction for failure to report an accident within the past three years; (d) no conviction for driving under the influence, or driving while intoxicated, or reckless driving within the past five years.

SALARY RANGE - A series of specific consecutive salary steps that comprise the rates of pay for a classification.

SALARY RATE - A specific amount of money paid for a specified period of service.

SALARY SCHEDULE - The complete list of ranges, steps and rates established for the classified service.

SALARY STEP - A specified rate in a salary range. One of several consecutive rates that comprise a monthly salary range, or that comprise an hourly salary range.

SENIORITY - Status secured by length of service calculated by hours worked to which certain rights are attached. Used in calculating extra points for employees taking promotional examinations and for determining order of layoff as well as for certain informal purposes.

SERVICE YEAR - A twelve-month period in which an employee has been compensated for at least 50% or more of the employee's regular work year.

STATUS - An employee or applicant's present standing in the employment process.

SUBSTITUTE EMPLOYEE - An employee temporarily filling a permanent position during the absence of the incumbent.

SUSPENSION - A forced absence of an employee for disciplinary purposes or pending investigation of charges made against the employee.

TECHNICAL CLASS - A class meeting the criteria outlined in Rule 6.1.E. for certification from eligibility lists by the rule of three ranks.

TEMPORARY - Employment on a basis other than permanent or probationary, i.e., in limited-term status.

TEMPORARY MILITARY LEAVE - Leave of absence for ordered military duty of not more than 180 calendar days, including travel time. (Military and Veterans Code, Section 389).

TERMINATION - The ending of an incumbent's assignment or appointment.

TRANSFER - The reassignment of an employee without examination from one position to another position in the same class or to a position in a related or similar class with the same salary range.

Deleted: the

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Deleted: Character of employment. Regular status is based upon appointment from an eligibility list to a position of more than six months duration, and may be either probationary or permanent. Limited term status is based upon appointment as a limited term employee.

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UNCLASSIFIED SERVICE - Also known as exempt classes which are positions and employees not in the classified or certificated services. Part-time playground positions, full-time students employed part-time, apprentices, and professional experts employed on a temporary basis for a specific project are all considered exempt classes.

VETERANS PREFERENCE - Additional points (five or ten) added to a passing score in open entry level examinations for military or related service rendered during time of war or national emergency.

WAIVER - The voluntary relinquishment by an eligible of a right to be considered for appointment from an eligibility list in one or more positions, locations, or for a specific or unlimited period of time.

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Deleted: VACANT POSITION - a position in which the employee is qualified to serve and which is ¶ not filled by a permanent or probationary employee. (Education Code 44918)

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT:	Removal from Eligibility List	PAGES: 8.3.1 – 8.3.12
Date:	March 15, 2012	Reason for Consideration: Restricted Action

Personnel Commission Rules 4.2.A.7 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation by certified mail and has not responded. If the appellant is present and requests the matter be discussed in open session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Request for Hearing in
Disciplinary Matter

PAGES: 8.4.1 – 8.4.137

Date: March 15, 2012

**Reason for
Consideration:** Restricted Action

The essence of Personnel Commission Rule 11.6 in part is:

- (1) An employee in the permanent classified service who has been suspended, demoted or dismissed may appeal to the Commission by filing a written answer to the charges.
- (2) The Commission shall investigate the matter on appeal, and shall order a hearing.

Enclosed for the consideration of the Commission is an appeal filed by a permanent Warehouse material processor dismissed from the classified service by the Board of Education in accordance with the rules, and related material.

It is recommended the Commission act to investigate the matter, order a hearing, and authorize a hearing officer to conduct the hearing as provided for in the rules.

Because of the sensitive and confidential nature of the reference material on this agenda item, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Request for Hearing in
Disciplinary Matter

PAGES: 8.5.1 – 8.5.72

Date: March 15, 2012

Reason for
Consideration: Restricted Action

The essence of Personnel Commission Rule 11.6 in part is:

- (1) An employee in the permanent classified service who has been suspended, demoted or dismissed may appeal to the Commission by filing a written answer to the charges.
- (2) The Commission shall investigate the matter on appeal, and shall order a hearing.

Enclosed for the consideration of the Commission is an appeal filed by a permanent Carpenter dismissed from the classified service by the Board of Education in accordance with the rules, and related material.

It is recommended the Commission act to investigate the matter, order a hearing, and authorize a hearing officer to conduct the hearing as provided for in the rules.

Because of the sensitive and confidential nature of the reference material on this agenda item, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.3

Date: March 15, 2012

Reason for
Consideration: Action

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Student Data Systems Specialist	Dual	12-0072-5164	2
Student Evaluation Technician	Open/Cont	12-0074-0399	3



2008 Finalist
the broad prize
for Urban Education



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/

STUDENT DATA SYSTEMS SPECIALIST - 5164

Final Filing Date: 4:30 p.m., Wednesday, March 28, 2012

<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>
MONTHLY:	\$4,056	\$4,279	\$4,514	\$4,764	\$5,026
HOURLY:	\$23.43	\$24.70	\$26.06	\$27.47	\$29.00

JOB INFORMATION: 10 or 12 months position – depending on funding. Eligibility list is being created to fill future vacancies as they occur. Positions are pending funding.

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: The Student Data Systems Specialist classification is designed to serve as a technical resource, providing technical support and assistance to clerical or professional staff utilizing the District’s student data systems. An incumbent is the first point of contact in troubleshooting and solving end user issues with the student data system and related peripherals in addition to assuring the accuracy and timely submission of student data. A Student Data Systems Specialist is required to maintain the confidentiality of sensitive and privileged information and must demonstrate sound interpersonal and customer service skills.

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

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING: Graduation from high school supplemented by college-level coursework in computer science, statistics or a related field.

EXPERIENCE: Two years of experience working with student data systems. Experience involving troubleshooting student data systems and training of end users is highly desirable.

SPECIAL:

- (1) Positions in this classification require the use of a personal automobile and possession of a valid California class C driver’s license.
- (2) May be required to travel from one school location to another.
- (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.
- (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. 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.



2008 Finalist
the broad prize
for Urban Education



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/

STUDENT EVALUATION TECHNICIAN - 0399 TEMPORARY SUMMER/FALL POSITIONS ONLY

Final Filing Date: 4:30, Monday, April 16, 2012.

HOURLY SALARY: \$18.32

JOB INFORMATION:

Assignments are in temporary part-time positions working from mid May through June 29 and July through November. Candidates should apply immediately to be considered for available opportunities. Employment in these assignments is temporary and does not result in permanent employment. All candidates will be required to attend one day of training scheduled during the period June 18 to June 29.

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 immediate supervision, administer and score examination of student enrollees or referred students for such areas as language proficiency, achieved academic level, math, speech, language, etc.; upon referral to administer and score examination in the primary language of enrolled students identified with possible special needs to determine language proficiency and achieved academic level(s) to recommend possible course(s) of academic intervention; interview and collect information for the historical academic/health profile of the student(s); enroll students; perform related duties as assigned.

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

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of training and experience that could likely provide the required knowledge and abilities may be considered, however, experience cannot substitute for the required minimum education.

TRAINING:

Graduation from high school and training or coursework in normal/abnormal psychology, language acquisition, education or child growth and development.

EXPERIENCE:

Some experience in the process and procedure of test administration, scoring, or related evaluation techniques used to measure, rank or rate the results in terms of student academic achievement and level or personnel employment testing.

SPECIAL:

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

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 12-0074-0399 af
Open Continuous

Maria Brannister

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1 – 9.2.8

Date: March 15, 2012

Reason for
Consideration: Restricted Action

Personnel Commission Rule 5.1.A, states that the Personnel Commission Administrator shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. Accordingly staff submits the following eligibility lists for consideration of the Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>	<u>PAGE</u>
Instructional Assistant Intensive Behavioral Treatment	Open/Cont	12-0051-5035	09/14/12	2
Kids' Club Supervisor I	Dual	12-0043-3266	03/14/13	4
Plasterer	Dual	12-0023-0241	03/06/13	6
<u>Extend Eligibility List</u>				
Child Nutrition Specialist	Open	11-0058-3322	09/12/12	8



ELIGIBILITY LIST *Maria Braunstein*

DATE: 3/7/12

TITLE: INSTRUCTIONAL ASSISTANT
INTENSIVE BEHAVIORAL TREATMENT

Exam # 12-0051-5035

LANGUAGE:

TYPE: OPEN CONTINUOUS

EXAM STATISTICS:

LIST VALID: 03/14/12 TO 09/14/12

Total Applications Received: 89

Total Invited to Exam: 59

(No. Passed 18 No. Failed 13 No. Withdrew 28 No. Screened Out 30)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
<p>** WRITTEN EXAMINATION ONLY</p>				

CERTIFIED TO BE CORRECT: *Yvonne Marmak* DATE: 3-8-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 3-15-12

RATIFICATION: _____ YES _____ NO



ELIGIBILITY LIST

DATE: 2/27/12

TITLE: KIDS' CLUB SUPERVISOR I

Exam # 12-0043-3266

LANGUAGE:

TYPE: DUAL

EXAM STATISTICS:

LIST VALID: 03/14/12 - 03/14/13

Total Applications Received: 110

Total Invited to Exam: 43

(No. Passed 22 No. Failed 5 No. Withdrew 16 No. Screened Out 67)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
YOLANDA MORTENSEN	EXTENDED DAYCARE PRORAM SUPERVISOR	LOS ALAMITOS UNIFIED SCHOOL DISTRICT	HISPANIC	FEMALE
ELIZABETH FELIX	AFTER SCHOOL PROGRAM SUPERVISOR	MONTEBELLO UNIFIED SCHOOL DISTRICT	HISPANIC	FEMALE
PETRA QUINONEZ	PARENT INVOLVEMENT SPECIALIST	MONTEBELLO UNIFIED SCHOOL DISTRICT	HISPANIC	FEMALE
ALICE JACQUEZ	ADMINISTRATOR FOR AFTER SCHOOL PROGRAM	MONTEBELLO UNIFIED SCHOOL DISTRICT	HISPANIC	FEMALE
LINDSEY EVANS	KIDS CLUB SUPERVISOR III	LONG BEACH UNIFIED SCHOOL DISTRICT	WHITE	FEMALE
ROSANN BALLANCE	KIDS CLUB SUPERVISOR III	LONG BEACH UNIFIED SCHOOL DISTRICT	WHITE	FEMALE

CERTIFIED TO BE CORRECT: Shirley Weir DATE: 2-27-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 3-15-12
 RATIFICATION: _____ YES _____ NO

ELLIST 5/07



ELIGIBILITY LIST *Inmate Bunt*

DATE: 03/01/2012

TITLE: PLASTERER

Exam # 12-0023-0241

LANGUAGE: NONE

TYPE: DUAL EXAMINATION

EXAM STATISTICS:		Valid from: 03/06/12-03/06/13		
Total Applications Received: 27				
Total Invited to Exam: 16				
(No. Passed	12	No. Failed	1	No. Withdrew
			3	No. Screened Out
				11)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
JOSEPH BECKMAN	PAINTER	GARDEN GROVE USD	WHITE	MALE
MICHAEL HALL	SENIOR CARPENTER	LAUSD	WHITE	MALE
JUAN PAVAGEAU	AREA CARPENTER SUPERVISOR	LAUSD	BLACK	MALE
PAUL MANDERINO	MAINTENANCE PAINTER	NEWPORT MESA USD	WHITE	MALE

CERTIFIED TO BE CORRECT: *Paul Manderino* DATE: 3-1-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 3-15-12

RATIFICATION: _____ YES _____ NO



PERSONNEL COMMISSION

ELIGIBILITY LIST EXTENSION FORM

CLASS TITLE: Child Nutrition Specialist

EXAM #: 11-0058-3322 EXAM TYPE: Open

EXPIRATION DATE: 3/12/12 ORIGINAL TOTAL# ON LIST: 8

APPOINTMENTS MADE: 1 WAIVERS OR REMOVALS: 0

LIST CURRENTLY HAS 7 ELIGIBLES REMAINING IN 3 RANKS.

IN ACCORDANCE WITH THE PROVISIONS OF EDUCATION CODE 45300 WHICH STATES IN PART: "A list may be extended for an additional period of two years or less at the discretion of the commission."

REQUEST EXTENSION OF THIS ELIGIBLE LIST TO EXPIRE ON: 9/12/12

APPROVED PCA: _____


Dr. Gail McMahon

.....
Input from site(s): Cecelia Slater is in support of extending this list...Dale