

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
April 26, 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 April 12, 2018 1-3
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 Educare Family Support Specialist; Educare Family Support Specialist-BL Spanish 4-5
2. **RATIFY** job announcement bulletin for Custodian 6-7
3. **RATIFY** job announcement bulletin for Senior Systems Analyst 8-9
4. **APPROVE** the certification of Administrative Secretary 18-0067-3339 eligibility list established April 25, 2018 10
5. **APPROVE** the certification of Maintenance Director 18-0063-0083 eligibility list established April 17, 2018 10
6. **APPROVE** the certification of Nutrition Services Worker 18-0057-5068 eligibility list established April 9, 2018 10
7. **APPROVE** the certification of Nutrition Services Worker (Revised) 18-0030-5061 eligibility list established April 9, 2018 10

8. **APPROVE** the certification of School Safety Officer 18-0081-5014 eligibility list established April 19, 2018 10
9. **APPROVE** the certification of School Support Secretary-BL Spanish 18-0071-5159 eligibility list established April 17, 2018 10

III. OLD BUSINESS

IV. NEW BUSINESS

1. **OPEN** a public hearing on the 2018-2019 proposed Personnel Commission Budget 11-13
2. **ADOPT** the 2018-2019 Personnel Commission Budget
3. **CLOSE** the public hearing on the 2018-2019 Personnel Commission Budget

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

May 10, 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) 1.

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

MINUTES
Regular Meeting

April 12, 2018

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, April 12, 2018 at 8:14 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 Linda Vaughan.

ROLL

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

Present: Linda Vaughan
Terence Ulaszewski

Absent: Stacey Lewis

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, 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; James Kruse, CSEA Chapter 2 Vice President, Unit A.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of March 29, 2018.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, notified the Commission the new classified substitute procedures went into effect on April 9, 2018. The new procedures end the practice of "tainting" substitute employees that work in vacancies and put in place new guidelines to ensure sites fill their vacancies in a timely manner.

Mr. Kato updated the Commission on the conversion of classified seniority to date-of-hire. Mr. Kato informed the Commission the appeal period has ended and the final seniority lists will be completed by Monday, April 16, 2018 pending the closure

of appeals. One hundred three employees appealed their seniority record and 102 appeals have been resolved. One thousand one hundred forty-nine employees accepted their seniority record, and an additional 776 reviewed their record. Nine hundred ninety-two employees did not view their record.

Mr. Kato reported that the next New Classified Employee Orientation will be on April 19, 2018. Mr. Kato stated that visitors from the Los Angeles County Office of Education will be attending to observe the program.

Maria Braunstein, Personnel Analyst, reported on current recruitment and testing activities. Ms. Braunstein reported on 32 recruitments at various stages. Ms. Braunstein reported that she and Andrea Armas, Human Resources Assistant, conducted performance exams in the Maintenance department, providing cross-training for Ms. Armas in proctoring exams.

Dale Culton, Certification Services Manager, updated the Commission on filling Building Maintenance Worker and HVAC Technician vacancies. Mr. Culton concluded that Asghar Tootla, Human Resources Technician, and Wendy Rosenquist, Special Education Administrator, worked diligently on employee transfers.

Mary Cates, Human Resources Supervisor, reported 862 summer school applications were received and 701 were submitted online through the portal.

CONSENT AGENDA

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-6.

1. **RATIFY** job announcement bulletin for Custodial Services Inspector
2. **RATIFY** job announcement bulletin for Pool Operator
3. **APPROVE** the certification of Instructional Aide-Special 18-0062-0448 eligibility list established April 4, 2018
4. **APPROVE** the certification of Landscape Irrigation Worker 18-0076-0617 eligibility list established April 10, 2018
5. **APPROVE** the certification of Landscape Irrigation Worker 18-0076-0617 eligibility list established April 10, 2018
6. **APPROVE** the certification of Plant Utilities Operator 18-0075-3308 eligibility list established April 10, 2018

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

OLD BUSINESS

None

NEW BUSINESS

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 1.

- 1. **APPROVE** the following:
 Create the classification of General Counsel – Special Education
 Allocate the General Counsel – Special Education classification to salary range 55 (M2)

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

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

- 2. **APPROVE** the following:
 Adopt the revised class specification of Research Office Technician

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

OTHER ITEMS

Commissioner Ulaszewski, stated he would like to close the meeting in honor of Trusten Lofland, a Navy veteran and one of the first black men hired by both the Long Beach Police Department and California Highway Patrol. Mr. Ulaszewski expressed his gratitude toward Mr. Lofland's dedication and commitment in the service of our country and our community. Mr. Lofland was the spouse of former LBUSD Personnel Commissioner Patricia Lofland.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 26, 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 8:31 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:53 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:55 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

EDUCARE FAMILY SUPPORT SPECIALIST EDUCARE FAMILY SUPPORT SPECIALIST - BL SPANISH

FINAL FILING DATE:

4:30 p.m. Wednesday, May 2, 2018.

JOB INFORMATION:

Permanent 12 months position. Position is a 100% FTE (8 hours a day). The current position is located at Educare.

JOB SUMMARY:

Under general direction, serve as a member of the Educare interdisciplinary team with teachers and administrators to engage and support enrolled families; promote parent-child relationships and parent involvement in the development of their child's social-emotional, cognitive, and physical growth; promote parental engagement in their child's education including advocating for their child, education and community; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in social work, child development, education or a closely related field.

EXPERIENCE:

Two years of experience working with students and families in a family support/ family-centered program.

SPECIAL REQUIREMENTS:

(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 drive a vehicle work. (3) Positions in the Educare Family Support Specialist – BL Spanish classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/ biliterate test. (4) Incumbents in this classification must complete District-provided Family Development Credential training within eighteen months of hire. (5) 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 of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (6) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or pay the union an agency fee.

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: \$25.68
6 MONTHS: \$27.09
1 ½ YEARS: \$28.58
2 ½ YEARS: \$30.15
3 ½ YEARS: \$31.80

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

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[www.lbschools.net/Departments/
Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual 18-0097-5203 AS
Dual 18-0098-5204 AS

LBUSD employees, please see reverse side for
important information.

Maria Braunstein

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN

FINAL FILING DATE:

4:30 p.m. Tuesday, April 24, 2018
Applications Accepted April 19, 2018 – April 24, 2018.

JOB INFORMATION:

The current need is for substitute Custodians. However, the eligible list may also be used to fill future vacancies as they occur.

JOB SUMMARY:

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience.

OR

Proof of enrollment in or successful completion of the Building Maintenance/Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and experience.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

(1) Positions assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule. (3) Accepting employment in a permanent (non substitute) position in this classification requires the individual to either join the union and pay union dues or pay the union an agency fee.

WORKING ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

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

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: \$18.05
6 MONTHS: \$19.04
1 ½ YEARS: \$20.08
2 ½ YEARS: \$21.19
3 ½ YEARS: \$22.35

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Paper applications must be completed on an official LBUSD application and supplemental application forms obtained from the Personnel Commission.

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.

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www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Exam 18-0094-0139 AT

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR SYSTEMS ANALYST

FINAL FILING DATE:

4:30 p.m. Thursday, May 03, 2018.

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at Information Services.

JOB SUMMARY:

Under general direction, analyze work procedures of application systems and coordinate the work of project groups engaged in analyzing, designing, accessing and implementing the District's student information and business software application systems; serve as the database administrator for a major District-wide application system such as the payroll or financial system; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in computer science or a closely related field.

EXPERIENCE:

Four years of experience in web applications systems and database development, programming, testing, modification and administration.

Experience in a lead or supervisory capacity is highly desirable.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

(1) Positions in this class require the use of 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) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or pay the union an agency fee.

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.

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SALARY RANGE HOURLY:

START: \$41.85
6 MONTHS: \$44.14
1 ½ YEARS: \$46.57
2 ½ YEARS: \$49.13
3 ½ YEARS: \$51.84

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0096-5120 SF

LBUSD employees, please see reverse side for
important information.

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 10

Date: April 26, 2018

Reason for
Consideration: Approval

Administrative Secretary

List Valid: 04/25/18-04/25/19

Total applications received: 56

No. Passed: 24 No. Failed: 22

Promotional

18-0067-3339

Total invited to exam: 46

No. Withdrew: 0 No. Screened Out: 10

Maintenance Director

List Valid: 04/17/18-04/17/19

Total applications received: 17

No. Passed: 4 No. Failed: 5

Dual

18-0063-0083

Total invited to exam: 12

No. Withdrew: 3 No. Screened Out: 5

Nutrition Services Worker

List Valid: 04/09/18-04/09/19

Total applications received: 186

No. Passed: 31 No. Failed: 10

Open

18-0057-5068

Total invited to exam: 105

No. Withdrew: 64 No. Screened Out: 81

Nutrition Services Worker (Revised)

List Valid: 04/09/18-04/09/19

Total applications received: 186

No. Passed: 32 No. Failed: 10

Dual

18-0030-5061

Total invited to exam: 105

No. Withdrew: 63 No. Screened Out: 81

School Safety Officer

List Valid: 04/19/18-04/19/19

Total applications received: 42

No. Passed: 5 No. Failed: 0

Dual

18-0081-5014

Total invited to exam: 9

No. Withdrew: 4 No. Screened Out: 33

School Support Secretary-BL Spanish

List Valid: 04/17/18-04/17/19

Total applications received: 28

No. Passed: 6 No. Failed: 7

Promotional

18-0071-5159

Total invited to exam: 19

No. Withdrew: 6 No. Screened Out: 9

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: April 20, 2018

PERSONNEL COMMISSION



April 16, 2018

COMMISSIONERS
STACEY V. LEWIS
TERENCE ULASZEWSKI
LINDA J. VAUGHAN

EXECUTIVE OFFICER
KENNETH E. KATO

To: Personnel Commissioners
From: Kenneth Kato, Executive Officer
Subject: Proposed 2018-2019 Budget for Personnel Commission

The 2018-19 proposed budget includes changes to the budget to address a reorganization in staff to provide more support to the District and increase efficiency. Other changes to the budget address increases in salaries to absorb a negotiated raise and routine step advancement and decreases in the operating expenses.

The budget for staffing includes an anticipated 1% increase in District salary rates for all classified base salaries for the 2018-19 school year. The reorganization of staff includes the closure of a confidential Staff Secretary position, the opening of a Human Resources Assistant position, and an increase in hours to two positions of a Human Resources Assistant and the Senior Administrative Secretary to meet the needs of the office. In addition to current staff step increases, there are also increases in benefits costs. The various actions resulted in a net increase for staff funding of approximately 8.2%.

There is a 2% decrease in general supplies, and an additional reduction of 2% in mileage reimbursement, duplicating, and postage. This decrease in Operating Expenses addresses a request by the District to decrease operating costs by 2% due to overall shrinking revenue from declining student enrollment.

Staff recommends the Personnel Commission approve the Personnel Commission Annual Budget for Fiscal Year 2018/2019 in the amount of \$2,069,595.00.



**Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2018-2019
Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)**

Long Beach Unified School District, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission

To: Governing Board and District Administration

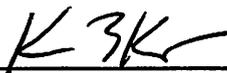
The Public Hearing on this proposed budget will be held at

4400 Ladoga Avenue-Building B, Room 29, Lakewood, CA 90713

(Place)

on April 26, 2018 at 8:15 o'clock A M.

You are invited to attend and present your views.


Signature of Chairman or Director of Personnel Commission
Kenneth Kato
Print Name
Executive Officer, Personnel Commission & Classified Employment
Title

Adopted Annual Budget of Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting April 26, 2018

Signature of Chairman or Director of Personnel Commission
Kenneth Kato
Print Name
Executive Officer, Personnel Commission & Classified Employment
Title

Approval of Annual Budget of Personnel Commission

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

**Annual Financial and Budget Report
Fiscal Year 2018-2019**

Name of Local Educational Agency: Long Beach Unified School District

Expenditure by Object	2016-2017 Actual*	2017-2018 Actual or Estimated*	2018-2019 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 2,323.00	\$ 2,350.00	\$ 3,900.00
Director	176,405.00	183,670.00	191,594.00
Secretaries, Clerks	533,983.00	563,614.00	608,921.00
Other	428,271.00	428,340.00	439,268.00
3000 Employee Benefits	586,683.00	648,361.00	733,812.00
Subtotal	1,727,665.00	1,826,335.00	1,977,495.00
4000 Supplies and Equipment Replacement	21,829.00	20,000.00	19,600.00
5000 Operating Expenses	63,984.00	72,615.00	72,500.00
6000 Equipment			
Subtotal	85,813.00	92,615.00	92,100.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 1,813,478.00	\$ 1,918,950.00	\$ 2,069,595.00

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees.

For example: salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.