

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
May 12, 2016

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Stacey V. Lewis
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of April 28, 2016 1 – 6
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 Warehouse Manager 7-8
2. **RATIFY** job announcement bulletin for Warehouse Supervisor 9-10
3. **APPROVE** the certification of Kids' Club Lead Assistant
16-0090-0515 eligibility list established May 6, 2016 11
4. **APPROVE** the certification of Nutrition Services Supervisor II - Avalon
16-0085-5065 eligibility list established May 3, 2016 11
5. **APPROVE** the certification of Purchasing and Contracts Director
16-0095-0767 eligibility list established May 10, 2016 11
6. **APPROVE** the certification of Staffing Analyst-HRS
16-0091-5195 eligibility list established May 10, 2016 11

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the Adoption of Resolution Regarding Classified Employee Week 12
2. **APPROVE** the recommendation to remove from eligibility list ID 14168795 13-28
3. **APPROVE** the recommendation to remove from eligibility list ID 26755960 29-45

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

May 26, 2016 at 8:15 a.m. in Building B, Room 29

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 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) 1.

**LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713**

**MINUTES
Regular Meeting**

April 28, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, April 28, 2016, at 8:19 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 Stacey V. Lewis.

ROLL

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

Present: **Stacey V. Lewis
Terence Ulaszewski
Linda Vaughan**

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Learning, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Susan Follmuth, Human Resources Technician; Rebecca Orozco, Human Resources Technician; Silaue Taeleffi, Human Resources Technician; and Lissa Kukahiko, Senior Administrative Secretary; Asghar Tootla, Human Resources Assistant.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services and Valeeta Pharr, CSEA Chapter 2 President.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of April 14, 2016.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Stacey V. Lewis	X		
Linda Vaughan			X

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, updated the Commission of the Classified Employee Celebration on May 26, 2016. Mr. Kato reported on the new logo that will be used on all documentation in order to brand the event. District wide Classified Employee of the Year and Personnel Commission Employee of the Year nominations are currently being accepted. Mr. Kato introduced new employee, Asghar Tootla, Human Resources Assistant.

Maria Braunstein, Personnel Analyst reported on 17 current recruitments

and 11 upcoming recruitments. Ms. Braunstein notified the Commission of the continued efforts to work on recruitment strategies, especially for the Avalon sites.

Susan Learning, Personnel Analyst, distributed the new salary schedules to the Commission and notified that it is now posted online. Printed copies will be issued after child care and instructional job study is completed. Ms. Learning also reported that she released 260 preliminary drafts of employee descriptions to all child care instructional job family study employees. Ms. Learning received 30 forms back with feedbacks and 18 forms stating no concerns with the job descriptions.

Dale Culton, Certification Services Manager, updated on Instructional Aide-Special interviews. Mr. Culton reported on 78 vacancy assignments (VA) staff is currently working on with sites.

Mary Cates, Human Resources Supervisor reported she and Judith Lopez attended the K-8 Supervisors Meeting on April 27, 2016. Ms. Cates informed the Commission of the VA LTE Evaluation Forms in which both positive and negative feedback should be provided. Ms. Cates reported on steps being taken when an employee receives 3 or more negative reviews. Ms. Cates will be presenting at the elementary supervisors meeting on May 8, 2016.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 2-12; Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve item 1.

1. **RATIFY** job announcement bulletin for Accounting Manager
2. **RATIFY** job announcement bulletin for ASB Financial Technician
3. **RATIFY** job announcement bulletin for High School Equivalency Examiner-Bilingual Spanish
4. **RATIFY** job announcement bulletin for Instructional Assistant-Intensive Behavioral Treatment
5. **RATIFY** job announcement bulletin for Instructional Assistant-Male Academy
6. **RATIFY** job announcement for Purchasing and Contracts Director
7. **APPROVE** the certification of Campus Security Officer 16-0050-5011 eligibility list established April 19, 2016
8. **APPROVE** the certification of Campus Security Officer 16-0069-5011 eligibility list established April 26, 2016
9. **APPROVE** the certification of Instructional Aide - Special eligibility list established April 19, 2016
10. **APPROVE** the certification of Nutrition Services Supervisor I

16-0077-5064 eligibility list established April 19, 2016

11. **APPROVE** the certification of Nutrition Services Supervisor II
16-0078-5065 eligibility list established April 19, 2016

12. **APPROVE** the certification of Nutrition Services Supervisor III
16-0079-5066 eligibility list established April 19, 2016

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Stacey V. Lewis	X		
Linda Vaughan	X		

OLD BUSINESS

After discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** option 1 for the new recruitment bulletin format.

NEW BUSINESS

Kenneth Kato reviewed the annual Personnel Commission's budget. Mr. Kato noted that the recommended budget for the 2016-2017 fiscal year reflected an increase due to staff increase, the 5% salary increase, the upgrading and maintaining of equipment and implementation of a new online live testing system called OPAC.

Ms. Lewis asked if there were any additional questions or comments from the floor regarding the proposed budget. Valeeta Pharr, CSEA Chapter 2 President, thanked staff for all their hard work.

It was moved by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried unanimously to **APPROVE** the 2016-2017 Personnel Commission budget.

1. **REVIEW** and **APPROVE** Personnel Commission Budget for 2016-2017

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Stacey V. Lewis	X		
Linda Vaughan	X		

After discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the meeting dates for Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

2016

2017

July 7
July 21

January 5
January 19

August 4
August 18

February 2
February 16

September 1
September 15
September 29

March 2
March 16
March 30

October 13
October 27

April 13
April 27

November 10

May 11
May 25

December 8
December 22

June 8
June 22

The regular biweekly meeting of the Personnel Commission on November 24, 2016 is scheduled on a designated holiday. The Commission may elect to hold this meeting on an alternate date.

2. APPROVE Meeting Dates for Personnel Commission 2016 – 2017

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Stacey V. Lewis	X		
Linda Vaughan	X		

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

3. APPROVE the following:

- Create the classification of Educare Family Support Specialist
- Create the classification of Educare Family Support Specialist – BL Spanish
- Create the classification of Instructional Aide – Educare
- Create the classification of Instructional Aide – Educare BL Spanish
- Create the classification of Instructional Aide – Educare BL Khmer
- Allocate the classifications of Educare Family Support Specialist and Educare Family Support Specialist – BL Spanish to salary range 27 C1
- Allocate the classifications of Instructional Aide – Educare BL Spanish and BL Khmer to salary range 10 C1

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Stacey V. Lewis	X		
Linda Vaughan	X		

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

4. APPROVE the following:

- Adopt new classification specification for Nutrition Services Payroll Technician
- Allocate the classification to salary range 22 C1
- Reclassify the incumbent from: Intermediate Accounting Assistant to Nutrition Services Payroll Technician

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Stacey V. Lewis	X		
Linda Vaughan	X		

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 5.

5. APPROVE the following:

Revise the classification specification for Campus Security Officer
 Revise the classification specification for School Safety Communications Operator

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Stacey V. Lewis	X		
Linda Vaughan	X		

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 6.

6. APPROVE the following:

Revise the classification specification for Nutrition Services Projects and Equipment Production Manager

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Stacey V. Lewis	X		
Linda Vaughan	X		

The Commission moved item 7 of New Business to Closed Session.

7. APPROVE the recommendation to remove from eligibility list ID 25495800

OTHER ITEMS

Commissioner Lewis reported her participation as a moderator at Congressman Alan Lowenthal's Empower Youth for middle school children.

Valeeta Pharr, CSEA Chapter 2 President, recognized Karen Moore for her years of service as a bus driver and as a CSEA negotiator.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for May 12, at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 9:22 a.m. to discuss New Business item 7.

OPEN SESSION

The Personnel Commission returned to open session at 9:25 a.m. The following reportable actions were taken:

1. The Commission acted to sustain staff's recommendation to remove candidate 25495800 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but will allow the candidate to reapply after April 2021.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
-----------------------	-------------	-------------	------------------

Terence Ulaszewski
Stacey V. Lewis
Linda Vaughan

X
X
X

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:29 a.m. with the consent of the members.



CLASSIFIED OPEN/PROMOTIONAL EMPLOYMENT OPPORTUNITY

WAREHOUSE MANAGER

FINAL FILING DATE:

4:30 p.m., Tuesday, May 24, 2016

Applications Accepted: May 17, 2016 – May 24, 2016

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at the Purchasing Branch Warehouse.

JOB SUMMARY:

Under general direction, plan, organize and manage the operations and activities of the District's centralized warehouse or Nutrition Center warehouse; assure warehouse activities meet site needs and distribution timelines; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate's degree including coursework in logistics, business administration, public administration or a related field.

EXPERIENCE:

Four years of experience receiving, inspecting, storing and shipping general stores and equipment including two years in a supervisory or managerial capacity. Experience working with food items is desirable.

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

SPECIAL REQUIREMENTS:

- (1) Possession of a valid Class C California Driver's license is required at the time of appointment and evidence of a safe driving record is required.
- (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) Valid Forklift Operator Certification at time of appointment.

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: \$40.16
6 MONTHS: \$42.37
1 ½ YEARS: \$44.70
2 ½ YEARS: \$47.16

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. This is an open/promotional recruitment with promotional taking precedence. There will be two eligibility lists established: one list for promotional (In-house) candidates and a second list for open (outside) candidates.

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/Promo Exam 16-0104-0301 OL

LBUSD employees, please see reverse side for
important information.

Maria Branstetter

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.



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

WAREHOUSE SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Tuesday, May 24, 2016

Applications Accepted: May 17, 2016 – May 24, 2016

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at the Purchasing Branch Warehouse.

JOB SUMMARY:

Under general direction, plan, organize, oversee and participate in the operations and activities of the District's centralized warehouse or a large departmental warehouse; assure warehouse activities meet site needs and distribution timelines; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Three years of experience receiving, inspecting, storing and shipping general stores and equipment. Experience in a lead or supervisory capacity is highly preferred.

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

SPECIAL REQUIREMENTS:

- (1) Possession of a valid Class C California Driver's license is required at the time of appointment and evidence of a safe driving record is required.
- (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) Valid Forklift Operator Certification at time of appointment.
- (4) Incumbents assigned to the District's central warehouse must successfully complete an Occupational Safety and Health Administration (OSHA) Forklift Operator Trainer course within six months of employment.

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: \$28.22
6 MONTHS: \$29.78
1 ½ YEARS: \$31.41
2 ½ YEARS: \$33.14

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) 435-6708
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

Promo Exam 16-0103-0300 OL

LBUSD employees, please see reverse side for
important information.

Maria Braunstein

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.

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 11

Date: May 12, 2016

Reason for
Consideration: Approval

Kids' Club Lead Assistant

Dual

16-0090-0515

List Valid: 5/06/16 – 05/06/17

Total applications received: 77

Total invited to exam: 15

No. Passed: 7

No. Failed: 7

No. Withdrew: 1

No. Screened Out: 62

**Nutrition Services Supervisor II-
Avalon**

Dual

16-0085-5065

List Valid: 5/03/16 – 5/03/17

Total applications received: 9

Total invited to exam: 6

No. Passed: 2

No. Failed: 0

No. Withdrew: 4

No. Screened Out: 3

Purchasing and Contracts Director

Promotional

16-0095-0767

List Valid: 5/10/16 – 5/10/17

Total applications received: 1

Total invited to exam: 1

No. Passed: 1

No. Failed: 0

No. Withdrew: 0

No. Screened Out: 0

Staffing Analyst-HRS

Dual

16-0091-5195

List Valid: 5/10/16 – 5/10/17

Total applications received: 3

Total invited to exam: 1

No. Passed: 1

No. Failed: 0

No. Withdrew: 0

No. Screened Out: 2

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: May 5, 2016

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Adoption of Resolution regarding
Classified School Employee Week

PAGE: 12

Date: May 12, 2016

**Reason for
Consideration:** Approval

**RESOLUTION
CLASSIFIED SCHOOL EMPLOYEE WEEK**

- WHEREAS,** classified school employees provide valuable services to the schools and students of the merit system districts of California; and
- WHEREAS,** classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and
- WHEREAS,** classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS,** classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and
- WHEREAS,** the Chapter II of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and
- WHEREAS,** the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and
- WHEREAS,** the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it
- RESOLVED,** that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 15-21, 2016 as **CLASSIFIED SCHOOL EMPLOYEES WEEK.**

Stacey Lewis
Chairperson

Linda Vaughan
Vice-Chairperson

Terry Ulaszewski
Member

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Removal from Eligibility List

PAGES: 13-28

Date: May 12, 2016

**Reason for
Consideration: Restricted Action**

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

4.2.A.6 – “Presently continuing to serve a judicially imposed sentence including probationary period for conviction, unless the District waives this subsection.”

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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.

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Removal from Eligibility List

PAGES: 29-45

Date: May 12, 2016

**Reason for
Consideration:** Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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.