



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

May 9, 2013
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. ROLL

Terry Ulaszewski, Chairperson
Linda Vaughan, Vice-Chairperson
Stacey Lewis, Member

Present _____
Present _____
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 April 25, 2013

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per
Education Code 45246

None

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

Action

10. OTHER ITEMS

10.1 Adoption of Resolution Regarding Classified Employee Week

Action

10.2 Annual Election of Officers per PC Rule 2.6

Action

11. The next regular meeting of the Personnel Commission will be held on May 23, 2013 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
12. CLOSED SESSION None
13. ADJOURNMENT

ACCESS TO PUBLIC DOCUMENTS

Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 999, Atlantic Avenue, Third Floor, Long Beach, CA 90813, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:40p.m.).

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 pursuant to Government Code 54954.2 (a) 1.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for April 25, 2013

PAGES: 7.1.1 – 7.1.4

Date: May 9, 2013

Reason for
Consideration: Action

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

Chairperson Terence Ulaszewski 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

Terence Ulaszewski, Chairperson
Linda Vaughan, Vice-Chairperson
Stacey Lewis, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Susan Leaming, Personnel Analyst
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President.

**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

Valeeta Pharr, CSEA Chapter 2 President, commented CSEA is gathering signatures for the reelection of Michael Bilbrey for the CalPERS Member-at-Large position. Ms. Pharr also reported CSEA Chapter 2 has a new website.

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, reported she and a few members of staff attended a workshop presented by attorney Joshua Lim who is an advocate for applicants who have been convicted of crimes. She said the presentation was insightful and gave staff a different perspective to consider when reviewing applications.

Ms. McMahon also reported she has received estimates from NEOGOV for the Onboarding and Performance Evaluation components of the system. The Performance Evaluation component cost is approximately \$43,000 per year in

comparison to Onboarding which is approximately \$20,000 per year. In looking at both components and what they do, it appears Onboarding would be more beneficial to the work that we do and help staff. At this point we are still researching and reviewing our options.

Susan Leaming, Personnel Analyst, reported she is in the writing phase of the Student Services Job Family Study. This includes revising and rewriting all the job descriptions due to the changes of duties over the years. Ms. Leaming also mentioned the CPR sessions scheduled for May 15 have a few seats available in the morning and a waitlist for the afternoon session.

Mary Cates, Human Resources Supervisor updated the Commission on the status of Summer School assignments reporting lists will be sent to Special Education and Nutrition Services soon for placement. She also reported staff is working on the assignment rollover in LYNX and the "Letters of Reassurance" which need to be mailed out 30 days prior to the end of the school year.

Commissioner Lewis mentioned she recently became acquainted with the Pacific Theaters online onboarding system. Commenting it is a very good system and something staff may be interested in reviewing.

Valeeta Pharr, CSEA Chapter 2 President, asked Personnel Analyst Leaming if the jobs have totally changed or if minor revisions were being made to the descriptions. Ms. Leaming responded that each description is reviewed individually and many will require a rewrite as some were last updated several years ago.

Chairperson Ulaszewski asked for an update on staffing due to tainting of LTE's who expired in April. Executive Officer McMahon stated we have been recruiting for Instructional Aide-Special and Custodian to meet the needs of the sites.

MINUTES

MINUTES

The Commission approved the minutes of the April 11, 2013 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Member Lewis seconded the motion. The motion was carried and approved.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. The individual was not present. The Commission acted to remove Jonnelle Aiello from current eligibility lists.

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 Lewis and the bulletins were ratified.

TITLE

Student Evaluation Technician

TYPE

Open/Cont

NUMBER

13-0083-0399

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. Vice-Chairperson Vaughan moved for approval. Commissioner Lewis asked if there is an immediate need for placements from the lists for extension. Executive Officer McMahon responded there are no current vacancies but we would like to have the list in place in case a request to fill a position is submitted, there will be no delay. Personnel Analyst Leaming explained no placements were made from the Library Media Assistant list and a strong group of candidates remain on the list. The motion was seconded by Commissioner Lewis. The eligibility lists were approved.

Instructional Aide – Instrumental Music Dual

13-0068-0447

List Valid: 04/25/13 -04/25/14

Total applications received: 35

Total invited to exam: 13

No. Passed: 7

No. Failed: 2

No. Withdrew: 4

No. Screened Out: 22

Instructional Aide – Special

Open/Continuous 13-0070-0448

List Valid: 04/12/13 -04/12/14

Total applications received: 106

Total invited to exam: 74

No. Passed: 22

No. Failed: 18

No. Withdrew: 34 No. Screened Out: 32

Plant Supervisor I

Dual

13-0067-5026

List Valid: 04/24/13 -04/24/14

Total applications received: 36

Total invited to exam: 32

No. Passed: 21

No. Failed: 7

No. Withdrew: 4 No. Screened Out: 4

Senior Nutrition Services Worker

Dual

13-0057-5071

List Valid: 04/15/13 -04/15/14

Total applications received: 95

Total invited to exam: 82

No. Passed: 36

No. Failed: 27

No. Withdrew: 19 No. Screened Out: 13

EXTEND ELIGIBILITY LISTS

Library/Media Assistant

Dual

12-0069-0465

Extended list expiration date: 4/11/14

Extend list period: 1 year

Total applicants on list: 19

No. of Current Eligibles: 11 No. of waivers or removals: 8

Office Assistant – Bilingual Spanish

Dual

12-0070-5158

Extended list expiration date: 5/7/14

Extend list period: 1 year

Total applicants on list: 30

No. of Current Eligibles: 11 No. of waivers or removals: 19

OTHER ITEMS

OTHER ITEMS

Commissioner Vaughan asked if there has been an update to the salary schedule since April 2011. Ms. Leaming reported a salary schedule update is in the works for this summer, once the Student Services job family study has been completed. In the interim when titles or salaries are changed update notices are distributed.

NEXT MEETING

NEXT MEETING

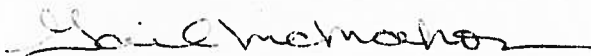
The next regular meeting of the Personnel Commission will be held on Thursday, May 9, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 8:39 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,



Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.4

Date: May 9, 2013

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>
Nutrition Services Worker	Dual	13-0087-5068	2
School Safety Communications Operator	Dual	13-0082-5013	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

NUTRITION SERVICES WORKER – 5068

Final Filing Date: 4:30 p.m., Wednesday, May 22, 2013

SUBSTITUTE SALARY: \$12.20

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
HOURLY:	\$12.20	\$12.90	\$13.56	\$14.32	\$15.14

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, 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 13-0087-5068 Dual th



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
http://www.lbschools.net/Main_Offices/Personnel_Commission/

SCHOOL SAFETY COMMUNICATIONS OPERATOR – 5013

Final Filing Date: 4:30 p.m., Tuesday, May 21, 2013.

<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>	\$3,265	\$3,444	\$3,633	\$3,834	\$4,044
<u>HOURLY:</u>	\$18.84	\$19.88	\$20.97	\$22.14	\$23.35

JOB INFORMATION:

Eligibility list is being created to fill future vacancies as they occur. Adjustable work schedule including evenings, weekends and graveyard shifts.

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 School Safety Communications Operator, assigned to the District School Safety Communications Center, receives calls for assistance and dispatches safety personnel to District sites for appropriate action. An incumbent must exercise independent judgment and thinking when receiving and responding to calls. An incumbent also monitors signals for intrusion and fire alarms and relays radio messages to mobile school safety units and local law enforcement agencies; and performs related duties as required.

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:

Equivalent to graduation from high school.

EXPERIENCE:

One year of experience in security communications work, preferably six months of dispatching work in a public agency or the United States armed forces.

SPECIAL:

(1) 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.

PHYSICAL DEMANDS:

Hear normal voice-range frequencies; speaking to exchange information in person and on the telephone (hearing and speech must be unimpaired); seeing to read, prepare and proofread documents; dexterity of hands and fingers to operate communications equipment and keyboard; sitting for extended periods of time.

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. **SELF-CERTIFICATION:** In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 30 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class.

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 13-0082-5013

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: May 9, 2013

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:

**Instructional Aide – Deaf/Hard
of Hearing**

List Valid: 04/29/13 -04/29/14

Total applications received: 47

No. Passed: 11 No. Failed: 4

Dual

13-0072-3271

Total invited to exam: 29

No. Withdrew: 14 No. Screened Out: 18

**Instructional Aide Interpreter –
Deaf/Hard of Hearing**

List Valid: 04/26/13 -04/26/14

Total applications received: 5

No. Passed: 1 No. Failed: 0

Dual

13-0071-3272

Total invited to exam: 3

No. Withdrew: 2 No. Screened Out: 2

Instructional Aide – Special

List Valid: 05/06/13 -05/06/14

Total applications received: 109

No. Passed: 22 No. Failed: 14

Open/Continuous

13-0074-0448

Total invited to exam: 71

No. Withdrew: 35 No. Screened Out: 38

Instructional Assistant

Intensive Behavioral Treatment

List Valid: 04/30/13 -04/30/14

Total applications received: 118

No. Passed: 15 No. Failed: 19

Open/Continuous

13-0064-5035

Total invited to exam: 49

No. Withdrew: 15 No. Screened Out: 69

CERTIFIED TO BE CORRECT: *Paula McNamara* DATE: 5/2/13



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 19-25, 2013 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Terence Ulaszewski
Chairperson

Linda Vaughan
Vice-Chairperson

Stacey Lewis
Member

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Annual Election of Officers for 2013-2014

PAGE: 10.2.1

Date: May 9, 2013

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.