
PERSONNEL COMMISSION



INFORMATION PACKET

FOR

PERSONNEL COMMISSIONER APPLICANTS

Our Vision

A highly qualified diverse classified workforce

Our Mission

We find qualified candidates to support the District's needs.

Our Values

Accountability – We take responsibility for our actions and decisions.

Professionalism – We provide service to all constituents and treat them with parity, care, and patience.

Teamwork – We embrace diverse perspectives and expertise, working collaboratively to achieve common goals.

Transparency – We present and adhere to the same information for everyone.

For more information, please visit our website at:
http://www.lbschools.net/Departments/Personnel_Commission/

What Is a Merit System District?

The merit system is a method of personnel management which is designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of employees, promotional opportunities, in-service training, and other related matters on the basis of merit, fitness, and the principle of "like pay for like work." A merit system is governed by the sections contained in the California Education Code that are specifically directed towards merit concepts that are different than those of other school districts.

Philosophy of a Merit System

All our stakeholders have an expectation that governmental processes be conducted in a fair, efficient, and open manner, and that public institutions be accountable for representing the public interest. Merit System principles emphasize these values and provide a personnel selection system that is open to all and free from political interference. As school districts continue to experience systemic change resulting from social, financial, and political pressures, it becomes increasingly important that school administrators incorporate Merit System principles into every decision they make concerning classified employees.

School district personnel management should be implemented consistent with the following Merit System principles:

1. Recruitment of job applicants should be from sources representing all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which assures that all receive equal opportunity.
2. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, disabling condition or sexual orientation.
3. Equal pay should be provided for work of equal effort, skill, and responsibility.
4. School district employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.
5. Employees should be retained and promoted on the basis of merit, as measured by the adequacy of their performance and professional achievement.
6. Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

Responsibilities of the Personnel Commission

The Personnel Commission has three core responsibilities as defined in the California Education Code. These are as follows:

- Oversee a personnel management program based on merit principles that ensure the selection and promotion of employees is based solely on qualifications through competitive examination.
- Develop and administer policies governing employment matters to ensure the fair and equitable treatment of employees within the classified service.
- Conduct appeal hearings on matters involving employee disciplinary action, employment examinations, and personnel policies and procedures.

Be a Part of Our Special Team

The purpose of the Personnel Commission is to uphold the principles of merit by competently defining jobs and providing an opportunity for all candidates to be selected and assigned in a timely, effective, efficient, and respectful manner. We strive to provide this service in a deeply committed, supportive, and progressive environment.

Our Personnel Commissioners

The Personnel Commission consists of three Long Beach Unified School District (LBUSD) residents appointed by the State Superintendent of Public Instruction to oversee the administration of the Merit System. The Commissioners meet biweekly to take action on a variety of items affecting the employment and compensation of classified employees.

In addition to prescribing rules and regulations for employment they also serve as an appeals panel in case of disqualification for employment or disciplinary actions. Regular meetings of the Commission are generally held twice a month on Thursdays at 8:15 a.m. in the Personnel Commission Office at 4400 Ladoga Avenue, Lakewood, CA 90713. Additional meetings may be scheduled in the event of a special need or request.

To contact a Commission Member, please call (562) 435-5708.



Stacey Lewis
Term expires:
12/1/2018



Linda Vaughan
Term expires:
12/1/2019



Terence Ulaszewski
Term expires:
12/1/2020

Duties of the Personnel Commission

To execute its responsibilities, the Personnel Commission performs the following duties:

- Establishes and maintains a position classification plan which includes creating job descriptions, setting minimum qualifications, and allocating classifications to salary ranges using standards that provide equal pay for equal work.
- Adopts guidelines to analyze jobs and develop valid employment examinations.
- Adopts rules and procedures to be followed concerning such employment subjects as applications, examinations, employment eligibility, hiring, promotions, discipline and other rules necessary to carry out classified personnel administration.

The Long Beach Unified School District A National and International Reputation for Excellence

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD is a five-time finalist for the prize.

LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 74,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students. About 56.1 percent of students here are Hispanic, 13.5 percent African American, 13.4 percent white, 7.2 percent Asian, 3.2 percent Filipino, 1.5 percent Pacific Islander, and 0.2 percent American Indian/Alaskan Native, with the remainder in other categories. Approximately 19 percent of students are English Language Learners, and 69 percent are socioeconomically disadvantaged.

The school district has won widespread recognition for excellence in academic achievement, the arts and athletics. LBUSD's successes have been chronicled by national media including the New York Times, Washington Post, The Atlantic, U.S. News and World Report, USA Today, Newsweek, Time, Parade, Sports Illustrated, ESPN, Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and others.

LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

Long before the strategy became common among U.S. schools, Long Beach developed clear expectations for what children should know and be able to do as a result of their schooling at each grade level. The district in the early 1990s looked to teachers, business leaders, university experts and parents to develop new, rigorous academic standards. Since then, attainment of those high standards has attracted the increased interest and involvement of civic leaders, community partners, parents and teachers. The school district's Academic and Career Success Initiative, approved by the Board of Education in 2008, built upon nearly two decades of steady improvement. The initiative reaffirms LBUSD's commitment to serving every student, every day. This initiative was aligned with the school district's strategic plan and, more recently, the Local Control Accountability Plan required by the state.

Key to the district's success is its work with business people, volunteers, colleges and universities. The Long Beach Unified School District, California State University Long Beach and Long Beach City College have worked in collaboration with local, regional and national partners to create seamless, pre-kindergarten to postgraduate-school education. This partnership aligns academic standards, teaching methods and student assessment from preschool through masters and doctoral degree. The partnership also includes the Long Beach College Promise, which provides additional support to help more students prepare for and succeed in college. LBUSD has also established educational partnerships with more than 1,300 local businesses, which recognize the district's role in developing a well-educated, highly skilled work force. Thousands of Volunteers in Public Schools (VIPS) assist teachers and students in classrooms. Long Beach schools have been visited and praised by the nation's president, attorney general, four secretaries of education, former Secretary of State Gen. Colin Powell and other high level officials seeking to replicate LBUSD's successes. Local schools have won numerous California Distinguished, National Blue Ribbon and National Green Ribbon awards.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national and international leader in preparing young men and women for success.

PERSONNEL COMMISSION



Invites Applications For The Position Of: PERSONNEL COMMISSIONER

The Personnel Commission is now accepting applications for an appointment to a seat on the Personnel Commission. The appointment will be to fill the unexpired term of a Personnel Commissioner through November 30, 2018. Personnel Commission appointments are for a three-year term. The next term for this appointment would be December 1, 2018 – December 1, 2021.

All applicants **MUST** complete the Application for Appointment, provide detailed responses to the three questions in the Supplemental Questionnaire, and provide a copy of their resume. The application deadline is 4:30 pm Friday, June 8, 2018.

DESCRIPTION

The three-member LBUSD Personnel Commission is the public body responsible for administration of the District's Merit System, a civil service system for classified employees and for fostering the advancement of a career service for such employees. To execute these responsibilities, the State Education Code provides that the Personnel Commissioners shall classify positions; hear appeals of disciplinary and dismissal matters and protests involving examinations; conduct fair and objective recruitment, selection, and appointment procedures that result in the establishment of eligibility lists to fill vacancies with qualified support staff; and prescribe rules and regulations related directly and indirectly to such described personnel practices. The descriptions of the Personnel Commission functions are provided in Sections 45220 through 45320 of the California Education Code.

EXAMPLE OF DUTIES

The Personnel Commission represents the public's interest by providing a personnel system dedicated to the hiring and retaining of the best qualified employees.

The Personnel Commission is responsible for the management of personnel functions related to the Classified Service. These functions include recruitment, selection, classification, and rules and regulations development and administration.

The Personnel Commission works in cooperation with the governing board and administrators in the quest for competent employees and good personnel administration.

MINIMUM QUALIFICATIONS

Must be a registered voter and a resident of the Long Beach Unified School District, which encompasses Long Beach, Signal Hill, Avalon, and portions of Lakewood.

Must be a known adherent to the principle of Merit Systems, meaning supporting the concept of employment, continuance in employment, in-service promotional opportunities and other related matters on the basis of merit and fitness.

Shall not be an employee of the Long Beach Unified School District.

Shall not be a member of the governing board of the Long Beach Unified School District or any Community College District or County Board of Education.

SELECTION PROCESS

The selection process for this appointment may consist of any combination of the following: Committee screening of candidate's application, resume, and responses to supplemental questions; oral qualifications appraisal interview with committee; confirmation of candidacy at Board of Education meeting; final approval by State Superintendent of Instruction.

ADDITIONAL INFORMATION

The Personnel Commission meets every other Thursday of each month at 8:15 a.m. Personnel Commissioners receive a \$50 stipend per meeting. Personnel Commissioners are also eligible to receive health benefits.

PERSONNEL COMMISSION



SUPPLEMENTAL QUESTIONNAIRE - PERSONNEL COMMISSIONER

Please prepare your responses to the following question on a separate sheet of paper. Submit your response along with your resume.

1. This position requires that you are known as an adherent to the principle of the Merit System, which is defined by Education Code as a person who by the nature of his or her public or private service has evidenced that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. Please provide a brief statement as to your views regarding the Merit System as it relates to the position of Personnel Commissioner.
2. Please list relevant experience or familiarity with human resources, employment services or personnel activities that would assist you in serving as a Personnel Commissioner. (This may include public or private sector experience.)
3. As a Commissioner, what do you think your role would be to uphold the vision, mission, and values of the Personnel Commission?

Vision: **A highly qualified diverse classified workforce.**

Mission: **We find qualified candidates to support the District's needs.**

Values: **Accountability; Professionalism; Teamwork; Transparency**

In submitting this application, I certify that:

1. I am a registered voter and resident within the boundaries of the Long Beach Unified School District.
2. I am not a member of the Board of Education of the Long Beach Unified School District or any Community College District or County Board of Education, nor am I an employee of the Long Beach Unified School District.
3. I am a known adherent to the principle of the Merit System. (Known adherent to the Merit System means a person who, by nature of his/her prior public or private service, has given evidence for the support of the concept of employment, continuance in employment, in-service promotional opportunities and other related matters on the basis of merit and fitness.)

Signature _____ Date _____

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

4400 LADOGA AVENUE, LAKEWOOD, CALIFORNIA 90713 TELEPHONE: (562) 435-5708

"We find qualified candidates to support the District's needs"