

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Ave.
Lakewood, California 90713
REGULAR MEETING AGENDA

Regular Meeting
November 18, 2021

8:15 a.m.

ADDENDUM
PAGE NO.

- I. GENERAL COMMUNICATION FUNCTIONS
 1. Call to order
 2. Renewal of Pledge of Allegiance to the Flag of the United States of America
 3. Roll
 4. **APPROVE** the Minutes of the Regular Meeting of November 4, 2021 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 for Human Resources Technician 5-6
 2. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW4-5258 established 10/12/2021 7
 3. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0082-5068 established 11/10/2021 7
 4. **APPROVE** the certification of Recreation Aide eligibility list 22-0099-5255 established 11/09/2021 7
 5. **APPROVE** the certification of Recreation Aide eligibility list 22-0108-5255 established 11/17/2021 7
 6. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 22-0100-5257 established 11/19/2021 7
- III. OLD BUSINESS
None

IV. NEW BUSINESS

None

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

December 2, 2021 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

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 Personnel 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)).

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

MINUTES
Regular Meeting

November 4, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, November 4, 2021 at 8:20 a.m. in Building B, 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 Terence Ulaszewski, Chairperson.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Personnel Analyst, Maria Braunstein, Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Andrea Armas, Associate Personnel Analyst (Acting); and Judith Alonso, Associate Personnel Analyst (Acting).

GUESTS PRESENT

Gilbert Bonilla Jr, CSEA Chapter 2 President; Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of October 21, 2021.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Personnel Analyst, deferred to the units for their individual reports.

Maria Braunstein, Personnel Analyst, mentioned that a job fair was being held today in collaboration with Pacific Gateway. Ms. Braunstein reported there will also be a job fair at the Long Beach City College Pacific Coast Campus in collaboration with Long Beach College Promise, Long Beach City College, and California State University Long Beach on November 9, 2021 from 9:00 am – 3:00 pm. Ms. Braunstein explained that

the main focus of the recent job fairs has been to fill positions in the Recreation Aide, Instructional Aide – Special, and Nutrition Services Worker classifications.

Jesus Rios Jr., Employment Services Supervisor, informed the Commissioners that the Certification and Employment Services unit is continuing to send out eligibility lists as well as processing and fingerprinting new employees. Mr. Rios Jr. thanked staff for their continued efforts to fill vacancies. Mr. Rios Jr. also acknowledged all the Personnel Commission staff for their work with upcoming job fairs.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrator, Construction
2. **RATIFY** job announcement bulletin for Custodian
3. **RATIFY** job announcement bulletin for Environmental Health and Safety Manager
4. **RATIFY** job announcement bulletin for Grounds Crew Supervisor
5. **RATIFY** job announcement bulletin for Grounds Service Manager
6. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant
7. **RATIFY** job announcement bulletin for Mail Delivery Driver
8. **RATIFY** job announcement bulletin for Nutrition Services Manager
9. **RATIFY** job announcement bulletin for Nutrition Services Worker – Catalina Island
10. **RATIFY** job announcement bulletin for Strategic Programs and Policy Development Director
11. **RATIFY** job announcement bulletin for Warehouse Materials Processor
12. **APPROVE** the certification of Educational Research Analyst I eligibility list 22-0022-3301 established 10/26/2021
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0062-0448 established 11/01/2021
14. **APPROVE** the certification of Kids' Club Assistant eligibility list 22-0066-0694 established 11/03/2021
15. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0069-5068 established 10/27/2021
16. **APPROVE** the certification of Recreation Aide eligibility list 22-0087-5255 established 10/11/2021

- 17. **APPROVE** the certification of Recreation Aide eligibility list 22-0093-5255 established 10/28/2021
- 18. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 22-0071-5257 established 10/26/2021
- 19. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 22-0094-5257 established 10/28/2021

Following discussion a motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-11, and approve items 12-19 on the Consent Agenda.

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

OLD BUSINESS None

- NEW BUSINESS
- 1. **APPROVE** the Creation of a New Classification and Reclassification of an Employee – Speech-Language Pathology Assistant – BL Khmer

A motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business Item 1.

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

- 2. **APPROVE** the Revision of a Classification - Accountant

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve New Business Item 2.

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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 18, 2021 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION None

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:26 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

HUMAN RESOURCES TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, December 3, 2021

JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE (8 hours per day). Current vacancies are located at Human Resource Services and Personnel Commission. This eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of complex and technical personnel duties in support of the District's classified or certificated human resources program; coordinate and participate in one or more technical personnel functions; serve as a technical resource for assigned staff in specific functions within classified or certificated units.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school is required. College course work in human resources, business, English, social science or related field is highly desirable.

EXPERIENCE:

Three years of clerical experience in a Human Resources or Personnel office. Experience in a public agency Human Resources or Personnel office is desirable.

OR

One year of experience as a Human Resources Assistant with LBUSD.

OR

Three years of experience with LBUSD at the level of Intermediate Office Assistant.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) 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 of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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.

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.

SALARY RANGE HOURLY:

START: \$22.48
6 MONTHS: \$23.71
1 ½ YEARS: \$25.01
2 ½ YEARS: \$26.39
3 ½ YEARS: \$27.84

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. 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: 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.

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/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0121-3352 JR

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 7

Date: November 18, 2021

Reason for Consideration: Approval

CHILD CARE WORKER

OPEN

22-CCW4-5258

List Valid: 10/12/2021-04/12/2022

Total Applications Received: 20

No. Passed: 18 No. Failed: 1

Total Invited to Exam: 19

No. Withdrew: 0 No. Screened Out: 1

NUTRITION SERVICES WORKER

OPEN

22-0082-5068

List Valid: 11/10/2021-05/10/2022

Total Applications Received: 36

No. Passed: 11 No. Failed: 1

Total Invited to Exam: 25

No. Withdrew: 11 No. Screened Out: 13

RECREATION AIDE

OPEN CONTINUOUS

22-0099-5255

List Valid: 11/09/2021-11/09/2022

Total Applications Received: 31

No. Passed: 24 No. Failed: 0

Total Invited to Exam: 24

No. Withdrew: 0 No. Screened Out: 7

RECREATION AIDE

OPEN CONTINUOUS

22-0108-5255

List Valid: 11/17/2021-11/17/2022

Total Applications Received: 8

No. Passed: 7 No. Failed: 0

Total Invited to Exam: 7

No. Withdrew: 0 No. Screened Out: 1

RECREATION AIDE – KIDS’ CLUB

OPEN CONTINUOUS

22-0100-5257

List Valid: 11/19/2021-11/19/2022

Total Applications Received: 8

No. Passed: 7 No. Failed: 1

Total Invited to Exam: 7

No. Withdrew: 0 No. Screened Out: 0

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: November 18, 2021