

LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
880 Locust Ave.  
Long Beach, California 90813  
REGULAR MEETING AGENDA

Regular Meeting  
March 25, 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 March 11, 2021 1-5
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 Fleet Maintenance Manager (Extended) 6-7
2. **APPROVE** the certification of Custodian – Substitute Work Only eligibility list 21-0066-0139 established on 03/19/2021 8
3. **APPROVE** the certification of Executive Secretary (C) eligibility list 21-0075-0678 established 03/24/2021 8
4. **APPROVE** the certification of Instructional Aide Special eligibility list 21-0011-0448 established 03/09/2021 8
5. **APPROVE** the certification of Interim Director, Long Beach College Promise eligibility list 21-0085-0582 established 03/17/2021 8
6. **APPROVE** the certification of Recreation Aide eligibility list 20-0141-5255 established 03/22/2021 8
7. **APPROVE** the certification of Recreation Aide eligibility list 21-0088-5255 established 03/17/2021 8
8. **APPROVE** the certification of Recreation Aide eligibility list 21-0095-5255 established 03/24/2021 8

- 9. **APPROVE** the certification of Recreation Aide – Catalina Island eligibility list 20-0100-5255 established 03/19/2021 9
- 10. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 21-0079-5257 established 03/19/2021 9
- III. OLD BUSINESS  
None
- IV. NEW BUSINESS
  - 1. **APPEAL** of a Disqualified Applicant ID 23113093 10-29
- V. OTHER ITEMS  
None
- VI. NEXT REGULAR MEETING  
April 8, 2021 at 8:15 a.m. at Marketing and Media Services, 880 Locust Ave., Long Beach, California, 90813
- VII. CLOSED SESSION  
Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment
- VIII. ADJOURNMENT  

In accordance with Governor Newsom’s Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely by telephone. Members of the public may observe the Personnel Commission meeting in real time simulcast by selecting the Video & Multimedia icon at lbschools.net and clicking on the LBSD YouTube channel link. Members of the public may make comments in the meeting by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage at lbschools.net/Departments/Personnel\_Commission/.

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  
 880 Locust Ave.  
 Long Beach, CA 90813

MINUTES  
 Regular Meeting

March 11, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, March 11, 2021 at 8:15 a.m. at 880 Locust Ave., Long Beach, California. The meeting was broadcast on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Sheryl Bender.

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 TELEPHONICALLY PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Gregory Robinson, Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Human Resources Technician, Andrea Armas, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Alejandra Torres, Human Resources Technician; Ashleigh Fernando, Human Resources Assistant, and Aisha Alex, Human Resources Assistant.

GUESTS TELEPHONICALLY PRESENT

Alan Reising, Business Services Administrator; Steven Rockenbach, Director of Employee Relations and Ethics; David Van Westerhuyzen, Maintenance Director; Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Gary Marshall, Multimedia Technology Supervisor; Ruben Sosnowski, Production Specialist/Editor; Appellant 16759608.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of February 25, 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

Kenneth Kato, Executive Officer, informed the Commission that plans are progressing to recognize classified employees during Classified Employee Appreciation week in May. Mr. Kato reported that he had a positive meeting with Commissioner Ulaszewski, Dr. Jill Baker, Superintendent of Schools, and Yumi Takahashi, Chief Business and Financial Officer. Commissioner Ulaszewski mentioned that the Superintendent and Chief Business and Financial Officer were pleased with the availability of eligibility lists and positions being filled for the re-opening of schools. Mr. Ulaszewski thanked staff for all of their work to fill open positions in anticipation of the re-opening of schools.

Greggory Robinson, Personnel Analyst, reported 48 recruitments are in various stages of the examination process. Mr. Robinson shared that Maria Braunstein, Personnel Analyst, was approached by an employee who told her that he was a student in a Long Beach School for Adults Building Maintenance Custodial Services class and thanked Ms. Braunstein for the assistance she provided him with his application. Mr. Robinson stated that this interaction was a great example of the customer service that recruitment and testing staff strive to provide to all stakeholders.

Jesus Rios Jr., Employment Services Supervisor, thanked the recruitment and testing staff for their efficiency to create eligibility lists. Mr. Rios, Jr. reported that Certification staff has been working with sites to fill vacancies in preparation for the re-opening of school sites. Mr. Rios Jr. informed the Commissioners that 708 applications had been received for summer school and thanked staff for their continued efforts assisting applicants.

Susan Leaming, Personnel Analyst, informed the Commission that focus group meetings were completed with employees in the School Safety job family classifications. In total, 13 focus groups were held with 45 employees in the seven classifications involved in the study. The consultants are now in the process of analyzing the information provided by employees in the focus groups and preparing classification recommendations.

Mr. Kato introduced Alan Reising, Business Services Administrator, and David Van Westerhuyzen, Maintenance Director, to the Commissioners. Mr. Kato stated that they were here to answer any of the questions regarding the classifications on the agenda. Mr. Reising spoke regarding the new Maintenance Team Lead classification and the Maintenance Laborer eligibility list and how the new classifications are a part of their ongoing efforts to promote from within and utilize the District's internal resources.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for High School Office Supervisor
2. **RATIFY** job announcement bulletin for Systems Analyst – Oracle
3. **RATIFY** job announcement bulletin for Translator – Interpreter - BL Spanish
4. **APPROVE** the certification of Administrative Secretary eligibility list 21-0057-3339 established 03/04/2021
5. **APPROVE** the certification of Head Start Instructional Aide – Bilingual Spanish eligibility list 21-0054-5235 established 03/01/2021

6. **APPROVE** the certification of Instructional Aide – Educare Bilingual Spanish eligibility list 21-0056-5206 established 03/01/2021
7. **APPROVE** the certification of Instructional Aide Special eligibility list 21-0011-0448 established 03/09/2021
8. **APPROVE** the certification of Maintenance Laborer eligibility list 21-0063-5275 established 03/03/2021
9. **APPROVE** the certification of Recreation Aide eligibility list 21-0086-5255 established 03/10/2021
10. **APPROVE** the certification of Recreation Aide (REVISED) eligibility list 21-0083-5255 established 03/10/2021

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-3 and approve items 4-10 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: Maintenance Team Lead

Following discussion, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, 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>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

2. **APPROVE** the Revision of Classification Specifications – AB413

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, 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>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

3. **APPROVE** the Revision of a Classification – Child Nutrition Specialist

Following discussion, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business Item 3.

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

4. **APPROVE** the Revision of a Classification – Environmental Health and Safety Manager

Following discussion, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business Item 4.

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

5. **APPROVE** the recommendation to remove from eligibility list ID 16759608

Appellant 16759608 was in attendance. The Commission moved New Business Item 5 to closed session.

OTHER ITEMS                      None

NEXT REGULAR MEETING                      The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 25, 2021 at 8:15 a.m. at 880 Locust Ave. Long Beach, California and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.

CLOSED SESSION                      The Personnel Commission retired into closed session at 8:37 a.m. Commissioner Ulaszewski excused himself from the meeting due to a prior commitment.

OPEN SESSION                      The Personnel Commission returned to open session at 9:18 a.m. and the following reportable action was taken:

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to grant the appeal of Applicant ID 16759608.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:19 a.m.

## ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also is a five-time finalist for the prize.

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 72,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The fourth largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Dual Exam 21-0069-0516 ALT



# An Exciting Career Opportunity Awaits You at

## LONG BEACH UNIFIED SCHOOL DISTRICT

# RECRUITMENT EXTENDED FLEET MAINTENANCE MANAGER

**\$87,778 - \$103,068 ANNUALLY**

A handwritten signature in black ink, appearing to read 'G. G. G.', is located at the bottom right of the page.

## JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Fleet Maintenance Manager. Under the general direction of the Transportation Director, plan, coordinate and manage the fleet maintenance activities and related services of the Transportation Department; assure compliance with applicable laws, codes, rules, regulations and safety requirements; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Maintenance, then Fleet Maintenance Manager.

## THE IDEAL CANDIDATE

Successful candidates will have an Associate's degree including coursework in business administration, management, accounting or a related field or completion of a journey-level apprenticeship program in vehicle maintenance.

Additionally, candidates will have five years of journey-level experience in vehicle maintenance and repair involving gasoline, diesel and alternative fueled engines, including one year of experience in a supervisory capacity.

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

## SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Incumbents in this classification must obtain a valid California Class B driver's license with passenger and air brake endorsements within six months of employment. A valid California Class A driver's license is desirable.

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 standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

Under Federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, chemicals and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

## SALARY AND BENEFITS

The annual salary for Fleet Maintenance Manager is \$87,778 to \$103,068, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## OUR QUALIFYING PROCESS

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.

## HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: [http://www.lbschools.net/Departments/Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

A resume will not substitute for the required forms. Completed forms must be received no later than:

**Extended Deadline: 4:30 p.m. Friday, March 26, 2021**

Application Deadline: 4:30 p.m. Thursday, February 11, 2021

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 Personnel Commission. The two years working with 30 children or more in an extended day care or similar recreation program. decision on granting reasonable accommodation will be on a case-by-case basis.

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

[http://www.lbschools.net/Departments/Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

**WE ARE AN EQUAL OPPORTUNITY TITLE VI/MIERIT SYSTEM EMPLOYER**

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 8-9

Date: March 25, 2021

Reason for Consideration: Approval

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**CUSTODIAN – SUBSTITUTE WORK ONLY**

**OPEN CONTINUOUS 21-0066-0139**

List Valid: 03/19/2021-03/19-2022

Total Applications Received: 55

No. Passed: 8                      No. Failed: 3

Total Invited to Exam: 22

No. Withdrew: 11                      No. Screened Out: 33

**EXECUTIVE SECRETARY (C)**

**PROMOTIONAL 21-0075-0678**

List Valid: 03/24/2021-03/24/2022

Total Applications Received: 28

No. Passed: 4                      No. Failed: 8

Total Invited to Exam: 15

No. Withdrew: 3                      No. Screened Out: 13

**INSTRUCTIONAL AIDE SPECIAL**

**OPEN CONTINUOUS 21-0011-0448**

List Valid: 03/09/2021-03/09/2022

Total Applications Received: 118

No. Passed: 8                      No. Failed: 1

Total Invited to Exam: 17

No. Withdrew: 8                      No. Screened Out: 101

**INTERIM DIRECTOR, LONG BEACH COLLEGE  
PROMISE**

**PROMOTIONAL 21-0085-0582**

List Valid: 03/17/2021-03/17/2022

Total Applications Received: 2

No. Passed: 1                      No. Failed: 1

Total Invited to Exam: 2

No. Withdrew: 0                      No. Screened Out: 0

**RECREATION AIDE**

**OPEN CONTINUOUS 20-0141-5255**

List Valid: 03/22/2021-03/22/2022

Total Applications Received: 75

No. Passed: 12                      No. Failed: 0

Total Invited to Exam: 63

No. Withdrew: 51                      No. Screened Out: 12

**RECREATION AIDE**

**OPEN CONTINUOUS 21-0088-5255**

List Valid: 03/17/2021-03/17/2022

Total Applications Received: 12

No. Passed: 10                      No. Failed: 0

Total Invited to Exam: 10

No. Withdrew: 0                      No. Screened Out: 2

**RECREATION AIDE**

**OPEN CONTINUOUS 21-0095-5255**

List Valid: 03/24/2021-03/24/2022

Total Applications Received: 12

No. Passed: 10                      No. Failed: 0

Total Invited to Exam: 10

No. Withdrew: 0                      No. Screened Out: 2

**RECREATION AIDE – CATALINA ISLAND**

**OPEN CONTINUOUS 20-0100-5255**

List Valid: 03/19/2021-03/19/2022

Total Applications Received: 19

No. Passed: 5                      No. Failed: 0

Total Invited to Exam: 14

No. Withdrew: 9                      No. Screened Out: 5

**RECREATION AIDE – KIDS' CLUB**

**OPEN CONTINUOUS 21-0079-5257**

List Valid: 03/19/2021-03/19/2022

Total Applications Received: 23

No. Passed: 20                      No. Failed: 0

Total Invited to Exam: 20

No. Withdrew: 0                      No. Screened Out: 3

CERTIFIED TO BE CORRECT:           Kenneth Kato *KK*           DATE:           March 25, 2021          

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Appeal of a Disqualified Applicant

PAGES: 10-29

Date: March 25, 2021

Reason for Consideration: Restricted Action

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Personnel Commission Rules provide that applicants, candidates or eligible may be disqualified from an examination process for:

4.2.A.18 – “Failure, after due notice, to provide information promptly for review of any of the reasons for rejection contained in this section, or to complete, expand upon, or provide documentation or details necessary for application review or employment processing.”

Staff submits an appeal of an applicant (23113093) as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail and electronic mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.