

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
September 14, 2017

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATIONS 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 31, 2017 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. **RATIFY** job announcement bulletin for Senior Health Assistant 5-6
2. **RATIFY** job announcement bulletin for Senior Payroll Accounting Technician 7-8
3. **APPROVE** the certification of ASB Financial Technician 18-0006-0751 eligibility list established September 6, 2017 9-10
4. **APPROVE** the certification of Behavior Intervention Assistant 18-0002-5216 eligibility list established September 12, 2017 9-10
5. **APPROVE** the certification of Elementary School Office Supervisor 17-0128-3345 eligibility list established September 8, 2017 9-10
6. **APPROVE** the certification of Elementary School Office Supervisor 17-0128-3345 eligibility list established September 8, 2017 9-10
7. **APPROVE** the certification of Intermediate Accounting Assistant 18-0007-0755 eligibility list established September 6, 2017 9-10

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|-----|--|------|
| 8. | APPROVE the extension of Job Developer 18-0003-0463 eligibility list established September 1, 2017 | 9-10 |
| 9. | APPROVE the extension of Laborer 18-0013-0204 eligibility list established September 7, 2017 | 9-10 |
| 10. | APPROVE the extension of Nutrition Services Worker 17-0122-5068 eligibility list established September 8, 2017 | 9-10 |
| 11. | APPROVE the extension of Sign Language Interpreter 17-0036-5214 eligibility list established September 14, 2017 | 9-10 |

III. OLD BUSINESS

IV. NEW BUSINESS

- | | | |
|----|---|-------|
| 1. | APPROVE the recommendation to remove from eligibility list ID 21502793 | 11-17 |
| 2. | APPEAL of a Disqualified Applicant ID 32991449 | 18-38 |

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

September 28, 2017 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 31, 2017

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 31, 2017 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
Stacey Lewis

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Shristie Nair, 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; Judith Lopez, Human Resources Technician; Angela Stenberg, Human Resources Technician; Silaue Taeleifi, Human Resources Technician.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; and Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President-Unit A; and Juan Garcia, CSEA Job Steward.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of August 17, 2017.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that staff participated in a District promotional video at the request of Ruth Ashley, Deputy Superintendent of Education Services. The video will be presented to the Commission in the near future.

Maria Braunstein, Personnel Analyst, informed the Commission that Recruitment and Testing staff is currently working on 20 current recruitments. Ms. Braunstein informed the Commission that staff has a total of 40 current and upcoming recruitments in various stages of the process.

Dale Culton, Certification Services Manager, reported on filling pending vacancies at various sites. Mr. Culton concluded that he and his staff completed the annual salary step increments for Recreation Aides and Recreation Leaders.

Mary Cates, Human Resources Supervisor, updated the Commission on ongoing Vacancy Assignment (VA) processing efforts to assure employee information and site transfers are properly reflected in the online system so employees will be paid appropriately at the correct locations.

CONSENT AGENDA

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1-4 and 7-22; Consent Agenda items 5 and 6 were pulled for further discussion.

1. **RATIFY** job announcement bulletin for Educational Research Analyst I
2. **RATIFY** job announcement bulletin for Electronics Technician
3. **RATIFY** job announcement bulletin for Maintenance Manager
4. **RATIFY** job announcement bulletin for Pool Operator
7. **RATIFY** job announcement bulletin for Senior Translator-Interpreter-BL Spanish
8. **RATIFY** job announcement bulletin for Translator-Interpreter-BL Spanish
9. **APPROVE** the certification of (Catalina Island) Campus Security Officer-Avalon 17-0151-5011 eligibility list established August 29, 2017
10. **APPROVE** the certification of (Catalina Island) Health Assistant-Avalon 17-0145-5170 eligibility list established August 29, 2017
11. **APPROVE** the certification of (Catalina Island) Instructional Aide-Special 17-0152-0448 eligibility list established August 29, 2017
12. **APPROVE** the certification of (Catalina Island) Nutrition Service Worker 17-0149-5068 eligibility list established August 29, 2017
13. **APPROVE** the certification of Custodial Crew Supervisor (Promotional) 17-0148-5248 eligibility list established August 25, 2017
14. **APPROVE** the certification of Custodial Crew Supervisor (Open) 17-0148-5248 eligibility list established August 25, 2017

15. **APPROVE** the certification of Grounds Equipment Operator II 17-0155-0176 eligibility list established August 29, 2017
16. **APPROVE** the certification of Heavy Truck Driver 18-0004-0187 eligibility list established August 31, 2017
17. **APPROVE** the certification of Instructional Aide-Special 18-0001-0448 eligibility list established August 21, 2017
18. **APPROVE** the certification of Instructional Aide-Special-Avalon 17-0132-0448 eligibility list established August 29, 2017
19. **APPROVE** the certification of Speech Language Pathology Assistant 16-0138-5024 eligibility list established August 25, 2017
20. **APPROVE** the certification of Speech Language Pathology Assistant 17-0014-5024 eligibility list established August 29, 2017
21. **APPROVE** the certification of Technology Service Delivery Manager 17-0139-5242 eligibility list established August 29, 2017
22. **APPROVE** the certification of Warehouse Manager 17-0146-0301 eligibility list established August 24, 2017

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

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 the Consent Agenda items 5 and 6.

5. **RATIFY** job announcement bulletin for School Data Technician
6. **RATIFY** job announcement bulletin for School Data Technician (Revised)

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

OLD BUSINESS None

NEW BUSINESS None

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 14, 2017 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 8:48 a.m. No reportable actions were taken.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:50 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY RECRUITMENT EXTENDED

SENIOR HEALTH ASSISTANT

FINAL FILING DATE:

4:30 p.m., Friday, September 15, 2017

JOB INFORMATION:

Permanent 10 month position. Position is 47.5% FTE (3.8 hours a day/19 hours a week). Current vacancy is located at Nursing Services.

JOB SUMMARY:

Under general direction, provide a variety of specialized health services to students at assigned school sites; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND TRAINING:

Graduation from high school supplemented at a minimum by completion of a Licensed Vocational Nurse program approved by the California Board of Vocational Nursing and Psychiatric Technicians.

EXPERIENCE:

One year of experience working in a health care service environment. Experience working with school-aged children is highly desired.

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

SPECIAL REQUIREMENTS:

(1) Incumbents in this classification at a minimum must possess and maintain licensure to practice in California as a Licensed Vocational Nurse throughout employment in this classification. (2) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (3) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (4) May be required to travel from one school location to another. (5) 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:	\$23.67
6 MONTHS:	\$24.97
1 ½ YEARS:	\$26.35
2 ½ YEARS:	\$27.79
3 ½ YEARS:	\$29.32

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
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 18-0020-5174 AS

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.*

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

SENIOR PAYROLL ACCOUNTING TECHNICIAN

FINAL FILING DATE:

Application deadline: 4:30 p.m., Monday, September 25, 2017

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, take the lead and/or review verify and correct payroll and related transactions; identify and solve payroll problems; prepare summary payroll reports; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

EXPERIENCE:

Three years of full-time financial record keeping work, one year of which is preferably as a lead person in a public agency.

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

SPECIAL REQUIREMENTS:

1. 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.

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SALARY RANGE HOURLY:

START:	\$23.04
6 MONTHS:	\$24.30
1 ½ YEARS:	\$25.64
2 ½ YEARS:	\$27.05
3 ½ YEARS:	\$28.54

APPLICATION:

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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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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0031-0762 SF

LBUSD employees, please see reverse side for important information.

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

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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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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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 9-10

Date: September 14, 2017

Reason for
Consideration: Approval

ASB Financial Technician

Dual

18-0006-0751

List Valid: 09/06/17-09/06/18

Total applications received: 64

No. Passed: 6 No. Failed: 27

Total invited to exam: 49

No. Withdrew: 16 No. Screened Out: 15

Behavior Intervention Assistant

Dual

18-0002-5216

List Valid: 09/12/17-09/12/18

Total applications received: 162

No. Passed: 24 No. Failed: 3

Total invited to exam: 37

No. Withdrew: 10 No. Screened Out: 125

Elementary School Office Supervisor

Open

17-0128-3345

List Valid: 09/08/17-09/08/18

Total applications received: 81

No. Passed: 16 No. Failed: 16

Total invited to exam: 44

No. Withdrew: 12 No. Screened Out: 37

Elementary School Office Supervisor

Promotional

17-0128-3345

List Valid: 09/08/17-09/08/18

Total applications received: 70

No. Passed: 6 No. Failed: 31

Total invited to exam: 18

No. Withdrew: 7 No. Screened Out: 26

Intermediate Accounting Assistant

Dual

18-0007-0755

List Valid: 09/06/17-09/06/18

Total applications received: 117

No. Passed: 11 No. Failed: 59

Total invited to exam: 96

No. Withdrew: 26 No. Screened Out: 21

Job Developer

Dual

18-0003-0463

List Valid: 09/01/17-09/01/18

Total applications received: 89

No. Passed: 7 No. Failed: 11

Total invited to exam: 24

No. Withdrew: 6 No. Screened Out: 65

Laborer

Promotional

18-0013-0204

List Valid: 09/07/17-09/07/18

Total applications received: 20

No. Passed: 9 No. Failed: 4

Total invited to exam: 16

No. Withdrew: 3 No. Screened Out: 4

Nutrition Services Worker

List Valid: 09/08/17-09/08/18

Total applications received: 164

No. Passed: 30 No. Failed: 11

Open

17-0122-5068

Total invited to exam: 97

No. Withdrew: 56 No. Screened Out: 67

Sign Language Interpreter

List Valid: 09/14/17-09/14/18

Total applications received: 9

No. Passed: 2 No. Failed: 0

Dual

17-0036-5214

Total invited to exam: 5

No. Withdrew: 3 No. Screened Out: 4

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: September 7, 2017

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 11-17

Date: September 14, 2017

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT:	Appeal of a Disqualified Applicant	PAGES: 18-38
Date:	September 14, 2017	Reason for Consideration: Restricted Action

Personnel Commission Rules provide that applicants, candidates or eligible may be disqualified from an examination process for:

4.2.A.18 – “Failure, after due notice, to provide information promptly for review of any of the reasons for rejection contained in this section, or to complete, expand upon, or provide documentation or details necessary for application review or employment processing.”

Staff submits an appeal of an applicant (32991449) as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail and electronic mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

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.