

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

MINUTES
Regular Meeting

January 30, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Vice-Chairperson, on Thursday, January 30, 2020 at 8:19 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 Vice-Chairperson, Linda Vaughan.

ROLL

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

Present: Terence Ulaszewski
Linda Vaughan

Absent: Sheryl Bender

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Gregory Robinson, Associate Personnel Analyst; Connie Ballew, Acting Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Alejandra Torres, Human Resources Technician; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Oralia Leyva, Human Resources Technician; Susan Brister, Human Resources Technician and Aisha Alex, Human Resources Assistant.

GUESTS

Chester Davidson, CSEA Chapter 2 Vice-President-Unit B; Vaurice Scott, CSEA Vice President-Unit A; Dr. Claudia Sosa-Valderrama, Director of Head Start; Carrie De Leon, Itinerant Teacher, Special Education; and Suzanne Ansari, Senior Consultant, CPS/HR Consulting.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Mr. Ulazewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of January 16, 2020.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, reported that he attended the quarterly Confidential and Supervising Secretaries Association (CASSA) meeting with Christopher Steinhauer, Superintendent of Schools. Mr. Kato also thanked Michelle Francis, CASSA President, and CSEA leadership for meeting with Personnel Commission staff on Tuesday to discuss the classified layoff process.

Greggory Robinson, Associate Personnel Analyst, announced that Recruitment and Testing currently has thirty-eight open recruitments in varying stages of completion. Mr. Robinson announced that the annual Nutrition Services recruitments will open in the near future.

Mr. Robinson informed the Commission that Maria Braunstein, Personnel Analyst; Oralia Leyva, Human Resources Technician, and Vanessa Ortiz, Human Resources Technician, recently met with Pacific Gateway to discuss upcoming recruitment events and explore opportunities for remote testing at their location.

Jesus Rios Jr., Employment Services Supervisor, recognized Anne Follett, Human Resources Technician, Aaron Dominguez, Human Resources Technician; Ashleigh Fernando, Human Resources Assistant, and Aisha Alex, Human Resources Assistant, for their assistance in preparing for the opening of the Summer School/School Enrichment and Learning (SEAL) employment online application process.

Dale Culton, Certification Manager, thanked Mr. Rios for his lead role in the SEAL employment process and also thanked Emi Serna, Senior Systems Analyst in Information Services, for her assistance with the online application. Mr. Culton announced that several staff members will be attending a training at Human Resources Services regarding the new W-4 form. Mr. Culton also informed the Commission that the District is going to allow Recreation Aides to work at multiple sites.

Susan Leaming, Personnel Analyst, introduced Dr. Claudia Sosa-Valderrama, Director of Head Start, Carrie De Leon, Itinerant Teacher, Special Education, and Suzanne Ansari, Senior Consultant, CPS/HR Consulting, and thanked them for their attendance.

Mr. Kato shared information with the Commission regarding the selection process for the new Superintendent of Schools.

CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-11 and approve items 12-20 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Welder

2. **RATIFY** job announcement bulletin for Accompanist
3. **RATIFY** job announcement bulletin for Office Assistant-Bilingual Spanish
4. **RATIFY** job announcement bulletin for Food Production Utility Worker
5. **RATIFY** job announcement bulletin for Assistant Public Information Director
6. **RATIFY** job announcement bulletin for Warehouse Manager
7. **RATIFY** job announcement bulletin for Associate Research Information Systems Analyst
8. **RATIFY** job announcement bulletin for Instructional Aide-Educare
9. **RATIFY** job announcement bulletin for Instructional Aide-Educare BL Spanish
10. **RATIFY** job announcement bulletin for Maintenance Mechanic
11. **RATIFY** job announcement bulletin for Maintenance Material Coordinator
12. **APPROVE** the certification of Recreation Aide eligibility list 20-0102-5255 established 01/24/2020
13. **APPROVE** the certification of Recreation Aide-Kids' Club eligibility list 20-0080-5257 established 01/24/2020
14. **APPROVE** the certification of Recreation Aide eligibility list 20-0092-5255 established 01/24/2020
15. **APPROVE** the certification of Administrative Dietitian eligibility list 20-0078-0537 established 01/23/2020
16. **APPROVE** the certification of Recreation Aide-WRAP eligibility list 20-0081-5261 established 01/28/2020
17. **APPROVE** the certification of Instructional Aide-Educare eligibility list 20-0082-5205 established 01/29/2020
18. **APPROVE** the certification of Instructional Aide-Educare BL Spanish eligibility list 20-0050-5206 established 01/29/2020
19. **APPROVE** the certification of Plant Supervisor I eligibility list 20-0084-5026 established 1/30/2020
20. **APPROVE** the certification of Plant Supervisor II eligibility list 20-0085-5027 established 1/30/2020

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** to reestablish the classification of Maintenance Programs Analyst at salary range 42 (C1) and revise the title and classification specification to Business Services Analyst

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve to reestablish the classification of Maintenance Programs Analyst at Salary range 42 (C1) and revise the title and classification specification to Business Services Analyst.

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

2. **APPROVE** the revised classification specification for Instructional Aide-Educare, Instructional Aide-Educare, BL Spanish, and Instructional Aide-Educare BL Khmer

Following brief discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the revised classification specification for Instructional Aide-Educare, Instructional Aide-Educare BL Spanish and Instructional Aide-Educare BL Khmer

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

3. **APPROVE** the revised classification of Purchasing Agent

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the revised classification of Purchasing Agent.

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

4. **APPROVE** the Instructional Aide – Special Job Study

Following an overview of the study provided by Susan Learning, Personnel Analyst, and Suzanne Ansari, Senior Consultant, CPS/HR Consulting, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the Instructional Aide-Special Job Study classification recommendations.

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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 13, 2020 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION The Personnel Commission retired into closed session at 8:52 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:25 a.m. with no reportable actions taken.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:26 a.m.