

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.
February 5, 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 January 22, 2015. 1-2
 5. **RECEIVE** correspondence and refer it 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. OLD BUSINESS
 1. **RATIFY** the job announcement bulletin for Nutrition Services Supervisor II 3-4
 2. **RATIFY** the job announcement bulletin for Nutrition Services Supervisor III 3-4
- III. NEW BUSINESS
 1. **RATIFY** the certification of Instructional Aide-Special eligibility list established February 2, 2015 5
- IV. OTHER ITEMS
- V. NEXT REGULAR MEETING
February 19, 2015, at 8:15 a.m. in Building B Room 29
- VI. CLOSED SESSION

Public employee performance evaluation – Interim Executive Officer, Personnel Commission and Classified Employment
- VII. 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.)

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

Minutes of the Meeting of January 22, 2015

Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713

Chairperson Stacey Lewis called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Stacey V. Lewis, Chairperson
Terence Ulaszewski, Member

EXCUSED ABSENCE

Linda Vaughan, Vice-Chairperson

STAFF MEMBERS PRESENT

Marilyn Balmer, Acting Personnel Commission Administrator
Susan Leaming, Personnel Analyst
Maria Lynn Braunstein, Personnel Analyst
Adriana Araujo-Honorio, Staff Secretary
Anne Follett, Human Resources Technician
Susan Brister, Human Resources Technician
Judith Lopez, Human Resources Technician
Marin Loeun, Human Resources Technician

PRELIMINARY

Guests: Patricia Heineke, candidate for Interim Executive Officer.

**HEAR PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA** None

**HEAR REPORT FROM THE ACTING PERSONNEL
COMMISSION ADMINISTRATOR**

Marilyn Balmer, Acting Personnel Commission Administrator welcomed Marin Loeun, provisional Human Resources Technician, as the newest member of the Personnel Commission staff. Ms. Balmer said the recent addition of two provisional staff members is to increase the recruitment efforts to meet the need for Instructional Aide-Special and Custodian substitutes.

Ms. Balmer informed the Commissioners a meeting was being held at Hill Middle School regarding the transition of the school to a small high school campus.

Susan Leaming, Personnel Analyst, announced we are once again offering CPR and First Aid training for classified employees.

MINUTES

A motion was made by Commissioner Ulaszewski and seconded by Chairperson Lewis to **APPROVE** the minutes of January 8, 2015 with the revised applicant identification number.

The vote was unanimous with all members present participating in the vote.

BULLETINS

A motion was made by Commissioner Ulaszewski, seconded by Chairperson Lewis, and carried with a unanimous vote of those present to **RATIFY** the job announcement bulletins listed below:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Intermediate Nutrition Services Worker	Dual	15-0107-5058
Kids Club Supervisor I	Dual	15-0095-3266
Kids Club Supervisor II	Dual	15-0096-3267
Kids Club Supervisor III	Dual	15-0097-3268
Nutrition Services Supervisor I	Dual	15-0104-5064
Nutrition Services Supervisor II	Promotional	15-0105-5065
Nutrition Services Supervisor III	Promotional	15-0106-5066
Senior Nutrition Services Worker	Dual	15-0108-5071

ELIGIBILITY LISTS

A motion was made by Chairperson Lewis, seconded by Commissioner Ulaszewski, and carried with a unanimous vote of those present to **APPROVE** the following eligibility lists.

Custodian List Valid: 1/26/15 – 1/26/16	Dual	15-0077-0139
Instructional Aide Special List Valid: 1/06/15 – 1/06/16	Open/Continuous	15-0079-0448
Instructional Aide Special List Valid: 1/06/15 – 1/06/16	Open/Continuous	15-0080-0448
Instructional Aide Special List Valid: 1/23/15 – 1/23/16	Open/Continuous	15-0099-0448

OLD BUSINESS None

NEW BUSINESS None

OTHER ITEMS

Chairperson Lewis directed staff to work with Commissioner Vaughan on scheduling the open house.

NEXT MEETING

The next regular meeting of the Personnel Commission will be Thursday, February 5, 2015, at 8:15 a.m. in Room 29, Building B at the Personnel Commission Office at 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:30 a.m. to discuss the recruitment of the Executive Officer, Personnel Commission and Classified Employment.

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:34 a.m. There were no reportable actions taken during closed session.

ADJOURNMENT

There being no further business, at 8:35 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

Marilyn Balmer

Marilyn Balmer
Acting Personnel Commission Administrator



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/Main_Offices/Personnel_Commission

NUTRITION SERVICES SUPERVISOR II & III EXTENDED

Final Filing Date: Both positions will be open until 4:30 p.m. Thursday, February 19, 2015.

JOB INFORMATION:

Eligible lists are being created to fill permanent future vacancies as they occur for these classes. Jobs are permanent 10 month positions, and the hours are normally 6 – 8 hours per day.

PROMOTIONAL:

Employees in the classified service of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" **AND** who meet the education and experience requirements are eligible to compete.

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.

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.

NUTRITION SERVICES SUPERVISOR II

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,476	\$3,666	\$3,869	\$4,082
<u>HOURLY:</u>	\$20.06	\$21.15	\$22.32	\$23.55

JOB SUMMARY: Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned middle, K-8 or the Avalon school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS FOR NUTRITION SERVICES SUPERVISOR II 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. Completion of, or enrollment, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

EXPERIENCE:

Three years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor I.

NUTRITION SERVICES SUPERVISOR III

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,874	\$4,087	\$4,313	\$4,549
<u>HOURLY:</u>	\$22.35	\$23.58	\$24.88	\$26.25

JOB SUMMARY: Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned comprehensive high school site; maintain kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS FOR NUTRITION SERVICES SUPERVISOR III 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. Completion of, or enrollment, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

EXPERIENCE:

Four years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor II.

SPECIAL REQUIREMENT: (1) Incumbents must obtain a valid Food Handler's certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in these classifications. (2) Some positions in the classification may require possession of a valid California Class C driver's license and the use of a personal automobile.

SELECTION PROCEDURE: This is an open/promotional recruitment with promotional taking precedence. There will be an eligible list established consisting of promotional (in-house) candidates, and another separate list consisting of open (outside) candidates. The Rules and Regulations of the Classified Service allows for promotional candidates in the top three ranks to be considered prior to consideration of candidates on the open list, unless the promotional list consists of fewer than three ranks. 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

LBUSD Employees, please see reverse side for important information

Open/Promotional Exam 15-0105-5065 th
Open/ Promotional Exam 15-0106-5066 th

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 5

Date: February 5, 2015

Reason for
Consideration: Ratification

Instructional Aide Special

Open/Continuous 15-0103-0448

List Valid: 02/02/15 – 02/02/16

Total applications received: 54

Total invited to exam: 23

No. Passed: 7 No. Failed: 5 No. Withdrew: 11 No. Screened Out: 31

CERTIFIED TO BE CORRECT: Patricia Heineke DATE: January 30, 2015