

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

REGULAR MEETING AGENDA

Regular Meeting  
Building B, Room 29  
September 27, 2018

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order – Linda Vaughan
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of September 13, 2018 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Library/Media Assistant 5-6
2. **APPROVE** the certification of Human Resources Assistant 19-0016-3350 eligibility list established September 24, 2018 7
3. **APPROVE** the certification of Human Resources Technician 19-0017-3361 eligibility list established September 24, 2018 7
4. **APPROVE** the certification of Nutrition Services Director 19-0010-5060 eligibility list established September 21, 2018 7

III. OLD BUSINESS

IV. NEW BUSINESS

1. **DISCUSS** the following:  
Revisions to the Rules and Regulations of the Classified Service (First Reading) 8-10

2. **APPROVE** the request for Hearing in Disciplinary Matter Employee E00594748

11-44

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

October 11, 2018 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).

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

MINUTES  
Regular Meeting

September 13, 2018

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Vice-Chairperson, on Thursday, September 13, 2018 at 8:16 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Terence Ulaszewski.

ROLL

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

Present: Terence Ulaszewski  
Sheryl Bender

Absent: Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Susan Learning, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; and Susan Brister, Human Resources Technician.

GUESTS

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

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of August 30, 2018.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Sheryl Bender	X		

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that the Personnel Commissions Association of Southern California (PCASC) is hosting an event presented by Candace Bandoian, Esq., "Following the Janus Decision" on November 2, 2018. Mr. Kato disclosed he is currently on the PCASC Board.

Mr. Kato announced that Lissa Kukahiko, Senior Administrative Secretary, accepted a position with Millikan High School. Mr. Kato extended his appreciation for Ms. Kukahiko's work during her time at the Personnel Commission.

Mr. Kato notified the Commission, Oralia Leonor, Human Resources Technician, has accepted a position with Oxnard Unified School District. Ms. Leonor's last day was yesterday.

Mr. Kato announced he received confirmation from the State Superintendent's Office of Commissioner Sheryl Bender's appointment. Mr. Kato concluded by congratulating Ms. Bender.

Dale Culton, Certification Services Manager, updated the Commission on current vacancies. Mr. Culton thanked staff for their processing efforts to assure employee information and start of the school year employee transfers are properly reflected in the online system so employees will be paid appropriately.

Mary Cates, Human Resources Supervisor, reported that staff has been busy with ongoing Vacancy Assignment (VA) processing efforts to assure employee information is accurate online so employees will be paid correctly.

Mr. Kato informed the Commission that Recruitment and Testing staff is currently working on the Human Resource Assistant and Human Resource Technician recruitments among various recruitments. Mr. Kato reported on attending a job fair through Pacific Gateway at Long Beach City College with Marilyn Balmer, retired Personnel Analyst. The job fair had approximately 65 agencies participating with over 1,000 attendees.

#### CONSENT AGENDA

A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1 and 2.

1. **APPROVE** the certification of Custodian (REVISED) 18-0106-0139 eligibility list established August 31, 2018
2. **APPROVE** the certification of Senior Purchasing Assistant 19-0003-5133 eligibility list established September 13, 2018

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Sheryl Bender	X		

#### OLD BUSINESS

A motion was made by Mr. Ulaszewski, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to approve item 1 of Old Business.

1. **APPROVE** the certification of Warehouse Materials Processor 18-0115-0712 eligibility list established September 6, 2018

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Sheryl Bender	X		

**NEW BUSINESS**

- APPROVE** the extension of eligibility list of Senior Accounting Assistant 18-0019-0760 established September 27, 2017

Following a clerical correction on the report, a motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business Item 1.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Sheryl Bender	X		

- APPROVE** the following:  
Reestablish the classification of Instructional Assistant-Parent Resource Center/BL  
Reclassify incumbent Yolanda Huerta, to the classification of Instructional Assistant-Parent Resource Center/BL

Following discussion, a motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business Item 2.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Sheryl Bender	X		

The Commission moved New Business item 3 to Closed Session.

- APPROVE** the recommendation to remove from eligibility list ID 33718341

**OTHER ITEMS**

Valeeta Pharr, CSEA Chapter 2 President, thanked the Commission for reclassifying Yolanda Huerta to Instructional Assistant-Parent Resource Center.

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 27, 2018 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

**CLOSED SESSION**

The Personnel Commission retired into closed session at 8:37 a.m.

**OPEN SESSION**

The Personnel Commission returned to open session at 8:54 a.m. The following actions were taken:

3. A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 33718341.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		

**ADJOURNMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 8:56 a.m. with the consent of the members.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## LIBRARY/MEDIA ASSISTANT

### FINAL FILING DATE:

4:30 p.m., Wednesday, October 10, 2018

### JOB INFORMATION:

Permanent 10 month positions. Current vacancies are located at Jordan High School-FTE 100% and Kettering Elementary-20% / Bixby Elementary-50%.

### JOB SUMMARY:

Under general supervision, participate in or lead the daily operations of a school library/media center; prepare for and present activities for students regarding literature appreciation, use of library resources and library programs; perform a variety of duties related to the acquisition, circulation and distribution of books and audio-visual materials; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level coursework in Library Science or a related field.

#### EXPERIENCE:

One year of library/media center experience, including some experience working with school age students.

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

#### SPECIAL REQUIREMENTS:

1) May be required to travel from one school location to another. (2) This classification requires that incumbents be skilled in typing/key-boarding 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 of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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.

### SALARY RANGE HOURLY:

START:	\$21.44
6 MONTHS:	\$22.63
1 ½ YEARS:	\$23.87
2 ½ YEARS:	\$25.19
3 ½ YEARS:	\$26.58

### APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

### SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

### PERSONNEL COMMISSION

Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood, CA 90713  
Office: (562) 435-5708  
24 hour job hotline:(562) 491-JOBS  
[www.lbschools.net/Departments/  
Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0032-0465 SF

LBUSD employees, please see reverse side for  
important information.

*Handwritten signature and date:*  
C. M. [Signature] 5

Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

**Guidelines:**

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

**4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE.** *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

*A professional growth incentive shall be added to the composite score of each promotional candidate competing in a promotional examination or dual certification examination. The professional growth incentive shall be one point for each year within a two year period in which the applicant has successfully completed classes, training or seminars which would enhance his/her knowledge, skills and abilities in the promotional classification. A maximum of two (2) professional growth incentive points can be earned. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.*

*The maximum attendance and/or professional growth incentive points a promotional candidate may earn is a total of five (5) points. Promotional candidates are responsible for providing proof of their attendance and/or completion of classes, training and seminars at the time of application but in no event no later than the application deadline. In circumstances in which there are multiple instances of sick leave use for FMLA, CFRA and IA, the matter will be considered on a case by case basis by the administrator of the Personnel Commission.*



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# PERSONNEL COMMISSION

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September 20, 2018

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Revision to the *Rules and Regulations of the Classified Service*

## Background and Findings

California Education Code 45260 Rules; Standards; Authority of Commission states, in part,

*"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".*

The attached rule is being submitted for a first reading for revision with the following rationale:

### Rule 1.1 DEFINITIONS:

SAFE DRIVING STANDARD: Personnel Commission staff request Department of Motor Vehicles (DMV) H6 reports to verify the driving records of candidates applying for positions that require driving a District vehicle. Current Personnel Commission Rule determines a safe driving record by establishing a standard of "not more than one at-fault accident within the past three years." Recent H6 reports received from the DMV no longer consistently indicate that the person on the report was at-fault for the accidents listed.

The District was advised by legal counsel to amend the rule to require that the applicants provide reasonable proof to the District that they meet the safe driving standard by obtaining proof from a reputable third party, including insurance companies or other government agencies, that have direct knowledge about the accidents. This places the onus of proof on the employee/applicant to prove they were not at-fault. The attorneys did not find any new regulations or legislation to explain this change in reporting practice by the DMV.

Deletions to the rule are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission support this rule revision for further consideration and a second reading.

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer

## CHAPTER I DEFINITIONS

### 1.1 DEFINITIONS

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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 (any accident shall be deemed at-fault absent sufficient proof to the contrary, such as: a signed statement from a private insurance company, or a report from the Department of Motor Vehicles or other government agency); (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.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Request for Hearing in Disciplinary Matter                      PAGES: 11-44

Date: September 27, 2018

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Personnel Commission Rule 11.5. is an Appeal of Disciplinary Action:

11.5.B – “An appeal shall be presented to the Personnel Commission at the next regularly scheduled meeting. The Commission shall coordinate the hearing of said charges within a reasonable length of time from the receipt of the appeal. The investigation and hearing shall be confined to the reasons for action as charged by the Board of Education or its assignee and the relevant defenses set forth in the appeal and answer.”

Enclosed for the consideration of the Commission is an appeal filed by a permanent Instructional Aide-Special 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 nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.