

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

Regular Meeting
January 28, 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 January 14, 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 Recreation Aide – Kids' Club 5
 - 2. **APPROVE** the certification of Custodian – Substitute Work Only eligibility list 21-0064-0139 established 01/27/2021 6
 - 3. **APPROVE** the certification of Physician Services Technician eligibility list 21-0043-5139 established 01/29/2021 6
- III. OLD BUSINESS
None
- IV. NEW BUSINESS
None
- V. OTHER ITEMS
None
- VI. NEXT REGULAR MEETING
February 11, 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 LBUSD 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

January 14, 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, January 14, 2021 at 8:20 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

Absent Linda Vaughan

STAFF MEMBERS TELEPHONICALLY PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Gregory Robinson, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Senior Administrative Secretary (Acting); Andrea Armas, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Ashleigh Fernando, Human Resources Assistant and Aisha Alex, Human Resources Assistant.

GUESTS TELEPHONICALLY PRESENT

Steve Rockenbach, Director of Employee Relations and Ethics; Gilbert Bonilla Jr, CSEA Chapter 2 President; Enrique Chavez Garcia, CSEA Chapter 2 Vice President–Unit A; Gary Marshall, Multimedia Technology Supervisor; and Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of December 17, 2020.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, recognized Judith Alonso, Human Resources Technician, for temporarily assisting in the Senior Administrative Secretary position. In

addition, Mr. Kato also recognized Ashleigh Fernando, Human Resources Assistant, for serving in this position for the past six months. Mr. Kato informed the Commission that the Senior Administrative Secretary eligibility list is on the agenda and a selection will be made soon to fill the position.

Mr. Kato reported he attended an informative online meeting with the California School Personnel Commissioners Association (CSPCA). Mr. Kato mentioned that the next Merit Academy will be held online with dates being announced soon.

Mr. Kato informed the Commission that he and Alan Reising, Business Services Administrator, held their monthly meeting to discuss vacancies and current examinations. Mr. Kato mentioned that Mr. Reising praised the quality of the candidates on the Assistant Public Information Director eligibility list.

Greggory Robinson, Personnel Analyst, reported that forty-five (45) recruitments are in various stages of the examination process, including sixteen (16) that are accepting applications, fourteen (14) in examination development, five (5) at the testing stage and ten (10) that are being scored. Mr. Robinson also reported that seven (7) recruitments in the last two weeks have closed resulting in seven (7) eligibility lists. Mr. Robinson recognized Recruiting & Testing staff for their continued efforts during the pandemic including their participation in providing suggestions to many challenges, keeping candidates informed of the status of examinations, and adjusting to working remotely.

Jesus Rios Jr., Employment Services Supervisor, recognized Certification staff for their continued efforts in meeting the challenges during this pandemic and processing employment candidates while following safety protocols. Mr. Rios Jr. thanked Information Services for providing staff access to software that allows them to work remotely when necessary. Mr. Rios Jr. mentioned that the online summer school application will be available at the end of the month and recognized Certification staff, as well as Information Services staff, for their efforts to assure the online application system is ready. Mr. Rios Jr. shared that in February he will be a part of an online Vacancy Assignment (VA) training for school sites, a joint venture with the office of Human Resource Services.

Susan Leaming, Personnel Analyst, informed the Commission that work continues on the School Safety job family study. Ms. Leaming explained that she is in the process of scheduling the focus groups with consultants and is continuing to seek Campus Security Officers to volunteer to participate in these meetings.

Kenneth Kato, Executive Officer, introduced Enrique Chavez Garcia as the new CSEA Chapter 2 Vice President–Unit A. Mr. Chavez Garcia shared that he has worked for the Long Beach Unified School District for seven (7) years as an Intermediate Office Assistant – Bilingual and is currently working at Holmes and Riley elementary schools. Commissioner Terence Ulaszewski thanked him and the other CSEA representatives for their service. Mr. Kato informed the Commission that Anthony Kruzic, Heavy Truck Driver, is the new CSEA Chapter 2 Vice President–Unit B.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Fleet Maintenance Manager
2. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish
3. **RATIFY** job announcement bulletin for Kids’ Club Supervisor I, II, III (Extended)
4. **RATIFY** job announcement bulletin for Van Driver – Catalina Island
5. **APPROVE** the certification of Accompanist
6. **APPROVE** the certification of Child Care Worker
7. **APPROVE** the certification of Groundskeeper
8. **APPROVE** the certification of Head Start Instructional Aide
9. **APPROVE** the certification of Instructional Aide – Educare
10. **APPROVE** the certification of Kids’ Club Assistant
11. **APPROVE** the certification of Recreation Aide – Kids’ Club
12. **APPROVE** the certification of Risk Management Technician
13. **APPROVE** the certification of Senior Administrative Secretary

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-4 and approve items 5-13 on the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the revision of a classification: Plant Supervisor – High School

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, 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		

OTHER ITEMS

None

NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 28, 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 8:33 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:52 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:53 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

RECREATION AIDE-KIDS' CLUB

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Current need is for substitutes. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for children enrolled in the Kids' Club program; organize and oversee recreational and playground activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING AND EXPERIENCE:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with children in an instructional, extended day care or similar recreation program is highly desirable.

SPECIAL REQUIREMENTS:

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING ENVIRONMENT:

Playground, indoor and outdoor environment. Evening and varied hours. Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Walking or standing for extended periods of time. Bending at the waist, kneeling or crouching. Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds. Twisting and turning to monitor activities of children. Hearing and speaking to exchange information in person and on the telephone. Dexterity of hands and fingers to operate playground and office equipment. Seeing to monitor activities of children.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

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:

\$14.00

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/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Continuous 5257 JA

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 6

Date: January 28, 2021

Reason for Consideration: Approval

CUSTODIAN – SUBSTITUTE WORK ONLY

OPEN CONTINUOUS

21-0064-0139

List Valid: 01/27/2021-01/27/2022

Total Applications Received: 44

No. Passed: 7

No. Failed: 5

Total Invited to Exam: 18

No. Withdrew: 6

No. Screened Out: 26

PHYSICIAN SERVICES TECHNICIAN

DUAL

21-0043-5139

List Valid: 01/29/2021-01/29/2022

Total Applications Received: 53

No. Passed: 4

No. Failed: 9

Total Invited to Exam: 21

No. Withdrew: 8

No. Screened Out: 32