

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
September 1, 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 August 18, 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 Senior Payroll Accounting Technician 5-6
2. **APPROVE** the certification of Custodian - Avalon 16-0130-0139 eligibility list established August 25, 2016 7
3. **APPROVE** the certification of Human Resources Technician 16-0122-3352 eligibility list established August 30, 2016 7
4. **APPROVE** the certification of Instructional Aide - Special 16-0137-0448 eligibility list established August 31, 2016 7
5. **APPROVE** the certification of Nutrition Services Worker (NSW) - Avalon 16-0131-5068 eligibility list established August 29, 2016 7
6. **APPROVE** the certification of Senior Health Assistant 16-0127-5174 eligibility list established August 31, 2016 7
7. **APPROVE** the certification of Senior Office Assistant - Avalon 16-0133-0677 eligibility list established August 25, 2016 7
8. **APPROVE** the certification of Senior Office Assistant - Avalon 16-0133-0677 eligibility list established August 25, 2016 7

9. **APPROVE** the certification of School Support Secretary 17-0002-5159
eligibility list established September 05, 2016

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III. **OLD BUSINESS**

IV. **NEW BUSINESS**

1. **APPROVE** the recommendation to remove from eligibility list ID 27226107

9-23

2. **APPEAL** of a Disqualified Applicant

24-36

V. **OTHER ITEMS**

VI. **NEXT REGULAR MEETING**

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

VII. **CLOSED SESSION**

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

August 18, 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, August 18, 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 Terence Ulaszewski.

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; Dale Culton, Certification Services Manager, Mary Cates, Human Resources Supervisor; Maria Braunstein, Personnel Analyst; Lissa Kukahiko, Senior Administrative Secretary; Susan Brister, Human Resources Technician; and Judith Lopez, Human Resources Technician.

GUESTS

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 July 21, 2016.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission on the Personnel Commission's technology and facility upgrades. Mr. Kato reported on attending a recent board workshop that occurs every August prior to the new start of the school year. The workshops provided updates on the Head Start Program, the Local Control and Accountability Plan (LCAP) progress report, ELA/ELD Instructional Materials Adoption and Special Education. Mr. Kato mentioned a presentation was done on the Certificated and Classified Evaluation Systems. Mr. Kato also mentioned that the Assistance League presented at the workshop

regarding programs and benefits they provide to the school district and students.

Maria Braunstein, Personnel Analyst, informed the commissioners of current and upcoming recruitments. Staff continue to work with the challenges for vacant positions on the Avalon (Catalina Island) Campus. Ms. Braunstein and staff are currently exploring the costs and resources utilizing social media such as LinkedIn for recruitment purposes. Ms. Braunstein will be attending a workshop hosted by Personnel Testing Counsel (PTC) regarding social media and what's worked with other agencies.

Mary Cates, Human Resources Supervisor and staff continue to work diligently ensuring that assignments are accurate before the start of the school year. Ms. Cates will be attending a meeting with high school athletic directors regarding coaches and the process and procedures of being on campus and working with the students. Ms. Cates reported on presenting at the LBUSD Secretaries Summer Institute regarding the online vacancy assignments (VA). Valeeta Pharr, CSEA Chapter 2 President, mentioned she received notice a day before the training. Ms. Pharr concluded with stating that she would like to have the district provide employees cross-training opportunities. Ms. Cates will be providing the Commissioners, Ms. Pharr, and David Zaid, Director of Employee Relations a copy of the revised vacancy assignment manual for school sites.

Dale Culton, Certification Services Manager updated the Commissioners that the arrival of the new fingerprinting machine will take place after the start of the school year. Principals and secretaries will be returning to work Monday, August 22, 2016. Mr. Culton reported on current vacancies.

CONSENT AGENDA

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 ratify and approve the Consent Agenda items 1-17.

1. **RATIFY** job announcement bulletin for Administrator, K-16 Collaborations & District Programs
2. **RATIFY** job announcement bulletin for Benefits Administrator
3. **RATIFY** job announcement bulletin for Computer Support Technician
4. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
5. **RATIFY** job announcement bulletin for Maintenance Director
6. **RATIFY** job announcement bulletin for Nutrition Services Facilities & Equipment Manager
7. **RATIFY** job announcement bulletin for Sheet Metal Worker (Recruitment Extended)

8. **RATIFY** job announcement bulletin for Technology Field Operations Manager
9. **APPROVE** the certification of Administrative Secretary 16-0129-3339 eligibility list established August 12, 2016
10. **APPROVE** the certification of Facilities Project Manager – Planning 16-0114-5190 eligibility list established August 15, 2016
11. **APPROVE** the certification of Health Assistant 16-0126-5170 eligibility list established August 17, 2016
12. **APPROVE** the certification of Instructional Aide – Special Avalon 16-0132-0448 eligibility list established August 19, 2016
13. **APPROVE** the certification of Intermediate Office Assistant – Schools (Catalina Island) 16-0064-3354 eligibility list established March 23, 2016 (Revised)
14. **APPROVE** the certification of Nutrition Services Worker 16-0120-5068 eligibility list established August 2, 2016
15. **APPROVE** the certification of Parent Involvement Specialist – BL Spanish 16-0113-3278 eligibility list established July 26, 2016
16. **APPROVE** the certification of Purchasing Agent 16-0115-5128 eligibility list established August 2, 2016
17. **APPROVE** the certification of Research Office Technician 16-0109-0433 eligibility list established August 11, 2016

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

OLD BUSINESS None

NEW BUSINESS None

OTHER ITEMS Valeeta Pharr, CSEA Chapter 2 President, discussed her attendance at the Board Workshop and her concern regarding classified evaluations. Ms. Pharr also updated the Commission of the Weight Watchers program that is being offered to classified staff. Ms. Pharr concluded by congratulating Ms. Vaughan for the merit system training she conducted.

Commissioner Stacey V. Lewis thanked the Personnel Commission staff for all the back end work for summer assignments. Ms. Lewis inquired about the process of principal movement.

**NEXT REGULAR
MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for September 1, at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:48 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR PAYROLL ACCOUNTING TECHNICIAN

FINAL FILING DATE:

Application deadline: 4:30 p.m., Wednesday, September 7, 2016

JOB INFORMATION:

Permanent 12 months position. Position is a 100% FTE (8 hours per day). The current vacancies (2) are located at Payroll.

JOB SUMMARY:

Under general supervision, take the lead and/or review verify and correct payroll and related transactions; identify and solve payroll problems; prepare summary payroll reports; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

EXPERIENCE:

Three years of full-time financial record keeping work, one year of which is preferably as a lead person in a public agency.

Any other combination of training and experience which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

(1) 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 basis.

SALARY RANGE HOURLY:

START:	\$22.59
6 MONTHS:	\$23.83
1 ½ YEARS:	\$25.14
2 ½ YEARS:	\$26.52
3 ½ YEARS:	\$27.98

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); qualification 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/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0016-0762 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 case by case basis by the administrator of the Personnel Commission.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 7-8

Date: September 1, 2016

Reason for
Consideration: Approval

Custodian - Avalon

List Valid: 08/25/16-08/25/17

Total applications received: 24

No. Passed: 4 No. Failed: 1

Dual

16-0130-0139

Total invited to exam: 31

No. Withdrew: 9 No. Screened Out: 10

Human Resources Technician

List Valid: 08/30/16-08/30/17

Total applications received: 86

No. Passed: 15 No. Failed: 13

Dual

16-0122-3352

Total invited to exam: 33

No. Withdrew: 5 No. Screened Out: 53

Instructional Aide – Special

List Valid: 08/31/16-08/31/17

Total applications received: 114

No. Passed: 22 No. Failed: 3

Open

16-0137-0448

Total invited to exam: 46

No. Withdrew: 21 No. Screened Out: 68

**Nutrition Services Worker (NSW) –
Avalon**

List Valid: 08/29/16-08/29/17

Total applications received: 7

No. Passed: 0 No. Failed: 0

Dual

16-0131-5068

Total invited to exam: 3

No. Withdrew: 3 No. Screened Out: 4

Senior Health Assistant

List Valid: 08/31/16-08/31/17

Total applications received: 22

No. Passed: 2 No. Failed: 2

Dual

16-0127-5174

Total invited to exam: 4

No. Withdrew: 1 No. Screened Out: 17

School Support Secretary

List Valid: 09/05/16-09/05/17

Total applications received: 23

No. Passed: 11 No. Failed: 2

Promotional

17-0002-5159

Total invited to exam: 16

No. Withdrew: 3 No. Screened Out: 7

Senior Office Assistant – Avalon

List Valid: 08/25/16-08/25/17

Total applications received: 26

No. Passed: 3 No. Failed: 4

Open

16-0133-0677

Total invited to exam: 17

No. Withdrew: 10 No. Screened Out: 9

Senior Office Assistant – Avalon

Promotional

16-0133-0677

List Valid: 08/25/16-08/25/17

Total applications received: 2

Total invited to exam: 1

No. Passed: 0 No. Failed: 2

No. Withdrew: 0 No. Screened Out: 0

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: August 25, 2016

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 9-23

Date: September 1, 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.

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Appeal of a Disqualified Applicant **PAGES:** 24-36

Date: September 1, 2016 **Reason for
Consideration:** Action

Personnel Commission Rules provide that applicants, candidates or eligible may be disqualified from an examination process for:

4.2.A.18 – “Failure, after due notice, to provide information promptly for review of any of the reasons for rejection contained in this section, or to complete, expand upon, or provide documentation or details necessary for application review or employment processing.”

Staff submits an appeal of an applicant (7715944) as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

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.