

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
June 7, 2018

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order – Linda Vaughan
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 May 24, 2018 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 Custodian 5-6
2. **APPROVE** the certification of Instructional Aide - Special 18-0093-0448 eligibility list established June 04, 2018 7

III. OLD BUSINESS

IV. NEW BUSINESS

1. **ANNOUNCE** Personnel Commission staff for years of service
2. **ANNOUNCE** the Personnel Commission Employee of the Year

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

June 21, 2018 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

May 24, 2018

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, May 24, 2018 at 8:16 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 Linda Vaughan.

ROLL

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

Present: Linda Vaughan
Stacey V. Lewis
Terence Ulaszewski

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Shristie Nair, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; Susan Brister, Human Resources Technician; Anne Follett; Susan Follmuth, Human Resources Technician; Oralia Leyva, Human Resources Technician; Judith Lopez, Human Resources Technician; Angela Stenberg, Human Resources Technician; Asghar Tootla, Human Resources Technician; Andrea Armas, Human Resources Assistant.

GUESTS

Matthew Woods, Executive Director, Information and Technology Systems; David Zaid, Director of Employee Relations and Community Engagement; Valeeta Pharr, CSEA Chapter 2 President; James Kruse, CSEA Chapter 2 Vice President-Unit A; Chester Davidson, CSEA Chapter 2 Vice President-Unit B and Eric Larsen, Sign Maker, Maintenance.

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 May 10, 2018.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE
OFFICER

Kenneth Kato, Executive Officer, reported that he attended the Most Inspiring Student Awards on May 10, 2018 at the Long Beach Hilton. Mr. Kato was impressed with the Millikan High School's "The Vocal Group".

Mr. Kato reported on the resolution to recognize the Classified School Employee Week at the Board of Education meeting on May 16, 2018.

Mr. Kato reported on the New Employee Orientation on May 17, 2018. Mr. Kato informed the Commission the program is receiving positive evaluations.

Mr. Kato bid farewell to Shristie Nair, Personnel Analyst, as she has accepted a position with Oxnard Unified School District.

Maria Braunstein, Personnel Analyst, extended her appreciation to the Mr. Kato for allowing her to participate in the New Employee Orientation. Ms. Braunstein reported on current recruitment and testing activities. Ms. Braunstein would like to thank the recruitment and testing staff for all their hard work.

Dale Culton, Certification Services Manager, updated the Commission on the status of vacancies. Mr. Culton thanked staff members Anne Follett, Human Resources Technician and Susan Brister, Human Resources Technician for all their hard work during the end of the school year.

GENERAL
COMMUNICATIONS
#8

Recognition of Commissioner Stacey V. Lewis in the Long Beach Unified School District's Personnel Commission

Ms. Lewis gave her farewell remarks and thanked the Commissioners for establishing relationships during her years as a Commissioner.

Mr. Ulaszewski thanked Ms. Lewis for her service with the Personnel Commission and extended well-wishes to Ms. Lewis.

Mr. Kato read a summary of a Commissioners requirements from the Long Beach Unified School District's Personnel Commission Rules and Regulations and presented Ms. Lewis with an appreciation plaque.

CONSENT AGENDA

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-8.

1. **APPROVE** the certification of Nutrition Services Supervisor I 18-0077-5064 eligibility list established May 23, 2018
2. **APPROVE** the certification of Nutrition Services Supervisor II 18-0078-5065 eligibility list established May 23, 2018
3. **APPROVE** the certification of Nutrition Services Supervisor III 18-0079-5066 eligibility list established May 23, 2018
4. **APPROVE** the certification of Senior Office Assistant 18-0086-0677 eligibility list established May 24, 2018

- 5... **APPROVE** the certification of Senior Office Assistant – Schools 18-0088-3363 eligibility list established May 24, 2018
6. **APPROVE** the certification of Senior Office Assistant – BL Spanish 18-0087-5089 eligibility list established May 24, 2018
7. **APPROVE** the certification of Senior Office Assistant Schools – BL Spanish 18-0089-5091 eligibility list established May 24, 2018
8. **APPROVE** the certification of Telecommunications Technician 18-0068-3309 eligibility list established May 23, 2018

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the following:
 Adopt the revised classifications of:
 Behavior Intervention Assistant
 Behavior Intervention Supervisor
 Behavior Intervention Manager

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

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

2. **DISCUSS** the Classified Employee Celebration

Mr. Kato explained that the Classified Employee Celebration is an annual celebration in order to recognize the many contributions departmental and school site classified staff make towards student achievement. The celebration is coordinated by a committee of volunteers and financial support is through a variety of personal and private donations.

Mr. Kato updated the Commission that the Classified Employee of the Year will be announced during the celebration and recognized at the Board of Education meeting on June 20, 2018.

Ms. Vaughan extended to everyone a happy Classified School Employee Week.

3. **DISCUSS** the Personnel Commission Employee of the Year

Mr. Kato explained that the Personnel Commission Employee of the Year will be announced in June. This recognition provides staff members the opportunity to receive recognition for their commitment to excellence and exemplary service. Each year, the recipient of the award will receive a plaque and his/her name added to the permanent Personnel Commission plaque displayed in the Commission Office.

4. Annual Election of Officers per P.C. Rule 2.6

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, to open nominations for Business Item 4.

Following discussion, the Commission elected Linda Vaughan to serve as Chairperson and Terence Ulaszewski as Vice Chairperson.

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski to close nominations and the motion carried with a unanimous vote of those present for New Business Item 4.

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

OTHER ITEMS

Mr. Kato announced the Personnel Commissioner recruitment is in process. The recruitment closes at 4:30 p.m. on June 8, 2018.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 7, 2018 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 8:49 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:58 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:00 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN

FINAL FILING DATE:

4:30 p.m. Tuesday, June 12, 2018
Applications Accepted May 31, 2018 – June 12, 2018.

TENTATIVE WRITTEN EXAM DATES:
THURSDAY, JUNE 28, 2018 AND FRIDAY, JUNE 29, 2018

JOB INFORMATION:

Current need is for substitute Custodians. Eligibility list may be used to fill future vacancies as they occur.

JOB SUMMARY:

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience.

OR:

Proof of enrollment in or successful completion of the Building Maintenance/Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and experience.

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

SPECIAL REQUIREMENTS:

(1) Positions assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule. (3) Accepting employment in a permanent (non substitute) position in this classification requires the individual to either join the union and pay union dues or pay the union an agency fee.

WORKING ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

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.

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: \$18.05
6 MONTHS: \$19.04
1 ½ YEARS: \$20.08
2 ½ YEARS: \$21.19
3 ½ YEARS: \$22.35

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. Paper applications must be completed on an official LBUSD 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.

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/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Exam 18-0106-0139 OL

LBUSD employees, please see reverse side for important information.

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 7

Date: June 7, 2018

Reason for
Consideration: Approval

Instructional Aide – Special

Open

18-0093-0448

List Valid: 06/04/18-06/04/19

Total applications received: 65

Total invited to exam: 20

No. Passed: 12 No. Failed: 3

No. Withdrew: 5 No. Screened Out: 45

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: May 31, 2018