

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
July 5, 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 June 21, 2018
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

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II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Warehouse Materials Processor
2. **APPROVE** the certification of Custodian 18-0094-0139 eligibility list established July 6, 2018
3. **APPROVE** the certification of Instructional Aide-Special 18-0104-0448 eligibility list established June 22, 2018
4. **APPROVE** the certification of Research Office Technician 18-0103-0433 eligibility list established July 5, 2018
5. **APPROVE** the certification of Strategic Data Project Analyst 18-0090-5230 eligibility list established July 06, 2018
6. **APPROVE** the certification of Telecommunications Technician 18-0068-3309 eligibility list established May 21, 2018

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III. OLD BUSINESS

IV. NEW BUSINESS

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

July 19, 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

June 21, 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, June 21, 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 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; Susan Leaming, Personnel Analyst; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; and Susan Brister, Human Resources Technician.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Anita Coley; and James Anderson.

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 June 7, 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 the school year has ended at the Monroe site and facility arrangements are being made in preparation for the 2018-2019 school year.

Mr. Kato reported that the Board of Education recognized Everardo Avila, Pest Control Technician, as the LBUUSD Classified Employee of the Year at their meeting on June 20, 2018.

Maria Braunstein, Personnel Analyst, reported on recruitment and testing activities. Ms. Braunstein thanked Marilyn Balmer, retired Personnel Analyst, the recruitment and testing staff, and Andrea Armas, Human Resources Assistant, for all of their hard work.

Mary Cates, Human Resources Supervisor, reported 863 applications were submitted for summer assignments and 590 employees were placed. Staff continues to place employees through tomorrow. Ms. Cates reported summer school/ESY programs will run from 6/25/2018 – 7/27/2018 for high school and 7/2/2018 – 7/27/2018 for all other sites.

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 1-9.

1. **RATIFY** job announcement bulletin for ASB Financial Technician
2. **RATIFY** job announcement bulletin for Kids' Club Assistant
3. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant
4. **RATIFY** job announcement bulletin for Nutrition Services Worker
5. **APPROVE** the certification of Accountant 18-0102-0358 eligibility list established June 13, 2018
6. **APPROVE** the certification of Instructional Aide-Educare 18-0099-5205 eligibility list established June 13, 2018
7. **APPROVE** the certification of Instructional Aide-Educare BL Khmer 18-0101-5207 eligibility list established June 13, 2018
8. **APPROVE** the certification of Instructional Aide-Educare BL Spanish 18-0100-5206 eligibility list established June 13, 2018
9. **APPROVE** the certification of Senior Systems Analyst 18-0096-5120 eligibility list established June 11, 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 following:
Abolish the classification of the Administrative Dietitian

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 New Business Items 2 through 6 to Closed Session.

2. **APPEAL** of a Disqualified Applicant ID 14256689
3. **APPEAL** of a Disqualified Applicant ID 36059432
4. **APPROVE** the recommendation to Remove from Eligibility List Applicant ID 27569198
5. **APPROVE** the recommendation to Remove from Eligibility List Applicant ID 33917358
6. **APPROVE** the request for Hearing in Disciplinary Matter Employee E00377623

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 5, 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 9:41 a.m. The following reportable 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 **DENY** the appeal of the Disqualified Applicant ID 14256689.

<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 **DENY** the appeal of the Disqualified Applicant ID 36059432.

<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 **GRANT** the appeal of ID 27569198 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		

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 recommendation to remove from eligibility list ID 33917358

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

6. 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 E00377623.

<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 9:43 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

WAREHOUSE MATERIALS PROCESSOR

FINAL FILING DATE:

4:30 p.m., Monday, July 9, 2018

JOB INFORMATION:

Permanent 10 month position. Position is 100% FTE (8 hours per day). Current vacancy is located at Nutrition Services.

JOB SUMMARY:

Under general supervision, perform a variety of duties related to the shipping, receiving, storing and issuing of materials, commodities, equipment or food at the District's centralized warehouse or large departmental warehouse; prepare and maintain related records and files; perform related duties as assigned..

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

One year of experience receiving, inspecting, storing and shipping general stores and equipment.

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

SPECIAL REQUIREMENTS:

- (1)Valid Forklift Operator Certification within six months of employment. Certification will be provided by the District.
- (2)Valid California Class C driver's license.
- (3)Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.
- (4)Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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:	\$22.04
6 MONTHS:	\$23.25
1 ½ YEARS:	\$24.52
2 ½ YEARS:	\$25.88
3 ½ YEARS:	\$27.30

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. Application must be made on official 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.

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 18-0115-0712 AM

LBUSD employees, please see reverse side for
important information.

Marilyn Bolner

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

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 7

Date: July 5, 2018

Reason for
Consideration: Approval

CUSTODIAN

Open

18-0094-0139

List Valid: 07/06/18 – 07/06/19

Total applications received: 241

No. Passed: 78 No. Failed: 35

Total invited to exam: 168

No. Withdrew: 55 No. Screened Out: 73

INSTRUCTIONAL AIDE - SPECIAL

Open Continuous

18-0104-0448

List Valid: 06/22/18 – 06/22/19

Total applications received: 62

No. Passed: 14 No. Failed: 0

Total invited to exam: 16

No. Withdrew: 2 No. Screened Out: 46

RESEARCH OFFICE TECHNICIAN

Dual

18-0103-0433

List Valid: 07/05/18 – 07/05/19

Total applications received: 86

No. Passed: 2 No. Failed: 12

Total invited to exam: 23

No. Withdrew: 9 No. Screened Out: 63

STRATEGIC DATA PROJECT ANALYST

Dual

18-0090-5230

List Valid: 07/06/18 – 07/06/19

Total applications received: 11

No. Passed: 1 No. Failed: 1

Total invited to exam: 4

No. Withdrew: 2 No. Screened Out: 7

TELECOMMUNICATIONS TECHNICIAN

Dual

18-0068-3309

List Valid: 05/21/18 – 05/21/19

Total applications received: 44

No. Passed: 10 No. Failed: 5

Total invited to exam: 18

No. Withdrew: 3 No. Screened Out: 26

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: June 28, 2018