

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
February 1, 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 January 18, 2018 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **APPROVE** the certification of Head Start Instructional Aide-BL Spanish 18-0029-5235 eligibility list established January 29, 2018 5
2. **APPROVE** the certification of Head Start Instructional Aide-BL Spanish 18-0043-5235 eligibility list established January 30, 2018 5
3. **APPROVE** the certification of Transportation Supervisor 18-0037-0886 eligibility list established February 1, 2018 5

III. OLD BUSINESS

1. **APPROVE** the following:
Revisions to the Rules and Regulations of the Classified Service, Chapter I
(Second Reading) 6-7

IV. NEW BUSINESS

1. **APPROVE** the following:
Adopt the revised class specification for Landscape Irrigation Worker 8-12

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

February 15, 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

January 18, 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, January 18, 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
Stacey Lewis
Terence Ulaszewski

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; Yvette Brotherton, Provisional Human Resources Assistant; and Cynthia Emami, provisional Human Resources Assistant.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Juan Garcia, CSEA Chief Job Steward; Eric Larsen, Sign Maker, Maintenance; Ramona Burton, Campus Security Officer; and Ruthie Griffin.

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of December 21, 2017.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

Ramona Burton, Campus Security Officer, requested the Commission to review her employee rights. The Commissioners asked that Mr. Kenneth Kato direct Ms. Burton to Human Resources Services. Valeeta Pharr, CSEA Chapter 2 President, offered to assist Ms. Burton following the meeting.

REPORT FROM
EXECUTIVE
OFFICER

Mr. Kato reported that conversion of classified seniority to date of hire is moving forward. As of January 12, 2018, 505 employees have reviewed their seniority records on the portal, 357 employees have accepted their records, and 22 employees have appealed.

Kenneth Kato, Executive Officer, introduced Yvette Brotherton and Cynthia Emami as the provisional Human Resources Assistants to assist with the conversion process and researching employee appeals. Marilyn Balmer, retired Personnel Analyst, will be leading the seniority unit.

Mr. Kato informed the Commission that Cleveland Elementary School students started attending the Monroe site on January 8, 2018. Mr. Kato addressed the facility and equipment adjustments made to the Monroe site. Mr. Kato informed the Commission that Diana Criaghead, Vice President, Board of Education, thanked the Personnel Commission at the Board Meeting yesterday for helping out the school site.

Mr. Kato reported he participated in the "Dawn Patrol", where administrators assisted Stephens Middle School students to board buses that transported them to their interim housing site, Jordan Plus.

Mr. Kato informed the Commission that he and Commissioner Linda Vaughan will attend the California School Personnel Commissioners Association (CSPCA) annual conference February 1-4, 2018 in San Diego, California.

Mr. Kato reported on current recruitment and testing activities.

Dale Culton, Certification Services Manager, reported on the smooth transition of classified staffing as it relates to the substitute system to ensure substitutes report to correct sites.

Mary Cates, Human Resources Supervisor, informed the Commission that the online summer employment applications will be available on January 29, 2018. Summer Employment application bulletins and brochures were sent to school sites asking to post the flyers on site. The deadline to apply is March 16, 2018 at 4:30 p.m. The Personnel Commission computer lab will be open on February 9, February 21, March 6, and March 16 to assist applicants with the online portal.

Ms. Cates informed the Commission she will be retiring from the District on June 29, 2018.

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that Classified Seniority computer access classes will be offered to employees at the Teacher's Resource Center (TRC) from 3-5pm on January 22 and January 29.

CONSENT AGENDA

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

1. **RATIFY** job announcement bulletin for Associate Educational Research Analyst

2. **APPROVE** the certification of Facilities Project Manager-Construction 18-0040-5139 eligibility list established January 4, 2018
3. **APPROVE** the certification of Head Start Instructional Aide 18-0028-0657 eligibility list established January 4, 2018
4. **APPROVE** the certification of Head Start Instructional Aide 18-0042-0657 eligibility list established January 4, 2018
5. **APPROVE** the certification of Nutrition Services Worker 18-0032-5068 eligibility list established January 4, 2018
6. **APPROVE** the certification of Truck Driver 18-0041-0392 eligibility list established January 3, 2018

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

OLD BUSINESS

1. **APPROVE** the following:
Revision to the Rules and Regulations of the Classified Service,
Chapter X (Second Reading)

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

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

NEW BUSINESS

1. **DISCUSS** the following:
Revisions to the Rules and Regulations of the Classified Service,
Chapter I (First Reading)

New Business Item 1 was discussed and will be brought forward for a second reading and approval at the next Commission meeting.

2. **APPROVE** the following:
Adopt the revised class specifications of:
Senior Nutrition Services Worker
Intermediate Nutrition Services Worker
Nutrition Services Worker

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

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

3. **APPROVE** the recommendation to remove from eligibility list ID 27756850

Staff submitted a recommendation to remove a name from current eligibility list per Personnel Commission Rules 4.2.A.8. The individual was present to appeal the recommendation. Ms. Vaughan explained the difference between Open and Closed Session to Candidate 27756850. The individual requested to be heard in Open Session.

OTHER ITEMS Valeeta Pharr, CSEA Chapter 2 President, updated the Commission of the new CSEA Officers for Long Beach Unified School District. As of January 1, 2018, the elected officials are Gilbert Bonilla, 1st Vice President, Lord Galoyo, 2nd Vice President, Jim Kruse, Unit A Vice President and Raja Singh, Chief Job Steward. Ms. Pharr invited the Commissioners to the Installation scheduled on January 27, 2018.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 1, 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 9:01 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:11 a.m. The following reportable actions were taken:

3. The Commission acted to sustain staff's recommendation to remove ID 27756850 from the current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply at the next administration of exam. They instructed the Executive Officer to notify the applicant of the decision.

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

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:16 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 5

Date: February 1, 2018

Reason for
Consideration: Approval

Head Start Instructional Aide-BL Spanish Dual 18-0029-5235

List Valid: 01/29/18-01/29/19

Total applications received: 24

Total invited to exam: 6

No. Passed: 0

No. Failed: 2

No. Withdrew: 4

No. Screened Out: 18

Head Start Instructional Aide-BL Spanish Dual 18-0043-5235

List Valid: 01/30/18-01/30/19

Total applications received: 17

Total invited to exam: 4

No. Passed: 1

No. Failed: 1

No. Withdrew: 2

No. Screened Out: 13

Transportation Supervisor Dual 18-0037-0886

List Valid: 02/01/18-02/01/19

Total applications received: 59

Total invited to exam: 16

No. Passed: 7

No. Failed: 6

No. Withdrew: 3

No. Screened Out: 43

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: January 25, 2018

PERSONNEL COMMISSION



January 23, 2018

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to the *Rules and Regulations of the Classified Service*

Background and Findings

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

"The Commission shall prescribe; amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness".

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

Rule 1.1 DEFINITIONS:

PERSONAL NECESSITY LEAVE: Classified employees may use up to, but not in excess of, seven days of illness leave in any fiscal year in cases of personal necessity, not per school year or calendar.

SENIORITY: Effective January 1, 2018, the Long Beach Unified School District converted the seniority system for newly hired classified employees from hours worked to date of hire. Seniority was calculated by hours worked prior to December 30, 2017, and by date of hire within classification after January 1, 2018.

Changes in the rule are annotated for deletion and additions are underlined.

Recommendations

Staff recommends the Personnel Commission approve the revised version of this rule.

Prepared by:

A handwritten signature in black ink, appearing to be "Susan Leaming".

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to be "K3K".

Kenneth Kato
Executive Officer

CHAPTER I DEFINITIONS

1.1 DEFINITIONS

...

PERSONAL NECESSITY LEAVE - Leave which may be taken for reasons of personal necessity as specified in the Education Code and these rules. Such leave is charged to the employee's illness leave and is limited to seven days ~~a school~~ per fiscal year.

...

SENIORITY - Status secured by length of service calculated by hours worked prior to December 30, 2017 and by date of hire within classification after January 1, 2018 to which certain rights are attached. ~~Used in calculating extra points for employees taking promotional examinations and for determining order of layoff as well as for certain informal purposes.~~



PERSONNEL COMMISSION

January 26, 2018

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to a Class Specification

Background

The Grounds Service Manager recently reviewed the class specification for the Landscape Irrigation Worker classification while initiating recruitment activities and requested Commission staff update the specification. The classification was last revised in 2000.

Specifically, references to web-based irrigation control systems were added and general formatting changes made. Also, the knowledge statement of "Supervision and training" was removed as this is a bargaining unit classification and incumbents are not supervising staff.

The Grounds Service Manager, Assistant Transportation Director, and Transportation Director have reviewed and approved the recommended changes.

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

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification for Landscape Irrigation Worker

Prepared by:

Susan Leaming
Personnel Analyst

Approved and Recommended:

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 0617
Salary Range: 25 (C2)

LANDSCAPE IRRIGATION WORKER

JOB SUMMARY

Under general supervision, to perform a variety of skilled and semi-skilled work in the installation, inspection, modification, maintenance and repair of irrigation systems of landscaped grounds; and to perform related duties as required 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 routinely performed in this classification.

- Install, adjust, and maintain, set and reset electrical, mechanical and hydraulic control mechanisms for automatic operation; identify variances in controllers and notify appropriate personnel. **E**
- Repair or replace sprinkler head, valves, controllers and other sprinkler equipment or devices. **E**
- Repair and replace landscape irrigation systems according to drawings, sketches, or verbal instructions. **E**
- Dig trenches using shovel or backhoe or trenching machine. **E**
- Identify areas of broken pipe; dig up areas to find breaks; remove and repair damaged pipe; cut and thread pipe. **E**
- Remove and replace broken sprinkler heads, parts, valves and related components. **E**
- Install and repair atmospheric backflow devices. **E**
- Make connections to valved water main using hand tools. **E**
- Make estimates of labor, parts, and supplies for installation or repair work; keep records. **E**
- Work with plumbers when other site water distribution systems are impacted by maintenance or repair work on irrigation systems. **E**
- Review landscaped areas and recommend the installation of new sprinkler systems or modification to existing systems to accommodate the vegetation, soil conditions, usage and related factors. **E**
- Work closely with contractors installing irrigation systems at sites to ensure proper coverages and capacities of the system. **E**
- May be assigned to work with grounds personnel in maintaining grounds and operating grounds maintenance equipment. **E**
- Order supplies and materials for irrigation systems. **E**

- Prepare and/or revise sketches and drawings on irrigation systems to reflect installations and modifications. *E*
- Communicate on two-way radio with supervisor and other Branch personnel. *E*
- Drive a District vehicle. *E*
- Perform related duties as assigned.

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

A Landscape Irrigation Worker performs the full scope of installation, modification, maintenance and repair of the components of electrical and hydraulic landscape irrigation systems at District sites. While an incumbent may be considered specialized in this kind of work, ~~they/he/she is~~ are not expected to be knowledgeable about nor required to perform, the more complex and varied work assignments involved in the work of a journey-level plumber.

EMPLOYMENT STANDARDS

Knowledge of:

Methods and techniques used in installation and maintenance of landscape irrigation systems including web-based irrigation control systems.

Irrigation system piping, sizes, capacities, uses, and related component parts.

Irrigation system control devices, valves and sprinkler heads.

Uses and purposes of general tools and equipment required for installation and maintenance of landscape irrigation systems.

Arithmetic.

Record keeping needed for labor and materials.

Plant identification and plant care associated with landscape maintenance.

Water requirements for lawns, trees and plants and types of soil.

Appropriate safety precautions and procedures.

~~Supervision and training.~~

Ability to:

Perform skilled irrigation systems maintenance and repair work.

Use and operate hand tools and specialized mechanical equipment.

Operate and maintain web-based irrigation control systems.

Direct activities of others.

Perform basic arithmetic computations.

Read and interpret blueprints, drawings, or sketches of landscaped design plans.

Use hand and power tools associated with sprinkler systems and repairs.

Maintain tools and equipment assigned in clean working order, providing proper security and maintenance.

Operate a vehicle observing legal and defensive driving practices.
Understand and carry out oral and written instructions.
Establish and maintain effective working relationships with others.

Education and Training:

Equivalent to graduation from high school.

Experience:

~~At least o~~One year of installation, repair and maintenance of automatic irrigation and sprinkler systems.

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

SPECIAL REQUIREMENTS

Subject to call out to perform emergency repair work to grounds irrigation systems.

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

WORKING ENVIRONMENT

Outdoors.

~~;~~~~s~~Subject to adverse seasonal weather conditions.

~~;~~~~r~~Repair shop with machinery, tools and supplies.

~~;~~~~e~~Exposure to chemicals used in piping installation and repair and landscape spraying.

~~;~~~~t~~Travel to and from District sites.

~~;~~~~s~~Subject to emergency call out.

PHYSICAL DEMANDS

Pushing, pulling and lifting objects weighing up to 60 pounds.

~~;~~~~k~~Kneeling and crouching; digging; bending at the waist.

;~~s~~Stooping.
;~~s~~Standing for extended periods of time.

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.

PCA: 7/1997;
Revised: 3/2/2000
Revised: