



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, California 90813

October 11, 2012
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
Terry Ulaszewski, Chairperson Present _____
Linda Vaughan, Vice-Chairperson Present _____
Vera Mulkey, Member Present _____
3. PRELIMINARY
 - 3.1 Pledge of Allegiance to the Flag
 - 3.2 Introduction of Guests
4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
5. REPORT FROM THE EXECUTIVE OFFICER
6. HEARINGS
None
7. MINUTES
 - 7.1 Approval of Minutes for September 27, 2012 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action
9. BULLETINS AND TESTING ACTIONS
 - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action
 - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Action
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on October 25, 2012 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
12. CLOSED SESSION
 - 12.1 Appeal of Disqualified Applicant Restricted Action
13. ADJOURNMENT

ACCESS TO PUBLIC DOCUMENTS

Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 999, Atlantic Avenue, Third Floor, Long Beach, CA 90813, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:40p.m.).

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 pursuant to Government Code 54954.2 (a) 1.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for September 27, 2012

PAGES: 7.1.1 – 7.1.4

Date: October 11, 2012

Reason for
Consideration: Action

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, CA 90813

Chairperson Terence Ulaszewski 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

Terence Ulaszewski, Chairperson
Linda Vaughan, Vice-Chairperson
Vera Mulkey, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Susan Leaming, Personnel Analyst
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President.

**HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA**

HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, reported the PCASC (Personnel Commissioner Association of Southern California) has finalized the agenda for the dinner meeting and training session on October 10th. The topics to be discussed are the roles of commissioners and directors in disciplinary hearings and upcoming changes to PERS (Public Employees Retirement System) due to changes in legislation.

Ms. McMahon also provided an update on the two hearings in progress. The first hearing completed its second day of testimony with a decision from the hearing officer expected within six (6) weeks. The second hearing is pending the availability of a witness for both parties.

Susan Leaming, Personnel Analyst, reported CPR and First Aid certification training on October 17th is nearly full. A second day of training is in the planning and scheduling process. Ms. McMahon mentioned that much of the funding for CPR and First Aid certification has come from Special Education as the monies were allocated to the training of the classified employees working with students with special needs. She also mentioned that teachers have showed an interest in attending the training although this is not an option at this time as the funds available to the Personnel Commission for training are reserved for classified employees.

Ms. Leaming provided an update on the status of the Student Services Job Family Study, informing the Commission the study is in the planning stage. Allocation lists identified 79 employees in 38 classifications that are part of the Student Services job family. Staff will be notifying department heads and working on scheduling orientation sessions inviting all 79 employees to participate in the study.

Mary Cates, Human Resources Supervisor, reported staff has fingerprinted 30 BLAST (Better Learning After School Today) mentors. She also reported staff has processed and put assignments on-line for 22 Recreation Aides. Ms. Cates mentioned new regulations are being put in place to assure compliance with State legislation taking affect January 1, 2013, requiring coaches to obtain a "concussion certificate". Valeeta Pharr, CSEA Chapter 2 President, asked if the "concussion certificate" would be required of all coaches. Ms. Cates stated coaches hired after January 1, 2013 will be required to complete the certificate program which costs approximately \$40 dollars. Ms. Cates also provided the final numbers for summer school, stating 970 applications were received and 722 placements were made.

MINUTES

MINUTES

The Commission approved the minutes of the September 13, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Mulkey seconded the motion with the revision to the minutes stating the removal of candidate 8376374 was granted. The motion was carried and approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Ms. McMahon gave an overview of the structure and hierarchy of the Risk Management Department indicating the Risk Management Director position has been vacant since 2008. Ms. McMahon spoke about the proposed new classification and recommended reclassification of existing "management" staff. Ms. Pharr commented that during this time of layoffs an increase in management does not seem appropriate, because due to reductions in staffing everyone is assuming more responsibilities and she does not believe the additional duties equate to a raise, nor is it a good thing to be doing right now. Ms. McMahon stated that the Commission's responsibility is to consider an employees increased responsibility and classify them properly regardless of the level in which they work. Commissioner Ulaszewski asked if the vacant Risk Management Director position is filled will these positions be revisited and adjusted accordingly as the duties may fall back to the director. Ms. McMahon agreed the positions would be reviewed if the director position is filled.

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules. Vice-Chairperson Vaughan moved for approval. The motion was seconded by Commissioner Mulkey and was approved.

CREATE A CLASSIFICATION

Risk Management Insurance Coordinator (Salary Range 48 M2)

RECLASSIFY A POSITION

Incumbent Classification

Site

John Aube	Fr: Workers' Compensation Program Coordinator (Salary Range 46 M2)	Risk Management
	To: Risk Management Insurance Coordinator (Salary Range 48 M2)	Risk Management

REVISE CLASSIFICATION SPECIFICATION AND REALLOCATE SALARY

Risk Management Benefits Coordinator
from Salary Range 46 M2 to Salary Range 48 M2

ABOLISHMENT OF CLASSIFICATION

Workers' Compensation Program Coordinator

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes.

None

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. Commissioner Mulkey moved for approval. The motion was seconded by Vice-Chairperson Vaughan and was approved.

Nutrition Services Worker

Open/Continuous 13-0010-5068

List Valid: 9/24/12 - 9/24/13

Total applications received: 116

Total invited to exam: 99

No. Passed: 46

No. Failed: 9

No. Withdrew: 44

No. Screened Out: 17

OTHER ITEMS

OTHER ITEM

None

NEXT MEETING

NEXT MEETING

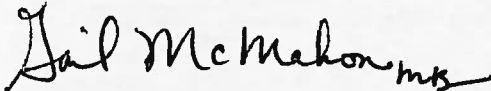
The next regular meeting of the Personnel Commission will be held on Thursday, October 11, 2012, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned the meeting at 8:52 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gail McMahon" followed by a small flourish.

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
 Recommendations

PAGES: 8.1.1- 8.1.6

Date: October 11, 2012

Reason for
Consideration: Action

One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submits the attached classification recommendation for the consideration of the Commission.

REVISION TO A CLASS SPECIFICATION

PAGE

Systems Operator

2



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

October 3, 2012

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to Systems Operator Class Specification

Background and Findings

The Executive Director, Information and Technology Systems recently reviewed the class specification for the Systems Operator classification while initiating recruitment activities and worked with Commission Staff to make minor revisions to the specification. Specifically, references to operating bursting and decollating equipment were removed as that equipment is no longer utilized. In addition, references to maintaining "data" integrity were changed to maintaining "system" integrity.

Attached is a copy of the revised description showing proposed deletions annotated with strikethroughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification for the classification of System Operator

Prepared by:

Approved and Recommended:

Susan Leaming

A.A.-H.

Susan Leaming
Personnel Analyst

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer



PERSONNEL COMMISSION

Class Code: 5111
Salary Range: 25 (C1)

SYSTEMS OPERATOR

JOB SUMMARY

Under general supervision, perform a variety of computer systems operations involved in generating and printing regular and special reports; maintain ~~data-system~~ integrity and prepare backup data files; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Utilize data processing machines and peripheral equipment to generate and print a variety of regular and special reports; schedule production jobs and modify parameters for nightly processing; run scheduled batch jobs. **E**
- Print, separate and distribute reports and special forms in accordance with established timelines; monitor and adjust computer systems and equipment to maximize printing quality and speed; utilize a variety of printers. **E**
- Review completed jobs for completeness; ~~operate bursting and decollating equipment to~~ prepare completed jobs for distribution to appropriate departments; maintain computer system operation records and logs. **E**
- Maintain ~~data-system~~ integrity and prepare backup files in accordance with established procedures; monitor backup up status of servers; maintain library of backup files and send backup tapes to the warehouse as necessary. **E**
- Monitor status of online systems; observe peripheral equipment and error messages displayed on monitors to detect faulty output or machine stoppages. **E**
- Troubleshoot system and equipment malfunctions; contact the Help Desk to create service tickets; provide technical troubleshooting assistance to users concerning system problems. **E**
- Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns. **E**
- Monitor inventory levels of supplies and materials such as paper, printer ribbon, toner, forms and labels; order, receive and maintain inventory of supplies and materials. **E**
- Fold and insert paychecks and direct deposit forms into envelopes for distribution to District employees. **E**
- Clean and perform routine maintenance to equipment as necessary; arrange for major repairs as needed. **E**

- Participate in training sessions and workshops regarding new equipment and procedures; train new operators as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Systems Operator is a skilled operator of a wide variety of data processing equipment at the District's Data Center, serving the entire District. Incumbents perform a variety of computer systems operations involved in generating and printing regular and special reports and running scheduled batch jobs.

EMPLOYMENT STANDARDS

Knowledge of:

Data processing terms, practices and procedures.
Operation and maintenance of computer systems and peripheral equipment.
Scheduling requirements for special projects and production runs.
Data control procedures and data entry operations.
Computer operating and network systems.
Record retrieval and storage systems.
Requirements of maintaining and organizing a magnetic tape library.
Proper methods of storing equipment materials and supplies.
Basic record-keeping techniques.
Basic math.
Oral and written communication skills.
Proper lifting techniques.
Basic inventory methods and practices.

Ability to:

Operate computers and peripheral equipment properly and efficiently.
Process a variety of computer production runs according to detailed instructions.
Detect errors in the material and data being processed.
Perform a variety of computer operation duties to assure the proper and efficient operation of the computer room.
Review and verify input and output data to assure accuracy and efficiency.
Develop and prepare processing schedules for computer operations.
Observe machines in operation, analyze stoppages and take correct actions.
Diagnose and understand reasons for system failures.
Maintain routine records and logs.
Maintain a magnetic tape library.
~~Operate bursting and desollating equipment.~~
Understand and follow oral and written instructions.

Work cooperatively with others.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Meet schedules and timelines.

Education and Training:

Graduation from high school.

Experience:

Two years of experience operating networked computer systems and equipment in a centralized data processing center.

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

WORKING ENVIRONMENT

Office environment.
Constant interruptions.
Noise and dust from computer and printing operations.
Extended viewing of a computer monitor.
Shift work, evening or variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials and view a computer monitor.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Lifting, carrying, pushing or pulling heavy objects weighing up to 50 pounds.
Reaching overhead, horizontally and above the shoulders to retrieve supplies.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

| DATE: 6/14/2007

| Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.2

Date: October 11, 2012

Reason for
Consideration: Action

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Senior Food Production Utility Worker	Dual	13-0027-0478	2



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission/

SENIOR FOOD PRODUCTION UTILITY WORKER - 0478

Final Filing Date: 4:30 p.m., Monday, October 22, 2012.

SALARY RANGE	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS	3 ½ YEARS
MONTHLY:	\$3,093	\$3,262	\$3,442	\$3,631	\$3,830
HOURLY:	\$17.85	\$18.83	\$19.88	\$20.95	\$22.11

JOB INFORMATION: Permanent, 100% Full-time, 12 months position. The current vacancy is located in Nutrition Services.

APPLICATION: Candidates are strongly encouraged to submit applications online via the Personnel Commission website: www.lbschools.net/Main_Offices/Personnel_Commission/. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

JOB SUMMARY: The Senior Food Production Utility Worker serves as a lead over a small Food Production Utility Worker crew at the Nutrition Center, schedules daily run sheets and provides work direction and guidance to assigned staff. Incumbents in this classification perform a variety of general grounds maintenance and complex cleaning and sanitation activities in support of the Nutrition Center and perform touch-up painting work as needed; and other related duties as assigned. Some work at school sites may be performed to support the mission of the department. This work may involve the delivery of food and supplies, moving of furniture and equipment and cleaning and assisting with maintenance of cafeteria equipment. Protective clothing and related safety devices are provided to incumbents and should be worn in accordance with established procedures.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS 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. Coursework or on the job training in large-scale kitchen sanitation methods or equipment operation is desirable.

EXPERIENCE: Two years of experience performing custodial work involving specialized sanitation and cleaning requirements in a large commercial setting. Experience serving in a lead or supervisory capacity is preferred.

SPECIAL: (1) Possession of a valid class C California Driver's License is required at the time of application. (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) Incumbents may be required to travel from one school location to another. (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: 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. 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

Exam 13-0027-0478 th
Dual Examination

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: October 11, 2012

Reason for
Consideration: Restricted Action

Personnel Commission Rule 5.1.A, states that the Personnel Commission Administrator shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. Accordingly staff submits the following eligibility lists for consideration of the Commission:

Campus Security Officer

Dual

13-0003-5011

List Valid: 10/02/12 – 10/02/13

Total applications received: 124

No. Passed: 6

No. Failed: 1

Total invited to exam: 9

No. Withdrew: 2

No. Screened Out: 115

Custodian

Dual

12-0099-0139

List Valid: 9/27/12 - 9/27/13

Total applications received: 500

No. Passed: 141

No. Failed: 38

Total invited to exam: 227

No. Withdrew: 48

No. Screened Out: 273

Head Start Health Manager

Dual

13-0008-0784

List Valid: 10/1/12 – 10/1/13

Total applications received: 6

No. Passed: 1

No. Failed: 0

Total invited to exam: 1

No. Withdrew: 0

No. Screened Out: 5

Head Start Nutrition Manager

Dual

13-0009-0785

List Valid: 10/1/12 - 10/1/13

Total applications received: 23

No. Passed: 1

No. Failed: 2

Total invited to exam: 6

No. Withdrew: 3

No. Screened Out: 17

Mail Delivery Driver – Amended List

Dual

12-0054-0219

List Valid: 3/20/12 – 3/20/13

Total applications received: 118

No. Passed: 21

No. Failed: 27

Total invited to exam: 80

No. Withdrew: 32

No. Screened Out: 38

Nutrition Services Worker

Open/Cont

13-0014-5068

List Valid: 10/4/12 - 10/4/13

Total applications received: 131

No. Passed: 51

No. Failed: 5

Total invited to exam: 105

No. Withdrew: 49

No. Screened Out: 26

Nutrition Services Worker (Amended)

Open/Cont

13-0010-5068

List Valid: 09/24/12 – 09/24/14

Total applications received: 116

No. Passed: 47

No. Failed: 3

Total invited to exam: 99

No. Withdrew: 43

No. Screened Out: 17

CERTIFIED TO BE CORRECT: Dail McMahon ms DATE: 10/4/12

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Appeal of a Disqualified Applicant

PAGES: 12.1.1 – 12.1.26

Date: October 11, 2012

**Reason for
Consideration:** Action

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

Personnel Commission Rule 4.2.A.4 – “Conviction or a plea of guilty or nolo contendere (i.e., I do not wish to contest) in court to a charge or moral turpitude, or any sex offense, or mistreatment of children.”

Staff disqualified an applicant from continuing in the examination process and the individual has appealed this disqualification as detailed in the agenda material.

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

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