



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, California 90813

February 20, 2014
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL

Linda Vaughan, Chairperson Present _____
Stacey Lewis, Vice-Chairperson Present _____
Terry Ulaszewski, Member Present _____
3. PRELIMINARY
 - 3.1 Pledge of Allegiance to the Flag
 - 3.2 Introduction of Guests
4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
5. REPORT FROM THE EXECUTIVE OFFICER
6. HEARINGS None
7. MINUTES
 - 7.1 Approval of Minutes for February 6, 2014 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 None
 - 8.2 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.8 Restricted Action
 - 8.3 Staff Report: Review of Substitute Assignment Process Discussion/Action
9. BULLETINS AND TESTING ACTIONS
 - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action
 - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Action

10. OTHER ITEMS
11. The next regular scheduled meeting of the Personnel Commission will be held on March 6, 2014 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
12. CLOSED SESSION
13. ADJOURNMENT

ACCESS TO PUBLIC DOCUMENTS

Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 999, Atlantic Avenue, Third Floor, Long Beach, CA 90813, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:40p.m.).

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 pursuant to Government Code 54954.2 (a) 1.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for February 6, 2014

PAGES: 7.1.1 – 7.1.4

Date: February 20, 2014

Reason for
Consideration: Action

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, CA 90813

Chairperson Linda Vaughan called the meeting of the Personnel Commission to order at 8:16 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Yvette Brotherton, Intermediate Office Assistant.

HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

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None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Dr. Gail McMahon, Executive Officer, asked the unit managers present to provide the Commission an update of their units activities.

Marilyn Balmer, Personnel Analyst, reported recruitment and testing staff recruitment activities continue to be heavy. She stated the recruitment for Records Office Assistant has received over 800 applications. At this time there is only one vacancy for this classification.

Susan Leaming, Personnel Analyst, reported the Child Care and Instructional Job Family Study welcome packets were sent to employees in that job family. At this time she has 21 focus groups to schedule and expects that number to

grow as the deadline to submit an interest to participate approaches on February 11, 2014.

Dale Culton, Certification Services Manager, reported the Summer School / Extended School Year classified employment application is available and online. The deadline to submit applications is Friday, March 21, 2014. Mr. Culton also reported 19 new hires and 11 promotions were listed on the previous Board of Education agenda.

MINUTES

MINUTES

The Commission approved the minutes of the January 23, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion.

The motion carried. The vote was unanimous with all three members participating in the vote.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

The Personnel Commission acted to approve the following classification recommendation per Education Code 45256 and according to Personnel Commission Rules. It was moved by Commissioner Ulaszewski and seconded by Chairperson Vaughan to approve the classification recommendation.

The motion carried. The vote was unanimous with all three members participating in the vote.

ABOLISH A CLASSIFICATION

Computer Support Manager
Technology Systems Support Manager

APPEAL OF DISQUALIFIED APPLICANT

APPEAL OF DISQUALIFIED APPLICANT

An applicant had been disqualified from continuing in the examination process for the classification of Elementary School Office Supervisor and appealed to the Personnel Commission. The appellant was present. The Commission moved this item to Closed Session.

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. It was moved by Commissioner Ulaszewski to ratify the bulletin. Chairperson Vaughan seconded the motion.

The motion carried. The vote was unanimous with all three members participating in the vote.

Instructional Aide Interpreter-
Deaf/Hard of Hearing

Dual

14-0078-3272

OTHER ITEMS

Executive Officer McMahon explained there will be a new look to the minutes as each motion will now indicate how each member of the commission voted.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, February 20, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:23 a.m. to review the appeal of applicant 11211123.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:42 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to disqualify applicant 11211123 from the Elementary School Office Supervisor examination process. They instructed the Executive Officer to notify the applicant of the decision.

The vote was unanimous with all three members participating in the vote.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 8:44 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 8.2.1-8.2.15

Date: February 20, 2014

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A.8 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 “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 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: Staff Report: Review of Substitute
Assignment Process

PAGES: 8.3.1

Date: February 20, 2014

Reason for
Consideration: Discussion/Action

At the Personnel Commission meeting of January 23, 2014 the Personnel Commission directed staff to review the substitute assignment process and to present their findings to the Commission.



2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission/

COMPUTER SUPPORT TECHNICIAN - 5108

Final Filing Date: 4:30 p.m., Thursday, March 6, 2014.

<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>
MONTHLY:	\$5,178	\$5,462	\$5,763	\$6,079	\$6,414
HOURLY:	\$29.87	\$31.51	\$33.24	\$35.08	\$36.99

JOB INFORMATION: The current vacancies are located in Information Services. Two full-time 10 month, 100% positions. 40 hours per week only during the school year. Duration of these positions is not to exceed 18 months.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

JOB SUMMARY: Under general supervision, configures, installs, tests, maintains, troubleshoots and repairs local (LAN) and wide (WAN) area networks, computer systems and peripheral equipment; provide training to District personnel in the proper operation and care of hardware, software and peripheral equipment using Windows or Apple operating systems; 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 combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Associate of Arts degree including course work in computer science, electronic technology or a closely related field. A+ certification. A Copy of "A+ Certification" must be attached to your application in order to be considered.

EXPERIENCE: Two years experience in the installation, maintenance and repair of computer hardware, software and peripheral equipment in a networked environment. Experience in an organization with a network having a minimum of 30 servers is desirable.

SPECIAL: (1) Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license. (2) 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. (3) May be required to travel from one school location to another. (4) 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.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate hand tools, computer keyboards and other specialized equipment; hearing and speaking to exchange information; reaching overhead, above the shoulders and horizontally; lifting, carrying, pushing or pulling heavy objects weighting up to 50 pounds; sitting or standing for extended periods of time; bending at the waist, kneeling or crouching; good visual acuity; climbing ladders and working from heights.

WORKING ENVIRONMENT: Indoor work environment; driving a vehicle to conduct work; working in a cramped or restrictive work chamber.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

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.



Classified Employment Opportunity

APPLY TO:
 Personnel Commission, Long Beach Unified School District
 999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission/

SENIOR NUTRITION SERVICES WORKER – 5071
INTERMEDIATE NUTRITION SERVICES WORKER – 5058
Final Filing Date: 4:30 p.m., Tuesday, March 4, 2014

JOB INFORMATION: The eligibility lists are being created to fill future vacancies as they occur. Positions are permanent 10 or 12 month positions, and the hours can range from 3 to 8 hours per day and/or split shifts. Positions are located at school sites or the Central Kitchen.

APPLICATION: Candidates are strongly encouraged to submit applications online via the Personnel Commission website: www.lbschools.net/Main_Offices/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.

Note: Before being considered for employment, all applicant's 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.

SENIOR NUTRITION SERVICES WORKER:

SALARY RANGE	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS	3 ½ YEARS
MONTHLY:	\$2,489	\$2,626	\$2,770	\$2,922	\$3,083
HOURLY:	\$14.36	\$15.15	\$15.98	\$16.83	\$17.81

JOB SUMMARY: Under general supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:
 Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:
TRAINING: Graduation from high school or equivalent.
EXPERIENCE: One year of food service experience or six months of experience at the level of Intermediate Nutrition Services Worker.

INTERMEDIATE NUTRITION SERVICES WORKER:

SALARY RANGE	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS	3 ½ YEARS
MONTHLY:	\$2,294	\$2,421	\$2,553	\$2,693	\$2,842
HOURLY:	\$13.23	\$13.97	\$14.73	\$15.54	\$16.40

JOB SUMMARY: Under close supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:
 Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:
TRAINING: Completion of the eighth grade.
EXPERIENCE: Six months of food service experience or three months at the level of Nutrition Services Worker.

SPECIAL: (1) Some positions in this classification may require a valid California Class C driver's license. (2) Incumbents in these positions 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) Accepting employment in a position in these classifications 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 will be comprised of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; and a written examination; scored on a job-related basis. 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. The written examination is tentatively scheduled for 3/17/14, 3/18/14, 3/19/14 and 3/20/14, if needed.

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists - Revised

PAGES: 9.2.1

Date: February 20, 2014

Reason for
Consideration: Action

Personnel Commission Rule 5.1.A, states that the Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. Accordingly staff submits the following eligibility lists for consideration of the Commission:

Electrician List Valid: 2/11/14 – 2/11/15 Total applications received: 65 No. Passed: 6 No. Failed: 16	Dual Total invited to exam: 38 No. Withdrew: 16	14-0057-0161 No. Screened Out: 27
Instructional Aide - Special List Valid: 2/19/14 – 2/19/15 Total applications received: 143 No. Passed: 33 No. Failed: 20	Open/Cont Total invited to exam: 107 No. Withdrew: 54	14-0062-0448 No. Screened Out: 36
Nutrition Services Worker List Valid: 2/21/14 – 2/21/15 Total applications received: 103 No. Passed: 30 No. Failed: 19	Dual Total invited to exam: 91 No. Withdrew: 42	14-0061-5068 No. Screened Out: 12
Nutrition Services Worker List Valid: 2/21/14 – 2/21/15 Total applications received: 139 No. Passed: 29 No. Failed: 24	Dual Total invited to exam: 109 No. Withdrew: 56	14-0068-5068 No. Screened Out: 30
Plant Supervisor II List Valid: 2/20/14 – 2/20/15 Total applications received: 23 No. Passed: 6 No. Failed: 9	Promotional Total invited to exam: 17 No. Withdrew: 2	14-0059-5027 No. Screened Out: 6
Purchasing Agent List Valid: 2/20/14 – 2/20/15 Total applications received: 104 No. Passed: 10 No. Failed: 17	Dual Total invited to exam: 34 No. Withdrew: 7	14-0043-5128 No. Screened Out: 70

CERTIFIED TO BE CORRECT: Gail McMahon DATE: February 13, 2014