
PERSONNEL COMMISSION



Annual Report of the Personnel Commission 2018-2019

PERSONNEL COMMISSION ANNUAL REPORT

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

This is the 76th annual report of the Personnel Commission to the Board of Education, covering the period July 1, 2018, through June 30, 2019, 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 2018-2019 Personnel Commissioners were:

Ms. Sheryl Bender, who began serving on the Commission in 2018, (current term expires December 1, 2021)

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 23, 2019, an election was held, and Ms. Bender was elected Chairperson. Ms. Vaughan was elected Vice-Chairperson. Mr. Ulaszewski 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. Positions held by two employees during the fiscal year due to retirements, resignations, or promotions are noted below.

The 2018-2019 Personnel Commission staff were:

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

Classification Services

Susan Leaming	Personnel Analyst
Judith Alonso	Human Resources Assistant

Recruitment and Testing

Maria Lynn Braunstein	Personnel Analyst
Greggory Robinson	Associate Personnel Analyst
Alejandra Torres	Human Resources Technician
Susan Follmuth	Human Resources Technician
Angela Stenberg/Oralia Leyva	Human Resources Technician
Ashgar Tootla/Andrea Armas	Human Resources Technician
Ariel Matthews/Vanessa Ortiz	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
Silauae Taeleifi	Human Resources Technician
Aaron Dominguez	Human Resources Technician

Front Lobby

Andrea Armas/Ashleigh Fernando 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 8:15 a.m. in Building B, Room 29 at the Personnel Commission offices at 4400 Ladoga Avenue, Lakewood, CA 90713.

During the 2018-2019 fiscal year, the Personnel Commission held 23 regular meetings. The Commission approved or extended 156 eligibility lists, ratified 112 job announcement bulletins, heard and ruled on 16 employment eligibility matters, and removed 11 candidates from employment eligibility lists. The Commission also approved three (3) revisions of the *Rules and Regulations of the Classified Service* (Rules 1.1 (two (2) revisions) and 3.1.A.6).

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 2018-2019, Classification Services developed 14 new classifications and recommended salary range placement. The following eight (8) new classifications were approved by the Personnel Commission:

Recreation Aide
Recreation Aide – Kids' Club
Recreation Aide – WRAP Expanded Learning
Recreation Leader
Recreation Leader – WRAP Expanded Learning

Child Care Worker
Assistant Business Services Director
Assistant Public Information Director

During 2018-2019, the Personnel Commission abolished the following four (4) classifications:

Instructional Assistant – Parent Resource Center (R)
Instructional Assistant – Parent Resource Center BL (R)
Head Start Parent Aide (R)
Student Store Assistant

In addition to the above activities, Classification Services:

- Worked with subject matter experts to revise 13 classification specifications.
- Reviewed and responded to seven (7) individual study requests.
- Reviewed and responded to 50 related classification transfer requests from employees.
- Responded to 25 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 11,486 telephone calls and welcomed 4,163 visitors. Seven thousand six hundred and fifty eight (7,658) applications for employment were received and assessed. Ninety-four (94) percent of these applications were submitted online. The classified employment web page received 146,836 "hits" and 11,098 employment interest cards were submitted online.

Recruitment and Testing analysts worked with subject matter experts to revise 68 employment examinations including panel interviews and written and performance exams. During the fiscal year, 242 employment exam segments were administered including 143 written exams, 91 oral exams, and eight (8) performance exams that encompass writing projects, data entry, and other hands-on skill demonstrations.

Three thousand four hundred and ninety (3,490) applicants took a variety of employment examinations. A total of 149 eligibility lists were established with 1,275 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 1,900 vacancy assignment transactions received in the 2018-2019 fiscal year. In addition, 10,873 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 343 items for the Hiring Freeze Agenda.
- Hired a total of 1,317 provisional, limited term and probationary employees. Of these, 1,057 probationary/permanent employees were hired into regular classified positions and 80 were promotional candidates.
- Three hundred and forty-one (341) transfer requests were received and 55 transfer candidates were hired.
- Processed 1,062 classified summer school applications and filled 632 summer school assignments.
- Processed 131 temporary upgrades.
- Distributed and tracked 3,784 permanent and probationary classified performance evaluations.
- Fingerprinted 889 individuals, including classified applicants, BLAST (Better Learning for All Students Today) mentors, Child Care Workers, Recreation Aides and contracted bus drivers.
- Processed 1,384 exempt employee employment applications for Board of Education approval. These exempt employees included walk-on coaches and until January 1, 2019, Recreation Aides.
- Computed seniority and bumping scenarios to implement 178 classified layoff actions including 32 reductions in work time and 27 employees placed in layoff status.
- Maintained re-employment lists with 167 individuals in 34 classifications (as of 11/18/2019).
- Seventeen (17) employees were returned to work and made whole from re-employment lists.

The classified substitute desk received 11,142 requests for substitutes for clerical/secretarial, Campus Security Officer, and Instructional Aide – Special positions. Overall, 88% or 9,772 requests for substitutes were filled.

<u>Classification Requested</u>	<u>Percentage Filled</u>
Instructional Aide – Special	38%
Campus Security Officer	88%
Clerical/Secretarial	98%

PERSONNEL COMMISSION HIGHLIGHTS AND ACCOMPLISHMENTS

Conversion of Recreation Staff into the Classified Service

Personnel Commission participated in a collaborative effort to convert currently employed Recreation Leaders, Recreation Aides, and Child Care Workers into permanent members of the classified service effective January 1, 2019 in accordance with AB 2160. These employees are now afforded all the rights and benefits of classified employees, including paid leave, accrual of

seniority for layoff purposes, and performance evaluations. New employees will also have to serve probationary periods. The collaboration of departments to convert these classifications and employees included Fiscal Services, Payroll, Elementary Office, Employee Relations, Information Services, Human Resource Services, and Personnel Commission. In November 2018, Personnel Commission staff, Human Resource Services and Employee Relations presented to school principals and office supervisors to inform them of this conversion process. The following classifications were created and allocated to a classified salary range:

- *Recreation Aide*
- *Recreation Leader*
- *Child Care Worker*
- *Recreation Aide – WRAP Expanded Learning*
- *Recreation Leader – WRAP Expanded Learning*
- *Recreation Aide – Kids' Club*

To supplement Personnel Commission staff during this project, three (3) temporary employees worked for a three (3) month period as part of the "Recreation Conversion Information Unit" to answer questions from the public, screen 756 employment applications, proctor 62 examinations, and process 624 employees into the classified service. In addition, Commission staff participated in the development of an updated Recreation Aide handbook and a revised web page.

Job Family Classification Study of Instructional Aide – Special

The Personnel Commission facilitated a classification study in conjunction with an outside consultant, CPS HR Consulting, of the largest group of classified employees, Instructional Aide-Specials, encompassing approximately 800 positions. The completed study will be presented to the Commission for approval in fiscal year 2019-2020. 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.

Classified New Employee Orientation Program

Staff from Human Resource Services and the Personnel Commission continue to collaborate in the planning and coordinating of the Classified New Employee Orientation program. The program introduces new classified employees to the culture of the Long Beach Unified School District with an emphasis on essential aspects of customer service. Six (6) sessions were held in the 2018-2019 fiscal year and 249 new classified employees attended. Members of the California School Employees Association (CSEA) Chapter 2 were in attendance to participate. The sessions were well received and evaluated very highly by the participants.

Classified Staff Development

Department management continued to coordinate a limited number of Classified Staff Development offerings. In 2018-2019, seven (7) CPR/First Aid classes were held and 283 classified employees were certified. One (1) CalPERS Retirement Planning Workshop was held and 102 employees attended.

2019 – 2020 GOALS OF THE PERSONNEL COMMISSION

The Personnel Commission is pursuing two primary goals in the 2019-2020 fiscal year:

Consolidation of the Intermediate and Senior Office Assistant Classifications

The classifications of Intermediate Office Assistant, BL Spanish and Senior Office Assistant, BL Spanish have parallel but separate classifications of Intermediate Office Assistant – Schools, BL Spanish and Senior Office Assistant – Schools, BL Spanish. In the interest of maintaining broad classifications, the duties of these eight classifications will be reviewed in 2019-2020 to determine if the separation in the classifications remains essential to support schools and offices.

Online Access to Complete Classified Seniority Lists

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. During this seniority conversion period, a custom interface through the intranet portal was used to display current seniority in comparison to other employees. This interface was not intended to be permanent, and was not updated to display the date-of-hire seniority information of new employees or recently promoted employees. There is a need to have the seniority information permanently available to all classified employees due to staffing changes and for contractual obligations. Personnel Commission staff is working with Information Services to develop an updated system that will create real-time seniority lists, which integrate employees with hours worked with those with a date-of-hire.

ONGOING GOALS OF THE PERSONNEL COMMISSION

- Conduct and implement longitudinal job family classification studies on a rotating basis.
- Enhance communications by providing knowledgeable staff for meetings, briefing sessions, or similar occasions; explaining processes or answering questions regarding matters under the jurisdiction of the Personnel Commission, or affecting the entire classified service.
- Identify improved ways to actively recruit and identify better qualified individuals for vacant positions.
- Involve staff in cooperative interagency test validation efforts that support efforts in improving all aspects of employee recruitment and selection.
- Monitor the administration of classified personnel policies and procedures to ascertain and recommend any appropriate changes.
- Employ and process the necessary staff in support of the Long Beach Unified School District's Local Control Accountability Program (LCAP) and the Long Beach Unified School District Strategic Master Plan.
- Review and streamline classified personnel processes according to applicable laws, codes, rules and regulations to maximize efficiencies to best serve the students and stakeholders of the Long Beach Unified School District.
- Focus on a professional customer service environment for all stakeholders.