

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
August 30, 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. Swearing in of new Personnel Commissioner
4. Roll
5. **APPROVE** Minutes of the Regular Meeting of August 16, 2018 1-4
6. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
7. **HEAR** public on items not listed on the agenda
8. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accompanist 5-6
2. **RATIFY** job announcement bulletin for Accounting Technician 7-8
3. **RATIFY** job announcement bulletin for Instructional Aide-Instrumental Music 9-10
4. **APPROVE** the certification of Custodian 18-0106-0139 eligibility list established August 31, 2018 11
5. **APPROVE** the certification of District Security Officer 18-0125-5202 eligibility list established August 31, 2018 11
6. **APPROVE** the certification of Kids' Club Assistant 18-0108-0694 eligibility list established August 21, 2018 (REVISED) 11

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| 7. | APPROVE the certification of Kids' Club Lead Assistant 18-0107-0515 eligibility list established August 21, 2018 | 11 |
| 8. | APPROVE the certification of School Support Secretary 19-0012-3361 eligibility list established August 31, 2018 | 11 |
| 9. | APPROVE the certification of School Safety Officer 18-0092-5014 eligibility list established August 23, 2018 | 11 |
| 10. | APPROVE the certification of Warehouse Materials Processor 18-0115-0712 eligibility list established August 29, 2018 | 11 |
| III. OLD BUSINESS | | |
| IV. NEW BUSINESS | | |
| 1. | APPROVE the extension of eligibility list of Heavy Truck Driver 18-0004-0187 established August 31, 2017 | 12 |
| 2. | APPROVE the extension of eligibility list of Intermediate Accounting Assistant 18-0007-0755 established September 6, 2017 | 12 |
| V. OTHER ITEMS | | |
| VI. NEXT REGULAR MEETING | | |
| September 13, 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

August 16, 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, August 16, 2018 at 8:17 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

STAFF MEMBERS PRESENT

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

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Chester Davidson, CSEA Chapter 2 Vice President-Unit B and Damon Green.

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 July 19, 2018.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that he attended the Board Workshop and updated the Commission on the Local Control and Accountability Plan (LCAP), Special Education, Measure E, and other multiple projects and programs in the District.

Mr. Kato updated the Commission that students from McKinley will be temporarily housed at the Monroe site for the 2018-2019 school year.

Mr. Kato announced that Ms. Sheryl Bender was introduced at the Board of Education meeting on August 15, 2018 and recommended to the State Department as the new Personnel Commissioner.

Maria Braunstein, Personnel Analyst, reported on 31 recruitments in various stages. Ms. Braunstein noted that the Plant Supervisor Series recruitment will be posting. Ms. Braunstein reported recruitment testing staff will be participating at the Long Beach City College Job Fair in September. Ms. Braunstein thanked Marilyn Balmer, Personnel Analyst (retired) for her commitment and hard work.

Mary Cates, Human Resources Supervisor, reported on processing Head Start and Child Development Center employees for the new Child Abuse Index state requirement. Ms. Cates provided the Commission an update on summer placements.

Ms. Cates updated the Commission on ongoing Vacancy Assignment (VA) processing efforts to assure employee information and start of the school year employee transfer are properly reflected in the online system so employees will be paid appropriately at the correct locations.

Mr. Kato recognized Commissioner Ulaszewski's birthday.

CONSENT AGENDA

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 1-15.

1. **RATIFY** job announcement bulletin for Associate Personnel Analyst
2. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
3. **RATIFY** job announcement bulletin for High School Office Supervisor
4. **RATIFY** job announcement bulletin for Human Resources Assistant
5. **RATIFY** job announcement bulletin for Human Resources Technician
6. **RATIFY** job announcement bulletin for HVAC Technician
7. **RATIFY** job announcement bulletin for Middle School Office Supervisor
8. **RATIFY** job announcement bulletin for Nutrition Services Director
9. **RATIFY** job announcement bulletin for Student Store Lead
10. **APPROVE** the certification of ASB Financial Technician 18-0118-0751 eligibility list established August 6, 2018

11. **APPROVE** the certification of Custodial Services Inspector 18-0073-5191 eligibility list established August 6, 2018
12. **APPROVE** the certification of Instructional Aide-Instrumental Music 18-0114-0447 eligibility list established August 9, 2018
13. **APPROVE** the certification of Instructional Aide-Special 18-0124-0448 eligibility list established July 26, 2018
14. **APPROVE** the certification of Instructional Aide-Special 19-0004-0448 eligibility list established August 16, 2018
15. **APPROVE** the certification of Office Assistant (REVISED) 18-0084-3359 eligibility list established July 19, 2018

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

OLD BUSINESS None

NEW BUSINESS

1. **APPROVE** the revised classification title of Associate Educational Research Analyst, and direct all other positions and employment lists be reclassified for the purpose of title change only.

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.

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

The Commission moved items 2-5 of New Business to Closed Session.

2. **APPEAL** of a Disqualified Applicant ID 19815509
3. **APPROVE** the recommendation to remove from eligibility list ID 36157795
4. **APPROVE** the recommendation to remove from eligibility list ID 32247131
5. **APPROVE** the request for Hearing in Disciplinary Matter Employee E00341058

OTHER ITEMS None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 30, 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 8:35 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:48 a.m. The following actions were taken:

- 2. A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **GRANT** the appeal of the Disqualified Applicant ID 19815509 and instructed the Personnel Commission Executive Officer to notify him of this decision.

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

- 3. A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 36157795.

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

- 4. A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 32247131.

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

- 5. A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the request for Hearing in Disciplinary Matter of appellant E00341058.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:50 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

ACCOMPANIST

FINAL FILING DATE:

4:30 p.m., Wednesday, September 19, 2018

JOB INFORMATION:

Permanent 10 months position. Position is a 50% FTE. The current vacancy is located at Cabrillo High School.

JOB SUMMARY:

Under general supervision, provide piano accompaniment for soloists and dance or choral groups at a variety of performances and special events including rehearsals, graduations, festivals and competitions; 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 quarters 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 or advanced private training in piano and music theory.

EXPERIENCE:

One year of experience as an accompanist.

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.

WORKING ENVIRONMENT:

Classroom, theater, indoor/outdoor locations including some evenings, weekends and varied hours.

SPECIAL REQUIREMENTS:

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:	\$18.72
6 MONTHS:	\$19.76
1 ½ YEARS:	\$20.84
2 ½ YEARS:	\$21.98
3 ½ YEARS:	\$23.19

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
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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 Exam 19-0024-5213 AT

LBUSD employees, please see reverse side for important information.

W. Palmer
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.



CLASSIFIED EMPLOYMENT OPPORTUNITY

ACCOUNTING TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Monday, September 10, 2018

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Current vacancy is located in the Accounting Office.

JOB SUMMARY:

Under general supervision, perform difficult and technical accounting work involving journal entries, reconciling accounts, posting to the General Ledger, identifying and solving problems in assigning account numbers and classifications; or perform technical and comprehensive accounting work for a District program or function; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to completion of two years from an accredited four-year college or university or community college with at least fifteen units in accounting and statistics.

EXPERIENCE:

Four years of financial or statistical record keeping work. Experience in a public agency is desirable.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS:

May be required to travel from one school location to another.

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:	\$25.93
6 MONTHS:	\$27.36
1 ½ YEARS:	\$28.87
2 ½ YEARS:	\$30.45
3 ½ YEARS:	\$32.12

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:

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0025-0750 OL

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.**

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.*

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE-INSTRUMENTAL MUSIC

FINAL FILING DATE:

4:30 p.m., Wednesday, September 19, 2018

JOB INFORMATION:

Permanent 10 month position. Position is 47.5% FTE. Current vacancies are located at Jordan High School and Lakewood High School.

JOB SUMMARY:

Under immediate supervision, assist and participate in the instruction, rehearsal and performance of students in band, choir, orchestra and other music education classes; 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 also show proof of completion of one college-level course in music.

EXPERIENCE:

One year of experience playing an instrument in a band, orchestra or as a soloist. Experience in charting field formations for marching bands is desired.

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

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:	\$17.27
6 MONTHS:	\$18.22
1 ½ YEARS:	\$19.22
2 ½ YEARS:	\$20.27
3 ½ YEARS:	\$21.39

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Dual Exam 19-0023-0447 AT

LBUSD employees, please see reverse side for
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Mindy Malone

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists PAGES: 11-12
Date: August 30, 2018 Reason for
Consideration: Approval

DISTRICT SECURITY OFFICER List Valid: 08/31/18 – 02/28/19 Total applications received: 54 No. Passed: 10 No. Failed: 1	DUAL Total invited to exam: 17 No. Withdrew: 6 No. Screened Out: 37	18-0125-5202
KIDS' CLUB ASSISTANT (REVISED) List Valid: 08/21/18 – 08/21/19 Total applications received: 115 No. Passed: 12 No. Failed: 22	DUAL Total invited to exam: 79 No. Withdrew: 45 No. Screened Out: 36	18-0108-0694
KIDS' CLUB LEAD ASSISTANT List Valid: 08/21/18 – 08/21/19 Total applications received: 40 No. Passed: 9 No. Failed: 7	DUAL Total invited to exam: 22 No. Withdrew: 6 No. Screened Out: 18	18-0107-0515
SCHOOL SAFETY OFFICER List Valid: 08/23/18 – 02/23/19 Total applications received: 79 No. Passed: 3 No. Failed: 0	DUAL Total invited to exam: 8 No. Withdrew: 5 No. Screened Out: 71	18-0092-5014
SCHOOL SUPPORT SECRETARY List Valid: 08/31/18 – 08/31/19 Total applications received: 41 No. Passed: 8 No. Failed: 12	PROMOTIONAL Total invited to exam: 28 No. Withdrew: 8 No. Screened Out: 13	19-0012-3361
WAREHOUSE MATERIALS PROCESSOR List Valid: 08/29/18 – 08/29/19 Total applications received: 174 No. Passed: 11 No. Failed: 59	DUAL Total invited to exam: 104 No. Withdrew: 34 No. Screened Out: 70	18-0115-0712

