

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

MEETING AGENDA

**Regular Meeting
Building B, Room 29
March 17, 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 March 3, 2016 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 Kids' Club Lead Assistant 4 – 5
2. **RATIFY** job announcement bulletin for Kids Club Supervisor I, II, and III 6 – 7
3. **APPROVE** the certification of Grounds Equipment Operator II 16-0048-0176 eligibility list established February 24, 2016 8

III. OLD BUSINESS

IV. NEW BUSINESS

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

March 31, 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
2. New bulletin formats

VIII. ADJOURNMENT

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

**MINUTES
Regular Meeting**

March 3, 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, March 3, 2016, 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 Stacey V. Lewis.

ROLL

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

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

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Adriana Araujo, Staff Secretary; Angela Stenberg, Human Resources Technician; Oralia Leyva, Human Resources Technician; Susan Brister, Human Resources Technician; Judith Lopez, Human Resources Technician; Anne Follett, Human Resources Technician; and Sllaue Taeleffi, Human Resources Technician.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of February 18, 2016.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Commissioner Linda Vaughn was in attendance at 8:20 a.m.

Kenneth Kato, Executive Officer, announced the Classified Employee Celebration is scheduled for Thursday, May 26, 2016. He also reported on the California School Personnel Commissioners Association (CSPCA) annual conference which was held February 25-28, 2016 which was very successful with approximately 250 people in attendance.

Shristie Nair, Personnel Analyst, reported the Recruitment and Testing staff is currently working on 25 recruitments in various stages of the process.

Susan Learning, Personnel Analyst, reported 120 Classified employees will be attending the CPR training to be held on March 4, 2016.

Dale Culton, Certification Services Manager, reported Certification and Human Resources Services are going to be meeting with vendors for new fingerprinting machines.

Mary Cates, Human Resources Supervisor, reported Mr. Culton and she attended a clerical staff training where they presented on the proper way to submit vacancy assignments using LYNX. Ms. Cates updated the Commission on Extended School Year (ESY)/Summer applications. The deadline for submitting ESY/Summer applications is March 18, 2016 and so far there have been 533 applications submitted.

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 1-5.

1. **RATIFY** job announcement bulletin for Nutrition Services Worker (Avalon)
2. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II (Avalon)
3. **APPROVE** the certification of Grounds Equipment Operator I 16-0048-0175 eligibility list established February 24, 2016
4. **APPROVE** the certification of Instructional Warehouse Assistant 16-0061-3353 eligibility list established March 3, 2016
5. **APPROVE** the certification of School Data Technician 16-0063-3360 eligibility list established March 7, 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

None

NEW BUSINESS

The Commission moved items 1 through 2 of New Business to Closed Session.

1. **APPROVE** the recommendation to remove from eligibility list ID 23363303
2. **APPROVE** the recommendation to remove from eligibility list ID 10435389

OTHER ITEMS

Commissioner Linda Vaughan gave her compliments to the CSPCA annual conference as one of the best she has attended, seconded by Commissioner Ulaszewski.

Commissioner Terence Ulaszewski complimented Mr. Kato and the staff who attended the CSPCA annual conference for representing the District well. Commissioner Ulaszewski noted for the record that, although Commissioner Vaughan and he attended this CSPCA annual conference, no District business was discussed and no decisions or actions were taken.

Commissioner Stacey Lewis reported the Port of Long Beach Summer High School Internship Program is now closed. Commissioner Lewis announced other internship opportunities with the City of Long Beach for individuals within the age range of 17 – 25 years. Commissioner Lewis also congratulated Mr. Kato for being accepted into the prestigious Executive Leadership training program.

Valeeta Pharr, CSEA Chapter 2 President, reported that CSEA is now accepting membership applications online on the CSEA website.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for March 17, 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 8:32 a.m. to discuss New Business items 1 through 2.

OPEN SESSION

The Personnel Commission returned to open session at 9:17 a.m. The following reportable actions were taken:

1. The Commission acted to sustain staff's recommendation to remove candidate 23363303 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after October 7, 2017. They instructed the Executive Officer to notify the applicant of the decision.
2. The Commission acted to sustain staff's recommendation to remove candidate 10435389 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after June 2017. They instructed the Executive Officer to notify the applicant of the decision.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:20 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL
DISTRICT

Stacey V. Lewis, Chairperson

Kenneth Kato, Executive Officer



Classified Employment Opportunity

APPLY TO:
Personnel Commission, Long Beach Unified School District
4400 Ladoga Ave., Lakewood, CA 90713 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS
<http://www.lbschools.net/Departments/Personnel Commission/>

KIDS' CLUB LEAD ASSISTANT – 0515

Final Filing Date: 4:30 p.m., Thursday, March 24, 2016

| <u>SALARY RANGE</u> | <u>START</u> | <u>6 MONTHS</u> | <u>1 ½ YEARS</u> | <u>2 ½ YEARS</u> | <u>3 ½ YEARS</u> |
|---------------------|--------------|-----------------|------------------|------------------|------------------|
| MONTHLY: | \$2,549 | \$2,690 | \$2,837 | \$2,994 | \$3,159 |
| HOURLY: | \$14.71 | \$15.52 | \$16.37 | \$17.28 | \$18.23 |

JOB INFORMATION: Eligibility list is being created to fill future vacancies as they occur.
Kids Club is designed to provide before and after school child care during the operating hours of 6:30 am to 6:30 pm, Monday through Friday.

APPLICATION: Candidates are strongly encouraged to submit applications online via the Personnel Commission website at www.lbschools.net/Departments/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: Under immediate supervision participate in the planning, organizing and facilitating of the activities and functions of an assigned Kids Club program (day care); and perform related duties as assigned.

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 supplemented by completion of 12 units in Early Childhood Education or a related field. A higher degree in education or a related field is desirable. **Unofficial transcripts must be attached at time of application.**

EXPERIENCE: Two years experience working in a large, extended day environment with school-age children (over 30 students at a site during the same time period) is required.

WORKING CONDITIONS: School classroom, learning center play ground environment. Active participation in games and related physical development activities with children.

SPECIAL:

- (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.
- (2) 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 16-0090-0515 SF

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.



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www.lbschools.net/Main_Offices/Personnel_Commission/

KIDS CLUB SUPERVISOR I - 3266
KIDS CLUB SUPERVISOR II - 3267
KIDS CLUB SUPERVISOR III - 3268
 Final Filing Date: 4:30 p.m., Thursday, March 24, 2016.

JOB INFORMATION: Eligibility list is being created to fill future vacancies as they occur.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

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

MINIMUM TRAINING REQUIREMENT: Associates of Arts degree including 12 units in courses related to children. A bachelor's degree in education or related field or possession of a California Teaching Credential is desirable. Copy of degree and unofficial transcripts must be attached at time of application. Any combination of experience and education that could likely provide the required knowledge and abilities may be considered.

| KIDS CLUB SUPERVISOR I - 3266 | | | | |
|--------------------------------------|---------------------|------------------------|-------------------------|-------------------------|
| SALARY RANGE: | <u>START</u> | <u>6 MONTHS</u> | <u>1 ½ YEARS</u> | <u>2 ½ YEARS</u> |
| MONTHLY: | \$3,438 | \$3,627 | \$3,827 | \$4,036 |
| HOURLY: | \$18.84 | \$20.93 | \$22.08 | \$23.29 |

JOB SUMMARY: Under general supervision, plan, organize and supervise the operation of an assigned Kids Club Program (day care) and assigned personnel; allocated to program/sites with 50 children or less and supervision of a support staff of six or less employees; perform related duties as assigned.

MINIMUM EXPERIENCE: Three years experience as an instructional aide or related work experience involving direct contact with students in a school or child care environment is required, preferably including some lead or supervisory responsibilities.

| KIDS CLUB SUPERVISOR II - 3267 | | | | |
|---------------------------------------|---------------------|------------------------|-------------------------|-------------------------|
| SALARY RANGE: | <u>START</u> | <u>6 MONTHS</u> | <u>1 ½ YEARS</u> | <u>2 ½ YEARS</u> |
| MONTHLY: | \$3,629 | \$3,829 | \$4,040 | \$4,261 |
| HOURLY: | \$22.94 | \$22.09 | \$23.31 | \$24.59 |

JOB SUMMARY: Under general supervision, plan, organize and supervise the operation of an assigned Kids Club Program (day care) and assigned personnel; allocated to three to five individual program/sites with 50 to 90 children and supervision of a support staff of seven to twelve employees; perform related duties as assigned.

MINIMUM EXPERIENCE: Three years experience as an instructional aide or related work experience involving direct contact with students in a school or child care environment is required including one year of supervisory experience in an extended day program of over 50 students/children with a comprehensive theme-based curriculum.

| KIDS CLUB SUPERVISOR III - 3268 | | | | |
|--|---------------------|------------------------|-------------------------|-------------------------|
| SALARY RANGE: | <u>START</u> | <u>6 MONTHS</u> | <u>1 ½ YEARS</u> | <u>2 ½ YEARS</u> |
| MONTHLY: | \$3,833 | \$4,042 | \$4,265 | \$4,500 |
| HOURLY: | \$22.11 | \$23.32 | \$24.61 | \$25.97 |

JOB SUMMARY: Under general supervision, plan, organize and supervise the operation of an assigned Kids Club Program (day care) and assigned personnel; allocated to five or more individual program/sites with over 90 children and supervision of a support staff of over twelve employees; perform related duties as assigned.

MINIMUM EXPERIENCE: Three years experience as an instructional aide or related work experience involving direct contact with students in a school or child care environment is required including two years of supervisory experience in an extended day program of over 90 students/children with a comprehensive theme-based curriculum.

SPECIAL: (1) Some positions in these classifications may require the use of a personal automobile and possession of a valid California C driver's license.

SELECTION PROCEDURE: The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; an occupational written examination and a qualifications appraisal interview 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 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.

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LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 8

Date: March 17, 2016

Reason for
Consideration: Approval

Grounds Equipment Operator II

Dual

16-0048-0176

List Valid: 3/14/16 – 3/14/17

Total applications received: 48

Total invited to exam: 17

No. Passed: 6

No. Failed: 6

No. Withdrew: 5

No. Screened Out: 31

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: March 11, 2016