



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

August 21, 2014
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. PRELIMINARY

2.1 Pledge of Allegiance to the Flag

2.2 Commissioners roll call

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

Present _____
Present _____
Present _____

2.3 Introduction of Guests

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

4. REPORT FROM THE EXECUTIVE OFFICER

5. HEARINGS

5.1 Consider the Peremptory Writ of Administrative
Mandate for Disciplinary Hearing of Employee #
E00177750 and take action on employee's appeal from
Dismissal

Action

6. MINUTES

6.1 Approval of Minutes for August 7, 2014

Action

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Classification/Restructure Recommendations per
Education Code 45246

RECLASSIFICATION REQUEST
Administrative Secretary

Action

8. BULLETINS AND TESTING ACTIONS

8.1 Bulletins – Per Personnel Commission Rule 4.3.B Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Supervising Food Production Equipment Technician	Dual	15-0032-0499

8.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B Action

ASB Financial Technician	Dual	15-0002-0751
List Valid: 08/11/14 – 08/11/15		
Nutrition Services Worker (Amended) Open		14-0105-5068
List Valid: 06/27/14 – 06/27/15		

9. OTHER ITEMS

10. The next regular scheduled meeting of the Personnel Commission will be held on September 11, 2014 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.

11. CLOSED SESSION

11.1 Performance Evaluation of the Executive Officer
Personnel Commission and Classified Employment

11.2 Recommendation to Remove from Eligibility List

11.3 Appeal of Disqualified Applicant

11.4 Appeal to Personnel Commission

12. 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 August 7, 2014

PAGES: 6.1.1 – 6.1.4

Date: August 21, 2014

Reason for
Consideration: Action

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

Chairperson Stacey Lewis called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Stacey Lewis, Chairperson
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Marilyn Balmer, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor

PRELIMINARY

Guests: Les Leahy, Business Services Administrator and Ann Culton, Administrative Coordinator – Human Resource Services.

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

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

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Dr. Gail McMahon, Executive Officer asked Personnel Analyst Marilyn Balmer to provide the Commission an update on the extensive recruitment activities. Ms. Balmer provided the Commission a listing of all recruitments currently open.

Dale Culton, Certification Services Manager and Mary Cates, Human Resources Supervisor, updated the Commission on the activities of the Certification and Employment Services unit, reporting 129 classified personnel actions were approved by the Board of Education in July.

SET A HEARING DATE TO REVIEW
DISCIPLINARY MATTER

SET A HEARING DATE TO REVIEW
DISCIPLINARY MATTER

The Commission set August 21, 2014 as the date to review, deliberate and make a final decision on the disciplinary matter of Employee # E00177750, subject to Vice-Chairperson Vaughan's availability. They instructed the Executive Officer to notify both parties that they are invited to address the Commission before they deliberate and make their final decision.

MINUTES

MINUTES

The Commission approved the minutes of the July 24, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes with the correction of the date of the minutes approved at the July 24th meeting. Chairperson Lewis seconded the motion.

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

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules.

ABOLISHMENT OF CLASSIFICATION

Tool Sharpener

It was moved by Commissioner Ulaszewski and seconded by Chairperson Lewis to approve the abolishment of the Tool Sharpener classification.

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

APPEAL OF DISQUALIFIED APPLICANT

APPEAL OF DISQUALIFIED APPLICANT

Applicant 21139879 had been disqualified from continuing in the examination process for the classification of Maintenance Mechanic and appealed to the Personnel Commission. The appellant was not present. The Commission moved this item to Closed Session.

APPEAL TO PERSONNEL COMMISSION

APPEAL TO PERSONNEL COMMISSION

Candidate 12650540 submitted an appeal to the Commission per Personnel Commission Rule 4.9.D regarding the results of an employment examination. The appellant was not present. The Commission moved this item to Closed Session.

BULLETINS

BULLETINS

Personnel Commission Rule 4.3.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 bulletins. Chairperson Lewis seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote. The following bulletins were ratified:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Braille Transcriber	Dual	15-0019-3340
Head Start Family Services Liaison	Dual	15-0006-5075
Health Assistant	Dual	15-0021-5170
Instructional Aide Interpreter- Deaf/Hard of Hearing	Dual	15-0025-3272
Instructional Aide-Special	Dual	15-0026-0448
Instructional Assistant- Mathematics	Dual	15-0023-5172
Intermediate Office Assistant	Dual	15-0013-0673
Intermediate Office Assistant- Schools	Dual	15-0014-3354
Intermediate Office Assistant- Bilingual Spanish	Dual	15-0015-5050
Intermediate Office Assistant- Schools-Bilingual Spanish	Dual	15-0016-5052
Library/Media Assistant	Dual	15-0022-0465
Office Assistant	Dual	15-0017-3359
Office Assistant-Bilingual Spanish	Dual	15-0018-5158
Senior Health Assistant	Dual	15-0020-5174
Senior Office Assistant	Promotional	15-0009-0677
Senior Office Assistant-Schools	Promotional	15-0010-3363
Senior Office Assistant- Bilingual Spanish	Promotional	15-0011-5089
Senior Office Assistant-Schools- Bilingual Spanish	Promotional	15-0012-5091
Stage Technician	Dual	15-0024-0379

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.B, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. It was moved by Commissioner Ulaszewski to approve the eligibility lists. Chairperson Lewis seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote. The following eligibility list was approved:

Accountant	Promotional	14-0102-0358
List Valid: 07/22/14 – 07/22/15		
Accountant	Open	14-0102-0358
List Valid: 07/22/14 – 07/22/15		
Energy Conservation Specialist	Dual	14-0115-5175
List Valid: 07/31/14 – 07/31/15		

Human Resources Assistant	Dual	14-0114-3350
List Valid: 08/04/14 – 08/04/15		
High School Office Supervisor	Promotional	14-0109-3349
List Valid: 08/04/14 – 08/04/15		
Instructional Assistant Intensive Behavioral Treatment	Open/Continuous	14-0107-5035
List Valid: 08/01/14 – 02/01/15		
School/Community Liaison – Bilingual Spanish	Promotional	14-0099-5178
List Valid: 08/06/14 – 08/06/15		
Senior ASB Financial Technician	Dual	15-0001-0761
List Valid: 08/07/14 – 08/07/15		

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, August 21, 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 8:31 a.m. to consider the appeal of a disqualified applicant, Appellant 21139879 and consider the examination appeal of Appellant 12650540.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:42 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to disqualify applicant 21139879 from the Maintenance Mechanic examination process. They instructed the Executive Officer to notify the applicant of the decision. The vote was unanimous with all members present participating in the vote.

The Commission acted to deny the appeal of examination results for candidate 12650540 and directed the Executive Officer to notify the candidate of this decision. The vote was unanimous with all members present participating in the vote.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:44 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
 Recommendations

PAGES: 7.1.1 – 7.1.3

Date: August 21, 2014

**Reason for
Consideration:** Action

One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submits the attached classification recommendations for the consideration of the Commission.

PAGE

RECLASSIFICATION CLASSIFICATION

2

Administrative Secretary



PERSONNEL COMMISSION

August 21, 2014

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

Subject: Reclassification

INTRODUCTION

Staff was notified that classified secretarial staffing in the Student Support Services Division was not in alignment with other divisions within the District. Specifically, division administrators at the Assistant Superintendent level are allocated an Executive Secretary (Salary Range 30, \$4,207.96 - \$4,942.09) while the Assistant Superintendent in Student Support Services was allotted an Administrative Secretary (Range 26, \$3,554.87-\$4,403.82).

BACKGROUND INFORMATION

Staff met with Ms. Angela Rivers to obtain information related to duties for which she is responsible. Ms. Rivers has worked throughout her career in Long Beach Unified School District within the Student Support Services Division since February 1996. She promoted to her current position of Administrative Secretary in June of 2000. As a result of her employment history, Ms. Rivers was able to provide staff with an outline of not only the duties she performs but also a verbal historical account of the changes within the secretarial and clerical positions within the division over the last several years. Staff also reviewed historical records and documents related to the structure of classified staff within the Student Support Services Division.

Originally, the Office of Student Support Services was structured to include an Executive Secretary position reporting to the Assistant Superintendent. However, the position was abolished June 30, 2000 as the new Assistant Superintendent of Student Support Services restructured clerical and secretarial staff within the division creating the position of Office Supervisor. The Office Supervisor supervised clerical staff including an Administrative Secretary. Ms. Rivers was an

In July of 2007 there was again a change in the administrator serving as Assistant Superintendent for the Office of Student Support Services. In July of 2009, due to

budget cuts, the position of Office Supervisor for Student Support Services was eliminated. At the time, Ms. Angela Rivers held the position of Administrative Secretary within the division and she was subsequently asked to provide clerical support for the new Assistant Superintendent of Student Support Services.

Based upon the information presented, Ms. Angela Rivers has been working in the capacity of Executive Secretary since July 1, 2009. Although Ms. Rivers has worked throughout her career at Long Beach Unified School District in the Office Support Services Division, she did not report directly to the Assistant Superintendent until 2009 when the Office Supervisor position was abolished.


Additionally, Ms. Tiffany Brown, the current Assistant Superintendent of Student Support Services anticipates Ms. Rivers providing support in the capacity of Executive Secretary and supports the reclassification.

CONCLUSION

Based upon the aforementioned information, staff recommends the Personnel Commission take action to:

1. Reallocate the position of Administrative Secretary in the Office of Student Support Services to Executive Secretary.
2. Reclassify Ms. Angele Rivers from Administrative Secretary to Executive Secretary in the Office of Student Support Services effective September 7, 2014.

Prepared and Submitted by:



Gail McMahon, Ed. D.
Executive Officer, Personnel Commission
And Classified Services

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 8.1.1 – 8.1.2

Date: August 21, 2014

Reason for
Consideration: None

Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Supervising Food Production Equipment Technician	Dual	15-0032-0499	2



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.lbusd.k12.ca.us/perscomm/Web/index.htm

SUPERVISING FOOD PRODUCTION EQUIPMENT TECHNICIAN-0499

Final Filing Date: 4:30 p.m., Wednesday, August 27, 2014.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$5,664	\$5,976	\$6,305	\$6,651
<u>HOURLY:</u>	\$32.68	\$34.47	\$36.38	\$38.37

JOB INFORMATION: Permanent 12 months, 100% permanent position. The current vacancy is located in the Nutrition Services Branch.

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, to organize, supervise skilled trades employees, and participate in the highly skilled work entailed in the installation, repair and maintenance of commercial food production, handling, storage, packaging, and related equipment and appliances at the Nutrition Center and at district sites. The ongoing requirements for servicing and preventive maintenance include a large inventory of reach-in refrigeration equipment, convection ovens, commercial gas ranges, warming cabinets and steam tables. An incumbent acquires and applies a knowledge of the efficient operation of a large school food preparation and packaging facility producing in excess of 75,000 meals a day, and personnel engaged in general cleaning and upkeep activities of the food service facilities; and will perform related duties as assigned.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

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: Equivalent to graduation from high school. Completion of a recognized apprentice training program in at least one of the skilled trades areas such as electrician, electronic, refrigeration, plumbing or equivalent.

EXPERIENCE: One year in a lead or supervisory capacity over journey-level trade personnel performing plant facilities maintenance, with at least one year of specific work involving the trouble shooting, repair and maintenance of large quantity commercial food production and related equipment and systems, including mechanical, electronic, electrical, plumbing, heating, refrigeration and steam system repairs

OR

Four years performing the listed specialized work, preferably including some lead or supervisory capacity.

WORKING ENVIRONMENT: An incumbent in this class will be assigned to the Nutrition Center facility and primarily will work there. Tasks at individual school sites may also be required in support of the food service mission. Environmental conditions range from exposure to extreme cold in the large commercial refrigeration units to the heat of the boiler room. Noise levels are usually high, along with humidity and moisture. There are many hazards including proximity to moving, mechanical parts, exposure electrical to shock, toxic chemicals, gases under pressure, etc. Subject to emergency call out.

SPECIAL REQUIREMENTS: (1) Possession of a valid class C California driver's license and evidence of a safe driving record at the time of appointment is required. (2) Refrigerant Transition and Recovery certification program approved by the Federal Environment Protection Agency is desirable (3) Steam Engineer license of 500 horsepower or higher is desirable. (4) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

PHYSICAL DEMANDS: Work in this classification involves very heavy work, exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently. Ascending or descending ladders, stairs, ramps, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, hearing, talking and good general visual acuity are all necessary to repair, install or monitor operating equipment and systems.

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. Candidates who successfully pass all examination segments for this classification have the opportunity to also be placed on the eligibility lists for Food Production Equipment Technician. Copies of classification specifications and salaries are available on request.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process,

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

PAGES: 8.2.1

Date: August 21, 2014

Reason for
Consideration: Action

Personnel Commission Rule 5.1.B, 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:

ASB Financial Technician

Dual

15-0002-0751

List Valid: 08/11/14 – 08/11/15

Total applications received: 64

Total invited to exam: 44

No. Passed: 11 No. Failed: 22 No. Withdrew: 11 No. Screened Out: 20

Nutrition Services Worker

(Amended)

Open

14-0105-5068

List Valid: 06/27/14 – 06/27/15

Total applications received: 112

Total invited to exam: 81

No. Passed: 27 No. Failed: 17 No. Withdrew: 37 No. Screened Out: 32

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