

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

MEETING AGENDA

**Regular Meeting
B Building Room 29
October 1, 2015**

8:15 a.m.

**ADDENDUM
PAGE NO.**

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Stacey V. Lewis
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 September 17, 2015 1 - 4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin Library/Media Assistant 5 - 6
2. **RATIFY** job announcement bulletin for Nutrition Services Worker 7 – 8
3. **APPROVE** the certification of High School Office Supervisor 15-0189-3349 eligibility list established September 23, 2015 9
4. **APPROVE** the certification of Instructional Aide – Special 16-0014-0448 eligibility list established September 22, 2015 9
5. **APPROVE** the certification of Intermediate Office Assistant – Bilingual Spanish 15-0190-5050 eligibility list established September 22, 2015 9
6. **APPROVE** the certification of Intermediate Office Assistant – Schools Bilingual Spanish 15-0191-5052 eligibility list established September 22, 2015 9
7. **APPROVE** the certification of Speech Language Pathology Assistant –Bilingual Spanish 16-0012-5163 eligibility list established September 24, 2015 9

III. OLD BUSINESS

IV. NEW BUSINESS

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

October 15, 2015, 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

September 17, 2015

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, September 17, 2015 at 8:15 a.m. in B Building, 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 Stacey V. Lewis

ROLL

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

Present: Stacey V. Lewis
 Terence Ulaszewski

**STAFF MEMBERS
PRESENT**

Kenneth Kato, Executive Officer; Marilyn Balmer, Personnel Analyst; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Ericka Emery, Human Resources Technician; Anne Follett, Human Resources Technician; Oralia Leyva, Human Resources Technician; Judith Lopez, Human Resources Technician; Shelley Scott, Human Resources Technician; Angela Stenberg, Human Resources Technician; Kasey Noble, Interim Senior Administrative Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Matt Woods, Executive Director, Technology and Information Services; Valeeta Pharr, CSEA Chapter 2 President

**MINUTES OF
REGULAR MEETING
APPROVED**

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried unanimously, to approve the minutes of the Regular Meeting of September 3, 2015.

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

**RECEIVE
CORRESPONDENCE**

None

PUBLIC HEARD

None

**REPORT FROM
EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, informed the Commission on the visit of Superintendent of Schools, Christopher Steinhauer to Personnel Commission. Mr. Kato reported on a meeting he had with Dr. Tiffany Brown, Assistant Superintendent of School Support Services to discuss Instructional Aides and the options for training classified staff. Mr. Kato also mentioned that

the Child Development Center and Personnel Commission will be hosting an Open House scheduled for Tuesday, September 22, 2015 beginning at 6:00 PM and flyers would be distributed to the houses in the neighborhood by the end of the week.

Mr. Kato reported meeting with Valeeta Pharr, CSEA Chapter 2 President and thanked CSEA for their support to relay Personnel Commission information to employees. Mr. Kato informed the Commission of the retirement recognition of Marilyn Balmer, Personnel Analyst at the Board of Education Meeting held on September 15, 2015. He also shared the Board of Education resolution to announce the "BREAKING THROUGH Lighting the Way" exhibition that will be held at the Main Library beginning on September 29, 2015 in honor of 12 inspirational Black women from the Long Beach community. Kato concluded by notifying the Commission of the Board of Education's plans to redefine the home-school boundaries for multiple school sites.

Marilyn Balmer, Personnel Analyst, informed the commissioners of current and upcoming recruitments. Ms. Balmer reported on a meeting she had with subject matter experts to discuss the examinations for Textbook/Library Services Supervisor and Campus Security Officer.

Susan Leaming, Personnel Analyst, notified the Commission of two confirmed CPR trainings to be held at the Teacher's Resource Center (TRC) on October 30, 2015. She then introduced Matt Woods, Executive Director, Technology and Information Services who updated the Commission on the computer modernization projects for the office.

Dale Culton, Certification Services Manager, reported on current vacancies for Instructional Aide – Special and Custodian.

Mary Cates, Human Resources Supervisor, extended her gratitude and appreciation to Susan Brister, Anne Follett, Judith Lopez, Angela Stenberg, and Silaue Taeleifi for their hard work in ensuring classified employee assignments were online for payroll purposes.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items.

1. **RATIFY** job announcement bulletin Associate Producer/Production Designer
2. **RATIFY** job announcement bulletin for Production Center Supervisor
3. **APPROVE** the certification of Accounting Technician 16-0010-0750 eligibility list established September 4, 2015
4. **APPROVE** the certification of Instructional Aide - Special 16-0007-0448 eligibility list established August 31, 2015 **AMENDED**
5. **APPROVE** the certification of Personnel Analyst 15-0175-0236 eligibility list established September 4, 2015

6. **APPROVE** the certification of Speech Language Pathology Assistant 16-0009-5024 eligibility list established September 7, 2015

7. **APPROVE** the certification of Telecommunications Technician 15-0185-3309 eligibility list established September 9, 2015

OLD BUSINESS

None

NEW BUSINESS

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 1. The Commission moved items 2 and 3 of New Business to Closed Session

1. **APPROVE** the extension of College and Career Specialist 15-0028-5177 eligibility list established September 24, 2014

OTHER ITEMS

Commissioner Lewis voiced her concerns about the term "tainted" to indicate substitutes who were ineligible to work for three months due to working in a vacant position. Ms. Lewis requested for Personnel Commission to explore alternative options to replace "tainted."

Ms. Lewis and Mr. Ulaszewski recognized Ms. Scott and Ms. Balmer on their retirements, informing the public of their 17 years and 35 years of service to Long Beach Unified School District, respectively.

Ms. Lewis concluded by encouraging attendance at the "BREAKING THROUGH Lighting the Way" exhibition, held at the Main Library beginning on September 29, 2015, mentioning that a few women being recognized were once members of the Personnel Commission and significant contributors at Long Beach Unified School District.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for October 1, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 9:00 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:40 a.m. The following reportable actions were taken:

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to **APPROVE** recommendation to remove from eligibility list ID 16725338 for the duration of 1 year.

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 6559575 for the duration of 1 year.

ADJOURMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:42 a.m. with the consent of the members.

**Personnel Commission
LONG BEACH UNIFIED SCHOOL
DISTRICT**

Stacey V. Lewis, Chairperson

Kenneth Kato, Executive Officer



2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

APPLY TO:
Personnel Commission, Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission/

LIBRARY/MEDIA ASSISTANT - 0465

Final Filing Date: 4:30 p.m., Tuesday, October 20, 2015.

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$3,436	\$3,625	\$3,824	\$4,036	\$4,258
HOURLY:	\$19.82	\$20.92	\$22.07	\$23.29	\$24.57

JOB INFORMATION: 100% 10 month position. The current vacancy is located at either elementary or high schools.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday - Thursday; 8:00 - 4:00.

JOB SUMMARY: Under immediate supervision, assist and serve as the primary lead person in the use of a school library/media center equipped with media/audio visual and computer equipment; prepare and present to students, instructional and motivational materials, activities and displays; administer the policies and procedures of the assigned libraries pertaining to the day-to-day operating methods and requirements; and perform related duties as assigned.

NCLB EXAM: Thursday, October 22, 2015 at 8:30 a.m.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING:

Consistent with the NO CHILD LEFT BEHIND ACT of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent to graduation from high school and one of the following:

1. Completion of at least 2 years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher.
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by Personnel Commission which demonstrates the knowledge and ability to assist in instruction reading, writing and mathematics. *The NCLB exam will be given on Thursday, October 22, 2015 at 8:30 a.m. for applicants who do not meet the education requirement.*

In addition to the above standards, applicants must provide proof of completion of college-level coursework in Library Science or a related field.

EXPERIENCE:

One year of library/media center experience, preferably including some experience working with school age students. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL:

(1.) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee. (2.) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license. (3.) May be required to travel from one school location to another. **PLEASE NOTE:** *This position requires meeting the standards of No Child Left Behind (NCLB). If you do not meet the NCLB requirements, or if you do not provide official transcripts or a degree to verify that you meet the requirements by the closing date of this recruitment, you must take and pass the rigorous standards examination. The NCLB exam is scheduled for the following date: Thursday, October 22, 2015 at 8:30 a.m.*

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 16-0028-0465 EE
Dual Examination

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation:** The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.
- ❖ **Professional Growth Incentive documentation:** Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.

4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

A professional growth incentive shall be added to the composite score of each promotional candidate competing in a promotional examination or dual certification examination. The professional growth incentive shall be one point for each year within a two year period in which the applicant has successfully completed classes, training or seminars which would enhance his/her knowledge, skills and abilities in the promotional classification. A maximum of two (2) professional growth incentive points can be earned. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.

The maximum attendance and/or professional growth incentive points a promotional candidate may earn is a total of five (5) points. Promotional candidates are responsible for providing proof of their attendance and/or completion of classes, training and seminars at the time of application but in no event no later than the application deadline. In circumstances in which there are multiple instances of sick leave use for FMLA, CFRA and IA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.



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www.lbschools.net/Main_Offices/Personnel_Commission

NUTRITION SERVICES WORKER – 5068

Final Filing Date: 4:30 p.m., Wednesday, October 7, 2015

SUBSTITUTE SALARY: \$13.20

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
HOURLY:	\$13.20	\$13.93	\$14.69	\$15.50	\$16.36

JOB INFORMATION: POSITIONS IN THIS ENTRY CLASS GENERALLY RANGE FROM 2 - 3 HOURS PER DAY, DURING MIDDAY HOURS AND HIRED AS SUBSTITUTES.

THE ELIGIBLE LIST OF SUCCESSFUL CANDIDATES MAY ALSO BE USED TO FILL FUTURE PERMANENT VACANCIES AS THEY OCCUR.

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website: www.lbschools.net/Main_Offices/Personnel_Commission/. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

JOB SUMMARY: Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Equivalent to completion of eighth grade.

EXPERIENCE: Individuals who possess the required knowledge and abilities are presumed to meet basic standards of experience necessary to achieve performance expectations in the work environment.

SPECIAL REQUIREMENTS: Accepting employment in a permanent (non-substitute) position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 9

Date: October 1, 2015

**Reason for
Consideration:** Approval

High School Office Supervisor

Promotional

15-0183-3349

List Valid: 09/23/15 – 09/23/16

Total applications received: 18

No. Passed: 6 No. Failed: 8

Total invited to exam: 17

No. Withdrew: 3

No. Screened Out: 1

Instructional Aide – Special

Open Continuous

16-0014-0448

List Valid: 09/22/15 – 09/22/16

Total applications received: 97

No. Passed: 13 No. Failed: 2

Total invited to exam: 43

No. Withdrew: 28

No. Screened Out: 54

**Intermediate Office Assistant –
Bilingual Spanish**

Dual

15-0190-5050

List Valid: 09/22/15 – 09/22/16

Total applications received: 125

No. Passed: 14 No. Failed: 40

Total invited to exam: 87

No. Withdrew: 33

No. Screened Out: 38

**Intermediate Office Assistant –
Schools Bilingual Spanish**

Dual

15-0191-5052

List Valid: 09/22/15 – 09/22/16

Total applications received: 70

No. Passed: 12 No. Failed: 22

Total invited to exam: 60

No. Withdrew: 26

No. Screened Out: 10

**Speech Language Pathology
Assistant – Bilingual Spanish**

Dual

16-0012-5163

List Valid: 09/24/15 – 09/24/16

Total applications received: 13

No. Passed: 1 No. Failed: 3

Total invited to exam: 6

No. Withdrew: 2

No. Screened Out: 7

CERTIFIED TO BE CORRECT: Kenneth Kato **DATE:** September 25, 2015