
P E R S O N N E L C O M M I S S I O N



**Annual Report of the
Personnel Commission
2017-2018**

PERSONNEL COMMISSION ANNUAL REPORT

Prepared by Kenneth Kato, Secretary to the Personnel Commission and Executive Officer, Personnel Commission and Classified Employment

This is the 75th annual report of the Personnel Commission to the Board of Education, covering the period July 1, 2017, through June 30, 2018, in conformance with Education Code Section 45266, which states in part:

“The personnel director shall be responsible to the commission for carrying out all procedures in the administration of the classified personnel in conformity with this article and the rules of the commission...He or she shall also act as secretary of the commission and shall prepare, or cause to be prepared, an annual report which shall be sent by the commission to the governing board...”

MERIT SYSTEM AND PERSONNEL COMMISSION

The Personnel Commission was established in the Long Beach Unified School District by the Board of Education at the request of classified employees in 1942. As one of approximately 100 merit system districts in California, the Long Beach Unified School District is committed to the goal of fair and equitable employment practices in the administration of the classified personnel program. An effective merit system operation ensures fairness and equality in classified employee selection processes.

The five principles of the merit system are: 1) employment and promotion on the basis of merit as shown by competitive examination; 2) encouragement of career service in the classified service; 3) ensuring like pay for like service; 4) prohibition of discrimination in employment; and, 5) impartial hearing of appeals from disciplinary actions.

PERSONNEL COMMISSION VISION

The Vision of the Personnel Commission of the Long Beach Unified School District is a highly qualified diverse classified workforce.

PERSONNEL COMMISSION MISSION

The Mission of the Personnel Commission of the Long Beach Unified School District is we find qualified candidates to support the District's needs.

PERSONNEL COMMISSION SHARED 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.

PERSONNEL COMMISSION MEMBERS

The members of the Long Beach Unified School District Personnel Commission serve as an oversight board over the mandated personnel functions outlined in the California Education Code. The California State Superintendent of Public Instruction appoints each of the three members to the Personnel Commission for a three-year term.

The 2017-2018 Personnel Commissioners were:

Ms. Stacey V. Lewis, who began serving on the Commission in 2013, (resigned June 1, 2018; current term expires December 1, 2018)

Mr. Terence J. Ulaszewski, who began serving on the Commission in 1997 (current term expires December 1, 2020);

Ms. Linda J. Vaughan, who began serving on the Commission in 2011 (current term expires December 1, 2019).

Ms. Vaughan served as Chairperson at the beginning of the fiscal year. On May 24, 2018, an election was held, and Ms. Vaughan was elected Chairperson. Mr. Ulaszewski was elected Vice-Chairperson. Ms. Lewis served as Member.

PERSONNEL COMMISSION STAFF

Staff members continue their dedication to meeting the needs of the District, with a primary focus on providing eligibility lists of highly qualified candidates for classified positions.

The 2017-2018 Personnel Commission staff were:

Kenneth Kato	Executive Officer, Personnel Commission and Classified Employment
Lissa Kukahiko	Senior Administrative Secretary (C)

Classification Services

Susan Leaming	Personnel Analyst
Adriana Araujo	Staff Secretary (C)

Recruitment and Testing

Maria Lynn Braunstein	Personnel Analyst
Shristie Nair	Personnel Analyst
Oralia Leonor	Human Resources Technician
Susan Follmuth	Human Resources Technician
Angela Stenberg	Human Resources Technician
Ashgar Tootla	Human Resources Technician
Ariel Matthews	Human Resources Technician (Nutrition Services)

Certification and Employment Services

Dale Culton	Certification Services Manager
Mary Cates	Human Resources Supervisor

Susan Brister	Human Resources Technician
Anne Follett	Human Resources Technician
Silae Taelifi	Human Resources Technician
Judith Lopez	Human Resources Technician

Front Lobby
Andrea Armas Human Resources Assistant

PERSONNEL COMMISSION ACTIVITIES

The Personnel Commission consists of three Long Beach Unified School District residents appointed by the California State Superintendent of Public Instruction to oversee the administration of the merit system. 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.

The Commissioners meet biweekly to take action on a variety of items affecting the employment of classified employees. Regular meetings of the Commission are generally held biweekly on Thursdays at 8:15am in Building B, Room 29 at the Personnel Commission offices at 4400 Ladoga Avenue, Lakewood, CA 90713.

During the 2017-2018 fiscal year, the Personnel Commission held 23 regular meetings. The Commission approved or extended 146 eligibility lists, ratified 92 job announcement bulletins, heard and ruled on 12 employment eligibility matters, and removed eight (8) candidates from employment eligibility lists. The Commission also approved two revisions of the *Rules and Regulations of the Classified Service* (Rules 1.1 and 10.1.G).

CLASSIFICATION SERVICES

The Education Code places responsibility upon the Personnel Commission to "...classify all employees and positions within the jurisdiction of the governing board or of the commission, except those which are exempt from the classified service..."

The function of classifying positions is to accurately describe positions in order to group like positions into the same job classifications and to recommend equitable pay. An accurate and continually updated classification plan is a key function to achieve a contemporary personnel management program.

During 2017-2018, Classification Services developed five (5) new classifications and recommended salary range placement. The following two (2) new classifications were approved by the Personnel Commission:

General Counsel – Special Education
Technology Field Operations Supervisor

During 2017-2018, the Personnel Commission abolished the following six (6) classifications:

Senior Electronics Technician	Transportation Aide	Transportation Aide, BL Spanish
Electrician Manager	Transportation Aide, BL Khmer	Administrative Dietician

In addition to the above activities, Classification Services:

- Inactivated 32 classifications exempt from the classified service.
- Worked with subject matter experts to revise 18 classification specifications.
- Reviewed and responded to seven (7) individual reclassification requests.
- Reviewed and responded to 40 related classification transfer requests from employees.
- Responded to 52 classification and/or compensation survey requests from other agencies.

RECRUITMENT AND TESTING

The Recruitment and Testing unit is tasked with all recruitment and testing activities for the District's classified service, including advertisement of employment opportunities, application screening, written examinations, oral interviews and performance tests in accordance with applicable laws, codes, rules and regulations.

The Commission's front lobby received 11,323 telephone calls and welcomed 5,065 visitors. Nine thousand two hundred and seven (9,207) applications for employment were received. Ninety-five (95) percent of these applications were submitted online. The classified employment web page received 181,489 "hits" and 9,547 employment interest cards were submitted online.

Recruitment and Testing analysts worked with subject matter experts to revise 57 employment examinations including panel interviews and written and performance exams. During the fiscal year, 220 employment exam segments were administered including 112 written exams, 99 oral exams, and seven (7) performance exams that encompass writing projects, data entry, and other hands-on skill demonstrations.

Four thousand four hundred and eighty five (4,485) applicants took a variety of employment examinations. A total of 129 eligibility lists were established with 1,312 candidates eligible for employment.

CERTIFICATION AND EMPLOYMENT SERVICES

Certification and Employment Services is responsible for the processing of employees upon selection by the hiring authority. This includes sending eligibility lists to hiring authorities, extending offers of employment, processing new employees and fingerprinting candidates in accordance with applicable State and federal laws, the California Education Code and Commission rules and regulations.

Certification and Employment Services also assures Vacancy Assignment (VA) transactions for classified and assigned exempt staff are processed in compliance with applicable laws, codes, rules and regulations. These VA's include actions such as reclassifications, creation of new positions, calendar changes, funding changes and site location changes. In total, there were 1,528 vacancy assignment transactions received in the 2017-2018 fiscal year. In addition, 5,657 employee updates were made in the human resources information system including salary and career increments, address changes, retirements, and resignations.

In addition to the above activities, Certification and Employment Services staff:

- Prepared 369 items for the Hiring Freeze Agenda.
- Hired a total of 597 provisional, limited term and probationary employees. Of these, 334

probationary/permanent employees were hired into regular classified positions and 81 were promotional candidates.

- Three hundred and sixty (360) transfer requests were received and 37 transfer candidates were hired.
- Processed 863 classified summer school applications and filled 590 summer school assignments.
- Processed 177 temporary upgrades.
- Distributed and tracked 3,750 permanent and probationary classified performance evaluations.
- Fingerprinted 861 individuals, including classified applicants, BLAST (Better Learning for All Students Today) mentors, Child Care Workers, Recreation Aides and contracted bus drivers.
- Processed 1,244 exempt employee employment applications for Board of Education approval. These exempt employees include Recreation Aides and walk-on coaches.
- Computed seniority and bumping scenarios to implement 58 classified layoff actions including 34 reductions in work time and nine (9) employees placed in layoff status. Forty two (42) employees were returned to work and made whole from re-employment lists.
- Maintained re-employment lists with 136 individuals in 43 classifications (as of 9/13/2018).

The classified substitute desk received 14,129 requests for substitutes for clerical/secretarial, Campus Security Officer, and Instructional Aide – Special positions. Overall, 74% or 10,502 requests for substitutes were filled.

<u>Classification Requested</u>	<u>Percentage Filled</u>
Instructional Aide – Special	43%
Campus Security Officer	88%
Clerical/Secretarial	99.81%

PERSONNEL COMMISSION HIGHLIGHTS AND ACCOMPLISHMENTS

Classified Seniority Conversion

Personnel Commission management implemented a Memorandum of Understanding (MOU) between the District and the California School Employees Association (CSEA) Chapter 2 to convert seniority for classified employees from hours worked to date-of-hire. Effective January 1, 2018, classified seniority is calculated from the date an employee is hired into the classified service instead of adding the hours worked by each employee. From October to December 2017, Personnel Commission staff, CSEA, Human Resource Services and Employee Relations presented to multiple groups of employees to inform them of this conversion process. Hours worked were calculated for approximately 3,000 classified employees. A total of 2,123 employees reviewed their seniority hours through a custom online application and 1,149 of these employees approved their seniority hours as reported. One hundred and three employees (103) filed a “Level 1” appeal, two (2) employees filed a “Level 2” appeal and all appeals were resolved within the scheduled timeline. To supplement Personnel Commission staff during this project, three (3) temporary employees worked for a five (5) month period as part of the “Classified Seniority Unit” to research employee records, answer 647 phone calls, meet with classified staff, and send 5,315 letters and 5,110 emails to employees.

Classified New Employee Orientation

The District-wide Classified New Employee Orientation Program officially launched in 2017-2018 as a joint venture between Human Resource Services and the Personnel Commission. Staff from both offices collaborated in the planning and coordinating of the program which introduces new classified employees to the culture of the Long Beach Unified School District with an emphasis on essential aspects of customer service. Twelve (12) sessions were held in the 2017-2018 fiscal year and 233 new classified employees attended. Members of Executive Cabinet, California School Employees Association (CSEA) Chapter 2, Association of Long Beach Education Managers & Confidential Employees (ALBEM), and Confidential and Supervising Secretaries Association (CASSA) were invited to participate. The sessions were well received and evaluated very highly by the participants.

Classified Substitute Procedure Revision

Personnel Commission management worked with the Office of Employee Relations to develop and implement a revised classified substitute procedure that became effective April 9, 2018. The revised substitute procedure defines distinct situations when substitutes may be utilized, and established modified timelines to hire permanent classified employees. In addition, time limits imposed on substitute employees who had worked in a vacancy were removed. The intent of these procedure changes is to stabilize and increase the available classified substitute pool.

Classified Staff Development

Department management continued to coordinate a limited number of Classified Staff Development offerings. In 2017-2018, seven (7) CPR/First Aid classes were held and 332 classified employees were certified. One (1) CalPERS Retirement Planning Workshop was held and 60 employees attended.

2018 – 2019 GOALS OF THE PERSONNEL COMMISSION

The Personnel Commission is pursuing two primary goals in the 2018-2019 fiscal year:

Job Family Classification Study of Instructional Aide – Special

The Personnel Commission will facilitate a classification study conducted by an outside consultant of the largest group of classified employees, Instructional Aide-Specials, which will encompass over 800 positions. This study is part of the ongoing rotation of job family studies conducted by Personnel Commission staff or outside consultants to assure employees are working in appropriate classifications and to revise, create and abolish classification descriptions as necessary.

Expand myPD for Classified Employees

The myPD system is an online, personalized professional development platform created to provide online and offline learning opportunities to employees. Commission staff is collaborating with other agencies, vendors, and the Office of Curriculum, Instruction and Professional Development to explore and develop online training opportunities for classified employees.