

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

MEETING AGENDA

Regular Meeting  
Building B, Room 29  
June 8, 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 May 25, 2017 1-5
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 Assistant Facilities Project Director 17-0144-5104 eligibility list established June 5, 2017 6
2. **APPROVE** the certification of Head Start Instructional Aide BL Spanish 17-0095-5235 eligibility list established June 2, 2017 6
3. **APPROVE** the certification of Head Start Instructional Aide 17-0096-0657 eligibility list established June 2, 2017 6
4. **APPROVE** the certification of High School Office Supervisor 17-0102-3349 eligibility list established June 8, 2017 6
5. **APPROVE** the certification of Middle School Office Supervisor 17-0103-3357 eligibility list established June 8, 2017 6
6. **APPROVE** the certification of Senior Nutrition Services Worker 17-0078-5071 revised eligibility list established April 26, 2017 6

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the abolishment of the following classifications: 7-19  
Electronic Supervisor  
Locksmith Supervisor  
Skilled Maintenance Worker – Hi Hill
  
2. **APPROVE** the following: 20-25  
Create the classification of Custodial Crew Supervisor  
Allocate the Custodial Crew Supervisor classification to salary range 18 (S1)
  
3. **APPROVE** the following: 26-30  
Adopt the revised class specification of Custodian
  
4. **DISCUSS** the following: 31-33  
Revision to the Rules and Regulations of the Classified Service, Chapter VI (First Reading)
  
5. **DISCUSS and APPROVE** the following: 34-35  
Vision, Mission, and Values for the Personnel Commission
  
6. Appeal of disqualified applicant 5158097 36-50

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

June 22, 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

May 25, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, May 25, 2017 at 8:15 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 Terence Ulaszewski.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present:                Stacey V. Lewis  
                                 Terence Ulaszewski  
                                 Linda Vaughan

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; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; and Adriana Araujo, Staff Secretary.

GUESTS

Matthew Woods, Executive Director Information and Technology Systems; Ann Culton, Administrative Coordinator - Human Resource Services; Valeeta Pharr, CSEA President Unit A; Adrienne Rambo, CSEA Vice President-Unit A; and Juan Garcia, CSEA Job Steward; .

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of May 11, 2017.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that there was a meeting with the community held by our Facilities Department on Tuesday, May 16, 2017. Mr. Kato reported that the meeting was with area residents to let them know a school site will be coming. Mr. Kato reported that he met with the CASSA organization to answer various personnel questions. Mr. Kato reported that final preparations

have been completed for the Classified Employee Celebration to be held Friday, May 26, 2017 and the winner for Classified Employee of the Year will be announced.

Maria Braunstein, Personnel Analyst, reported on current recruitment and testing activities. Ms. Braunstein reported she will be visiting the Avalon site and also has meetings with the Maintenance department next week.

Dale Culton, Certification Services Manager, reported summer recruitment is in progress with sites.

#### **PUBLIC HEARD**

Valeeta Pharr, CSEA President Unit A, expressed concern over the Personnel Commission losing use of the cafeteria due to school sites temporarily locating to the Personnel Commission location. Ms. Pharr reported gratitude to the Personnel Commission regarding notification of future layoffs.

Juan Garcia, CSEA Job Steward, reported he would like to see more event announcements on the website. Mr. Garcia reported that there are employees who could not attend the Classified Employee Celebration due to various reasons and if there could be an alternate event to attend.

#### **CONSENT AGENDA**

Following discussion, a motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1-19, and 21-24.

1. **RATIFY** job announcement bulletin for Administrator, Research Information Systems
2. **RATIFY** job announcement bulletin for Campus Security Officer
3. **RATIFY** job announcement bulletin for Electronics Technician
4. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
5. **RATIFY** job announcement bulletin for Facilities Project Manager - Planning
6. **RATIFY** job announcement bulletin for Health Assistant - Avalon
7. **RATIFY** job announcement bulletin for High School Office Supervisor
8. **RATIFY** job announcement bulletin for Instructional Aide - Special - Avalon
9. **RATIFY** job announcement bulletin for Intermediate Office Assistant
10. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish

11. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Schools
12. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Schools – Bilingual Spanish
13. **RATIFY** job announcement bulletin for Middle School Office Supervisor
14. **RATIFY** job announcement bulletin for Plant Supervisor - Avalon
15. **RATIFY** job announcement bulletin for Senior Health Assistant
16. **RATIFY** job announcement bulletin for Student Evaluation Technician
17. **APPROVE** the certification of Assistant Director – Fiscal Services 17-0104-5136 eligibility list established May 26, 2017
18. **APPROVE** the certification of Educare Family Support Specialist BL Khmer 17-0134-5229 eligibility list established May 26, 2017
19. **APPROVE** the certification of Educational Research Analyst II 17-0094-3302 eligibility list established May 30, 2017
21. **APPROVE** the certification of Nutrition Services Supervisor I 17-0085-5064 eligibility list established May 17, 2017
22. **APPROVE** the certification of Nutrition Services Supervisor II 17-0086-5065 eligibility list established May 17, 2017
23. **APPROVE** the certification of Nutrition Services Supervisor III 17-0087-5066 eligibility list established May 17, 2017
24. **APPROVE** the certification of School Safety Officer 17-0101-5014 eligibility list established May 23, 2017

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

Following discussion to approve certification, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried to approve Consent Agenda item 20.

20. **APPROVE** the certification of Electrician 17-0093-0161 eligibility list established May 23, 2017

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the abolishment of the following classifications:  
 Accounting Director  
 Audits Director  
 Budget Director  
 Principal Auditor

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, 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>
Stacey V. Lewis	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

2. **APPROVE** the following:  
 Adopt the revised classification and title of Coordinator, Research Information Systems and direct all positions and employment lists be reclassified for the purpose of title change only.

Susan Learning, Personnel Analyst, provided a brief overview of the report. 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>
Stacey V. Lewis	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

3. **APPROVE** the Adoption of Resolution Regarding Classified Employee Week

Susan Learning, Personnel Analyst, provided a brief overview of the report. Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 3.

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

4. Annual Election of Officers per P.C. Rule 2.6

Following discussion, the Commission elected Linda Vaughan to serve as Chairperson and Stacy Lewis as Vice Chairperson. The motion carried with a unanimous vote of those present to approve New Business item 4.

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

**OTHER ITEMS** Ms. Pharr spoke regarding her visit to the Browning High School site. Ms. Pharr reported on her visit to school sites and also spoke on classified services in the classroom and the expansion of Project Harmony.

Mr. Ulaszewski announced he will be attending the Most Inspiring Student event.

**NEXT REGULAR MEETING** The next Regular Meeting of the Personnel Commission is scheduled for June 8, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

**CLOSED SESSION** None

**ADJOURNMENT** The Regular Meeting of the Personnel Commission was declared adjourned at 8:58 a.m. with the consent of the members.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 6

Date: June 8, 2017

Reason for  
Consideration: Approval

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**Assistant Facilities Project Manager**

**Dual**

**17-0114-5104**

List Valid: 06/05/17-06/05/18

Total applications received: 51

Total invited to exam: 20

No. Passed: 8                  No. Failed: 6

No. Withdrew: 6          No. Screened Out: 31

**Head Start Instructional Aide BI Spanish**

**Dual**

**17-0095-5235**

List Valid: 06/02/17-06/02/18

Total applications received: 19

Total invited to exam: 8

No. Passed: 1                  No. Failed: 2

No. Withdrew: 5          No. Screened Out: 11

**Head Start Instructional Aide**

**Dual**

**17-0096-0657**

List Valid: 06/02/17-06/02/18

Total applications received: 48

Total invited to exam: 21

No. Passed: 9                  No. Failed: 3

No. Withdrew: 9          No. Screened Out: 27

**High School Office Supervisor**

**Promotional**

**17-0102-3349**

List Valid: 06/08/17-06/08/18

Total applications received: 21

Total invited to exam: 11

No. Passed: 0                  No. Failed: 6

No. Withdrew: 5          No. Screened Out: 10

**Middle School Office Supervisor**

**Promotional**

**17-0103-3357**

List Valid: 06/08/17-06/08/18

Total applications received: 26

Total invited to exam: 10

No. Passed: 0                  No. Failed: 6

No. Withdrew: 4          No. Screened Out: 16

**Senior Nutrition Services Worker  
(Revised)**

**Dual**

**17-0078-5071**

List Valid: 04/26/17-04/26/18

Total applications received: 69

Total invited to exam: 59

No. Passed: 12                  No. Failed: 36

No. Withdrew: 11          No. Screened Out: 10

CERTIFIED TO BE CORRECT:           Kenneth Kato                    DATE: June 1, 2017



**PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

June 1, 2017

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Abolishment of Classifications

Background and Findings

While reviewing the District's overall classification plan, Staff found several classifications that will no longer be utilized:

- Electronic Supervisor (vacant since June 2010)
- Locksmith Supervisor (vacant since June 2010)
- Skilled Maintenance Worker – Hi Hill (vacant since June 2010)

Staff contacted the appropriate administrators who support the abolishment of these classifications. No staff will be impacted by this action.

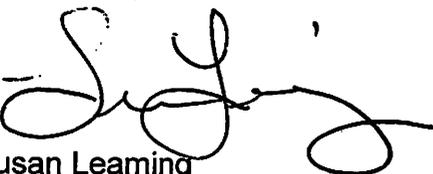
Recommendations

Staff recommends the Personnel Commission:

1. Abolish the following classifications:

- Electronic Supervisor
- Locksmith Supervisor
- Skilled Maintenance Worker – Hi Hill

Prepared by:

  
Susan Leaming  
Personnel Analyst

Approved and Recommended:

  
Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 0579  
Salary Range: 38 (S1)

### ELECTRONIC SUPERVISOR

#### JOB SUMMARY

Under general supervision, to organize and supervise assigned crews and individual personnel engaged in the repair, alteration, construction, installation and maintenance of electronic systems and equipment; and to perform related duties as required.

#### 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.*

- Receive and review incoming job order requests; plan, prioritize and make work assignments to a crew or individual personnel. **E**
- Plan and coordinate the installation, repair, and maintenance of electronic systems or equipment such as fire alarm and intrusion alarm systems, television, radio, video, audio, amplifiers and public address systems performed by a crew at a site or personnel in the electronics shop. **E**
- Organize and supervise the maintenance and repair of office machines and equipment. **E**
- Prepare written specifications for electronic systems and equipment for construction and reconstruction projects to be installed under contracted services; inform and advise Facilities Planning personnel, architects, engineers and contractors on performance requirements; inspect work in progress and make reports as required. **E**
- Assign, train, instruct, and evaluate personnel in the proper performance of duties, safe and efficient work methods and practices, and appropriate care and usage of equipment used in the electronics trade. **E**
- Plan preventive maintenance or programs. **E**
- Estimate costs of material, equipment, and labor needs required on projects. **E**
- Prepare reports on work needed to be done. **E**
- Place orders for materials, parts, tools, and equipment used in work. **E**
- Keep records of job costs. **E**
- Meet with faculty and administrators at school sites to resolve situations that arise with scheduling and performing electronic maintenance and installation work. **E**
- Schedule and coordinate use, maintain, and repair on service equipment. **E**
- Schedule and assign personnel to inspect contractor provided services. **E**

- Set up historical files for maintenance of systems and equipment. *E*
- Adjust employee grievances. *E*
- Operate a district vehicle. *E*
- May do the work of a journey-level electronic technician.
- May inspect and test equipment after repairs.

*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 Electronic Supervisor supervises the activities of several crews or individuals working at various locations performing tasks which accomplish necessary general repair and maintenance of electrical or electronic systems, components, equipment, or facilities. The scope of electronic systems and equipment includes fire and intrusion alarms, television, radio, video, tape recorders, signal equipment, etc. Increasingly, electronic systems and devices operate on computer applications and networks that require knowledge of installing and using computerized controls and systems. An incumbent typically may supervise journey-level craft workers, equipment operators, or drivers, and skilled, or semiskilled workers in various other crafts relating to the construction, maintenance, and repair of school facilities, property, and equipment.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

General principles of supervision and training.  
Electronic theory and applications.  
Principles, methods, practices, tools, equipment, and materials used in performing a wide variety of electronic repair, installation, and maintenance work.  
Electronic mathematics formulae.  
Design and installation of fire and intrusion alarm systems.  
Signal distribution systems.  
Computer software applications.  
Applicable city, county, state, and federal building codes and regulations.  
Electronic test equipment.  
Radio signal transmitting and receiving.  
Appropriate safety precautions and procedures.

#### **Ability to:**

Plan, organize, supervise and evaluate the work of others.  
Estimate costs of repairs, construction work, and labor requirements.  
Prepare specifications for electronic equipment and systems.  
Maintain records.

Prepare reports and correspondence.  
Schedule work and utilize assigned personnel effectively.  
Recognize and correct safety hazards.  
Read, interpret, and work from plans and blueprints, sketches, drawings, specifications, and technical operating or maintenance manuals.  
Keep abreast of new developments in field and apply to tasks and jobs.  
Troubleshoot and repair a variety of electronic equipment, components and mechanical assemblies.  
Design and install electronic components and systems.  
Operate a personal computer for electronic applications and input data.  
Operate a vehicle observing legal and defensive driving practices.  
Understand and carry out oral and written instructions.  
Operate various electronic equipment or test equipment such as signal generators, voltmeters, oscilloscopes, ohmmeters, etc.  
Establish and maintain effective relationships with those contacted in the course of work.

**Training:**

Equivalent to graduation from high school.  
Completion of a recognized apprentice training program in electronics, or equivalent is desirable.

**Experience:**

At least one year in a lead or supervisory capacity over journey-level electronics personnel performing general electronic installation, repair, and/or maintenance of school or similar public facilities, buildings, or properties.

OR

Four years as a journey-level electronic technician preferably including some lead or supervisory capacity.

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**

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 occasionally in inclement weather; indoors in schools and other buildings; attics; dust; tight spaces and under buildings; exposure to high voltage; subject to emergency call out.

**PHYSICAL DEMANDS**

Lifting up to 50 pounds; bending, crouching and crawling; ascending and descending ladders; dexterity of fingers and hands to operate hand and power tools and test equipment; seeing to observe and perform repairs and distinguish the colors of wires.

*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.

6/85

Rev: 3/2/00



## PERSONNEL COMMISSION

Class Code: 0501  
Salary Range: 38 (S1)

### LOCKSMITH SUPERVISOR

#### JOB SUMMARY

Under general supervision, to plan, organize and supervise the installation, modification, and repair of locks and related door hardware devices at District sites; and to perform related duties as required.

#### 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.*

- Survey and inspect sites to determine scope of work, materials and estimate of costs of work to be performed. **E**
- Plan, assign and schedule the work of assigned personnel ranging from opening a locked door at a school for a employee to a project requiring installation/replacement of lock hardware with new keys; follow up on completed work as needed. **E**
- Confer with site administrators, contractors, architects, fire department and facility and maintenance personnel to provide technical and safety information and advice on locks and related hardware for renovation and new construction at sites. **E**
- Write specifications, including materials and equipment, for work to be performed by contractors; review vendor bids; inspect contract work and make report on performance as needed. **E**
- Set up and maintain and make adjustments to a multi-level master key system chart and records for all locks; maintain combinations on safes and vaults in the District; initiate and control distribution of keys to District personnel. **E**
- Fabricate or supervise the fabrication of special parts for locks or related hardware. **E**
- Repair vaults and safes as needed including safes that cannot be opened by conventional methods. **E**
- Review and recommend manufactures' materials and hardware in accordance with District specifications. **E**
- Requisition parts and materials for installation at District sites; keep inventory of specific new and reusable parts in the district lock shop. **E**
- Keep abreast of developments and changes in the technology of locks and related hardware and safety requirements and regulations for schools. **E**
- Set up historical files for maintenance of systems and equipment. **E**
- Evaluate the performance of assigned personnel and prepare required evaluation reports. **E**

- Operate a District vehicle. *E*
- Adjust employee grievances. *E*

*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 Locksmith Supervisor assigns and supervises a group of journey-level locksmiths in the installation, maintenance and repair of locks and related hardware. An incumbent designs and implements the multi-level master charts which is essential to the distribution and security of keys to authorized District personnel. An incumbent maintains or supervises the record keeping on District keys, locks, vaults and safes.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Principals of supervision and training.
- Composition of ferrous metals.
- Construction and repair of various makes of locks.
- Methods, materials tools, practices parts and equipment used in the trade.
- Fabrication of specialty parts.
- Mathematics sufficient to develop grand mastering key charts.
- Variety of locks available and the best use of each type.
- Installation, adjustment, and repair of panic hardware, exit devices, hydraulic door closers and floor hinges.
- Fire codes and safety regulations on locking devices and doors for school facilities to include architectural hardware.
- Record keeping.
- Safe working procedures and practices.

**Ability to:**

- Plan, organize, assign and supervise the work of others.
- Train and evaluate the performance of assigned staff.
- Use a variety of hand and power tools common to the trade.
- Estimate labor and materials costs.
- Order supplies, tools and equipment.
- Write specifications for contract work and coordinate and review contractor's work.
- Read sketches, specifications and blueprints.
- Set up and machining of parts.
- Open and repair vaults and safes.
- Recognize and correct safety hazards.
- Develop and implement multi-level master key systems.
- Operate a District vehicle.
- Keep detailed records.

Compose correspondence and memoranda.  
Establish and maintain effective working relationships with others.

**Training:**

Equivalent to graduation from high school.

**Experience:**

Five years as a journey-level locksmith.

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**

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, subject to adverse seasonal weather conditions; indoors in repair shop with machinery, tools and supplies; indoors in schools and offices; travel to and from District sites; subject to emergency call out.

**PHYSICAL DEMANDS**

Pulling, pushing and lifting and carrying objects weighing up to 60 pounds; walking and standing for extended periods; bending at the waist; stooping and kneeling; climb ladders and stairs; stretching and reaching overhead; dexterity of fingers and hands to operate hand and power tools and equipment and lock parts and materials; seeing to observe and perform repairs and distinguish the colors of wires.

*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.

3/2/00



## PERSONNEL COMMISSION

**Class Code: 3303**  
**Salary Range: 29 (C2)**

### SKILLED MAINTENANCE WORKER-HI HILL

#### JOB SUMMARY

Under general supervision, to maintain buildings, grounds, equipment, water systems and roads at a District outdoor education school; and to perform related work as required.

#### 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.*

- Perform a variety of maintenance trades work that includes carpentry, plumbing, roofing, glazing, painting, electricity, welding, and masonry; use hand and power trades tools to accomplish the work. **E**
- Communicate with District maintenance personnel on work they come to perform at the site and assist skilled craft workers as needed; contact and work with outside contractors and vendors and oversee their work. **E**
- Monitor potable water distribution system to ensure that water quality meets county standards; operate and adjust automated equipment and instruments that regulate the flow of chemicals such as chlorine into the tank; test water for turbidity, color and impurities; prepare and submit reports to County Department of Health on water quality and the filtration process. **E**
- Monitor the water quality of the swimming pool and filtration process; test water for chlorine levels and pH; add chemicals in prescribed amounts; clean pool; repair cracks and drains; replace pipe as needed. **E**
- Maintain septic tanks and leach pits by periodic removal of dirt and roots and addition of chemicals. **E**
- Maintain fire alarm system components such as smoke detectors, heat detectors and horns; repair fire boxes; assist in emergency fire evacuation procedures on site and assist in coordination with U.S. Forest Service in the event of a forest fire. **E**
- Operate front end loader for maintenance of one mile access road to site and other roads on the site; keep drains open for rain and snow run-off; plow road to clear off snow; move dirt and use (steel) drag to smooth out road surface; make repairs to asphalt roads as needed. **E**
- Perform repairs to and maintain kitchen equipment including refrigerators in school cafeteria. **E**

- Write operating instructions and directions on the use of appliances and equipment at the site such as emergency power engine generator, swimming pool filtration equipment, etc. *E*
- Purchase and pick up maintenance supplies and materials. *E*
- Operate a District vehicle to make pick-up and delivery of school supplies, goods and materials; load and unload materials and supplies for proper storage. *E*
- Perform security tasks to prevent intruders coming onto the property. *E*
- Perform custodial operations in common buildings. *E*
- Trim trees and keep brush cleared to proper distance from buildings. *E*
- Troubleshoot malfunctions and breakdowns of equipment, appliances and physical structures. *E*

*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 Skilled Maintenance Worker – Hi Hill resides at the outdoor site, performs a wide variety of maintenance and repair work on buildings, equipment and roads, ensures security against unauthorized entry on the property, monitors water quality, and assists District journey trades workers and contractors on major repair or new construction work. The incumbent has ongoing working relationships with personnel from the County Health Department, U. S. Forest Service, District maintenance branch and staff at the outdoor school toward the accomplishment of his/her work assignments.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

General building maintenance methods and techniques, common materials, tools and equipment used in the building trades and other maintenance (e.g. mechanical).  
Potable and swimming pool water treatment and filtration process.  
Road maintenance and repair.  
Septic systems.  
Characteristics of propane gas.  
Mathematics used in the building trades.  
Safe use of tools and equipment.

**Ability to:**

Perform or learn various building maintenance and repair work and other maintenance work including roofing, waterproofing, heating, window repair, welding (oxy-acetylene and arc), small engine.  
Perform limited grounds and custodial maintenance work.  
Trouble shoot malfunctions and problems in buildings and equipment.  
Use hand and power tools appropriately and safely.

Operate front end loader to grade and maintain site roads.  
Determine order of work to be accomplished.  
Operate water treatment and filtration systems for site.  
Operate a vehicle observing legal and defensive driving practices.  
Read blueprints and drawings.  
Prepare reports.  
Establish and maintain effective relationships with site personnel, personnel from other agencies, the public and students.

**Training:**

Graduation from high school or equivalent.

**Experience:**

At least two years experience of performing semi-skilled or skilled building maintenance and related work.

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

**SPECIAL REQUIREMENTS**

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

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 his requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Possession of a Grade II Water Treatment Operator's Certificate issued by the State of California (Department of Health Services) is required at the time of appointment. (*California Code of Regulations*, Title 17. Public Health. Division 1, Chapter 5, Subchapter 1, Group 2, Article 1-8)

Possession of a Los Angeles County Department of Health Services Swimming Pool Service Technician Certificate is required at the time of appointment.

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

**WORKING ENVIRONMENT**

Outdoors at elevation of 4300 feet subject to low temperatures and inclement weather; student housing buildings; maintenance shop; water pump station; may work irregular hours and schedules including week-ends.

**PHYSICAL DEMANDS**

Lift and carry up to 60 pounds; reaching, pushing, pulling and moving heavy furniture and equipment; climb stairs and ladders; walking or standing for extended periods of time; dexterity of hands and fingers to operate equipment and tools; bending, stooping and crawling; reaching overhead and horizontally.

***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: 8/94  
Revised: 3/2/00



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

May 26, 2017

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification – Custodial Crew Supervisor

### Background and Findings

Staff received a request from Operations management to create a new supervisory classification and recommend an appropriate salary range placement. Staff worked with Operations management to develop a new classification of Custodial Crew Supervisor and identify the essential duties of the class.

An incumbent in the class of Custodial Crew Supervisor will plan, supervise and participate in custodial crew activities at a comprehensive high school in the evenings or may be assigned to a roving restroom or kitchen crew. Incumbents prepare cleaning schedules and train, supervise and evaluate the performance of custodial staff.

### Salary Placement

For salary comparison purposes, staff looked at internal relationships between the proposed classification and other existing custodial supervisory classifications within the District's classification plan. In determining internal relationship comparability, Staff considers the minimum qualifications of the classification, specifically the required education, experience and special requirements. In particular, staff looked at the Plant Supervisor I class at salary range 18 (S1) where incumbents supervise a custodial crew at an elementary or small middle or K-8 school.

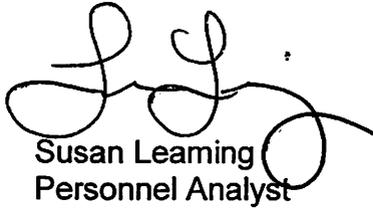
Staff, with the support of Operations management, recommends placement at salary range 18 (S1) which is appropriate based on internal relationships, scope of responsibility and minimum qualifications required of the Plant Supervisor I classification.

### Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Custodial Crew Supervisor
2. Allocate the Custodial Crew Supervisor classification to salary range 18 (S1)

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Code:**  
**Salary Range: 18 (S1)**

### CUSTODIAL CREW SUPERVISOR

#### JOB SUMMARY

Under general supervision, plan, supervise and participate in custodial crew activities at an assigned comprehensive high school or a restroom or kitchen crew; assure buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of a custodial crew; 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.*

- Train, schedule, supervise and evaluate the performance of an assigned custodial crew; prepare cleaning schedules; inspect completed work for accuracy and compliance with instructions and established standards; interview and select employees; prepare required evaluation forms; recommend employee disciplinary actions as appropriate. **E**
- Inspect custodial runs, grounds, and buildings, check for potential safety hazards and maintenance needs; inspect rooftops, rain gutters and downspouts for obstructions; inspect site for fire safety and report wear or damage to the appropriate department or personnel. **E**
- Supervise and participate in cleaning classrooms, cafeterias, kitchens, auditoriums, offices and other facilities as assigned; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed; oversee the cleanup of assigned facilities. **E**
- Oversee and participate in the cleaning and disinfecting of drinking fountains and restroom facilities including sinks, toilets and urinals; install and fill dispensers with towels, soap, toilet paper and other items; clean mirrors and tile. **E**
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; report security issues to appropriate school administrators and District School Safety Branch; set alarms as appropriate. **E**
- Participate in and direct the cleaning and sweeping of campus buildings and grounds; pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; wash windows and walls. **E**
- Move and arrange furniture and equipment; dust and polish furniture and woodwork; assemble and perform minor repairs to furniture and equipment as needed. **E**

- Participate in the thorough cleaning and restoration of facilities during vacation periods. *E*
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; operate a computer and assigned software, two-way radio and other office equipment; drive a personal or District vehicle to conduct work. *E*
- Replace light bulbs and tubes, clean chalkboards and erasers and empty pencil sharpeners; clean tables, chairs, walls, windows, blinds and floors; turn boilers and heaters on and off and add chemicals as necessary. *E*
- Prepare classrooms, multi-purpose rooms and other facilities or areas for special events or meetings as assigned; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; may set up, operate and maintain audio-visual equipment; clean up furniture, equipment and debris following these events. *E*
- Confer with assigned supervisor regarding custodial and maintenance needs of school buildings, grounds and facilities. *E*
- Prepare and maintain a variety of records and reports related to personnel, safety and assigned activities. *E*
- Monitor inventory levels of custodial supplies, materials and equipment; order, receive and maintain inventory of supplies, materials and equipment; monitor emergency containers to assure proper water, food and supply inventory. *E*
- Communicate with local law enforcement and public safety personnel to provide information and directions to specific campus locations; participate in disaster drills; perform emergency shut off for major utility services; operate emergency generators as necessary. *E*

*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:**

Custodial Crew Supervisors plan, supervise and participate in custodial crew activities at a comprehensive high school in the evenings or may be assigned to a roving restroom or kitchen crew. Incumbents prepare cleaning schedules and train, supervise and evaluate the performance of custodial staff. Positions assigned to the high schools are supervised by the Plant Supervisor – High School and the site Principal. The work assignment is usually on a swing or graveyard shift or may include a weekend schedule.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles and practices of supervision and training.  
Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.

Preventive maintenance for custodial and plant equipment.

Laws, codes, regulations, policies and procedures related to custodial activities.

Appropriate safety and sanitary precautions and procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Proper lifting techniques.

Operation of office equipment including a computer.

**Ability to:**

Plan, supervise and participate in custodial crew activities at an assigned comprehensive high school or a restroom or kitchen crew.

Assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition.

Train, schedule, supervise and evaluate the performance of a custodial crew.

Use cleaning materials and equipment in a safe and efficient manner.

Operate a variety of custodial equipment.

Estimate and order required custodial supplies and equipment.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.

Perform minor non-technical repairs.

Observe safety and sanitary precautions and procedures.

Plan and organize work.

Prioritize and schedule work.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Operate a computer, two-way radios and assigned office equipment.

**Education and Training:**

Graduation from high school or equivalent.

**Experience:**

Two years of custodial experience or one year of experience as a Lead Custodian in the Long Beach Unified School District.

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

**SPECIAL REQUIREMENTS**

Positions in this classification require possession of a valid California Class C driver's license and are 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.

**WORKING ENVIRONMENT**

Indoor and outdoor work environment.  
Evening and weekend hours.  
Driving a personal or District vehicle to conduct work.  
Regular exposure to fumes, dust and odors.  
Exposure to cleaning agents and chemicals.  
Working on ladders.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a variety of custodial equipment.  
Walking or standing for extended periods of time.  
Seeing to perform custodial duties.  
Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Climbing ladders and working from heights to replace light bulbs.

***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:



**PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

June 15, 2017

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Revision of a Classification - Custodian

Background and Findings

During recent recruitment activities, Commission staff requested that the experience sections for the Custodian class specification be modified. Specifically, staff requested removal of the reference to the Building Maintenance Custodial training course at the Long Beach School for Adults because the course was discontinued in 2012.

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 of Custodian

Prepared by:

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: 0139**  
**Salary Range: 14 (C1)**

### CUSTODIAN

#### JOB SUMMARY

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; 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.*

- Sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets. **E**
- Clean classrooms, restrooms, cafeterias, kitchens, lounges, offices and other facilities as assigned; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed. **E**
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors and tile; unclog drains and toilets. **E**
- Assist with picking up paper and other debris from school grounds, walkways and areas adjacent to school facilities; inspect roof tops and rain gutters as assigned; sweep concrete surfaces adjacent to school building; water landscaped areas as assigned. **E**
- Replace light bulbs and tubes, clean chalkboards and erasers and empty pencil sharpeners; clean tables, chairs, walls, windows, blinds and floors. **E**
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; turn boilers and heaters on and off as necessary; set alarms as appropriate. **E**
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned. **E**
- Report safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs to appropriate authority. **E**
- Perform emergency shut off of major utility services; operate emergency generators as necessary. **E**
- Prepare classrooms, multi-purpose rooms and other facilities or areas for special

events or meetings as assigned; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; clean up furniture, equipment and debris following these events. *E*

- Move and arrange furniture and equipment; dust and polish furniture and woodwork; perform minor repairs to furniture and equipment as needed. *E*
- Participate in the thorough cleaning and restoration of campus facilities during vacation periods. *E*
- Remain on call for emergency custodial needs 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**

Custodians work most assignments at night. Positions working in boys' or men's locker or shower rooms may be filled only by male employees; those in girls' or women's locker or shower rooms may be filled only by female employees.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.

Appropriate safety and sanitary precautions and procedures.

Proper lifting techniques.

#### **Ability to:**

Perform routine custodial activities at assigned school site(s) or other assigned District facilities.

Maintain District buildings and adjacent grounds in a clean, orderly and secure condition.

Use cleaning materials and equipment in a safe and efficient manner.

Operate a variety of custodial equipment.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.

Perform minor non-technical repairs.

Understand and follow oral and written directions.  
Observe health and safety regulations.  
Meet schedules and time lines.

**Education and Training:**

Completion of the eighth grade.

**Experience:**

Six months of recent full-time paid janitorial or custodial experience, ~~or successful completion of the Building Maintenance Custodial training course of at least 60 hours conducted by the Long Beach School For Adults.~~

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

**SPECIAL REQUIREMENTS**

Positions assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license.

Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule.

**WORKING ENVIRONMENT**

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

***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.

Revised: 10/24/2002

Revised: 4/17/2008

Revised: 9/10/2009

Revised: 7/10/2014

Revised:



**PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

May 26, 2017

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 rules are being submitted for a first reading with the following rationale:

Rule 6.1.C.4 ELIGIBLES: Increases the number of calendar days required before a manager must interview a candidate again for another vacant position in the same classification from ninety (90) days to one hundred and twenty (120) days to mirror current CSEA Unit A and Unit B contract language.

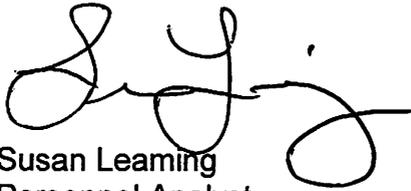
Rule 6.1.D SELECTIVE CERTIFICATION DURING HIRING FREEZE: Staff recommends deletion of this rule as the education code is specific that appointments may only be made from other than the first three ranks of applicants when the ability to speak, read, or write in a language other than English or possession of a valid driver's license is required.

Deletions to the rules are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission support these rule revisions for further consideration and a second reading.

Prepared by:



Susan Learning  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer

**CHAPTER VI  
CERTIFICATION AND APPOINTMENT**

**6.1 ORDER OF PRECEDENCE IN CERTIFICATION TO FILL VACANCIES**

...

**C. ELIGIBLES**

1. Number of eligible candidates to be certified.

The Personnel Commission staff shall certify the names of the first three ranks of eligibles on an eligibility list as well as all applicants for transfer or change of location who have been determined to be available.

2. Number of eligible candidates to be interviewed.

When there are three (3) or fewer than three (3) District promotional candidates within the first three (3) ranks on an eligibility list, each District promotional candidate will be interviewed. When there are more than three (3) District promotional candidates within the first three (3) ranks on an eligibility list, the person responsible for filling the position will select at least three (3) District promotional candidates to be interviewed.

For Transfers, when there are fewer than three (3) transfer requests on the eligibility list, each employee requesting a transfer will be interviewed for the available position. When there are more than three (3) transfer requests on the eligibility list, the person responsible for filling the position will select at least three (3) employees requesting a transfer to be interviewed.

3. When a manager is interviewing concurrently to fill more than one vacant position in the same classification, a single interview of a candidate shall fulfill the requirements of interviewing for all such positions.
4. A manager shall not be required to interview a candidate again if that manager has interviewed that candidate for another vacant position in the same classification within the previous ~~ninety (90)~~ one hundred twenty (120) calendar days.

~~D. SELECTIVE CERTIFICATION DURING HIRING FREEZE. When a freeze in classified hiring is imposed by the district because of financial difficulties, or prospective financial difficulties, for at least a three month or longer duration, the district may elect to request up to the first three ranks only of promotional eligible candidates be certified from an existing eligibility list, regardless of the fact the bulletin for the exam announced that it would result in a dual certified list. Selection and appointment from the first three ranks of such certified eligible candidates remains at the discretion of the board of education only until the freeze is terminated, at which time the original status of the list shall be restored in accordance with the rules.~~



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

June 8, 2017

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Mission, Vision, and Values for the Personnel Commission

### Background and Findings

This report is to summarize the actions to update and establish the Vision, Mission, and Values of the Personnel Commission. In commemoration of the 75<sup>th</sup> anniversary of the Personnel Commission in the Long Beach Unified School District, there was an opportunity to review and revise the current Mission and Values with the assistance of District independent consultant, John Glaza. The Vision, Mission, and Values determine an organization's direction and remind an organization of the purpose of its existence and identifies what makes it successful.

To begin the process, an online survey was given to all staff and stakeholders to focus the staff in a holistic perspective prior to any meetings. The survey results were analyzed and processed by Mr. Glaza and two – 2-hour discussion sessions were scheduled with all staff to interact and share their viewpoints in smaller group discussions. These meetings were on April 25<sup>th</sup> and May 4<sup>th</sup>. The various concepts were then collected and refined by a smaller group of staff to efficiently identify and emphasize critical concepts and succinctly format the recommended Mission, Vision, and Values. The final stage in this process is a discussion and approval by the Personnel Commissioners at the meeting of June 8, 2017.

### **Vision**

**"A highly qualified diverse classified workforce"**

A "Vision" for an organization is a one-sentence statement describing the clear and inspirational long-term desired change resulting from an organization or program's work. During the group meetings, it was emphasized to envision the future of the effect of the Personnel Commission upon the Long Beach Unified School District. Due to our current work to improve our recruitment, examination, and onboarding processes, the future represented an elite non-teaching school staff who are not only qualified for their positions, but also diverse in all aspects, including in knowledge, skills, and techniques.

### **Mission**

**“We find qualified candidates to support the District’s needs.”**

A “Mission” for an organization is a one-sentence statement describing the reason an organization or program exists and used to help guide decisions about priorities, actions, and responsibilities. The prior mission of the Personnel Commission was lengthy and linked to an outdated goal of the Long Beach Unified School District. Through the meetings with staff, the role of the Personnel Commission was clearly defined and the proposed mission statement is inclusive of current and future District staffing concerns.

### **Values**

**Accountability** – We take responsibility for our actions and decisions.

**Professionalism** – We provide service to all constituents and treat them with parity, care, and patience.

**Teamwork** – We embrace diverse perspectives and expertise, working collaboratively to achieve common goals.

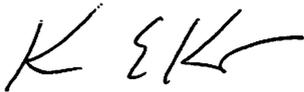
**Transparency** – We present and adhere to the same information for everyone.

The “Values” for an organization are the unique behavioral traits that are inherent in an organization. The current values for the organization were a mix of values that were standards for an organization or were unclear and dated expressions. The proposed values were identified repeatedly in the group discussions and each value was clearly defined to prevent subjective misinterpretation.

### Recommendations

Staff recommends the Personnel Commission approve the proposed Vision, Mission, and Values for the Personnel Commission.

Prepared, Approved, and Recommended:



Kenneth Kato  
Executive Officer

### **PERSONNEL COMMISSION CORE VALUES**

*Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork*

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Appeal of a Disqualified Applicant      PAGES: 36 - 50

Date: June 8, 2017      Reason for  
Consideration: Action

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

Rule 4.2.A.1 - Failure to meet the general qualifications of Rule 4.1.B

Rule 4.1.B.2 – Applicants must meet all requirements specified as the minimum qualifications established for the class.

Staff submits the appeal of a disqualified applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by mail and has 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 consider the appeal and act as it deems appropriate.

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