

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

MEETING AGENDA

Regular Meeting  
Building B, Room 29  
June 23, 2016

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Terence Ulaszewski
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 June 9, 2016 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Executive Secretary 5-6
2. **RATIFY** job announcement bulletin for Laborer (Temporary Positions) 7-8
3. **RATIFY** job announcement bulletin for Research Office Technician 9-10
4. **APPROVE** the certification of ASB Financial Technician 16-0093-0751 eligibility list established June 13, 2016 11
5. **APPROVE** the certification of School Safety Officer 16-0086-5014 eligibility list established June 24, 2016 11

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the following:  
Child Care and Instructional Job Family Study Final Report 12

V. OTHER ITEMS

**VI. NEXT REGULAR MEETING**

**July 7, 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**

**June 9, 2016**

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, June 9, 2016, at 8:20 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 Terence Ulaszewski.

**ROLL**

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

Present:            Terence Ulaszewski  
                          Linda Vaughan  
                          Stacey Lewis

**STAFF MEMBERS  
PRESENT**

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Angela Stenberg, Human Resources Technician; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Susan Follmuth, Human Resources Technician; Oralia Leyva, Human Resources Technician; Judith Lopez, Human Resources Technician; Rebecca Orozco, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; Lissa Kukahiko, Senior Administrative Secretary; Adriana Araujo, Staff Secretary; William Nelson, Custodian; and Asghar Tootla, Human Resources Assistant.

**GUESTS**

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Carmen Flores, Migrant Education Recruiter; and Ignacio Flores, Grounds Equipment Operator I.

**MINUTES OF  
REGULAR MEETING  
APPROVED**

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of May 26, 2016.

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

**RECEIVE  
CORRESPONDENCE**

None

**PUBLIC HEARD**

None

**REPORT FROM  
EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, reported on items from the Board of Education meeting on June 6, 2016 including new administrative assignments at the school sites, the 2016-2017 LBUSD proposed budget, the 2016-2017 Facility Master Plan, and the Local Control and Accountability Plan.

Mr. Kato informed the Commission that the artwork hanging in the Personnel Commission office hallways was provided by Lakewood High School students. The artwork will be periodically rotated as new artwork is provided from other schools. Creating the rotating art gallery was the idea of Dale Culton, Certification Services Manager.

Mr. Kato announced the Classified Employee Celebration held on May 26, 2016 was a success and approximately 650 employees attended the event. Ninski Menchavez, a custodian from Tincher and Fernando Nieves, a custodian from MacArthur were announced as the Classified Employees of the Year.

Shristie Nair, Personnel Analyst, reported on recruitment activities and mentioned many recruitments are in progress and three recruitments are scheduled to open soon.

Dale Culton, Certification Services Manager, reported that Mary Cates, Human Resources Supervisor, and staff continue to work on summer school assignments.

Susan Leaming, Personnel Analyst, reported on the Child Care and Instructional Job Study. The study will be presented to the Commission on June 23, 2016.

**CONSENT AGENDA**

A motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 1-9.

1. **RATIFY** job announcement bulletin for Facilities Project Manager-Planning
2. **RATIFY** job announcement bulletin for Instructional Assistant-Parent Resources Center / Bilingual Spanish
3. **RATIFY** job announcement bulletin for Nutrition Services Projects and Equipment Production Manager
4. **RATIFY** job announcement bulletin for Nutrition Services Worker
5. **RATIFY** job announcement bulletin for Purchasing Agent - Revised

- 6. **RATIFY** job announcement bulletin for Risk Management Benefits Coordinator
- 7. **APPROVE** the certification of High School Equivalency Examiner - BL Spanish
- 8. **APPROVE** the certification of Instructional Assistant - Intensive Behavioral Treatment 16-0094-5035 eligibility list established June 06, 2016
- 9. **APPROVE** the certification of Instructional Assistant - Male Academy 16-0097-5199 eligibility list established June 01, 2016

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

**OLD BUSINESS**

None

**NEW BUSINESS**

Following discussion, a motion was made by Ms. Vaughan seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 1.

- 1. **APPROVE** the following:  
 Revise the classification specification and title for Administrator, Construction  
 Revise the classification specification and title for Administrator, Facilities, Development and Planning

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

Following discussion, Mr. Kato presented service year pins to the Commission employees that have served 10, 15, 20, and 25 years with the Long Beach Unified School District. The Personnel Commission recognizes one of its staff members annually as the Personnel Commission Employee of the Year. Mr. Kato gave accolades and announced the Personnel Commission Employee of the Year, Judith Lopez, Human Resources Technician.

- 2. **Announce** the Personnel Commission Employee of the Year

**OTHER ITEMS**

Ignacio Flores, Ground Equipment Operator I, requested clarification on the transfer process. Staff responded by explaining the transfer process to Mr. Flores.

Commissioner Ulaszewski reported the Most Inspiring Students celebration was a great event. Mr. Ulaszewski also thanked all employees who

participated in the success of the Classified Employee Celebration.

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for July 7, at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

**CLOSED SESSION**

None

**ADJOURNMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 8:52 a.m. with the consent of the members.



# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

## EXECUTIVE SECRETARY

### FINAL FILING DATE:

4:30 p.m., Thursday, July 7, 2016

### REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

### JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at the High School Office.

### JOB SUMMARY:

Under the direction of an Executive staff-level administrator, such as an Assistant Superintendent, perform complex and confidential secretarial and administrative support duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and coordinate flow of communications and information for the assigned administrator; train and evaluate the performance of assigned personnel; and perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

#### EXPERIENCE:

Five years of secretarial or administrative support experience including one year in a supervisory capacity or one year of experience at the level of Administrative Secretary with the Long Beach Unified School District.

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

#### SPECIAL REQUIREMENTS:

- (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Driver's license.
- (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**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

### SALARY RANGE HOURLY:

START: \$29.00  
6 MONTHS: \$30.59  
1 ½ YEARS: \$32.28  
2 ½ YEARS: \$34.05

### 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.

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VI/MERIT SYSTEM EMPLOYER

Promo Exam 16-0123-0678 SF

LBUSD employees, please see reverse side for  
important information.

*Yun ...*

**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

## LABORER (TEMPORARY POSITIONS)

### FINAL FILING DATE:

4:30 p.m., Friday, June 28, 2016

Applications Accepted: June 8, 2016 – June 28, 2016

### JOB INFORMATION:

This recruitment is for temporary assignments only between June 29 through August 26.

This is a promotional only recruitment and is open to employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" **AND** who meet the education and experience requirements are eligible to compete.

### JOB SUMMARY:

Under general supervision, to assist in the collection of refuse at District sites; to drive a District vehicle for pick-up and delivery of materials, equipment and other items; to perform semi-skilled or unskilled tasks in the automotive repair shop; and to perform related duties as required.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to completion of the eighth grade.

#### EXPERIENCE:

Six months experience in general labor requiring physical work.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledges and 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) Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law.

**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:

\$19.72 - \$24.43

### APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. 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.

### 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.

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VII/MERIT SYSTEM EMPLOYER**

LBUSD employees, please see reverse side for  
important information

Promo 16-0121-0204 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.*

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## RESEARCH OFFICE TECHNICIAN

### FINAL FILING DATE:

4:30 p.m., Tuesday, June 28, 2016

Applications Accepted: June 8, 2016 – June 28, 2016

### JOB INFORMATION:

Permanent 10 month flex position. Position is a 100% FTE (8 hours per day). The current vacancy is located in the department of Research, Planning, Evaluation and School Improvement.

### JOB SUMMARY:

Under general supervision, perform duties in support of the preparation, scanning, processing and gathering of information for reports on student demographics and performance; assist in test distribution and collections at both the Research central office and offsite warehouse facility; assure demographic and test data are verified, corrected and reported according to established procedures and time lines; compile test scores and data for special reports and statistical analysis; develop queries to gather and extract data and to generate reports; and perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level coursework in psychology, statistics or a related field.

#### EXPERIENCE:

Three years of clerical experience including one year in a social research or educational institution performing testing, statistical computations and data compilation work.

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

#### SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (3) 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.

**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

### SALARY RANGE HOURLY:

START: \$20.81  
6 MONTHS: \$21.96  
1 ½ YEARS: \$23.17  
2 ½ YEARS: \$24.45  
3 ½ YEARS: \$25.80

### 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.

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 16-0109-0433 RO

LBUSD employees, please see reverse side for  
important information.

Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 11

Date: June 23, 2016

Reason for  
Consideration: Approval

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**ASB Financial Technician**

**Dual**

**16-0093-0751**

List Valid: 6/13/16 – 06/13/17

Total applications received: 66

Total invited to exam: 48

No. Passed: 10      No. Failed: 30

No. Withdrew: 8      No. Screened Out: 18

**School Safety Officer**

**Dual**

**16-0086-5014**

List Valid: 6/24/16 – 06/24/17

Total applications received: 93

Total invited to exam: 22

No. Passed: 12      No. Failed: 0

No. Withdrew: 10      No. Screened Out: 71

CERTIFIED TO BE CORRECT:     Kenneth Kato     DATE:     June 17, 2016

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT:** Child Care and Instructional Job  
Family Study

**PAGE:** 12

**Date:** June 23, 2016

**Reason for  
Consideration:** Approval

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**Personnel Commission staff submits the following classification study for consideration of the Commission.**

*Because of quantity of duplicating materials involved in copying these pages, distribution has been limited. Copies of specific classification specifications will be provided upon request.*