

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

MEETING AGENDA

Regular Meeting
B Building Room 29

8:15 a.m.
April 16, 2015

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 April 2, 2015 1-4
 5. **RECEIVE** correspondence and refer to the 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 Interim Executive Officer
- II. CONSENT AGENDA
 1. **RATIFY** job announcement bulletin for Elementary School Office Supervisor 5-6
 2. **RATIFY** job announcement bulletin for Mail Delivery Driver 7-8
 3. **RATIFY** job announcement bulletin for Plant Supervisor High School 9-10
 4. **RATIFY** job announcement bulletin for Risk Management Technician 11-12
 5. **APPROVE** the certification of Custodian eligibility list established April 17, 2015 13
 6. **APPROVE** the certification of Custodian eligibility list established April 17, 2015 13
 7. **APPROVE** the certification of Intermediate Nutrition Services Worker eligibility list established April 15, 2015 13
 8. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list established April 15, 2015 13
 9. **APPROVE** the certification of Nutrition Services Supervisor III eligibility list established April 15, 2015 13
 10. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list established April 15, 2015 13
- III. OLD BUSINESS
 1. **RESCIND** the action taken on March 19, 2015 to remove Person ID 5904164 from eligibility list

- IV. NEW BUSINESS
 - 1. **APPROVE** the revisions to the Rules and Regulations of the Classified Service Rule 10.1.C and Rule 10.9 Second Reading 14-17
 - 2. **REVIEW** and **ADOPT** Personnel Commission Budget for 2015-2016 18-19
- V. OTHER ITEMS
- VI. NEXT REGULAR MEETING
April 16, 2015, at 8:15 a.m. in Building B Room 29
- VII. CLOSED SESSION
Public employee performance evaluation – Interim 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

April 2, 2015

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, April 2, 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 Linda Vaughan

ROLL

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

Present: Linda Vaughan
Terence Ulaszewski
Absent: Stacey Lewis

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried unanimously, to approve the minutes of the Regular Meeting of March 19, 2015.

<u>Roll-Call vote</u>	<u>Ayes</u>
Linda Vaughan	X
Terence Ulaszewski	X

RECEIVE

Patricia Heineke, Interim Executive Officer, distributed the flyer for the CSPCA mini-conference scheduled for June 5, 2015.

PUBLIC HEARD

No public comments were heard.

REPORT FROM INTERIM EXECUTIVE OFFICER

Ms. Heineke reported, Commissioner Lewis provided her a contact in the I.T. department at the Port of Long Beach to inquire about a possible donation of technology. A list of the Personnel Commission's current technology needs was sent to the individual and she is awaiting a response. Ms. Heineke also contacted the LBUSD technology department to assure the proper procedures would be followed if donations are secured.

Additionally, in reviewing the possibility of face-to-face exit interviews for probationary Instructional Aide-Special employees who resign, Ms. Heineke found that these employees do not submit their resignations in person. Therefore, face-to-face exit interviews would be difficult. In light of this, Ms. Heineke has sent the individuals an email requesting additional information on their resignation during the probationary period.

Dale Culton, Certification Services Manager, reported staff processed 45 substitute employees and 42 probationary employees in March. Mr. Culton mentioned Track B schools will be off track April 3 through May 11. Intermediate Office Assistant-School employees working at Track B schools have been contacted and offered substitute work over the break.

Mary Cates, Human Resources Supervisor, reported a total of 851 applications were received for summer employment. Notices have been sent to several individuals who have submitted incomplete applications.

Susan Learning, Personnel Analyst, reported 110 classified employees were trained in CPR and First Aid on April 1st. Since January, over 300 classified employees have received CPR & First Aid certification through the Personnel Commission Classified Staff Development program. The CPR and First Aid training was partially funded by Special Education.

Marilyn Balmer, Personnel Analyst, reported on current recruitment activities. Ms. Balmer explained the Elementary School Office Supervisor recruitment has historically opened as promotional only. A recent recruitment for Elementary School Office Supervisor did not provide enough candidates to fulfill the needs of the sites, therefore the new recruitment will be a dual recruitment and allow outside candidates to apply.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify and approve the consent agenda items. Discussion: Ms. Heineke talked about the number of Custodian applicants listed on the agenda. Noting 536 applications were listed as received, 382 were screened out, 101 failed to appear for the exam, 53 took the exam, and of those 11 failed and 42 passed and were placed on the eligible list. Ms. Heineke gave thanks to Kasey Noble and Marin Looun, the provisional Human Resources Technicians, for their hard work in getting these recruitments completed and the employees processed.

1. **RATIFY** job announcement bulletin for Administrative Secretary
2. **RATIFY** job announcement bulletin for Administrative Secretary – Bilingual Spanish
3. **RATIFY** job announcement bulletin for Campus Security Officer
4. **RATIFY** job announcement bulletin for Executive Secretary (C)
5. **APPROVE** the certification of Custodian eligibility list established March 27, 2015
6. **APPROVE** the certification of Custodian eligibility list established March 27, 2015
7. **APPROVE** the certification of Custodian eligibility list established March 27, 2015
8. **APPROVE** the certification of Custodian eligibility list established March 27, 2015
9. **APPROVE** the certification of Elementary School Office Supervisor eligibility list established April 2, 2015
10. **APPROVE** the certification of Kids' Club Supervisor I eligibility list established March 31, 2015
11. **APPROVE** the certification of Kids' Club Supervisor II eligibility list established March 31, 2015
12. **APPROVE** the certification of Kids' Club Supervisor III eligibility list established March 31, 2015

OLD BUSINESS

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 certification of the revised Computer Support Technician eligibility list established March 12, 2015

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **RATIFY** job announcement bulletin extension for Executive Officer Personnel Commission and Classified Employment

NEW BUSINESS

New Business item 1, "APPROVE the revisions to the Rules and Regulations of the Classified Service Rule 10.1.C and Rule 10.9", was pulled for further discussion and consideration at the next Commission meeting.

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 adoption of the revised classification specification for:

Building Maintenance Worker

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 adoption of the revised classification specification for:

Personnel 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** the Public Hearing date of April 16, 2015, for the proposed Personnel Commission Budget for 2015-2016. The hearing will be held at 4400 Ladoga Avenue, Lakewood, CA.

The Commission moved items 5 - 7 of New Business to Closed Session.

5. **APPROVE** the recommendation to remove from eligibility list ID 10492576
6. **APPROVE** the recommendation to remove from eligibility list ID 21917902
7. **APPROVE** the recommendation to remove from eligibility list ID 7708354

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, mentioned Adrienne Rambo will be honored as the CSEA Member of the Year event to be held on May 2nd at the Swiss Park Banquet Center in Whittier. Ms. Pharr invited Mr. & Mrs. Ulaszewski to attend the event.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be April 16, 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 8:48 a.m. to consider New Business items 5-7.

OPEN SESSION

The Personnel Commission returned to open session at 8:59 a.m. The following reportable actions were taken:

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 recommendation to remove from eligibility list ID# 10492576, but determined this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after July 2019.

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 recommendation to remove from eligibility list ID# 21917902, but determined this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after November 2019.

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 recommendation to remove from eligibility list ID# 7708354, but determined this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after August 2016.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:00 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

Linda Vaughan, Vice-Chair

Patricia Heineke, Interim Executive Officer



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Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
4400 Ladoga Ave, Lakewood, CA 90713 Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission/

ELEMENTARY SCHOOL OFFICE SUPERVISOR – 3345

Applications will be accepted online for three days ONLY: April 21, 22, and 23, 2015 at 4:30 PM

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,853	\$4,084	\$4,288	\$4,525
<u>HOURLY:</u>	\$22.23	\$23.45	\$24.74	\$26.11

JOB INFORMATION: Eligibility list is being created to fill future vacancies as they occur.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/ (click the "Employment" link). 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 the direction of a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Vice-Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned elementary school; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

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 or equivalent.

EXPERIENCE: Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable.

SPECIAL: (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. 2) May be required to travel from one school location to another.

SELECTION PROCEDURE: This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: 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:** This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A Typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. 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
LBUSD Employees, please see reverse side for important information

Exam 15-0151-3345 dp
Dual Examination

Handwritten mark

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.



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Classified Employment Opportunity



APPLY TO:

Personnel Commission, Long Beach Unified School District
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24 Hour Job Hotline: (562) 491-JOBS
[www.lbschools.net/Main_Offices/Personnel Commission](http://www.lbschools.net/Main_Offices/Personnel_Commission)

MAIL DELIVERY DRIVER - 0219

Applications will be accepted online for three days ONLY: Wednesday, April 22nd - Friday, April 24th, 2015 at 4:30 PM.

<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>
MONTHLY:	\$2,936	\$3,098	\$3,268	\$3,448	\$3,637
HOURLY:	\$16.94	\$17.88	\$18.86	\$19.89	\$20.99

JOB INFORMATION: Permanent 100% 10 months position. The current vacancy is located in Transportation.

APPLICATION: All application 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: Under general supervision, perform a variety of duties related to the preparation, distribution, shipping and receiving of District mail, supplies and materials; participate in mail processing; drive a District truck (light panel type truck, of about one ton or less capacity) to various locations to pick-up and deliver mail and other goods according to established routes and time lines as assigned and perform related duties as assigned.

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.

EXPERIENCE: Six months experience operating a delivery truck performing similar duties involving the pick-up and delivery of materials and supplies.

SPECIAL: (1) Valid California Class C driver's license. (2) Applicants 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. (3) 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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam #15-0147-0219 ss
Dual Exam

LBUSD Employees, please see reverse side for important information

Maria Braunstein

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

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- ❖ **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.*

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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 LA, the matter will be considered on a case by case basis by the administrator of the Personnel Commission.



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Classified Promotional Opportunity

APPLY TO:
Personnel Commission, Long Beach Unified School District
4400 Ladoga Ave., Lakewood, CA 90713 Office: (562) 435-5708

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

PLANT SUPERVISOR – HIGH SCHOOL - 5029

Final Filing Date: 4:30 p.m., Monday April 27, 2015.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$4,295	\$4,530	\$4,780	\$5,044
<u>HOURLY:</u>	\$24.78	\$26.14	\$27.58	\$29.10

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 12 months 100% position. The current vacancy is located at Jordan High School.

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: Under general supervision, plan, supervise and participate in custodial, grounds and general maintenance activities at an assigned comprehensive high school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of assigned personnel; and perform related duties as assigned.

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.

EXPERIENCE: Four years of custodial experience including two years of experience in a supervisory capacity or two years of experience as a Plant Supervisor II or Plant Supervisor – Headquarters in the Long Beach Unified School District.

SPECIAL: (1) Valid California Class C driver's license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current 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. (3) Incumbents in this position may be required to travel from one school location to another.

WORKING ENVIRONMENT: Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, pushing or pulling moderately heavy objects (15 to 38 pounds) as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

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.

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

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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.*

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Classified Employment Opportunity

APPLY TO:
 Personnel Commission, Long Beach Unified School District
 4400 Ladoga Avenue, Lakewood, CA 90713 Office: (562) 435-5708

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

RISK MANAGEMENT TECHNICIAN - 5106

Final Filing Date: 4:30 p.m., Wednesday, April 29, 2015.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$4,068	\$4,291	\$4,528	\$4,777
<u>HOURLY:</u>	\$23.47	\$24.76	\$26.13	\$27.56

JOB INFORMATION: Permanent 12 months 100% position. The current vacancy is located in Risk Management.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/MainOffices/PersonnelCommission/. 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 general supervision, perform a variety of technical duties in support of the District's Risk Management programs including worker's compensation, employee health and welfare insurance benefits, safety and environmental health/hazards management and property and liability insurance and claims; provide information to District employees regarding assigned functions; perform related duties as assigned.

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 course work in workers' compensation, health benefits administration, human resources management or a related field.

EXPERIENCE: Two years of general risk management or human resources experience involving insurance benefits administration or worker's compensation claims.

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 site to another.

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 VI/MERIT SYSTEM EMPLOYER

Exam 15-0149-5106
 Dual Examination EE

Maria Braumstein

LBUSD Employees, please see reverse side for important information

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 case by case basis by the administrator of the Personnel Commission.



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

April 9, 2015

TO: Personnel Commission
FROM: Interim 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 second reading for approval with the following rationale:

Rule 10.1.C. CREDITABLE PAY PERIOD: As of July 1, 2014 the 217 day calendar was increased to 220 days. Staff spoke with the Director of Employee Relations and the 220 day calendar will be in place until at least the end of the 2017 fiscal year. Future changes to this calendar would be brought to the Commission for revision as there is no generic term for this group of employees that could be used to substitute for the number of calendar days.

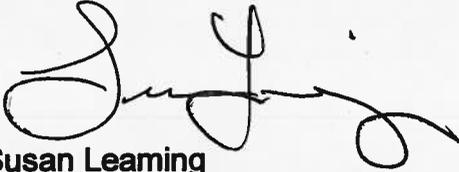
Rule 10.9 CAREER INCREMENT: As a result of recent collective bargaining activities with TALB which were also extended to non-represented Classified staff, career increment compensation amounts will be increased by future cost of living adjustments. Rather than bring §10.9 back to the Commission for revision each time a cost of living adjustment is agreed upon, the proposed language simply refers readers to the current Classified salary schedules.

Deletions to the rules are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission approve the revised version of these rules.

Prepared by:



Susan Learning
Personnel Analyst

Approved and Recommended:



Patricia A. Heineke
Interim Executive Officer

10.1 SALARY ADVANCEMENT WITHIN A CLASS

- A. **PAY PERIOD DEFINED.** For purposes of compensation, a "pay period" is a period of 20 consecutive working days.
- B. **STEP ADVANCEMENT.** Except as permitted by Section G, each full or part-time regular employee subject to a six month probationary period shall advance to the next higher step in the applicable salary range as follows:

Initial Step:

First day of assignment through completion of the six (6) months or 130 days of probationary work, whichever is longer.

Following Step:

The day following completion of the six (6) month or 130 days of probationary work (which is known as the employee's step anniversary date) through completion of one additional year of service. (Positions designated in Rule 7.1.A serve a one year probationary period. However, advancement to the first following step shall occur as above, following the six month or 130 day period, whichever is longer.)

Following Step:

The employee's anniversary date through completion of one additional year of service.

Following Step:

The employee's anniversary date through completion of one additional year of service.

Following Step:

The employee's anniversary date through completion of one additional year of service.

- 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. 220217-day work year employees - 6 pay periods
 3. school session employees - 5 pay periods

10.9 CAREER INCREMENT

Effective July 1, 2005, 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. The following are increments as approved and the guidelines for determining eligibility:

- ~~A. Classified employees are eligible for a \$1,250 career increment compensation if they have completed 14 years of credited service with the Long Beach Unified School District.~~
- ~~B. Classified employees are eligible for an additional \$1,250 career increment compensation (totaling \$2,500) if they have completed 19 years of credited service with the Long Beach Unified School District.~~
- ~~C. Classified employees are eligible for an additional \$2,000 career increment compensation (totaling \$4,500) if they have completed 24 years of credited service with the Long Beach Unified School District.~~
- ~~D. Classified employees are eligible for an additional \$2,500 career increment compensation (totaling \$7,000) if they have completed 29 years of credited service with the Long Beach Unified School District.~~

~~E.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.

~~F.B.~~ Payment of a career increment compensation to an employee is on a prorated basis as determined by the number of quadri-weeks in the employee's currently assigned work year, and in accordance with the employee's current percent of assignment, effective the first quadri-weekly period following attainment of the required number of years of credited service.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Personnel Commission Budget for 2015-2016
Public Hearing

PAGES: 18 - 19

Date: April 16, 2015

Reason for Consideration: Action

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

We have included in the budget two significant expenditures that are designed to improve the efficiency of the Personnel Commission office - one in the area of increased staffing, and one in technology upgrades.

As you know, there was a tremendous shortage of eligibles for the classifications of Instructional Aide -- Special, and Custodian (both regular and substitute). With the establishment of two limited-term positions, we have made tremendous progress toward having eligibility lists to fill these positions. In order to continue to maintain sufficient eligibles for these classifications and others, we propose to establish two Human Resource Technician positions. This is reflected both in the salary and benefits section of the proposed budget.

The second significant expenditure is in the area of technology. As we have discussed, the computer and printers in the Commission office are very out-of-date. This has caused considerable difficulty in completing the tasks required to establish eligibility lists. Two particular areas of concern are problems with computers used for testing, and applicants having to spend several hours on computers in the lobby trying to complete their applications.

Below are the requirements imposed on the Personnel Commission per the California education code in relation to the Commission's budget.

(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 2015-2016 per Education Code 45253, take action to approve it and submit it to the County Superintendent of Schools for final approval.

Personnel Commission Annual Budget

2015/2016

	2014/2015	2015/2016 (Proposed)	Comments
Salaries	\$978,537	\$1,087,861	Reflects step advancements, longevity increments and establishment of two Human Resource Technicians; does NOT include re-establishment of Senior Administrative Secretary position
Benefits	\$524,982	\$569,366	Reflects benefits for two Human Resource Technicians
Operating / Supplies	\$103,946	\$139,190	Reflects proposed technology purchases to upgrade systems
Totals:	\$1,607,465	\$1,796,417	