

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

Regular Meeting
December 2, 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 18, 2021 1-3
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 Administrator, Construction 4-5
2. **RATIFY** job announcement bulletin for Electronics Technician 6-7
3. **APPROVE** the certification of General Counsel eligibility list 22-0086-5294 established 11/30/2021 8
4. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0078-5068 established 11/22/2021 8
5. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0092-5068 established 11/26/2021 8
6. **APPROVE** the certification of Plant Supervisor – High School eligibility list 22-0008-5029 established 11/23/2021 8
7. **APPROVE** the certification of Recreation Aide eligibility list 22-0111-5255 established 11/24/2021 8
8. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 22-0112-5257 established 11/24/2021 8

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| 9. APPROVE the certification of School Safety Officer eligibility list 22-0025-5014 established 11/29/2021 | 8 |
| 10. APPROVE the certification of Senior Reprographics Technician eligibility list 22-0077-5287 established 11/29/2021 | 9 |
| 11. APPROVE the certification of Staff Secretary eligibility list 22-0051-3364 established 11/29/2021 | 9 |
| 12. APPROVE the certification of Strategic Programs & Policy Development Director eligibility list 22-0095-5296 established 12/01/2021 | 9 |

III. OLD BUSINESS

None

IV. NEW BUSINESS

None

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

December 16, 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 18, 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, October 7, 2021 at 8:15 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 Chairperson, Terence Ulaszewski.

ROLL

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

Present: Sheryl Bender
 Terence Ulaszewski

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Mindi Ritter, Senior Administrative Secretary; Judith Alonso, Associate Personnel Analyst (Acting); Anne Follett, Human Resources Technician; Oralia Leyva, Human Resources Technician; Susan Brister, Human Resources Technician; and Lydia Smith, Human Resources Assistant.

GUESTS PRESENT

None

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terry Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of November 4, 2021.

<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, reported he presented at the Personnel Commissions Association of Southern California (PCASC) workshop at the Los Angeles County Office of Education (LACOE) regarding alternative Merit System scoring proposals. Mr. Kato mentioned that there is a legislative proposal by LACOE to move the initiative forward. Mr. Kato explained that this will change the way we present eligibility lists and promotes equity amongst the candidates. Mr. Kato shared the Assembly Bill 438 has passed through the Governor's office changing the process of classified employee lay-offs. Mr. Kato explained that this change will mirror the certificated lay-off process. Mr. Kato mentioned that he along with Dale Culton, Certification Services Manager,

and Jesus Rios Jr., Associate Personnel Analyst, have been attending legal workshops to learn more about the preparation, notification letters, and legal timelines, which need to be observed. Mr. Kato shared that the planning for the Classified Employee Celebration has begun and will be collaborating with Long Beach Education Foundation (LBEF) for electronic donations. The date for the celebration is tentatively scheduled for May 20, 2022 at the Teacher Resource Center. Mr. Kato reported that we had over 447 job fair attendees over the course of the three job fairs, 360 applications were submitted, and testing will follow.

At 8:21 a.m. Commissioner Vaughan arrived.

Maria Braunstein, Personnel Analyst, reported from the job fairs there were 447 attendees over the job fairs held at Pacific Gateway and Long Beach City College. Ms. Braunstein explained that at the Long Beach City College - Pacific Coast Campus job fair had over 400 RSVP with their system, the goal of 200 attendees was successfully reached, and the other registered individuals will be contacted. Ms. Braunstein shared that all the job fairs were successful with increased numbers attended because of the advertising and marketing done by the Office of Multimedia Services and the Communications and Community Engagement department. Ms. Braunstein reported that Jesus Rios Jr., has joined Recruitment and Testing as an Associate Personnel Analyst and another Associate Personnel Analyst will be starting on Monday. Ms. Braunstein introduced our new Human Resources Assistant, Lydia Smith.

Lydia Smith, Human Resources Assistant, shared she is working on her Master's degree in Human Resources. Ms. Smith mentioned that she had worked previously in the hospitality industry.

Dale Culton, Certification Services Manager, shared that with the new vacancy of Employment Services Supervisor, Anne Follett, Human Resources Technician and Oralia Leyva, Human Resources Technician, will be placed on temporary upgrades until the position is filled. Mr. Culton also congratulated Susan Brister, Human Resources Technician, who will be retiring in December, after 24 years of service. Mr. Culton explained with the new Assembly Bill 438, the multiple letters that will need to be sent out may be delivered via USPS Certified mail. Mr. Culton shared that staff continues to certify, fingerprint new candidates, and process new hires.

Mr. Ulaszewski thanked the Personnel Commission team with their successful efforts with the job fairs. Mr. Ulaszewski shared he is pleased of the improvements made from the first job fair to the most recent.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Human Resources Technician
2. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW4-5258 established 10/12/2021
3. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0082-5068 established 11/10/2021

4. **APPROVE** the certification of Recreation Aide eligibility list 22-0099-5255 established 11/09/2021
5. **APPROVE** the certification of Recreation Aide eligibility list 22-0108-5255 established 11/17/2021
6. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 22-0100-5257 established 11/19/2021

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 item 1, and approve items 2-6 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	None
OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, December 2, 2021 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.
CLOSED SESSION	The Personnel Commission retired into closed session at 8:39 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 8:40 a.m. with no reportable actions taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:40 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 is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Hispanic, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts.

LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located 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.

LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

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 and international leader in preparing young men and women for success.

Dual Exam 22-0105-5211 JA

Marie B

RECRUITMENT EXTENDED

P E R S O N N E L C O M M I S S I O N



An Exciting Career Opportunity Awaits You LONG BEACH UNIFIED SCHOOL DISTRICT

ADMINISTRATOR, CONSTRUCTION

\$121,846 - \$143,083 Annually



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 Administrator, Construction. Under administrative direction of the Executive Director, will plan, coordinate, administer and oversee the construction activities and day-to-day operations of the Facilities Development and Planning Branch. In addition, will supervise and evaluate the performance of assigned personnel and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Facilities Development and Planning, then Administrator, Construction.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field. A Master's degree in one of the above-mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired. Additionally, candidates will have four years of management-level experience in construction. Experience in educational construction is preferred.

Any other combination of training and/or experience which demonstrates that an applicant is likely to possess the required skills, knowledge, and abilities may be considered.

SPECIAL REQUIREMENTS:

At the time of appointment, a successful candidate must be in possession of a valid California class C Driver's license, as traveling from one location to another may be required. An applicant 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. An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

SALARY AND BENEFITS:

The annual salary for Administrator, Construction is \$121,846 to \$143,083 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/> The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday - Friday, 8:00 a.m. - 4:30 p.m.

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

Application Deadline: 4:30 p.m. Wednesday, November 17, 2021

EXTENDED DEADLINE: 4:30 P.M., TUESDAY, NOVEMBER 30, 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 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/>
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

ELECTRONICS TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Monday, December 6, 2021

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Current vacancy is located at Information Services. This list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, install, repair, test and service electronic equipment, devices, components and circuits; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school and completion of a recognized apprentice training program of four years duration.

OR

EXPERIENCE:

Four years journey-level installation and repair of electronic equipment and devices.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities, may be considered.

SPECIAL REQUIREMENTS:

(1) Valid Class C California Driver's License. (2) An applicant 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) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law. (4) May be required to travel from one location to another.

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.

June Kim L.

SALARY RANGE HOURLY:

START: \$29.48
6 MONTHS: \$31.10
1 ½ YEARS: \$32.81
2 ½ YEARS: \$34.62
3 ½ YEARS: \$36.52

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

Dual Exam 22-0120-0110 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 case by case basis by the administrator of the Personnel Commission.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 8-9

Date: December 2, 2021

Reason for Consideration: Approval

GENERAL COUNSEL

DUAL

22-0086-5294

List Valid: 11/30/2021-11/30/2022

Total Applications Received: 9

No. Passed: 7 No. Failed: 0

Total Invited to Exam: 7

No. Withdrew: 0 No. Screened Out: 2

NUTRITION SERVICES WORKER

OPEN

22-0078-5068

List Valid: 11/22/2021-05/22/2022

Total Applications Received: 51

No. Passed: 23 No. Failed: 4

Total Invited to Exam: 38

No. Withdrew: 11 No. Screened Out: 13

NUTRITION SERVICES WORKER

OPEN

22-0092-5068

List Valid: 11/26/2021-05/26/2022

Total Applications Received: 58

No. Passed: 22 No. Failed: 12

Total Invited to Exam: 42

No. Withdrew: 8 No. Screened Out: 16

PLANT SUPERVISOR – HIGH SCHOOL

DUAL

22-0008-5029

List Valid: 11/23/2021-11/23/2022

Total Applications Received: 29

No. Passed: 7 No. Failed: 2

Total Invited to Exam: 15

No. Withdrew: 6 No. Screened Out: 14

RECREATION AIDE

OPEN CONTINUOUS

22-0111-5255

List Valid: 11/24/2021-11/24/2022

Total Applications Received: 14

No. Passed: 10 No. Failed: 0

Total Invited to Exam: 10

No. Withdrew: 0 No. Screened Out: 4

RECREATION AIDE – KIDS' CLUB

OPEN CONTINUOUS

22-0112-5257

List Valid: 11/24/2021-11/24/2022

Total Applications Received: 10

No. Passed: 8 No. Failed: 1

Total Invited to Exam: 9

No. Withdrew: 0 No. Screened Out: 1

SCHOOL SAFETY OFFICER

DUAL

22-0025-5014

List Valid: 11/29/2021-11/29/2022

Total Applications Received: 32

No. Passed: 3 No. Failed: 3

Total Invited to Exam: 8

No. Withdrew: 2 No. Screened Out: 24

SENIOR REPROGRAPHICS TECHNICIAN**PROMOTIONAL****22-0077-5287**

List Valid: 11/29/2021-11/29/2022

Total Applications Received: 1

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 0

STAFF SECRETARY**PROMOTIONAL****22-0051-3364**

List Valid: 11/29/2021-11/29/2022

Total Applications Received: 26

No. Passed: 8 No. Failed: 5

Total Invited to Exam: 17

No. Withdrew: 4 No. Screened Out: 9

**STRATEGIC PROGRAMS & POLICY
DEVELOPMENT DIRECTOR****DUAL****22-0095-5296**

List Valid: 12/01/2021-12/01/2022

Total Applications Received: 14

No. Passed: 2 No. Failed: 1

Total Invited to Exam: 3

No. Withdrew: 0 No. Screened Out: 11

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: December 2, 2021