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PERSONNEL COMMISSION

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# Annual Report of the Personnel Commission 2019-2020



## PERSONNEL COMMISSION ANNUAL REPORT

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

This is the 77<sup>th</sup> annual report of the Personnel Commission to the Board of Education, covering the period July 1, 2019, through June 30, 2020, 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

*A highly qualified diverse classified workforce.*

### PERSONNEL COMMISSION MISSION

*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 2019-2020 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, 2022).

Ms. Bender served as Chairperson at the beginning of the fiscal year and Ms. Vaughan served as Vice-Chairperson. On May 21, 2020, an election was held, and Ms. Bender was elected Chairperson. Mr. Ulaszewski was elected Vice-Chairperson.

## 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 2019-2020 Personnel Commission staff were:

Kenneth Kato	Executive Officer, Personnel Commission and Classified Employment
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Pamela Brackman/Vacant	Senior Administrative Secretary (C)
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### Classification Services

Susan Leaming	Personnel Analyst
Judith Alonso/Aisha Alex	Human Resources Assistant

### Recruitment and Testing

Maria Braunstein	Personnel Analyst
Greggory Robinson	Associate Personnel Analyst
Alejandra Torres	Human Resources Technician
Susan Follmuth/Judith Alonso	Human Resources Technician
Oralia Leyva	Human Resources Technician
Andrea Armas	Human Resources Technician
Vanessa Ortiz	Human Resources Technician (Nutrition Services)

### Certification and Employment Services

Dale Culton	Certification Services Manager
Jesus Rios Jr.	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

Ashleigh Fernando	Human Resources Assistant
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### 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. Due to the COVID-19 pandemic, in April 2020 Commission meetings began being held remotely and members of the public could make comments in the meeting by following the instructions listed in the Personnel Commission Teleconference Notice posted on the Personnel Commission homepage.

During the 2019-2020 fiscal year, the Personnel Commission held 23 regular meetings. The Commission approved or extended 137 eligibility lists, ratified 112 job announcement bulletins, heard and ruled on 12 employment eligibility matters, and removed 11 candidates from employment eligibility lists. The Commission also approved seven (7) revisions of the *Rules and Regulations of the Classified Service* (Rules 6.1.B, 12.12, 1.1, 10.1.A, 10.1.C, 10.11.B and 12.19).

### 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 2019-2020, Classification Services developed seven (7) new classifications and recommended salary range placement. The following five (5) new classifications were approved by the Personnel Commission:

Associate Research Information Systems Analyst  
School Safety Operations Manager

Communications Specialist  
Maintenance Laborer  
Administrator, Behavior and Assessment Services

During 2019-2020, the Personnel Commission abolished the following seven (7) classifications:

Welder (Grandfathered class)  
Instructional Aide – Special, BL Khmer  
Intermediate Office Assistant – Schools  
Intermediate Office Assistant – Schools, BL Spanish  
Senior Office Assistant – Schools  
Senior Office Assistant – Schools, BL Spanish  
Telecommunications Supervisor

In addition to the above activities, Classification Services:

- Worked with subject matter experts to revise 54 classification specifications.
- Reviewed and responded to eight (8) individual reclassification study requests.
- Reviewed and responded to 41 related classification transfer requests from employees.
- Responded to 23 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 9,387 telephone calls and welcomed 5,185 visitors. Seven thousand four hundred and ninety two (7,492) applications for employment were received and assessed. Ninety-five (95) percent of these applications were submitted online. The classified employment web page received 148,294 "hits" and 8,791 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, 274 employment exam segments were administered including 188 written exams, 79 oral exams, and seven (7) performance exams that encompass writing projects, data entry, and other hands-on skill demonstrations.

Three thousand three hundred and eighty-two (3,382) applicants took a variety of employment examinations. A total of 113 eligibility lists were established with 1,074 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 1,441 VA transactions received in the 2019-2020 fiscal year. In addition, 8,546 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 425 items for the Hiring Freeze Agenda.
- Hired a total of 639 provisional, limited term and probationary employees. Of these, 441 probationary/permanent employees were hired into regular classified positions and 104 were promotional candidates.
- Two hundred and ninety (290) transfer requests were received and 68 transfer candidates were hired.
- Processed 947 classified summer school applications and filled 279 summer school assignments.
- Processed 156 temporary upgrades.
- Distributed and tracked 4,003 permanent and probationary classified performance evaluations.
- Fingerprinted 565 individuals, including classified applicants, BLAST (Better Learning for All Students Today) mentors, and contracted bus drivers.
- Processed 487 exempt employee employment applications for Board of Education approval. These exempt employees include student workers and walk-on coaches.
- Computed seniority and bumping scenarios to implement 52 classified layoff actions including 14 reductions in work time and 21 employees placed in layoff status.
- Maintained re-employment lists with 151 individuals in 30 classifications (as of 9/22/2020).
- Fourteen (14) employees were returned to work and made whole from re-employment lists.

The classified substitute desk received 12,892 requests for substitutes for clerical/secretarial, Campus Security Officer, Recreation Aide/Leader, and Instructional Aide – Special positions. Overall, 68.91% or 8,884 requests for substitutes were filled.

<u>Classification Requested</u>	<u>Percentage Filled</u>
Instructional Aide – Special	43.13%
Campus Security Officer	84.35%
Clerical/Secretarial	99.53%
Recreation Aide/Leader	37.94%

## PERSONNEL COMMISSION HIGHLIGHTS AND ACCOMPLISHMENTS

### **Job Family Classification Study of Instructional Aide – Special**

In fiscal year 2018-2019, 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 was presented to the Commission for approval and implemented 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.

### Consolidation of the Intermediate and Senior Office Assistant Schools Classifications

Commission staff implemented the consolidation of school and non-school site clerical classifications to streamline the application, testing, hiring, transfer, layoff, and reemployment processes.

<u>FORMER CLASSES</u>	<u>CURRENT CLASS</u>
Intermediate Office Assistant	Intermediate Office Assistant
Intermediate Office Assistant – Schools	
Intermediate Office Assistant – Bilingual Spanish	Intermediate Office Assistant – Bilingual Spanish
Intermediate Office Assistant – Schools – Bilingual Spanish	
Senior Office Assistant	Senior Office Assistant
Senior Office Assistant – Schools	
Senior Office Assistant – Bilingual Spanish	Senior Office Assistant – Bilingual Spanish
Senior Office Assistant – Schools – Bilingual Spanish	

Informational meetings were held with affected staff, draft descriptions were sent to all employees, and the consolidation of the classifications became effective July 1, 2020.

### Online Recruitment Strategies Due to COVID-19

In March 2020, due to State lockdown orders related to the COVID-19 pandemic, the Personnel Commission closed to the public and in-person testing and interviewing were postponed. In May 2020, staff began using Biddle TestGenius software to administer online written and multiple choice examinations and Spark Hire software to conduct online interviews. Between May 2020 and September 2020:

- 243 candidates tested online
- 29 written/multiple choice exam segments administered
- 343 candidates interviewed online
- 37 structured interview segments administered
- 90 raters scored recorded interviews

### Onboarding Strategies Due to COVID-19

Between March 2020 and September 2020 Commission staff onboarded 163 employment candidates. The following protocols were implemented for all candidates to assure the safety of Commission staff and others:

- All candidates attended by appointment only
- Onboarding information sent electronically prior to appointment
- Candidates are given a temperature check and asked questions according to District protocols
- Staff is issued PPE including face shields, masks, gloves, and hand sanitizer
- Candidates are required to wash their hands prior to touching District documents
- Candidates are required to wear masks while present
- Staff maintains a six (6) foot distance from the candidates
- Clear signage is posted to inform all staff and visitors of the District protocols
- Revised fingerprint process

### **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. Twenty-one sessions were held in the 2019-2020 fiscal year and 470 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 highly by the participants.

### **Classified Staff Development**

Department management continued to coordinate a limited number of Classified Staff Development offerings. In 2019-2020, four (4) CPR/First Aid classes were held and 194 classified employees were certified. One (1) CalPERS Retirement Planning Workshop was held and 120 employees attended.

### **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 highly qualified individuals for vacant positions.
- Involve staff in cooperative interagency test validation efforts to improve 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 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.