

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

MINUTES
Regular Meeting

July 30, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, on Thursday, July 30, 2020 at 8:15 a.m. in the Community Room at 1515 Hughes Way, Long Beach, 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; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Employment Services Supervisor; Ashleigh Fernando, Senior Administrative Secretary (Acting); Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; and Alejandra Torres, Human Resources Technician.

GUESTS
TELEPHONICALLY
PRESENT

Steve Bui, Business Services Director; Steve Rockenbach, Director of Employee Relations and Ethics; Matt Woods, Executive Director, Information and Technology Services; Gilbert Bonilla, CSEA Chapter 2 President; Vaurice Scott, CSEA Chapter 2 Vice President – Unit A; Chester Davidson, CSEA Chapter 2 Vice President – Unit B; Britany Jones, CSEA Labor Relations Representative; Gary Marshall, Multimedia Technology Supervisor; and Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of July 2, 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

NONE

PUBLIC HEARD

NONE

REPORT FROM
EXECUTIVE OFFICER

Maria Lynn Braunstein, Personnel Analyst reported that the Recruitment and Testing Unit is working diligently to move forward with exams, while creating new eligibility lists and bulletins. Child Care Worker eligibility lists will have new recruitment number sequences, due to the new site based hiring system coordinated with Cindy Young, Director of Child Development Centers. Recruitment and Testing participated in a virtual job fair hosted by Los Angeles Unified School District. Staff had the ability to chat with job seekers in public and private virtual chat rooms. Following the job fair, our Recruitment and Testing technicians noticed an increase in applications for our more difficult recruitments.

Kenneth Kato, Executive Officer mentioned and recognized to Gregory Robinson, Associate Personnel Analyst who was a presenter at the Personnel Testing Council Association meeting regarding our online examinations and interview processes. He spoke about the different online platforms that our department uses.

Jesus Rios Jr., Employment Services Supervisor reported that our fingerprint services provider, Biometrics, has provided Personnel Commission with a social distancing procedure. Mr. Rios Jr., wanted to thank Matt Woods, Executive Director, Information and Technology Services for their help with the setup. The new social distancing fingerprinting procedure will only need to capture three (3) individual prints unlike the previous procedure which captured fourteen (14) individual prints. This reduces the fingerprinting time from upwards of fifteen (15) to thirty (30) minutes to about three (3) minutes per transaction. The new process includes a website where individuals can book their appointments and provide their information. This eliminates the handling of paperwork, which limits exposure to COVID-19 to our Technicians and fingerprint applicants.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Security Officer
2. **RATIFY** job announcement bulletin for Custodian
3. **RATIFY** job announcement bulletin for District Security Officer
4. **RATIFY** job announcement bulletin for Nutrition Services Manager
5. **RATIFY** job announcement bulletin for School Safety Officer
6. **APPROVE** the certification of Assistant Public Information Director eligibility list 20-0112-5266 established 07/10/2020
7. **APPROVE** the certification of Child Care Worker eligibility list 20-CCW1-5258 established 05/07/2020
8. **APPROVE** the certification of Child Care Worker eligibility list 20-CCW2-5258 established 07/08/2020

9. **APPROVE** the certification of Head Start Instructional Aide eligibility list 20-0137-0657 established 07/30/2020
10. **APPROVE** the certification of Instructional Aide – Educare eligibility list 20-0144-5205 established 07/30/2020

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-5 and approve items 6-10 on the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the following:
Create the classification of Systems Analyst – Oracle.
Allocate the classification of Systems Analyst – Oracle to salary range 42 (C1).
2. **APPROVE** the following:
Create the classification of Van Driver – Catalina Island.
Allocate the classification of Van Driver – Catalina Island to salary range 16 (C2).
3. **APPROVE** the following:
Establish the classification of Head Start Health and Nutrition Manager.
Allocate the classification of Head Start Health and Nutrition Manager to salary range 35 (M2).
Reclassify the incumbent to the classification of Head Start Health and Nutrition Manager for the purpose of title change only.
4. **APPEAL** of disqualified applicant ID 28481532

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 1-3.

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

The Commission moved New Business Item 4 to closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 13, 2020 at 8:15 a.m. at 1515 Hughes Way, Long Beach, California 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 8:40 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:50 a.m.

1. A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan and the motion carried with a unanimous vote of those present to **DENY** the appeal of Disqualified Applicant ID 28481532.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:11 a.m.