

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
September 13, 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 August 30, 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. **APPROVE** the certification of Custodian (REVISED) 18-0106-0139 eligibility list established August 31, 2018 4
2. **APPROVE** the certification of Senior Purchasing Assistant 19-0003-5133 eligibility list established September 13, 2018 4

III. OLD BUSINESS

1. **APPROVE** the certification of Warehouse Materials Processor 18-0115-0712 eligibility list established September 6, 2018 4

IV. NEW BUSINESS

1. **APPROVE** the extension of eligibility list of Senior Accounting Assistant 18-0019-0760 established September 27, 2017 4

2. **APPROVE** the following: 5-11
Reestablish the classification of Instructional Assistant-Parent Resource Center/BL
Reclassify incumbent Yolanda Huerta, to the classification of Instructional Assistant-Parent Resource Center/BL

3. **APPROVE** the recommendation to remove from eligibility list ID 33718341 12-18

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

September 27, 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 30, 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 30, 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

SWEARING IN OF
NEW PERSONNEL
COMMISSIONER

Kenneth Kato, Executive Officer, administered the Oath of Office to Personnel Commissioner-elect, Sheryl Bender, who was appointed for the term ending November 30, 2018.

Chairperson Linda Vaughan welcomed Ms. Bender and said she is looking forward to working together.

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; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Susan Follmuth, Human Resources Technician; Oralia Leyva, Human Resources Technician; and Silaue Taeleifi, Human Resources Technician.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; Chester Davidson, CSEA Chapter 2 Vice President-Unit B; Brittany Jones, CSEA Labor Relations Representative; and Stacey Lewis.

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 August 16, 2018.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that Mc Kinley Elementary School students started attending the Monroe site on August 29, 2018.

Mr. Kato reported that he and Dale Culton, Certification Services Manager, attended the Superintendent's Management Team Meeting at Cabrillo High School and presented on filling Vacancy Assignments (VA's) to principals.

Maria Braunstein, Personnel Analyst, listed 32 current recruitments in various stages and notified the Commission of 15 recruitments to be opened. Ms. Braunstein gave accolades to the recruitment and testing staff for all their hard work.

Mary Cates, Human Resources Supervisor, updated the Commission regarding ongoing Vacancy Assignment (VA) processing efforts to assure employee information is accurate online. Ms. Cates thanked staff for working diligently from close of school, through the summer heat, and to the opening of the new school year.

Dale Culton, Certification Services Manager, thanked staff for all their hard work.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-9; Item 10 was pulled from the Consent Agenda.

1. **RATIFY** job announcement bulletin for Accompanist
2. **RATIFY** job announcement bulletin for Accounting Technician
3. **RATIFY** job announcement bulletin for Instructional Aide-Instrumental Music
4. **APPROVE** the certification of Custodian 18-0106-0139 eligibility list established August 31, 2018
5. **APPROVE** the certification of District Security Officer 18-0125-5202 eligibility list established August 31, 2018
6. **APPROVE** the certification of Kids' Club Assistant 18-0108-0694 eligibility list established August 21, 2018 (REVISED)
7. **APPROVE** the certification of Kids' Club Lead Assistant 18-0107-0515 eligibility list established August 21, 2018
8. **APPROVE** the certification of School Support Secretary 19-0012-3361 eligibility list established August 31, 2018
9. **APPROVE** the certification of School Safety Officer 18-0092-5014 eligibility list established August 23, 2018

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

Item 10 was removed from the Consent Agenda.

OLD BUSINESS None

NEW BUSINESS 1. **APPROVE** the extension of eligibility list of Heavy Truck Driver 18-0004-0187

Following a clerical correction, a motion was made by Mr. Ulaszewski, seconded by Ms. Bender, 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		
Sheryl Bender	X		

2. **APPROVE** the extension of eligibility list of Intermediate Accounting Assistant 18-0007-0755 established September 6, 2017

Following a clerical correction, a motion was made by Mr. Ulaszewski, seconded by Ms. Bender, 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>
Linda Vaughan	X		
Terence Ulaszewski	X		
Sheryl Bender	X		

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 13, 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 8:58 a.m. No reportable actions were taken.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:02 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 4

Date: September 13, 2018

Reason for
Consideration: Approval

CUSTODIAN (REVISED)

OPEN

18-0106-0139

List Valid: 08/31/18 – 08/31/19

Total applications received: 217

Total invited to exam: 118

No. Passed: 52 No. Failed: 21

No. Withdrew: 45 No. Screened Out: 99

SENIOR PURCHASING ASSISTANT

DUAL

19-0003-5133

List Valid: 09/13/18 – 09/13/19

Total applications received: 46

Total invited to exam: 29

No. Passed: 7 No. Failed: 14

No. Withdrew: 8 No. Screened Out: 17

WAREHOUSE MATERIALS PROCESSOR

DUAL

18-0115-0712

List Valid: 09/06/18 – 09/06/19

Total applications received: 174

Total invited to exam: 104

No. Passed: 11 No. Failed: 59

No. Withdrew: 34 No. Screened Out: 70

EXTENDED ELIGIBILITY LIST

SENIOR ACCOUNTING ASSISTANT

DUAL

18-0019-0760

Extended list expiration date: 03/06/19

Extended List Period: 6 months

Total applicants on list: 10

No. of current eligible: 6

No. of waivers or removals: 4

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: September 6, 2018

PERSONNEL COMMISSION



September 6, 2018

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Reestablishment of a Classification

Background and Findings

The unrestricted classification of Instructional Assistant – Parent Resource Center/BL (salary range 20 C1) was inactivated as part of the Child Care and Instructional Job Family Study approved by the Personnel Commission on June 23, 2016.

The classification of Instructional Assistant – Parent Resource Center/BL (R) is still active, with one incumbent in the position. In accordance with the Education Code, employees in “restricted” positions are not accorded employment permanency nor acquire seniority credits for the purposes of layoff until they successfully pass the examination required for all other candidates in the unrestricted class.

At the request of the incumbent and District administration, the remaining incumbent was tested for the regular position of Instructional Assistant – Parent Resource Center/BL. The employee received a passing score, therefore, staff is recommending the reestablishment of the unrestricted classification for placement purposes. There is no recommended change in salary level for the classification, it will remain at salary range 20 (C1).

Status of the Incumbent

Incumbent, Yolanda Huerta, was provided the examination of Instructional Assistant – Parent Resource Center/BL on July 31, 2018 and received a passing score. Ms. Huerta shall be reclassified to the classification of Instructional Assistant – Parent Resource Center/BL and afforded the full rights, benefits, and burdens of any other classified employee retroactive to the date that the incumbent was first hired into the position in accordance with the Education Code.

Attached is a copy of the specification showing proposed deletions annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Reestablish the classification of Instructional Assistant – Parent Resource Center/BL
2. Reclassify incumbent Yolanda Huerta, to the classification of Instructional Assistant – Parent Resource Center/BL

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Specification
Salary Range: 20 (C1)

<u>CLASS CODE</u>	<u>TITLE</u>
-------------------	--------------

3278	INSTRUCTIONAL ASSISTANT – PARENT RESOURCES CENTER/BL
3279	INSTRUCTIONAL ASSISTANT – PARENT RESOURCES CENTER (R)
3280	INSTRUCTIONAL ASSISTANT – PARENT RESOURCES CENTER/BL (R)

JOB SUMMARY

Under ~~immediate~~ general supervision, assist in organizing, developing and coordinating activities specifically related to the operations of a District Parent Center; assist in preparing for and performing instructional activities that will assist parents in acquiring information and skills which will strengthen their roles as partners in their children's education; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Prepare and organize instructional activities and materials relating to development of parental self-esteem, effective parenting, positive child discipline, English proficiency, literacy and other related areas based on District provided materials, research of program needs, direction from facilitators and other related resources. **E**
- Confer with school facilitators, administrators, to outline program objectives and assist in the set up of instructional and special events scheduling; meet with faculty and staff to discuss program content, explain lesson plans relative to meeting effective parenting goals; assist in the development of curriculum, review with facilitators and program specialists and plan for the preparation and delivery of instructional materials to be used. **E**
- Outline and prepare program orientation and recruitment presentations, including preparation and distribution of informational materials throughout the ~~school-d~~ District; assist in promoting and advertising parenting classes; provide information both in person and by telephone to interested community members. **E**
- Distribute and explain class registration materials; register parents for classes; distribute and collect questionnaires from parents that survey and assess their responses to ongoing programs and need for new courses. **E**
- Participate in the effective instruction of parents by such activities as one-on-one learning programs, small group and adult class learning; lead and facilitate group discussions, class projects or related activities. **E**
- Set up instructional activities and materials relating to computer training in areas such as basic computer skills, English usage and grammar, basic math and other types of

programs; assist parents in Parent Center computer lab to load software, initialize programs; tutor parents in understanding self-paced software; explain objectives; monitor, record and log individual progress; may loan or check-out laptop computers and software as directed. *E*

- Provide oral and written translations of verbal conversations, written text; proofread materials for Parent Centers, facilitators, parents and other related District staff. *E*
- Contact and arrange for speakers from the community to lecture and to assist in providing positive parenting programs. *E*
- Attend and participate in workshops, in-services and seminars related to the development and implementation of Parent education programs and goals. *E*
- Perform related support activities such as typing, operating photocopy equipment, telephone, word processing and preparing supply requisitions. *E*
- Monitor or direct the activities of other classroom support personnel such as College/Teacher Aides and volunteers. *E*
- Maintain the cleanliness, order and appearance of the Parent Centers. *E*
- May assist in the monitoring of pre-school age children of Parent Center participants.
- May provide home visits to explain Parent Center programs; may provide transportation to and from the Parent Centers and to Parent Center meetings and activities.

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The District provides training for parents in such areas as self-esteem, effective parenting, appropriate disciplining techniques, reinforcing student achievement at home, and other related issues, for the purpose of improving student education and development through pro-active parenting. The Instructional Assistant–Parent Resource Centers is an active, knowledgeable participant in the development and dissemination of instructional activities and materials designed for parents of District students. Incumbents in this class typically work in a Parent Center funded through the Office of Special Projects Services and are available to conduct parent training at other District sites, which includes making parent contact, determining schedules, facility usage, curriculum and training materials. ~~This class is differentiated from Instructional Aide–Parent Center by the higher level of responsibility, and scope of action and decision making assigned to an incumbent, and by providing a greater level of independence in the construction and conveyance of instructional materials.~~ Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

EMPLOYMENT STANDARDS

Knowledge of:

Instruction and reference materials relating to parent and adult education.
Group behaviors and dynamics.
Personal computers and computer software.
Basic concepts of human development, behavior and intervention techniques.
Community organizations such as those offering family health, welfare, educational, employment and other informational resources.
Effective instruction and study techniques.
General classroom management skills and techniques.
English usage, spelling, grammar and punctuation.
Basic math.
Basic record keeping.

Ability to:

Assist in the development and instruction of curriculum related to pro-active parenting, such as self-esteem, family nutrition, student achievement through parental support and other related programs.
Effectively communicate with school administrators, facilitators, parents, and community resources personnel to relay information, answer questions and provide support to the parent population served through the Parent Centers.
Encourage positive learning patterns and motivate parents to the importance of education for all family members.
Operate personal computers and software, and oversee parents in operating computers in a self-paced computer learning lab.
Convey patience, sensitivity and compassion to a diverse Parent population with a multitude of difficult issues in need of address.
Attend a variety of educational training seminars, workshops and in-services, and assimilate information gathered into Parent Center curriculum.
Understand and carry out oral and written instruction.
Demonstrate and provide a positive role model to parents.
Maintain a positive attitude and remain flexible and adaptable to constantly changing class schedules, priorities.
Operate a variety of office machines, such as a typewriter, photocopier, fax machine, multi-line telephone.

Education and Training:

Associate's degree or completion of two years of college-level coursework with course emphasis in Adult Education, Social Science, Guidance, Counseling or a related field is required. Workshops, seminars and in-services directly relating to Parent Education are highly desirable.

Experience:

One year of experience working with adults in an educational setting including specifically preparing and conveying instructional information. Verifiable supervised experience as a volunteer in a school or related activity may be substituted on an equal basis.

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

SPECIAL REQUIREMENTS

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

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language. Selective certification in accordance with the Education Code may be effected to meet this requirement.

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

- (a) Low income groups (Ed. Code 45105 or 45108), as specified by the Board of Education, *Or*
- (b) Persons residing in specifically designated areas of the community (Ed. Code 45105 and 45108) as specified by the Board of Education, *Or*
- (c) Mentally, physically, or developmentally disabled persons (Ed. Code 45259) as specified by the Board of Education.

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

WORKING CONDITIONS

School site Parent Center, learning center, or classroom setting.

Travel from one school to another, and/or to off-site locations within and outside the District may be required.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make oral presentations.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting, carrying, pushing or pulling light objects and carts of supplies.

~~May include lifting, climbing, pushing, pulling, kneeling and crouching.~~

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

7/99

Revised: 10/24/02

Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 12-18

Date: September 13, 2018

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

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

It is recommended the Commission act to approve this recommendation.

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