

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
February 18, 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 February 4, 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 Grounds Services Manager 5 – 6
2. **RATIFY** job announcement bulletin for HVAC Technician 7 – 8
3. **APPROVE** the certification of Instructional Aide - Special 16-0062-0448 eligibility list established February 10, 2016 9
4. **APPROVE** the certification of School Safety Communications Operator 16-0051-5154 eligibility list established January 28, 2016 9

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the recommendation to remove from eligibility list ID 4121499 10 – 23
2. **APPROVE** the recommendation to remove from eligibility list ID 20779558 24 – 42
3. **APPROVE** the recommendation to remove from eligibility list ID 19261220 43 – 62
4. **APPROVE** the recommendation to remove from eligibility list ID 21553016 63 – 79
5. **APPROVE** the recommendation to remove from eligibility list ID 18685466 80 – 97

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

March 3, 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

February 4, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Vice-Chairperson, on Thursday, February 4, 2016, at 8:18 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
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; 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; Oralla Leyva, Human Resources Technician; Susan Brister, Human Resources Technician; Judith Lopez, Human Resources Technician; Susan Follmuth, Human Resources Technician; and Rebecca Orozco, Human Resources Technician.

GUESTS

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

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of January 21, 2016.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported management staff attended a one day leadership retreat with Human Resource Services. The hope is that collaborative training will continue between the two departments.

Mr. Kato also reported, he will be presenting a session on the Brown Act and parliamentary procedures at the Merit Academy on February 6, 2016.

Maria Braunstein, Personnel Analyst, reported the Recruitment and Testing staff is currently working on 30 recruitments in various stages of the process. Additionally, staff is working on opening an additional 18 recruitments.

Susan Learning, Personnel Analyst, reported registrations from Classified employees are currently being accepted for 2 sessions of CPR training to be held on March 4, 2016.

Dale Culton, Certification Services Manager, reported 36 probationary assignments were approved at the last Board of Education meeting. Mr. Culton also mentioned the monthly Instructional Aide – Special group hiring would take place on February 11, 2016.

Mary Cates, Human Resources Supervisor, reported Extended School Year (ESY)/Summer applications were sent to school sites last week and the applications can also be found on the District and Personnel Commission website. The deadline for submitting ESY/Summer applications is March 18, 2016. Ms. Cates also mentioned she will be attending a meeting with Human Resource Services regarding the AESOP substitute system updates and how they may affect LBUSD users.

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 1-10.

- 1. RATIFY job announcement bulletin for Building Maintenance Worker**
- 2. RATIFY job announcement bulletin for Intermediate Accounting Assistant**
- 3. RATIFY job announcement bulletin for Senior Accounting Assistant**
- 4. RATIFY job announcement bulletin for Staff Secretary and Staff Secretary – Bilingual (Spanish)**
- 5. RATIFY job announcement bulletin for Senior Nutrition Services Worker and Intermediate Nutrition Services Worker**
- 6. RATIFY job announcement bulletin for Nutrition Services Supervisor I, II and III**
- 7. RATIFY job announcement bulletin for Administrator, K-16 Collaborations & External Programs**
- 8. APPROVE the certification of Production Specialist/Editor 16-0045-5155 eligibility list established January 26, 2016**
- 9. APPROVE the certification of Multimedia Technology Supervisor 16-0051-51 eligibility list established January 28, 2016**
- 10. APPROVE the certification of Middle School Office Supervisor 16-0047-3357 eligibility list established February 1, 2016**

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

OLD BUSINESS

None

NEW BUSINESS

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 1.

- APPROVED** the abolishment of the following classifications:
 Nutrition Services Supervisor – Remote Site
 Cook – Remote Site

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	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 2.

- APPROVED** the revision of the following:
 Nutrition Services Director
 Nutrition Services Assistant Director
 Administrative Dietitian
 Nutrition Services Manager
 Production Center Manager
 Nutrition Services Operations Coordinator
 Child Nutrition Specialist
 Nutrition Services Operations and Training Specialist
 Production Center Supervisor
 Nutrition Services Supervisor III
 Nutrition Services Supervisor II
 Nutrition Services Supervisor I
 Senior Nutrition Services Worker
 Intermediate Nutrition Services Worker
 Nutrition Services Worker

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

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for February 18, 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 8:34 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:14 a.m. No reportable actions were taken.

ADJOURMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:15 a.m. with the consent of the members present.

**Personnel Commission
LONG BEACH UNIFIED SCHOOL
DISTRICT**

Linda Vaughan, Vice-Chairperson

Kenneth Kato, Executive Officer

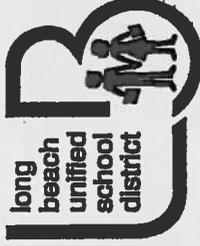
ABOUT OUR DISTRICT

The Long Beach Unified School District offers a career opportunity in one of the largest and finest public school systems in California. It is the third largest school district in California, 35th largest in the United States and serves approximately 18,000 students in 93 schools, kindergarten through grade 12, and 1,500 Head Start pupils in 25 Head Start centers. It serves a 129 square-mile area in the cities of Long Beach, Signal Hill, Lakewood and Avalon on Catalina Island.

Long Beach Schools has earned a reputation as one of America's finest school systems, winning many awards as a national model of excellence. In recent years, Long Beach schools have been visited and praised by the nation's resident, attorney general, two secretaries of education and former Secretary of State Gen. Colin Powell. Local schools have won numerous California Distinguished and National Blue Ribbon awards. The school district was named the 2003-04 national winner of the \$500,000 Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. In April 2008, for a remarkable fourth time, the Long Beach Unified School District was again named among the top five school systems in the nation today by the Eil and Edythe Broad Foundation.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of 191,564. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major reeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!



An Exciting PROMOTIONAL Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

GROUNDSS SERVICE MANAGER

\$83,534 -- \$98,085 Annually

A handwritten signature or set of initials, possibly 'S.E.', written in black ink.

THE POSITION

Grounds Service Manager plans, organizes and manages the daily operations and activities of the District's grounds services to assure smooth and efficient delivery of services to sites and offices. An incumbent assigns, schedules and reviews the work of staff performing duties such as pesticide application, irrigation or projects related to plants, trees and District grounds. The Grounds Service Manager has responsibility or providing safe and visually attractive outdoor areas for educational facilities and related activities assuring compliance with applicable laws, codes, rules and regulations; and performs related duties as assigned.

The salary is \$83,534 to \$98,085 annually, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

The current vacancy is a permanent 12 months position located at the Grounds Service Yard.

THE IDEAL CANDIDATE

Successful candidates will have an Associate's degree including coursework in horticulture, agricultural technology, business administration or a related field.

Additionally, candidates are required to have three years of supervisory or managerial grounds maintenance experience in a commercial or governmental environment including pesticide application. Experience working with a unified school district involving sports field and track maintenance is preferred.

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

SPECIAL REQUIREMENTS

Candidates in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

Valid forklift operator certification at time of appointment.

Applicants for this classification are required to submit a Qualified Pesticide Applicator's license issued by the California Department of Pesticide Regulation at the time of application.

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. 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: written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Attendance will be at the applicant's expense. 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.

HOW TO APPLY

Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Departments/Personnel Commission/](http://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.

A resume will not substitute for the required forms. Completed forms must be received no later than:

4:30 p.m., Wednesday, March 2, 2016

Applicants with disabilities who need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, California 90713
(562) 436-5708 FAX: (562) 426-3931
[www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
 4440 Ladoga Avenue, Long Beach, CA 90713 Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS

[http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

HVAC TECHNICIAN - 5103

Final Filing Date: 4:30 p.m., February 29, 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>
<u>MONTHLY:</u>	\$5,023	\$5,300	\$5,591	\$5,900	\$6,224
<u>HOURLY:</u>	\$28.98	\$30.58	\$32.26	\$34.04	\$35.91

JOB INFORMATION: Permanent 40 hours/week (12 months) position. The current vacancy is located in Maintenance.

APPLICATION: Candidates are strongly encouraged to submit applications online via the Personnel Commission website: <http://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 general supervision, incumbents in the HVAC Technician classification install, inspect, diagnose, repair, maintain and service a wide variety of HVAC equipment and systems including boilers and heating and ventilating systems of both older and modern technology. Incumbents must assure completed work and work in progress complies with Environmental Protection Agency rules, and regulations; 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 other combination of training and experience that could likely provide the desired knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Graduation from high school and completion of a recognized four-year apprenticeship program, degree or certificate program in the HVAC trade.

OR

EXPERIENCE: Four-years experience installing, repairing and maintaining heating, ventilation, refrigeration and air conditioning equipment systems.

- SPECIAL:**
- (1) Valid California Class C driver's license.
 - (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.
 - (3) Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal).
 - (4) Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list.
 - (5) Accepting employment 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.

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: 9

Date: February 18, 2016

Reason for
Consideration: Approval

Instructional Aide - Special

Open/Continuous

16-0062-0448

List Valid: 2/10/16 – 2/10/17

Total applications received: 108

Total invited to exam: 50

No. Passed: 23

No. Failed: 4

No. Withdrew: 23

No. Screened Out: 58

**School Safety Communications
Operator**

Dual

16-0058-5013

List Valid: 2/19/16 – 2/19/17

Total applications received: 95

Total invited to exam: 18

No. Passed: 6

No. Failed: 2

No. Withdrew: 10

No. Screened Out: 77

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: February 12, 2016