

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
August 1, 2019

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
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 July 18, 2019
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

1-4

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Electronics Technician
2. **RATIFY** job announcement bulletin for Telecommunications Technician
3. **APPROVE** the certification of Physician Services Technician eligibility list 19-0149-5139 established 07/30/2019
4. **APPROVE** the certification of Nutrition Services Worker eligibility list 19-0143-5068 established 08/01/2019.
5. **APPROVE** the certification of Recreation Aide-Kids' Club eligibility list 20-0001-5257 established 08/02/2019.

5-6

7-8

9

9

9

III. OLD BUSINESS

1. **RECONSIDER** the request for Hearing in a Disciplinary Matter Employee E9824782

11-116

IV. NEW BUSINESS

None

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

August 15, 2019 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 Personnel 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)).

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

MINUTES

Regular Meeting

July 18, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, July 18, 2019 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 Chairperson, Sheryl Bender.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS
PRESENT

Maria Lynn Braunstein, Personnel Analyst; Gregg Robinson, Associate Personnel Analyst; Pamela Brackman, Senior Administrative Secretary; Dale Culton, Certification Services Manager; Judith Alonso, Human Resources Assistant; Susan Brister, Human Resources Technician; Ashleigh Fernando, Human Resources Assistant; Oralia Leyva Leonor, Human Resources Technician; Silaue Taeleifi, Human Resources Technician.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President, Juan Garcia, Instructional Assistant-Computer Resources Retiree; Ann Culton, Administrative Coordinator-Human Resource Services

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Ms. Vaughan, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of June 20, 2019.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

In Kenneth Kato, Executive Director, absence Maria Lynn Braunstein, Personnel Analyst, was the meeting facilitator.

Dale Culton, Certification Services Manager, informed the Commission that he attended the Board of Education meeting and Felton Williams, Board member, was appointed President, and Juan Benitez, Board member, was appointed Vice-President. In addition, Chris Steinhauser, Superintendent, announced six (6) administrative assignments changes. Mr. Culton continued that Jesus Rios accepted the position of Employment Services Supervisor for the Personnel Commission.

-Greggory Robinson, Associate Personnel Analyst, informed the Commission that currently there are 24 open and 16 pending recruitments. Staff is readying for the upcoming school year recruiting and testing for school based positions such as Recreation Aides, Child Care Workers as well as providing lists for Intermediate Office Assistants. Mr. Robinson continued that the department is collaborating with Alan Reising, Executive Director of Facilities on filling multiple maintenance vacancies.

CONSENT AGENDA

A motion was made by Ms. Vaughan, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify items 1-6 and approve items 7-13 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Carpenter
2. **RATIFY** job announcement bulletin for Instructional Assistant-School for Adults
3. **RATIFY** job announcement bulletin for Recreation Aide-Kids' Club
4. **RATIFY** job announcement bulletin for Senior Health Assistant
5. **RAFITY** job announcement bulletin for Water/Boiler Treatment Specialist
6. **RATIFY** job announcement bulletin for Welder
7. **APPROVE** the certification of Accountant eligibility list
19-0139-0358 established 06/28/2019
8. **APPROVE** the certification of Child Care Worker eligibility list
19-0142-5258 established 06/28/2019
9. **APPROVE** the certification of Custodian eligibility list 19-0120-0139
established 07/02/2019

10. **APPROVE** the certification of Employment Services Supervisor eligibility list 19-0126-5250 established 07/02/2019
11. **APPROVE** the certification of Instructional Aide Special eligibility list 19-0148-0448 established 07/19/2019
12. **APPROVE** the certification Intermediate Accounting Assistant eligibility list 19-0138-0755 established 06/28/2019
13. **APPROVE** the certification of Technology Field Operations Supervisor eligibility list 19-0140-5249 established 06/27/2019

OLD BUSINESS

None

NEW BUSINESS

1. **ABOLISH** the grandfathered classification of Welder (Class Code 0303)

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 abolish the grandfathered classification of Welder (Class Code 0303).

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

2. **APPROVE** the recommendation to remove from eligibility list ID 32445314
3. **APPROVE** the recommendation to remove from eligibility list ID 32326953
4. **APPROVE** the request for Hearing in Disciplinary Matter Employee E9824782

The Commission moved New Business items 2-4 to closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 1, 2019 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 8:25 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:00 a.m. and the following actions were taken:

1. A motion was made by Mr. Ulaszewski and seconded by Ms. Vaughan and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate 32445314 from current eligibility list and is barred from applying for any future positions.

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

2. A motion was made by Mr. Ulaszewski and seconded by Ms. Vaughan and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate 32326953 from current eligibility list and allow to reapply 6 months after completion of probation.

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

3. A motion was made by Mr. Ulaszewski and seconded by Ms. Vaughan and the motion carried with a unanimous vote of those present to **DENY** staff's recommendation to grant employee E9824782 a Hearing.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:08 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

ELECTRONICS TECHNICIAN

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Current vacancy is located at Information Services.

JOB SUMMARY:

Under general supervision, install, repair, test and service electronic equipment, devices, components and circuits; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school and completion of a recognized apprentice training program of four years duration.

OR

EXPERIENCE:

Four years journey-level installation and repair of electronic equipment and devices.

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

SPECIAL REQUIREMENTS:

(1) Valid Class C California 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) Some incumbents in this class may be required to wear protective clothing, gear and 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:

START: \$28.90
6 MONTHS: \$30.49
1 ½ YEARS: \$32.18
2 ½ YEARS: \$33.95
3 ½ YEARS: \$35.81

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.

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 Continuous 20-0010-0110 AA ✓

LBUSD employees, please see reverse side for
important information.

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.



CLASSIFIED EMPLOYMENT OPPORTUNITY

TELECOMMUNICATIONS TECHNICIAN

FINAL FILING DATE:

1:30 p.m., Tuesday, August 13, 2019.

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). Current vacancy is located at Information Services.

JOB SUMMARY:

Under general supervision, install, test, repair, program and maintain a processor controlled digital telecommunications system and related voice mail equipment; maintain and repair Nortel and Avaya telephone and voice mail systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

Four years of journey-level experience in telephone installation, maintenance and repair work.

Possession of a certificate of qualification in the installation, maintenance and repair of Nortel and Avaya products is preferred.

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

SPECIAL REQUIREMENTS:

(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) An incumbent in this class may be required to wear protective clothing, gear and 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:

START: \$ 31.35
6 MONTHS: \$ 33.08
1 ½ YEARS: \$ 34.90
2 ½ YEARS: \$ 36.83
3 ½ YEARS: \$ 38.85

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0011-3309 AA

LBUSD employees, please see reverse side for important information.

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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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Personnel Commission
LONG-BEACH UNIFIED SCHOOL-DISTRICT

SUBJECT: Eligibility Lists

PAGE: 9

Date: August 1, 2019

Reason for Consideration: Approval

PHYSICIAN SERVICES TECHNICIAN

PROMO EXAMINATION 19-0149-5139

List Valid: 07/30/19-07/30/20

Total Applications Received: 20

No. Passed: 3 No. Failed: 8

Total Invited to Exam: 14

No. Withdrew: 3 No. Screened Out: 6

NUTRITION SERVICES WORKER

DUAL EXAMINATION 19-0143-5068

List Valid: 08/01/19-08/01/20

Total Applications Received: 82

No. Passed: 15 No. Failed: 5

Total Invited to Exam: 54

No. Withdrew: 34 No. Screened Out: 28

RECREATION AIDE-KIDS' CLUB

OPEN CONTINUOUS 20-0001-5257

List Valid: 08/02/19-08/02/20

Total Applications Received: 32

No. Passed: 18 No. Failed: 0

Total Invited to Exam: 31

No. Withdrew: 13 No. Screened Out: 1

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: July 26, 2019

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Reconsider request for Hearing in Disciplinary Matter Employee E9824782

PAGES: 11 - 116

Date: August 1, 2019

Personnel Commission Rule 11.5. is an Appeal of Disciplinary Action:

11.5 APPEAL OF DISCIPLINARY ACTION

A. An appeal under Education Code Section 45305 can only be made on the following grounds:

1. That the procedures set forth in these rules have not been followed.
2. That the removal was made because of affiliations, political or religious beliefs or opinions, race, color, or marital status.
3. That the charges made do not constitute sufficient cause for the action taken.
4. That the action taken was not in accord with the facts.
5. That there has been an abuse of discretion.

Reference: California Education Code: 45305, 45306

B. TIME AND CONDUCT OF HEARING

An appeal shall be presented to the Personnel Commission at the next regularly scheduled meeting. The Commission shall coordinate the hearing of said charges within a reasonable length of time from the receipt of the appeal. The investigation and hearing shall be confined to the reasons for action as charged by the Board of Education or its assignee and the relevant defenses set forth in the appeal and answer."

...

It is recommended that:

- 1) The Commission reconsider the prior decision made on July 18, 2019 to deny the appeal request of Employee E9824782.
- 2) The Commission act to investigate the matter, order a hearing, and authorize a hearing officer to conduct the hearing as provided for in the rules.

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.