

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

MEETING AGENDA

Regular Meeting  
B Building Room 29  
August 6, 2015

8:15 a.m.

ADDENDUM  
PAGE NO.

- I. GENERAL COMMUNICATIONS FUNCTIONS
  1. Call to order – Stacey 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 July 23, 2015 1-3
  5. **RECEIVE** correspondence and refer to the proper order of Business or to the Interim 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 for Student Data Systems Specialist 4-5
  2. **APPROVE** the certification of Technology Support Representative eligibility list 15-0155-5113 established July 30, 2015 6
  3. **APPROVE** the certification of Custodian eligibility list 15-0166-0139 established July 29, 2015 6
- III. OLD BUSINESS
- IV. NEW BUSINESS
- V. OTHER ITEMS
- VI. NEXT REGULAR MEETING  
August 20, 2015, at 8:15 a.m. in Building B Room 29
- VII. CLOSED SESSION
- 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

July 23, 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, July 23, 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 Lewis

**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**

Marilyn Balmer, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Susan Brister, Human Resources Technician; Ericka Emery, Human Resources Technician; Judith Lopez, Human Resources Technician; Kasey Noble, Senior Administrative Secretary.

**GUESTS**

Ann Culton, Administrative Coordinator, Human Resource Services; Delisa Brister, Nutrition Services Operations Coordinator; Valeeta Pharr, CSEA Chapter 2 President.

**MINUTES OF REGULAR MEETING APPROVED**

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried unanimously, to approve the minutes of the Regular Meeting of July 9, 2015.

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

**RECEIVE CORRESPONDENCE**

None

**PUBLIC HEARD**

None

**REPORT FROM INTERIM EXECUTIVE OFFICER**

Marilyn Balmer, Interim Executive Officer, reported that at the Board of Education meeting on July 21, 2015, the Appointment of Kenneth Kato, Executive Officer, Personnel Commission and Classified Employment was approved. Ms. Balmer proceeded by recounting the discussion held at the Board meeting regarding Robert E. Lee school name change. Ms. Balmer provided the Commissioners with a copy of the new administrative assignments approved at the Board meeting.

Ms. Balmer also informed the commissioners of the painting project meeting with Arash Mir, Project Manager - Contractor, on Friday, July 10, 2015 who addressed staff concerns. She explained the safety precautions taken and mentioned how management is exploring locational alternatives for the Personnel Commission Lobby during this time.

Maria Braunstein, Personnel Analyst, informed the commission of an Educare School Planning meeting she attended. Ms. Braunstein updated the Commission on the classifications currently in recruitment, testing, and upcoming.

Dale Culton, Certification Services Manager, reported on the number of Instructional Aide – Special positions and vacancies for Custodian.

Mary Cates, Human Resources Supervisor, expressed the smooth payroll efforts on July 21, 2015, ensuring summer school employees are paid correctly and on time.

**CONSENT AGENDA**

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify and approve the consent agenda items 1, 2, 3, 4, 5, 6, 7, 8, 10, and 11. Item 9 was pulled due to pending appeals.

1. **RATIFY** job announcement bulletin for Accounting Technician
2. **RATIFY** job announcement bulletin for Purchasing Assistant
3. **RATIFY** job announcement bulletin for Speech-Language Pathology Assistant
4. **RATIFY** job announcement bulletin for Speech-Language Pathology Assistant - Bilingual Spanish
5. **APPROVE** the certification of Instructional Aide - Special eligibility list 15-0161-0448 established July 16, 2015
6. **APPROVE** the certification of Instructional Aide - Special eligibility list 15-0162-0448 established July 16, 2015
7. **APPROVE** the certification of Laborer eligibility list 15-0179-0204 established July 23, 2015
8. **APPROVE** the certification of Mail Delivery Driver eligibility list 15-0147-0219 established June 11, 2015
10. **APPROVE** the certification of Plant Supervisor II eligibility list 15-0156-5027 established July 7, 2015
11. **APPROVE** the certification of School Safety Operations Supervisor eligibility list 15-0157-5188 established July 24, 2015

**OLD BUSINESS** None

**NEW BUSINESS** The Commission moved items 1 - 2 of New Business to Closed Session

1. **APPROVE** the recommendation to remove from eligibility list ID 20267447
2. **APPROVE** the recommendation to remove from eligibility list ID 22234036

**OTHER ITEMS** Val Pharr enlightened the Commissioners and Personnel Commission staff on conversations she had with the Technology Information Systems Branch and Headstart offices to communicate upcoming staffing needs with Personnel Commission. She also expressed concern about the 3.8 hour Instructional Aide – Special positions and how she will continue to advocate for hours and benefits for our employees with the Board of Education members.

**NEXT REGULAR MEETING** The next Regular Meeting of the Personnel Commission will be August 6, 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 8:40 a.m. to consider Consent

Agenda Item 9, New Business Items 1 – 2, and consider the appeals of disqualified candidates.

**OPEN SESSION**

The Personnel Commission returned to open session at 10:30 a.m.

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **GRANT** the appeal of applicant ID 7701484.

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **GRANT** the appeal of applicant ID 6373822.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** staff's recommendation to remove from eligibility list ID 20267447.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **GRANT** the appeal of applicant ID 22234036.

**ADJOURNMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 10:37 a.m. with the consent of the members.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

\_\_\_\_\_  
Stacey Lewis, Chairperson

*Marilyn Balmer*  
\_\_\_\_\_  
Marilyn Balmer, Interim Executive Officer



2008 Finalist  
the broad prize  
for Urban Education



# Promotional Employment Opportunity

**APPLY TO:**

Personnel Commission, Long Beach Unified School District  
4400 Ladoga Ave., Lakewood, CA 90713 Office: (562)435-6708

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## STUDENT DATA SYSTEMS SPECIALIST - 5164

**Final Filing Date: 4:30 p.m., Tuesday, August 11, 2015**

<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>
<b>MONTHLY:</b>	\$4,387	\$4,627	\$4,882	\$5,152	\$5,436
<b>HOURLY:</b>	\$25.31	\$26.70	\$28.17	\$29.72	\$31.36

**PROMOTIONAL:**

Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory," who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements, are eligible to compete.

**JOB INFORMATION:**

Permanent 100% position, 10 month flex. The current vacancy is located in Research.

**APPLICATION:**

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://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:** The Student Data Systems Specialist classification is designed to serve as a technical resource, providing technical support and assistance to clerical or professional staff utilizing the District's student data systems. An incumbent is the first point of contact in troubleshooting and solving end user issues with the student data system and related peripherals in addition to assuring the accuracy and timely submission of student data. A Student Data Systems Specialist is required to maintain the confidentiality of sensitive and privileged information and must demonstrate sound interpersonal and customer service skills.

**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:**

Graduation from high school supplemented by college-level coursework in computer science, statistics or a related field.

**EXPERIENCE:**

Two years of experience working with student data systems. Experience involving troubleshooting student data systems and training of end users is highly desirable.

**SPECIAL:**

- (1) Positions in this classification require the use of a personal automobile and possession of a valid California class C driver's license.
- (2) May be required to travel from one school location to another.
- (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.
- (4) 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.

**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.

**SELF-CERTIFICATION:** In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class.

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 16-0011-5164  
Promotional Examination

Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

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.*

LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 6

Date: August 6, 2015

Reason for  
Consideration: Approval

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**Technology Support Representative Dual**

**15-0155-5113**

List Valid: 07/30/15 – 07/30/16

Total applications received: 112 Total invited to exam: 82

No. Passed: 10 No. Failed: 60 No. Withdrew: 12 No. Screened Out: 30

**Custodian**

**Open/Continuous**

**15-0166-0139**

List Valid: 08/5/15 – 08/5/16

Total applications received: 141 Total invited to exam: 43

No. Passed: 13 No. Failed: 5 No. Withdrew: 25 No. Screened Out: 98

CERTIFIED TO BE CORRECT: Marilyn Balmer DATE: July 31, 2015