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

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

**Annual Report of the
Personnel Commission
2021-2022**

PERSONNEL COMMISSION ANNUAL REPORT

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

This is the 79th annual report of the Personnel Commission to the Board of Education, covering the period July 1, 2021, through June 30, 2022, 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 2021-2022 Personnel Commissioners were:

Ms. Sheryl Bender, who began serving on the Commission in 2018, (current term expires December 1, 2024)

Mr. Terence J. Ulaszewski, who began serving on the Commission in 1997 (current term expires December 1, 2023);

Ms. Linda J. Vaughan, who began serving on the Commission in 2011 (current term expires December 1, 2022).

Mr. Ulaszewski served as Chairperson at the beginning of the fiscal year and Ms. Vaughan served as Vice-Chairperson. On May 5, 2022, an election was held and Ms. Vaughan was elected Chairperson, and Ms. Bender was elected Vice-Chairperson.

PERSONNEL COMMISSION STAFF

Staff members continue their dedication to meeting the staffing 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 2021-2022 Personnel Commission staff were:

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

Classification Services

Susan Leaming	Personnel Analyst
Aisha Alex/Monica Gaytan	Human Resources Assistant

Recruitment and Testing Services

Maria Braunstein	Personnel Analyst
Greggory Robinson/Jesus Rios Jr.	Personnel Analyst/Associate Personnel Analyst
Amy Van Fossen	Associate Personnel Analyst
Alejandra Torres	Human Resources Technician
Judith Alonso	Human Resources Technician
Ashleigh Fernando	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./Oralia Leyva	Employment Services Supervisor
Susan Brister/Lydia Smith	Human Resources Technician
Anne Follett	Human Resources Technician
Silaue Taeleifi	Human Resources Technician
Oralia Leyva/Mari Rojas	Human Resources Technician
Joanna Guzman	Human Resources Technician (IA-Specials and Custodial)

Front Lobby

Ashleigh Fernando/Lydia Smith	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, the Commission serves as an appeals panel in cases 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 2021-2022 fiscal year, the Personnel Commission held 25 regular meetings. Six (6) of the regular meetings were held remotely and broadcasted on the District's YouTube channel. On October 7, 2021, the Commission resumed holding in-person meetings in compliance with COVID-19 safety protocols. The Commission approved or extended 300 eligibility lists, ratified 193 job announcement bulletins, removed 16 candidates from employment eligibility lists, approved two (2) requests for disciplinary hearings, and heard and ruled on one (1) employment eligibility matter. The Commission also approved three (3) revisions of the *Rules and Regulations of the Classified Service* (Rules 8.1., 10.9.A.5., and 4.3.L.).

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 2021-2022, Classification Services developed eight (8) new classifications and recommended salary range placement. The following eight (8) new classifications were approved by the Personnel Commission:

Web Applications Developer
Senior Web Applications Developer
General Counsel
Translator-Interpreter – BL Khmer
Purchasing Manager
Site Specialist – Business Partnerships
Speech-Language Pathology Assistant – BL Khmer
Site Specialist – Student Engagement

During 2021-2022, the Personnel Commission abolished the following four (4) classifications:

Office Machine Technician
Webmaster
Executive Director, Equity, Access and College & Career Readiness
Broadcast Engineer

In addition to the above activities, Classification Services:

- Worked with subject matter experts to revise 19 classification specifications.
- Reviewed and responded to one (1) individual reclassification study request.
- Reviewed and responded to 47 related classification transfer requests from employees.
- Responded to 31 classification and/or compensation survey requests from other agencies.

Job Family Classification Studies

In July 2021, Classification Services implemented the results of the School Safety and Emergency Preparedness Job Family Study encompassing 83 positions in seven (7) classifications. This study is part of an ongoing rotation of job

family studies conducted by Personnel Commission staff and outside consultants to assure employees are working in appropriate classifications and to revise, create, and abolish classification descriptions as necessary.

In 2021-2022, Classification Services also conducted and implemented a classification review of the Media Services job family resulting in the abolishment of one (1) classification, revision of six (6) classifications, and retitling of five (5) classifications.

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 10,608 telephone calls and welcomed 3,385 visitors. Ten thousand seventy-seven (10,077) applications for employment were received and assessed. Ninety-one (91) percent of these applications were submitted online. The classified employment web page received 218,411 "hits" and 9,121 employment interest cards were submitted online.

Recruitment and Testing analysts worked with subject matter experts to create 29 new and revise 51 employment examinations including panel interviews and written and performance tests. During the fiscal year, 4,846 applicants took a variety of employment examinations. Three thousand, three hundred and fifty-one (3,351) applicants took a written exam, 1,436 interviewed, and 59 participated in a performance exam. A total of 291 eligibility lists were established with 2,184 qualified 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 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 1,634 VA transactions received and processed in the 2021-2022 fiscal year. In addition, 7,003 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:

- Hired a total of 807 provisional, limited term and probationary employees. Of these, 499 probationary/permanent employees were hired into regular classified positions and 130 were promotional candidates.
- Three hundred and sixty-one (361) transfer requests were received and 72 transfer candidates were hired.
- Processed 738 classified summer school applications and filled 637 summer school assignments.
- Processed 294 temporary upgrades.
- Distributed and tracked 4,060 permanent and probationary classified performance evaluations.
- Fingerprinted 927 individuals, including classified employment candidates and contracted bus drivers.
- Processed 510 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 two (2) classified layoff actions including one (1) reduction in work time and one (1) employee placed in layoff status.
- Maintained re-employment lists with 117 individuals in 27 classifications (as of 10/14/2022).
- Twelve (12) employees were returned to work and made whole from re-employment lists.

The classified substitute desk received 19,938 requests for substitutes for clerical/secretarial, Campus Staff Assistant, Recreation Aide, and Instructional Aide – Special positions. Overall, 67.26% or 13,410 requests for substitutes were filled.

<u>Classification Requested</u>	<u>Percentage Filled</u>
Instructional Aide – Special	34.46%
Campus Staff Assistant	47.50%
Clerical/Secretarial	94.36%
Recreation Aide	62.17%

PERSONNEL COMMISSION HIGHLIGHTS AND ACCOMPLISHMENTS

Classified Staff Development

Department management continued to coordinate a limited number of Classified Staff Development offerings. In 2021-2022, one (1) CalPERS Retirement Planning Workshop was held and 92 employees attended. Six (6) sessions of CPR/First Aid were offered and 208 employees were certified.

Classified Recruitment Outreach Efforts

During the 2021-2022 fiscal year, Personnel Commission staff coordinated and/or participated in five (5) job fairs to fill an increased number of classified vacancies. Staff coordinated these events with local agencies including Long Beach City College, Long Beach College Promise, and Pacific Gateway. Various advertising and promotional items were designed by Long Beach Unified’s Duplicating staff, showcasing the theme of “Jobs in the Classroom and Beyond” to attract and welcome applicants to the job fairs. District administrators and staff participated in the recruitment efforts by hosting job fair booths and conveying pertinent information to attendees regarding jobs available in their respective departments. The Office of Marketing and Media Services team also supported recruitment outreach efforts by advertising the job fairs on District social media platforms, creating a new link to classified employment opportunities “www.lbschools.net/jobs”, and creating a QR code for classified recruitments.

In total, 930 individuals registered at a job fair, 892 individuals submitted an application at a job fair, and 190 individuals (21% of those that submitted an application at a job fair) tested and were placed on an eligibility list. Many of these eligibility lists will continue to be valid into the 2022-2023 fiscal year. In addition, applicant tracking statistics show a surge in applications before and after each job fair.

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 methods 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.