

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

4400 Ladoga Avenue
Lakewood, CA 90713

MEETING AGENDA

Regular Meeting
B Building Room 29

8:15 a.m.
February 19, 2015

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATIONS 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 February 5, 2015. 1-3
5. **RECEIVE** correspondence and refer to the 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 Interim Executive Officer.

II. OLD BUSINESS

1. **DISCUSS** the Technology Needs in Personnel Commission / Classified Employment Office 4-5

III. NEW BUSINESS

1. **RATIFY** the job announcement bulletin for Intermediate Payroll Accounting Technician. 6-7
2. **RATIFY** the job announcement bulletin for Senior Payroll Accounting Technician. 6-7
3. **APPROVE** the certification of Financial Services Officer eligibility list established February 5, 2015. 8
4. **APPROVE** the certification of Instructional Aide-Special eligibility list established February 19, 2015. 8
5. **APPROVE** the certification of Instructional Assistant Intensive Behavioral Treatment eligibility list established February 18, 2015. 8
6. **APPROVE** the certification of Job Developer eligibility list established February 2, 2015. 8
7. **APPROVE** the certification of Kids' Club Lead Assistant eligibility list established January 30, 2015. 8
8. **APPROVE** the certification of Staff Secretary eligibility list established February 18, 2015. 8

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| 9. | APPROVE the certification of Staff Secretary – Bilingual Spanish eligibility list established February 18, 2015. | 8 |
| 10. | APPROVE the extension of Purchasing Agent eligibility list established February 20, 2015 to August 20, 2015 | 8 |
| 11. | APPROVE revisions to the class specification for School Safety Officer, effective February 20, 2015. | 9-34 |
| 12. | APPROVE revisions to the class specification for School Safety Supervisor, effective February 20, 2015. | 9-34 |
| 13. | APPROVE revisions to the class specification for School Safety Operations Supervisor, effective February 20, 2015. | 9-34 |
| 14. | APPROVE revisions to the class specification for Assistant School Safety and Emergency Preparedness Director, effective February 20, 2015. | 9-34 |
| 15. | APPROVE revisions to the class specification for Chief of School Safety and Emergency Preparedness Director, effective February 20, 2015. | 9-34 |
| 16. | APPROVE revisions to the class specification for Telecommunications Technician, effective February 20, 2015. | 35-44 |
| 17. | APPROVE revisions to the class specification for Telecommunications Supervisor, effective February 20, 2015. | 35-44 |
| IV. | OTHER ITEMS | |
| V. | NEXT REGULAR MEETING | |
| | March 5, 2015, at 8:15 a.m. in Building B Room 29 | |
| VI. | CLOSED SESSION | |
| | Public employee performance evaluation – Interim Executive Officer, Personnel Commission and Classified Employment | |
| VII. | 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 5, 2015

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey Lewis, Chairperson, on Thursday, February 5, 2015 at 8:15 a.m. in B Building, 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 Stacey Lewis

ROLL

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

Present: Stacey Lewis
Linda Vaughan
Terence Ulaszewski

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried unanimously, to approve the minutes of the Regular Meeting of January 22, 2015.

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

RECEIVE
CORRESPONDENCE

No correspondence was received.

PUBLIC HEARD

No public comments were heard.

REPORT FROM INTERIM
EXECUTIVE OFFICER

Interim Executive Officer Heineke reported the Summer School calendar is on the website.

Ms. Heineke also reported with an attendance of about 230, the CSPCA conference in San Diego was a success. The 2016 CSPCA conference is scheduled for February 25 - February 28, 2016 in Anaheim, California.

Dale Culton, Certification Services Manager, reported he attended a seminar on the changes to PERS and STRS retirement plans.

Mary Cates, Human Resources Supervisor, announced Summer School applications are on the District and Personnel Commission website and have been distributed via email to all sites.

Marilyn Balmer, Personnel Analyst, reported, since the addition of the provisional Human Resources Technician in Recruitment and Testing in January, 11 Custodian and 6 Instructional Aide Special recruitments with approximately 852 applicants have been conducted.

Ms. Heineke said she met with Frank Gutierrez, Director, Principal Liaison, to discuss the Custodian substitute challenge.

Ms. Heineke asked the Commission if they would like to consider having a joint open house with CDC when they move into the A wing of the Monroe site. The Commissioners said it sounded like a good idea and would like staff to review that option.

OLD BUSINESS

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **RATIFY** the job announcement bulletin for Nutrition Services Supervisor II.

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to **RATIFY** the job announcement bulletin for Nutrition Services Supervisor III.

NEW BUSINESS

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the Instructional Aide-special eligibility list.

OTHER ITEMS

Ms. Vaughan reported she enjoyed attending the CSPCA conference and learning about the new laws. There was discussion on the new California sick leave law.

Ms. Lewis said she was concerned with the age of the technology used in the Personnel Commission offices. She asked Staff to conduct an audit of the current equipment in use and to provide the Commission a report with the cost to replace the aging technology. The Commissioners expressed strong support to replace the aging computers currently in use by Staff and for testing. CSEA Chapter 2 President, Val Pharr said she supports the updating of technology and provided resources that may be able to assist in the procurement of equipment that is being replaced at other sites.

Ms. Lewis said she would be absent from the February 19, 2015 Commission meeting.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be February 19, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired to closed session at 8:47 a.m. in accordance with provisions of the Government Code (Section 54957) to consider Public Employee Performance Evaluation, Title: Interim Executive Officer, Personnel Commission and Classified Employment.

OPEN SESSION

The Personnel Commission returned to open session at 8:58 a.m. There were no reportable actions taken during closed session.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:59 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

Stacey Lewis, Chair

Patricia Heineke, Interim Executive Officer



PERSONNEL COMMISSION

Commissioners

Stacey Lewis, Chair
Linda Vaughan, Vice-Chair
Terence Ulaszewski, Member

Interim Executive Officer

Patricia Heineke

DATE: February 19, 2015
TO: Personnel Commission
FROM: Patricia Heineke, Interim Exec. Officer

RE: Report on Technology Needs in Personnel Commission / Classified Employment Office

Background

In response to a request at the Personnel Commission meeting of February 5, 2015, we have completed an inventory of technology needs within the department.

As you know, the District, along with all districts in California, has been suffering from severe a financial shortfall due to a lack of funding from the state for several years. Because of this there has not been a regular review and upgrade of computers and printers in the department.

As an example, the computers in the computer testing lab are all from 2004 or earlier. The three stations for proctors in testing rooms are from 2004, 2006, and 2007. The four computers in the lobby which are available for applicants to use in applying for positions with the district are from 2004 or older.

Seven computers for staff are from 2013 or 2014, but 14 others are from 2007 or earlier, most from 2004 or earlier.

I have attached a breakdown of the computers and printers that are in the most urgent need for replacement.

Recommendation

DISCUSS the technology needs within the Personnel Commission / Classified Employment Office.

Technology Needs for Personnel Commission Office

February 19, 2015

Listed below are the computers and printers that are in need of replacement. There are 5 computers that were secured in 2014 and two in 2013. These are not included in the needs statement. Although upgrading the monitors for six of these is a consideration, but would be minimal cost.

Staff:

12 computers are from 2007 or older (most 2004)

1 computer is of unknown origin that was made up of spare parts

1 computer holds the SIGMA database, and is older than 2004

Replacement cost @ \$1,063.73 per station is \$14,892.22

Laptops:

2 computers with no wifi (2002 and 2005)

Replacement cost @ \$1,345.66 each is \$2,691.32

Kiosks for applicants:

4 computers from 2004 or older

Replacement cost @ \$1,063.73 per station is \$4,254.92

Testing Lab:

18 computers 2004 or older

18 end-of-life, often malfunctioning printers

3 proctors' stations (2004, 2006, and 2007)

Replacement cost of computers @ \$1,063.73 per station is \$22,338.33

Replacement cost of printers @ \$40 per station (21 stations) is \$840.00

Total cost for replacement including computers and printers is \$45,016.79

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 8

Date: February 19, 2015

Reason for
Consideration: Approval

Financial Services Officer Dual 15-0084-0385

List Valid: 02/05/15 – 02/05/16

Total applications received: 12 Total invited to exam: 5

No. Passed: 2 No. Failed: 2 No. Withdrew: 1 No. Screened Out: 7

Instructional Aide Special Open/Continuous 15-0111-0448

List Valid: 02/19/15 – 02/19/16

Total applications received: 59 Total invited to exam: 8

No. Passed: 7 No. Failed: 1 No. Withdrew: 17 No. Screened Out: 34

Instructional Assistant Intensive

Behavioral Treatment Dual 15-0086-5035

List Valid: 02/18/15 – 02/18/16

Total applications received: 218 Total invited to exam: 128

No. Passed: 61 No. Failed: 18 No. Withdrew: 49 No. Screened Out: 90

Job Developer Dual 15-0101-0463

List Valid: 02/02/15 – 02/02/16

Total applications received: 101 Total invited to exam: 38

No. Passed: 12 No. Failed: 16 No. Withdrew: 10 No. Screened Out: 63

Kids' Club Lead Assistant Dual 15-0056-0515

List Valid: 01/30/15 – 01/30/16

Total applications received: 219 Total invited to exam: 37

No. Passed: 8 No. Failed: 10 No. Withdrew: 19 No. Screened Out: 182

Staff Secretary Promotional 15-0063-3364

List Valid: 02/18/15 – 02/18/16

Total applications received: 22 Total invited to exam: 16

No. Passed: 2 No. Failed: 11 No. Withdrew: 3 No. Screened Out: 6

Staff Secretary - Bilingual Spanish Dual 15-0062-5085

List Valid: 02/18/15 – 02/18/16

Total applications received: 97 Total invited to exam: 63

No. Passed: 7 No. Failed: 38 No. Withdrew: 18 No. Screened Out: 34

EXTEND ELIGIBILITY LIST

Purchasing Agent Dual 14-0043-5128

Extended list expiration date: 8/20/15 Extended list period: 6 months

Total applicants on list: 9 No. of current eligibles: 4 No. of waivers or removals: 5

CERTIFIED TO BE CORRECT: Patricia Heineke DATE: February 13, 2015