

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
1515 Hughes Way
Long Beach, California 90810

REGULAR MEETING AGENDA

Regular Meeting
Community Room
May 7, 2020

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of April 23, 2020 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 Child Care Worker eligibility list 20-0123-5258 established 03/20/2020 6
2. **APPROVE** the certification of Facilities Use Technician eligibility list 20-0121-3348 established 05/06/2020 6

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **OPEN** the public hearing on the 2020-2021 proposed Personnel Commission Budget 7-10
2. **CLOSE** the public hearing on the 2020-2021 Personnel Commission Budget
3. **ADOPT** the 2020-2021 Personnel Commission Budget

- | | |
|---|-------|
| 4. APPROVE the following:
Adopt the classification specification of Maintenance Laborer
Allocate the classification of Maintenance Laborer to salary range 18 (C2) | 11-16 |
| 5. DISCUSS the following:
Revisions to the Rules and Regulations of the Classified Service, Rule 12.19, Rule 1.1,
Rule 10.1.A and C, Rule 10.11.B (First Reading) | 17-20 |
| 6. APPROVE the Adoption of Resolution Regarding Classified Employee Week | 21 |
| 7. DISCUSS the correspondence received by "Anonymous" on April 9, 2020 | 22 |
| V. OTHER ITEMS | |
| VI. NEXT REGULAR MEETING | |
| May 21, 2020 at 8:15 a.m. in the Community Room at 1515 Hughes Way, Long Beach,
California, 90810 | |
| VII. CLOSED SESSION | |
| 1. Public employee performance evaluation – Executive Officer, Personnel Commission and
Classified Employment | |
| VIII. ADJOURNMENT | |

In accordance with Governor Newsom's Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely by telephone. Members of the public may observe the Personnel Commission meeting in real time simulcast by selecting the Video & Multimedia icon at lbschools.net and clicking on the LBUSD YouTube channel link. Members of the public may make comments in the meeting by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage at lbschools.net/Departments/Personnel_Commission/.

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 Personnel 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)).

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

MINUTES
Regular Meeting

April 23, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, April 23, 2020 at 8:17 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California. The meeting was broadcasted on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Sheryl Bender.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS
TELEPHONICALLY
PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Employment Services Supervisor; and Gregory Robinson, Associate Personnel Analyst.

GUESTS
TELEPHONICALLY
PRESENT

Alan Reising, Business Services Administrator, Mark Chavez, Nutrition Services Director, Steven Rockenbach, Director of Employee Relations; Brittany Jones, CSEA Labor Relations Representative; Vaurice Scott, CSEA Vice President - Unit A; Eric Larsen, Interim CSEA Vice President - Unit B; Ruben Sosnowski, Production Specialist/Editor, Office of Multimedia Services, and Gary Marshall, Multimedia Technology Supervisor, Office of Multimedia Services.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of March 26, 2020.

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

RECEIVE
CORRESPONDENCE

Correspondence was received from "Anonymous". A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to place an item for discussion regarding correspondence received on April 9, 2020 from "Anonymous" on the next agenda.

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

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that the next Personnel Commission meeting is set for May 7, 2020 and that future meetings will continue to be held in a remote format. He informed the Commissioners that the annual Classified Employee Celebration and the award for the Classified Employee of the Year have been cancelled for this year. Applications were available for the award shortly before the closure of the schools, but none were received by the deadline.

Mr. Kato confirmed that the entire school year for schools has been cancelled, although distance learning for students has been implemented. Mr. Kato thanked Ruth Ashley, Deputy Superintendent of Educational Services, Ann Culton, Administrative Coordinator-Human Resource Services, and Yumi Takahashi, Chief Business and Financial Officer, for sending additional staff to assist the office. Mr. Kato also announced that on April 9, 2020, the Board of Education selected Dr. Jill Baker to be the next Superintendent of Schools.

Mr. Kato mentioned that he and Jesus Rios Jr., Employment Services Supervisor, attended the District-wide secretary meeting to emphasize the need to submit Vacancy Assignment (VA) requests to execute the layoffs identified on the April 1, 2020 Board of Education agenda. Mr. Kato thanked CSEA for working with him to conduct their pre-Personnel Commission meeting online.

Mr. Kato noted that Personnel Commission staff are being careful to use social distancing to maintain a safe distance from each other and wearing masks. There have been no incidents of infections at the Commission offices.

Greggory Robinson, Associate Personnel Analyst, reported that twenty recruitments are open and applications are being accepted online. Mr. Robinson stated that they are exploring video interviewing and examination options and will continue to open recruitments and prepare for when normal operations resume.

Jesus Rios Jr., Employment Services Supervisor, recognized the staff for their positive work and creative solutions during this time. Mr. Rios also thanked the managers for providing the protective equipment to work safely in the office.

Dale Culton, Certification Services Manager, mentioned that he is working on the current layoffs for classified employees. Mr. Kato clarified that these layoff actions are those that were approved at the Board of Education meeting on April 1, 2020.

CONSENT AGENDA

None

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** a Public Hearing date for the proposed Personnel Commission Budget for 2020-2021

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve a Public Hearing on May 7, 2020, for the proposed Personnel Commission Budget for 2020-2021.

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

2. **APPROVE** the revised classification specifications of:

- a) Senior Nutrition Services Worker
- b) Nutrition Services Supervisor I
- c) Nutrition Services Supervisor II
- d) Nutrition Services Supervisor III
- e) Production Center Supervisor
- f) Production Center Manager

Susan Leaming, Personnel Analyst, provided an overview of the report and a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business Item 2. Commissioner Ulaszewski thanked Mr. Chavez, Nutrition Services Director, for attending the meeting and expressed his appreciation for the wonderful job Nutrition Services staff is doing by providing meals for students during this time. Commissioner Vaughan also thanked Nutrition Services staff for their work during this time.

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

3. **APPROVE** the creation of a new classification Communications Specialist

Susan Leaming, Personnel Analyst, provided an overview of the report and a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was 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>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

4. **APPROVE** revisions to identified Maintenance classifications specifications

Susan Leaming, Personnel Analyst, provided an overview of the report. Alan Reising, Business Services Administrator, responded to a question from Commissioner Vaughan regarding the effect of these changes on incumbents and a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was 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>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

5. **APPROVE** the request for a Hearing in a Disciplinary Matter for Employee ID 00412883

The Commission moved New Business Item 5 into closed session.

OTHER ITEMS

Commissioner Ulaszewski commented that the Commission will need to begin thinking in the long-term regarding solutions to meet the challenges of continuing to support the District and school sites as the COVID-19 situation continues. Commissioner Ulaszewski also thanked staff for their ongoing efforts and for quickly exploring video interviewing and test taking options.

Commissioner Vaughan asked if future Personnel Commission meetings could be conducted in Google Hangout or Zoom. Commissioner Bender expressed she has had success using those platforms and would be supportive of utilizing them. Mr. Kato responded that he is currently exploring moving to one of those video conference platforms and would keep the Commissioners informed.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 7, 2020 at 8:15 a.m. at 1515 Hughes Way, Long Beach, CA 90810 and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:55 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:59 a.m. and the following reportable action was taken:

1. A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve the request for Hearing in Disciplinary Matter Employee E00412883.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 10:00 a.m.

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 6

Date: May 7, 2020

Reason for Consideration: Approval

CHILD CARE WORKER

OPEN CONTINUOUS 20-0123-5258

List Valid: 3/30/2020-3/30/2021

Total Applications Received: 31

No. Passed: 12 No. Failed: 0

Total Invited to Exam: 25

No. Withdrew: 13 No. Screened Out: 6

FACILITIES USE TECHNICIAN

DUAL 20-0121-3348

List Valid: 5/6/2020-5/06/2021

Total Applications Received: 45

No. Passed: 10 No. Failed: 9

Total Invited to Exam: 24

No. Withdrew: 5 No. Screened Out: 21

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Personnel Commission Budget for 2020-2021 Public Hearing

PAGES: 7-10

Date: May 7, 2020

Reason for Consideration: Action

EDUCATION CODE 45253 BUDGET; PERSONNEL COMMISSION; HEARINGS; ADOPTION OR REJECTION; AMENDMENTS.

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

It is recommended the Commission hold a Public Hearing on the Proposed Personnel Commission Budget for 2020-2021 per Education Code 45253, take action to approve it and submit it to the County Superintendent of Schools for final approval.

PERSONNEL COMMISSION



COMMISSIONERS
SHERYL BENDER
TERENCE ULASZEWSKI
LINDA J. VAUGHAN

April 28, 2020

EXECUTIVE OFFICER
KENNETH E. KATO

To: Personnel Commissioners

From: Kenneth Kato, Executive Officer

Subject: Proposed 2020-2021 Personnel Commission Budget

The 2020-2021 proposed budget includes changes to address routine increases in operating expenses, including salary step advancements for staff.

The budget for staffing includes current staff step increases and benefit costs resulting in a net increase for staff funding of approximately 2.8%.

There are no changes in the budgetary amounts for general supplies. There are increases in two of our contracted services, including increases for our applicant tracking system (NEOGOV) and our agreement with the Cooperative Organization for the Development of Employee Selection Procedures (CODESP). The various vendors have notified staff of the increases for the upcoming fiscal year and the adjustments have been included in the final budget recommendation. Additional funding is also being allocated to replace an obsolete copier.

Staff recommends the Personnel Commission approve the Personnel Commission Annual Budget for fiscal year 2020-2021 in the amount of \$2,165,921.



**Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2020-2021**

Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

Long Beach Unified School District, Los Angeles County, California.
Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

1515 Hughes Way, Long Beach, CA 90810

(Place)

on May 7, 2020 at 8:15 o'clock A M.

You are invited to attend and present your views.



Signature of Chairman or Director of Personnel Commission

Kenneth Kato

Print Name

Executive Officer, Personnel Commission

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 7, 2020

Signature of Chairman or Director of Personnel Commission

Kenneth Kato

Print Name

Executive Officer, Personnel Commission

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

Annual Financial and Budget Report
Fiscal Year 2020-2021

Name of Local Educational Agency: Long Beach Unified School District

Expenditure by Object	2018-2019 Actual*	2019-2020 Actual or Estimated*	2020-2021 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 3,250.00	\$ 3,200.00	\$ 3,900.00
Director	194,194.00	194,288.00	192,366.00
Secretaries, Clerks	585,877.00	594,094.00	616,183.00
Other	415,769.00	437,448.00	435,989.00
3000 Employee Benefits	629,898.00	694,408.00	814,779.00
Subtotal	1,828,988.00	1,923,438.00	2,063,217.00
4000 Supplies and Equipment Replacement	21,765.00	19,350.00	19,600.00
5000 Operating Expenses	67,469.00	76,803.00	83,104.00
6000 Equipment	0.00	0.00	0.00
Subtotal	89,234.00	96,153.00	102,704.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 1,918,222.00	\$ 2,019,591.00	\$ 2,165,921.00

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees.
For example: salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

PERSONNEL COMMISSION



April 28, 2020

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a Classification

Background and Findings

The Business Services Administrator requested staff create a new classification of Maintenance Laborer to support the Maintenance department and journey-level trades personnel. Incumbents will serve as a laborer for journey-level trades including electrical, carpentry, plumbing, plastering, glazing, and sheet metal and perform a variety of unskilled and manual labor work in the construction, repair and maintenance of District property.

During this study, the proposed classification was compared to the current class of Building Maintenance Worker. The Maintenance Laborer classification is distinguished from the Building Maintenance Worker classification in that the work performed is unskilled or manual labor under immediate supervision. The Building Maintenance Worker performs semi-skilled and skilled general maintenance duties with some independence of discretion and judgment related to work performed.

Salary Placement

For salary comparison purposes, local agencies typically used for salary surveys were surveyed for compensation comparison however, the results of the survey did not provide a clear guideline for salary placement. Therefore, staff looked at internal relationships between the proposed classification and the existing classifications within the District's classification plan.

In particular, staff looked at the existing Laborer class at salary range 18 (C2) with similar minimum qualifications. Positions in the Laborer classification are currently located the Transportation department and assist in refuse hauling, pick-up and delivery of materials, supplies and other goods, and assist journey-level mechanics in the automotive shop. For parity between the job families, the new class of Maintenance Laborer is recommended for placement at salary range 18 (C2), equal to the existing Laborer classification.

The Business Services Administrator is in support of the proposed classification specification and salary recommendation.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the new classification specification for Maintenance Laborer
2. Allocate the classification of Maintenance Laborer to 18 (C2)

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: _____
Salary Range: 18 (C2)

MAINTENANCE LABORER

JOB SUMMARY

Under immediate supervision, perform a variety of unskilled and manual labor work in the construction, repair and maintenance of District property; safely operate a variety of hand and power tools and equipment; 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.

- Serve as a laborer to assist journey-level trades with the performance of electrical, carpentry, plumbing, plastering, painting, HVAC, glazing, sheet metal and other similar tasks. *E*
- Perform unskilled and manual labor work such as transporting and moving building and warehouse materials, digging trenches and excavations, assisting in erecting scaffolding, digging and driving fence posts, tarping job sites, and cleaning job sites and shop areas. *E*
- Break up and remove broken concrete and asphalt; shovel, spread and tamp asphalt; mix and spread concrete. *E*
- Pick up, load, unload, lift, and carry a wide variety of maintenance materials, equipment and supplies. *E*
- Set up and take down safety cones, barricades and flashers; work as a flag person in areas where equipment and personnel may obstruct traffic and sidewalks. *E*
- Operate a variety of hand and power tools and related maintenance equipment including a jackhammer, post driver, and sledgehammer. *E*
- Maintain vehicles, equipment, tools, work sites and other work areas in a clean and orderly condition; remove trash and debris; wash and fuel District vehicles and maintenance equipment. *E*
- Assist with moving, transporting, and distributing warehouse materials, equipment and supplies; operate a forklift and pallet jack to conduct work. *E*
- Prepare routine records and reports related to assigned activities; drive a District vehicle to conduct work. *E*
- Attend a variety of meetings and in-service trainings. *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 Maintenance Laborer serves as a laborer for journey-level trades including electrical, carpentry, plumbing, plastering, glazing, and sheet metal. Incumbents perform a variety of unskilled and manual labor work in the construction, repair and maintenance of District property under immediate supervision. The Maintenance Laborer classification is distinguished from the Building Maintenance Worker classification in that the work performed is unskilled or manual labor under immediate supervision. The Building Maintenance Worker performs semi-skilled and skilled general maintenance duties with some independence of discretion and judgment related to work performed. Building Maintenance Workers may perform more simple kinds of repair and maintenance work independently.

EMPLOYMENT STANDARDS**Knowledge of:**

Methods, equipment and materials used in general maintenance work.
Methods and techniques for safe handling and movement of materials, supplies and equipment.
Operation of hand and power tools and related maintenance equipment.
Safe work practices.
Basic math.
Basic record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.

Ability to:

Perform heavy physical or manual labor for extended periods of time.
Understand and follow oral and written directions.
Operate hand tools and power tools and related maintenance equipment.
Operate a vehicle observing legal and defensive driving practices.
Observe health and safety regulations and practices.
Maintain work pace appropriate to given workload.
Perform simple and repetitive tasks.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Add, subtract, multiply and divide.
Prepare and maintain routine records and reports related to assigned activities.
Communicate effectively both orally and in writing.

Education and Training:

Equivalent to completion of eighth grade.

Experience:

Six months of general maintenance, custodial or grounds experience involving heavy physical labor.

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

LICENSES AND OTHER 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 positions in this classification may require valid Forklift Operator Certification within six months of employment. Certification will be provided by the District.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Indoor and outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

Walking on rough and uneven surfaces.

Exposure to fumes, dust and odors.

PHYSICAL DEMANDS

Heavy physical labor.

Lifting, carrying, pushing or pulling moderately heavy objects and carts weighing approximately 50 pounds, and with assistance up to approximately 100 pounds.

Seeing to perform assigned activities.

Bending and twisting at the waist, stooping, crouching, and kneeling.

Hearing and speaking to exchange information in person.

Dexterity of hands and fingers to operate tools and equipment.

Stretching or reaching overhead and horizontally.

Working on ladders, scaffolding and at heights.

Ascend and descend ladders, stairs and ramps.

Standing and walking 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: _____

PERSONNEL COMMISSION



April 30, 2020

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 for revision with the following rationale:

Rule 12.19 CASUAL ABSENCE: This rule is being modified to replace the word "retarded" with "impacted".

Effective July 1 2019, the District converted from a quadri-weekly pay cycle to a monthly pay cycle. The language in the following rules has been updated to reflect this change:

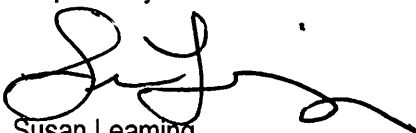
- Rule 1.1 DEFINITIONS: PAY PERIOD
- Rule 10.1. A and C SALARY ADVANCEMENT WITHIN A CLASS
- Rule 10.11. B CAREER INCREMENT

Staff collaborated with the Payroll department to determine the proper terminology for the proposed changes. 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 Leaming
Personnel Analyst

Approved and Recommended:


Kenneth Kato
Executive Officer

CHAPTER XII ABSENCE FROM DUTY

12.1 ILLNESS OR INJURY LEAVE

...

12.19 CASUAL ABSENCES

Department Heads shall have discretionary power, when the necessity demands, to grant to employees permission to be absent without loss of salary, parts of a day not exceeding one-half day when good reason for such absence exists, provided that its power shall not be construed to confer the right to reduce the established number of working hours per month of the employee, and provided further that in no case shall the work of the department or division be materially ~~retarded~~ impacted by the granting of such absence; and provided further, that frequent requests from an employee for such absence, even for short periods, are to be avoided.

CHAPTER I DEFINITIONS

1.1 DEFINITIONS

...

PAY PERIOD — One calendar month ~~Twenty working days often referred to as a quadri-weekly pay period.~~

CHAPTER X COMPENSATION

10.1 SALARY ADVANCEMENT WITHIN A CLASS

- A. PAY PERIOD DEFINED. For purposes of compensation, a "pay period" is one calendar month~~is a period of 20 consecutive working days~~.

...

- C. CREDITABLE PAY PERIOD. A creditable pay period is one in which the employee is compensated for 75% or more of the working days in a given pay period. Fifty percent or more of an employee's pay periods a year must be creditable for service to qualify as one service year;~~as follows~~:

~~1. 12-month calendar employees—7 pay periods~~

~~2. 220-day work year employees—6 pay periods~~

~~3. school session employees—5 pay periods~~

...

10.11 CAREER INCREMENT

Classified employees are eligible for career increments as established by the Board of Education. Classified employees are eligible for career increment compensation following completion of 14, 19, 24, and 29 years of service with the Long Beach Unified School District. Career increment compensation rates can be found in the current published Classified salary schedules.

- A. A credited year of service is one in which at least fifty percent (50%) of the pay periods are creditable. A creditable pay period is one in which the employee is compensated for at least seventy-five percent (75%) of the working days in the pay period.
- B. Payment of career increment compensation to an employee is on a prorated basis as determined by the number of quadri-weekspay periods in the employee's currently assigned work year, and in accordance with the employee's current percent of assignment, effective the first quadri-weeklypay period following attainment of the required number of years of credited service.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Adoption of Resolution regarding
Classified School Employee Week

PAGE: 21

Date: May 7, 2020

Reason for Consideration: Approval

**RESOLUTION
CLASSIFIED SCHOOL EMPLOYEE WEEK**

- WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and
- WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and
- WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and
- WHEREAS, the Chapter 2 of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and
- WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and
- WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it
- RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 17-23, 2020 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Sheryl Bender
Chairperson

Linda J. Vaughan
Vice-Chairperson

Terence Ulaszewski
Member

PERSONNEL COMMISSION



May 7, 2020

TO: Personnel Commission

FROM: Kenneth Kato, Executive Officer
Personnel Commission and Classified Employment

SUBJECT: INVESTIGATION OF EXAMINATION PROCEDURES

The Personnel Commission received an anonymous letter on April 9, 2020 that stated, "positions have been filled with candidates who did not meet all the qualifications required and stated in the job description." The writer also stated that "...prospective applicants were denied even though they met and surpassed everything that is asked from them. There were even applicants who were disqualified even though their previous applications for the same position were accepted." The letter included copies of pages from the class descriptions of Maintenance Director, Assistant Maintenance Director, and Maintenance Manager.

Staff has completed a review of applications received for the Maintenance Director, Assistant Maintenance Director, and Maintenance Manager recruitments and found no inconsistencies in the screening of candidates. During recruitments, staff considers a varied combination of training and experience of applicants and this is stated on each class description: "Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered." Therefore, substitution of additional years of work experience or education is acceptable for consideration toward meeting minimum entrance qualifications.

In regards to the disqualification of applicants when their previous application was accepted, there were no findings that applicants were treated inconsistently. Staff reviews each application received during a recruitment and prior applications for other recruitments are not considered. Applicants are responsible for the information provided in their applications and clearly describing their related work experience.

Every recruitment provides the opportunity for candidates to file an examination protest, which must specifically state the parts of the examination or items protested, or wherein errors are alleged to have occurred. The protest must also cite authorities or references to support such protest, or give other relevant information, which is sufficiently specific to enable an investigation or resolution, and state the remedy to which the candidate believes he/she is entitled. There were no appeals filed for the Maintenance Director or Assistant Maintenance Director recruitments. One appeal was filed by a disqualified applicant for the Maintenance Manager recruitment, which was heard, considered, and denied by the Personnel Commission at their meeting on December 19, 2019.