

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
February 27, 2020

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of February 13, 2020 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **APPROVE** the certification of Child Care Worker eligibility list 20-0093-5258 established 2/24/2020 5
2. **APPROVE** the certification of Painter eligibility list 20-0066-0113 established 2/24/2020 5
3. **APPROVE** the certification of Middle School Office Supervisor eligibility list 20- 0099-3357 established 2/24/2020 5
4. **APPROVE** the certification of High School Office Supervisor eligibility list 20-0100-3349 established 2/24/2020 5

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **APPROVE** the recommendation to remove from eligibility list ID 2728258 7-23
2. **APPROVE** the request for Hearing in Disciplinary Matter Employee E00161406 24-755
3. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2018-2019

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

March 12, 2020 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accomadation to the Executive Officer, personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

MINUTES
Regular Meeting

February 13, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, February 13, 2020 at 8:19 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Sheryl Bender.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Sheryl Bender
Linda Vaughan

Absent: Terence Ulaszewski

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Susan Learning, Personnel Analyst; Gregory Robinson, Associate Personnel Analyst; Connie Ballew, Acting Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Alejandra Torres, Human Resources Technician; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Oralia Leyva, Human Resources Technician; Susan Brister, Human Resources Technician.

GUESTS

Chester Davidson, CSEA Chapter 2 Vice-President-Unit B; Vaurice Scott, CSEA Vice President-Unit A; Appellant 7149900.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of January 30, 2020.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Linda Vaughan	X		

RECEIVE
CORRESPONDENCE

Letter from a member of the public addressed to the Commissioners.

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, reported the New Employee Orientation program has received assistance from other departments and

thanked Jackie Roberts, Facilities Project Manager from Business Services, for taking part and assisting in the New Employee Orientation program.

Greggory Robinson, Associate Personnel Analyst, announced that Recruitment and Testing currently has 34 open recruitments. Mr. Robinson thanked Jesus Rios Jr., Employment Services Supervisor, for his assistance with a recent survey sent out to employees.

Mr. Robinson also informed the Commission that the previously approved job bulletin for Assistant Public Information Director contained a typographical error which has been corrected.

Jesus Rios Jr., Employment Services Supervisor, reported that the summer employment online application has been available since February 3rd and so far 354 applications have been received. Mr. Rios Jr. announced that he and staff continue to hold workshops in the computer lab to assist employees submitting online applications. Online summer employment applications will be accepted until March 20, 2020.

Susan Leaming, Personnel Analyst, reported that 120 employees attended the CalPERS Planning Your Retirement workshop on Wednesday, February 5, 2020. Ms. Leaming also shared that there were 81 participants in the CPR/First Aid trainings held on Friday, February 7, 2020.

CONSENT AGENDA

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-7 and approve items 8-12 on the Consent Agenda.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Linda Vaughan	X		

1. **RATIFY** job announcement bulletin for Assistant Public Information Director
2. **RATIFY** job announcement bulletin for Stage Technician
3. **RATIFY** job announcement bulletin for Instructional Aide-Special
4. **RATIFY** job announcement bulletin for Instructional Aide-Educare
5. **RATIFY** job announcement bulletin for Instructional Aide Educare BL Spanish
6. **RATIFY** job announcement bulletin for Facilities Use Technician
7. **RATIFY** job announcement bulletin for Inventory Control Technician
8. **APPROVE** the certification of Instructional Aide Special eligibility list 20-0094-0448 established 02/05//2020

9. **APPROVE** the certification of Custodian Assistant eligibility list 20-0087-5025 established 01/31/2020
10. **APPROVE** the certification of Senior Office Assistant-Schools eligibility list 20-0097-3363 established 02/06/2020
11. **APPROVE** the certification of Senior Office Assistant-Schools BL Spanish eligibility list 20-0098-5091 established 02/06/2020
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 20-0083-5068 established 02/11/2020

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the revised classification of Student Data Systems Specialist

After discussion, a motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to approve the revised classification of Student Data Systems Specialist.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Linda Vaughan	X		

2. **APPROVE** the recommendation to remove from eligibility list ID 7149900

The Commission moved NEW BUSINESS Item 2 to closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 27, 2020 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:30 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:17a.m. and the following reportable action was taken:

1. A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate ID 7149900 from the current eligibility list and allow to re-test in the future.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Linda Vaughan	X		

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:18 a.m..

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 5-6

Date: February 27, 2020

Reason for Consideration: Approval

CHILD CARE WORKER

OPEN CONTINUOUS

20-0093-5258

List Valid: 2/24/2020-2/24/2021

Total Applications Received: 62

No. Passed: 12 No. Failed: 1

Total Invited to Exam: 48

No. Withdrew: 35 No. Screened Out: 14

PAINTER

DUAL

20-0066-0113

List Valid: 2/24/2020-2/24/2021

Total Applications Received: 33

No. Passed: 3 No. Failed: 11

Total Invited to Exam: 20

No. Withdrew: 6 No. Screened Out: 13

MIDDLE SCHOOL OFFICE SUPERVISOR

DUAL

20-0099-3357

List Valid: 2/24/2020-2/24/2021

Total Applications Received: 115

No. Passed: 14 No. Failed: 13

Total Invited to Exam: 33

No. Withdrew: 6 No. Screened Out: 82

HIGH SCHOOL OFFICE SUPERVISOR

DUAL

20-0100-3349

List Valid: 2/24/2020-2/24/2021

Total Applications Received: 78

No. Passed: 4 No. Failed: 14

Total Invited to Exam: 20

No. Withdrew: 2 No. Screened Out: 58

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 2728258

PAGES: 7-23

Date: 02/27/2020

Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

4.2.A.8 – "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Request for Hearing in Disciplinary Matter PAGES: 24-755

Date: February 27, 2020

Personnel Commission Rule 11.5. is an Appeal of Disciplinary Action:

11.5.B – “An appeal shall be presented to the Personnel Commission at the next regularly scheduled meeting. The Commission shall coordinate the hearing of said charges within a reasonable length of time from the receipt of the appeal. The investigation and hearing shall be confined to the reasons for action as charged by the Board of Education or its assignee and the relevant defenses set forth in the appeal and answer.”

Enclosed for the consideration of the Commission is an appeal filed by a permanent employee from the classified service by the Board of Education in accordance with the rules, and related material.

It is recommended the Commission act to investigate the matter, order a hearing, and authorize a hearing officer to conduct the hearing as provided for in the rules.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.