

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Ave.
Lakewood, California 90713
REGULAR MEETING AGENDA

Regular Meeting
November 3, 2022

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 October 20, 2022 1-5
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. **RATIFY** job announcement bulletin for Groundskeeper 6-7
2. **RATIFY** job announcement bulletin for Nutrition Services Worker 8-9
3. **APPROVE** the certification of Accounting Manager eligibility list 23-0035-0346 established 11/04/2022 10
4. **APPROVE** the certification of Assistant Director – Fiscal Services eligibility list 23-0034-5136 established 11/04/2022 10
5. **APPROVE** the certification of Campus Staff Assistant eligibility list 23-0049-5288 established 10/24/2022 10
6. **APPROVE** the certification of Environmental Health and Safety Manager eligibility list 22-0288-0610 established 10/31/2022 10
7. **APPROVE** the certification of Instructional Aide - Educare eligibility list 23-0043-5205 established 10/26/2022 10
8. **APPROVE** the certification of Instructional Aide – Educare Bilingual Spanish eligibility list 23-0044-5206 established 10/26/2022 10
9. **APPROVE** the certification of Intermediate Accounting Assistant eligibility list 23-0036-0755 established 11/04/2022 10

10.	APPROVE the certification of Inventory Control Technician eligibility list 23-0053-5126 established 11/03/2022	11
11.	APPROVE the certification of Maintenance Laborer (Revised) eligibility list 22-0273-5275 established 10/27/2022	11
12.	APPROVE the certification of Nutrition Services Worker eligibility list 23-0105-5068 established 11/03/2022	11
13.	APPROVE the certification of Recreation Aide eligibility list 23-0116-5255 established 10/24/2022	11
14.	APPROVE the certification of Recreation Aide eligibility list 23-0123-5255 established 10/26/2022	11
15.	APPROVE the certification of Recreation Aide eligibility list 23-0124-5255 established 10/31/2022	11
16.	APPROVE the certification of Recreation Aide eligibility list 23-0125-5255 established 11/02/2022	11
17.	APPROVE the certification of Recreation Aide – WRAP Expanded Learning eligibility list 23-0020-5261 established 10/26/2022	11
18.	APPROVE the certification of Recreation Aide – WRAP Expanded Learning eligibility list 23-0059-5261 established 10/26/2022	12
19.	APPROVE the certification of Recreation Leader – WRAP Expanded Learning eligibility list 23-0021-5262 established 10/26/2022	12
20.	APPROVE the certification of Senior Accounting Assistant eligibility list 23-0037-0760 established 11/04/2022	12
21.	APPROVE the certification of Senior Executive Secretary (C) eligibility list 23-0101-0679 established 11/03/2022	12
22.	APPROVE the certification of Senior Office Assistant eligibility list 22-0263-0677 established 10/24/2022	12
23.	APPROVE the certification of Translator Interpreter – Bilingual Spanish eligibility list 23-0076-5079 established 10/27/2022	12
III.	OLD BUSINESS	
1.	APPROVE the following: Revision to the <i>Rules and Regulations of the Classified Service</i> (Second Reading)	13-22
2.	APPROVE the Appeal of Disqualified Applicant ID 49538325	23-42
IV.	NEW BUSINESS	
1.	APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 15545493	43-51
2.	APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 50978146	52-59

4. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2021-2022

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

November 17, 2022 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

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 accommodation 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 Ave.
Lakewood, CA 90713

MINUTES
Regular Meeting

October 20, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, October 20, 2022 at 8:15 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, Linda Vaughan.

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

Present: Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS PRESENT Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralía Leyva, Employment Services Supervisor; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Lydia Smith, Human Resources Technician; and Monica Gaytan, Human Resources Assistant.

GUESTS PRESENT Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Anthony Kruzic, CSEA Chapter 2 Vice President-Unit B; Appellant ID 48417442 and Appellant 48270062.

MINUTES OF REGULAR MEETING APPROVED A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of October 6, 2022.

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

RECEIVE CORRESPONDENCE None

PUBLIC HEARD None

REPORT FROM EXECUTIVE OFFICER Kenneth Kato, Executive Officer, announced Lydia Smith has been selected as the new Associate Personnel Analyst. Mr. Kato shared that Ms. Smith will be starting next week. Mr. Kato asked Mindi Ritter, Senior Administrative Secretary, to give an overview of the new Wellness Committee the District has implemented. Ms. Ritter shared that the objective of the committee is to share health and wellness resources to employees with specialty topics every month.

Amy Van Fossen, Associate Personnel Analyst, reported there are 64 recruitments in varying stages of completion with 28 open and accepting applications. Ms. Van Fossen shared that Maria Braunstein, Personnel Analyst, Andrea Armas, Human Resources Technician, Judy Alonso, Human Resources Technician, and Joanna Guzman, Human Resources Technician, recently participated in a state-wide online virtual job fair hosted by Tulare County. Ms. Van Fossen recognized Veronica Bustamante, Human Resources Assistant, for creating the virtual booth for the job fair. Ms. Van Fossen explained the staff who participated all had positive interactions with participants.

Jesus Rios Jr., Certification Services Manager, reported that staff continue to send the eligibility lists out to schools and departments to fill their vacancies. Mr. Rios shared that at the last Board of Education meeting a total of 74 employees were onboarded, 48 probationary and 27 substitute employees were appointed in the classified service.

Susan Leaming, Personnel Analyst, informed the Commission that a CPR/First Aid class was held at Buffum Total Learning Center. Ms. Leaming informed the Commission that two sessions of CPR/First Aid classes are scheduled for Friday, November 4th at the Teacher Resource Center (TRC).

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accompanist
2. **RATIFY** job announcement bulletin for Custodian
3. **RATIFY** job announcement bulletin for Grounds Service Manager
4. **RATIFY** job announcement bulletin for Head Start Instructional Aide
5. **RATIFY** job announcement bulletin for Head Start Instructional Aide – Bilingual Spanish
6. **RATIFY** job announcement bulletin for Maintenance Team Lead
7. **RATIFY** job announcement bulletin for Plumber
8. **RATIFY** job announcement bulletin for Production Specialist
9. **RATIFY** job announcement bulletin for Salary Services Supervisor
10. **RATIFY** job announcement bulletin for Senior Executive Secretary (C)
11. **RATIFY** job announcement bulletin for Senior Office Assistant – Bilingual Spanish
12. **RATIFY** job announcement bulletin for Staff Secretary – BL Spanish
13. **APPROVE** the certification of Campus Staff Assistant eligibility list 23-0024-5288 established 10/12/2022
14. **APPROVE** the certification of Custodian eligibility list 22-0272-0139 established 10/13/2022

15. **APPROVE** the certification of Grounds Equipment Operator II - Driver eligibility list 23-0010-5031 established 10/07/2022
16. **APPROVE** the certification of Human Resources Assistant eligibility list 23-0050-3350 established 10/18/2022
17. **APPROVE** the certification of Human Resources Technician eligibility list 23-0051-3352 established 10/19/2022
18. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0067-0448 established 10/13/2022
19. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0089-0448 established 10/21/2022
20. **APPROVE** the certification of Maintenance Laborer eligibility list 22-0273-5275 established 10/14/2022
21. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0088-5068 established 10/14/2022
22. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0091-5068 established 10/20/2022
23. **APPROVE** the certification of Recreation Aide eligibility list 23-0083-5255 established 10/12/2022
24. **APPROVE** the certification of Recreation Aide eligibility list 23-0084-5255 established 10/12/2022
25. **APPROVE** the certification of Recreation Aide eligibility list 23-0085-5255 established 10/14/2022
26. **APPROVE** the certification of Recreation Aide eligibility list 23-0115-5255 established 10/21/2022
27. **APPROVE** the certification of Recreation Aide – Catalina Island eligibility list 23-0069-5255 established 10/11/2022
28. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0106-5257 established 10/21/2022
29. **APPROVE** the certification of School Safety Supervisor eligibility list 23-0054-5016 established 10/18/2022

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-12 and approve items 13-29 on the Consent Agenda.

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

NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48417442

New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48270062

New Business Item 2 was moved into closed session.

3. **APPROVE** the Appeal of Disqualified Applicant ID 49538325

New Business Item 3 was moved into closed session.

4. **DISCUSS** the following: Revision to the *Rules and Regulations* of the Classified Service

Ms. Learning provided an overview of New Business Item 4 and explained this is a first reading, and the item will be brought forward for a second reading and roll-call vote at the next Commission meeting.

OLD BUSINESS

None

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 3, 2022 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:25 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:50 a.m. with the following reportable actions:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48417442

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff's recommendation and remove Applicant ID 48417442 from the eligibility list.

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

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48270062

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to dismiss staff's recommendation and allow Applicant ID 48270062 to remain on the eligibility list.

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

3. **APPROVE** the Appeal of Disqualified Applicant ID 49538325

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to postpone the decision until the next Commission meeting.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:51 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDSKEEPER

FINAL FILING DATE:

4:30 p.m., Monday, November 14, 2022

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur. Candidates on the eligible list may also be used for substitutes.

JOB SUMMARY:

Under immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of paid residential or commercial gardening or landscaping work.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (3) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, chemicals, herbicides and gases. Driving a district truck to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probatio reports, and other related court records.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

SALARY RANGE HOURLY:

START: \$20.21
6 MONTHS: \$21.33
1 ½ YEARS: \$22.50
2 ½ YEARS: \$23.74
3 ½ YEARS: \$25.04

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline: (562) 491-JOBS
[www.lbschools.net/Departments/
Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0136-0172 JA

LBUSD employees, please see reverse side for
important information.



www.lbschools.net/jobs

Maria Lynn Braunstein

Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

A professional growth incentive shall be added to the composite score of each promotional candidate competing in a promotional examination or dual certification examination. The professional growth incentive shall be one point for each year within a two year period in which the applicant has successfully completed classes, training or seminars which would enhance his/her knowledge, skills and abilities in the promotional classification. A maximum of two (2) professional growth incentive points can be earned. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.

The maximum attendance and/or professional growth incentive points a promotional candidate may earn is a total of five (5) points. Promotional candidates are responsible for providing proof of their attendance and/or completion of classes, training and seminars at the time of application but in no event no later than the application deadline. In circumstances in which there are multiple instances of sick leave use for FMLA, CFRA and IA, the matter will be considered on a case by case basis by the administrator of the Personnel Commission.



CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES WORKER

FINAL FILING DATE:

Open Continuous
SUBSTITUTE SALARY: \$15.00

JOB INFORMATION:

The current need is for substitutes. Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes.

The eligible list of successful candidates may also be used to fill current and future vacancies as they occur.

JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Nutrition Services, then Nutrition Services Worker.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

SALARY RANGE HOURLY:

START:	\$15.00
6 MONTHS:	\$15.83
1 ½ YEARS:	\$16.69
2 ½ YEARS:	\$17.62
3 ½ YEARS:	\$18.59

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of 6 months.

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline:(562) 491-JOBS
www.lbschools.net/jobs

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



Open Continuous-5068 - MLB

LBUSD employees, please see reverse side for important information.

Amy Van Jones

Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

A professional growth incentive shall be added to the composite score of each promotional candidate competing in a promotional examination or dual certification examination. The professional growth incentive shall be one point for each year within a two-year period in which the applicant has successfully completed classes, training or seminars which would enhance his/her knowledge, skills and abilities in the promotional classification. A maximum of two (2) professional growth incentive points can be earned. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.

The maximum attendance and/or professional growth incentive points a promotional candidate may earn is a total of five (5) points. Promotional candidates are responsible for providing proof of their attendance and/or completion of classes, training and seminars at the time of application but in no event no later than the application deadline. In circumstances in which there are multiple instances of sick leave use for FMLA, CFRA and IA, the matter will be considered on a case by case basis by the administrator of the Personnel Commission.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 10-12

Date: November 3, 2022

Reason for Consideration: Approval

ACCOUNTING MANAGER

DUAL

23-0035-0346

List Valid: 11/04/2022-11/04/2023

Total Applications Received: 13

No. Passed: 6 No. Failed: 5

Total Invited to Exam: 12

No. Withdrew: 1 No. Screened Out: 1

ASSISTANT DIRECTOR – FISCAL SERVICES

DUAL

23-0034-5136

List Valid: 11/04/2022-11/04/2023

Total Applications Received: 11

No. Passed: 4 No. Failed: 3

Total Invited to Exam: 10

No. Withdrew: 3 No. Screened Out: 1

CAMPUS STAFF ASSISTANT

DUAL CONTINUOUS

23-0049-5288

List Valid: 10/24/2022-10/24/2023

Total Applications Received: 38

No. Passed: 2 No. Failed: 2

Total Invited to Exam: 5

No. Withdrew: 1 No. Screened Out: 33

**ENVIRONMENTAL HEALTH AND SAFETY
MANAGER**

DUAL CONTINUOUS

22-0288-0610

List Valid: 10/31/2022-10/31/2023

Total Applications Received: 19

No. Passed: 1 No. Failed: 1

Total Invited to Exam: 4

No. Withdrew: 2 No. Screened Out: 15

INSTRUCTIONAL AIDE - EDUCARE

DUAL

23-0043-5205

List Valid: 10/26/2022-10/26/2023

Total Applications Received: 16

No. Passed: 4 No. Failed: 1

Total Invited to Exam: 7

No. Withdrew: 2 No. Screened Out: 9

**INSTRUCTIONAL AIDE – EDUCARE BILINGUAL
SPANISH**

DUAL

23-0044-5206

List Valid: 10/26/2022-10/26/2023

Total Applications Received: 4

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 3 No. Screened Out: 1

INTERMEDIATE ACCOUNTING ASSISTANT

DUAL

23-0036-0755

List Valid: 11/04/2022-11/04/2023

Total Applications Received: 50

No. Passed: 10 No. Failed: 5

Total Invited to Exam: 28

No. Withdrew: 13 No. Screened Out: 22

INVENTORY CONTROL TECHNICIAN**DUAL****23-0053-5126**

List Valid: 11/03/2022-11/03/2023

Total Applications Received: 35

No. Passed: 5 No. Failed: 0

Total Invited to Exam: 12

No. Withdrew: 7 No. Screened Out: 23

MAINTENANCE LABORER (REVISED)**DUAL****22-0273-5275**

List Valid: 10/27/2022-10/27/2023

Total Applications Received: 81

No. Passed: 15 No. Failed: 7

Total Invited to Exam: 39

No. Withdrew: 17 No. Screened Out: 42

NUTRITION SERVICES WORKER**OPEN****23-0105-5068**

List Valid: 11/03/2022-05/03/2023

Total Applications Received: 17

No. Passed: 8 No. Failed: 2

Total Invited to Exam: 16

No. Withdrew: 5 No. Screened Out: 2

RECREATION AIDE**OPEN CONTINUOUS****23-0116-5255**

List Valid: 10/24/2022-10/24/2023

Total Applications Received: 12

No. Passed: 11 No. Failed: 0

Total Invited to Exam: 11

No. Withdrew: 0 No. Screened Out: 1

RECREATION AIDE**OPEN CONTINUOUS****23-0123-5255**

List Valid: 10/26/2022-10/26/2023

Total Applications Received: 8

No. Passed: 8 No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 0 No. Screened Out: 0

RECREATION AIDE**OPEN CONTINUOUS****23-0124-5255**

List Valid: 10/31/2022-10/31/2023

Total Applications Received: 9

No. Passed: 7 No. Failed: 0

Total Invited to Exam: 7

No. Withdrew: 0 No. Screened Out: 2

RECREATION AIDE**OPEN CONTINUOUS****23-0125-5255**

List Valid: 11/02/2022-11/02/2023

Total Applications Received: 4

No. Passed: 3 No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 0 No. Screened Out: 1

RECREATION AIDE – WRAP EXPANDED LEARNING**OPEN CONTINUOUS****23-0020-5261**

List Valid: 10/26/2022-10/26/2023

Total Applications Received: 10

No. Passed: 4 No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 4 No. Screened Out: 2

**RECREATION AIDE – WRAP EXPANDED
LEARNING**

OPEN CONTINUOUS 23-0059-5261

List Valid: 10/26/2022-04/26/2023

Total Applications Received: 7

No. Passed: 2 No. Failed: 0

Total Invited to Exam: 7

No. Withdrew: 5 No. Screened Out: 0

**RECREATION LEADER – WRAP EXPANDED
LEARNING**

OPEN CONTINUOUS 23-0021-5262

List Valid: 10/26/2022-10/26/2023

Total Applications Received: 15

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 7

No. Withdrew: 6 No. Screened Out: 8

SENIOR ACCOUNTING ASSISTANT

DUAL 23-0037-0760

List Valid: 11/04/2022-11/04/2023

Total Applications Received: 14

No. Passed: 6 No. Failed: 2

Total Invited to Exam: 12

No. Withdrew: 4 No. Screened Out: 2

SENIOR EXECUTIVE SECRETARY (C)

DUAL 23-0101-0679

List Valid: 11/03/2022-11/03/2023

Total Applications Received: 36

No. Passed: 6 No. Failed: 0

Total Invited to Exam: N/A

No. Withdrew: 0 No. Screened Out: 30

SENIOR OFFICE ASSISTANT

DUAL 22-0263-0677

List Valid: 10/24/2022-10/24/2023

Total Applications Received: 139

No. Passed: 54 No. Failed: 18

Total Invited to Exam: 120

No. Withdrew: 48 No. Screened Out: 19

**TRANSLATOR INTERPRETER - BILINGUAL
SPANISH**

DUAL CONTINUOUS 23-0076-5079

List Valid: 10/27/2022-10/27/2023

Total Applications Received: 16

No. Passed: 1 No. Failed: 1

Total Invited to Exam: 5

No. Withdrew: 3 No. Screened Out: 11

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: November 3, 2022

PERSONNEL COMMISSION



October 11, 2022

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revisions to the *Rules and Regulations of the Classified Service*

Background and Findings

California Education Code 45260 Rules; Standards; Authority of Commission states, in part,

"The Commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness".

The attached rule is being submitted for a first reading for revision with the following rationale:

Chapter 10 COMPENSATION: This rule is being modified throughout to remove gender-specific terminology, correct formatting, and appropriately reference other rules and codes.

Deletions to the rule are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission support this rule revision for further consideration and a second reading.

Prepared by:

A handwritten signature in black ink, appearing to be "S. Leaming".

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to be "K. Kato".

Kenneth Kato
Executive Officer

**CHAPTER X
COMPENSATION**

10.1 SALARY ADVANCEMENT WITHIN A CLASS

- A. PAY PERIOD DEFINED. For purposes of compensation, a "pay period" is one (1) calendar month.
- B. STEP ADVANCEMENT. Except as permitted by Section G, each full or part-time regular employee subject to a six (6) month probationary period shall advance to the next higher step in the applicable salary range as follows:

Initial Step:

First day of assignment through completion of the six (6) months or 130 days of probationary work, whichever is longer.

Following Step:

The day following completion of the six (6) month or 130 days of probationary work (which is known as the employee's step anniversary date) through completion of one additional year of service. (Positions designated in Rule 7.1.A serve a one (1) year probationary period. However, advancement to the first following step shall occur as above, following the six (6) month or 130 day period, whichever is longer.)

Following Step:

The employee's anniversary date through completion of one (1) additional year of service.

Following Step:

The employee's anniversary date through completion of one (1) additional year of service.

Following Step:

The employee's anniversary date through completion of one (1) additional year of service.

- C. CREDITABLE PAY PERIOD. A creditable pay period is one in which the employee is compensated for 75% or more of the working days in a given pay period. Fifty percent or more of an employee's pay periods a year must be creditable for service to qualify as one (1) service year.

- D. YEAR OF SERVICE. For computing "year of service" for compensation purposes, the yearly basis upon which employees are elected shall be used.
- E. LEAVE OF ABSENCE. Employees on leave of absence to attend school for the purpose of improving their efficiency in the work for which they are employed by the Board of Education, as determined by the Department Head under whom the employees serve, shall be permitted to include such time toward qualifying for advancement to the next higher step in the salary range upon return to active service.
- F. SALARY ON REINSTATEMENT. Any employee who is reinstated following resignation or reemployed following a layoff for lack of work or lack of funds to a position in the same class in which ~~they he~~ had acquired status, under the provisions of Rule 9.3 within 39 months from the last day of paid employment, shall receive the same step in the salary range as at the time of resignation or displacement, provided such salary shall not exceed the maximum salary step for the class to which ~~they he~~ shall be assigned.

Reference: California Education Code 45309

- G. EMPLOYMENT AT ADVANCED RATE. New employees shall normally be hired at the first step in the salary range for the class. New employees who exceed the minimum qualifications for the class in which they are selected may be employed at higher steps in the salary range by special action of the Board of Education. Factors that shall be considered in determining advanced salary step placement are recruitment difficulty and exceptional or unique qualifications. Salary history may be considered in determining an advanced salary step placement if the candidate voluntarily discloses the information without prompting.
- H. SATISFACTORY PERFORMANCE RATING REQUIRED. In order to qualify for advancement to a higher step in the salary range, the last performance report of the employee filed must indicate a level of overall performance not lower than "satisfactory." Advances to a higher step in the salary range may be made to employees with lower ratings upon written recommendation of the Department Head, and with the approval of the Personnel Commission.
- I. SALARY STEP ON PROMOTION. A promotion in rank shall result in an employee advancing to that step in the salary range for the class to which promoted that is at least one (1) step (5.5%) above the rate the employee is receiving in the regular (probationary or permanent) class from which promoted, but not more than the maximum of the new class to which promoted. Additional advances in the salary range for the class to which promoted will be made in accordance with the principle established in the Rule 10.1.B on step advancement.
- J. WITHHOLDING SALARY ADVANCEMENT. The Board of Education may withhold a progressive advancement for all employees within a class on an annual basis when such action becomes necessary in order to serve the best interests of the ~~School D~~istrict.

10.2 SALARY AFTER POSITIONS OR CLASSIFICATIONS ARE RECLASSIFIED OR NEWLY CLASSIFIED

- A. UPWARD. Salary eligibility shall be determined when an incumbent has been placed in a higher class and at which time ~~his/her~~their rate will be adjusted to the nearest higher amount in the new range; however, the increase shall not be less than an amount equal to a one-~~(1)~~(1) step increase (~~5.5% - 1/2 percent~~) in the incumbent's present salary rate, provided that such an increase is not more than the maximum salary range rate for the higher class.
- B. DOWNWARD. When a regular classified employee, whether probationary or permanent, is demoted to a position in a lower salary range by an action of the Commission to a newly classified or reclassified position, and the employee has been performing satisfactorily, and no vacancy exists to which ~~he~~they can be transferred without a salary change, the employee's salary shall be continued as a Y-rate. The Y-rate shall terminate on the earlier of these dates:
1. The effective date of an annual salary increase which results in the Y-rate falling within the salary range of the class to which the position was reclassified.
 2. The date a vacancy exists in the same class from which the employee was Y-rated; if the employee does not accept the vacancy, but elects to remain in ~~his~~their present position, the Y-rate shall terminate.
 3. On the date the Y-rate terminates, salary eligibility shall be determined when an incumbent has been placed in the lower class and at which time ~~his/her~~their rate will be adjusted to the nearest dollar amount of ~~his/her~~their current salary rate provided it does not result in an increase that is more than the maximum salary range rate for the lower class nor an amount equal to more than a one ~~(1)~~(1)-step increase (~~5.5% - 1/2 percent~~) in the incumbent's present salary.
- C. AT THE SAME LEVEL. Incumbents shall remain at the same step.

10.3 REALLOCATION OF A CLASSIFICATION

- A. A reallocation of a classification is a change from one salary range to another salary range and includes all positions allocated to the class at the time of the change. Reallocation is based on (1) findings that compensation for a classification are significantly different from market survey data (2) maintenance of the organization's internal relationships with other classifications within and among job families of the classification plan or (3) reallocation of a classification's salary range due to negotiations with a bargaining unit. The Personnel Commission Executive Officer shall determine and direct the methodology for reallocation studies and make recommendations to the Personnel Commission.

- B. When a class is reallocated to a higher salary range, each regular incumbent shall be placed on the step in the higher range that they had reached in the lower range. A change in an employee's rate resulting from a reallocation shall not change their step increment date.
- C. When a class is reallocated to a lower salary range, an employee's salary may be continued as a Y-rate as outlined in section 10.2.B.

10.4 SEQUENCE OF IMPLEMENTATION OF SALARY ACTIONS

- A. When step advancement, reallocation, reclassification, promotion or demotion from or within such class become effective on the same date, incumbents affected by more than one action shall receive salary adjustment for each action in accordance with the following sequence
 1. Step advancement
 2. Increase or decrease based on reallocation or reclassification of the class.
 3. Increase or decrease based on promotion or demotion

10.5 CIVIC CENTER AND ADDITIONAL SCHOOL ACTIVITY ASSIGNMENTS

- A. ELIGIBILITY FOR ASSIGNMENTS. Classified employees shall be eligible to receive assignments for work at Civic Center or additional school or community activities in addition to their regular work assignments.

An employee may receive a Civic Center or additional school or community activity appointment whose regular assignment is concurrent with or overlaps the time specified for the additional activity. However, payments for the additional activity will be made only for the actual time worked in excess of the regular daily assignment.

- B. PRIORITY OF ASSIGNMENTS. Priority for such assignments shall be given to employees whose regular permanent assignment most closely matches the duties performed. However, when employees in such classes are not available, other classified employees may be used.
- C. COMPENSATION IN EMPLOYEE'S CLASS. If the assignment is for work that would be within the scope of the classification of the employee, the employee shall be paid at ~~his~~ their regular rate.
- D. OVERTIME RATE. Work performed under the provisions of this section shall be compensated as provided under the provisions of Rule 10.6.4 (Overtime ~~Rule~~.)

10.6 OVERTIME

- A. **LIMITATION ON OVERTIME WORKED.** Overtime is permitted when required and authorized. No employee shall be required or permitted to work overtime unless such overtime work is authorized by the responsible supervisor. Such overtime shall be approved and reported according to procedures established by the Assistant Superintendent, Human Resource Services, and the appropriate department head. No full-time employee shall work during the period Monday through Thursday more than eight (8) hours beyond ~~his-their~~ regular assigned time nor more than 20 hours overtime a calendar week, except with the approval of the Assistant Superintendent, Human Resource Services, or the appropriate department head. Time limitations in this rule do not apply to overtime caused by ~~extraordinary an~~ emergency ~~situation such as fire, flood, earthquake, or danger to life and property, or to work upon public, military or naval works of defenses in time of war,~~ as set forth in ~~the California Code of Regulations Title 2, § 599.710. Section 17, Article XX of the State Constitution.~~
- B. **RATE OF COMPENSATION FOR OVERTIME.** Overtime shall be paid at the rate of time and one-half of the employee's regular rate of pay when the overtime was worked. Payment may be either in cash or in compensating time off, as determined by the employee's department head or his designated representative. Cash payment shall be made no later than the end of the pay period following that in which the overtime was worked. Compensating time off shall be taken not later than 12 calendar months from the date the overtime was worked, and subject to the approval of the employee's department head or ~~his-their~~ designated representative. Upon termination of employment, any accrued compensating time off may be paid in cash at the employee's pay rate when the overtime was worked.
- C. **HOURS OF EMPLOYMENT.** Except as may otherwise be provided in Education Code Sections 45127, 45128, 45131, and 45132, overtime shall be computed on the basis of compensated hours of employment in the classified service of the school district in excess of eight (8) hours in any one day or in excess of 40 hours in any calendar week. To be compensable overtime must be ordered and worked.
- D. **HOLIDAYS.** Employees who perform authorized work on days declared to be holidays shall receive compensation at the rate of time and one-half for the holiday. Time and one-half compensation shall be paid in addition to the pay to which the employees may be entitled under Rule 10.6. If a holiday falls on a day Monday through Thursday, the limitation of eight (8) hours of overtime during that period shall be increased by the amount of the reduction of the work week due to holidays.
- E. **ASSIGNMENT OF OVERTIME.** Overtime shall be equitably distributed among qualified members of a given work unit as the circumstances will permit. Need, seniority, availability, and fitness are proper factors in making this distribution.
- F. **EXCLUSION OF SUPERVISORY, ADMINISTRATIVE, OR EXECUTIVE POSITION.** Notwithstanding the provisions of Education Code Sections 45127 and 45128, and in accordance with Education Code Section 45130, the Personnel Commission may designate

classes to be management positions of a supervisory, administrative, or executive nature, having found that the duties, flexibility of hours, salary, benefit structure, and authority of such positions or classes are of such a nature that they should be set apart from those which are subject to the overtime provisions, and that employees serving in such excluded positions or classes will not be unreasonably discriminated against as a result of the exclusion.

Exemptions to the exclusion of employees in these classes from the overtime payment provisions to this rule shall be made by prior authorization of the Board of Education.

10.7 PART-TIME EMPLOYEES

When requested by the Superintendent and so designated by the Personnel Commission, individual substitutes, short-term, or limited-term employees, including those in provisional status, may be authorized benefits accorded regular classified employees by the Board of Education under Education Code Section 45136 ~~of the Code~~.

10.8 HOLIDAYS

- A. ELIGIBILITY FOR HOLIDAY PAY. Holiday pay will not be due or granted to otherwise eligible employees under the following circumstances:
1. When a holiday immediately precedes the first day of employment or assignment, either as a regular or limited term employee.
 2. When a holiday immediately follows the termination of employment or assignment.
- B. RATE OF PAY. Holiday pay shall be at the rate the employee would have received had the day not been a holiday.
1. When a holiday immediately follows the completion of a specific assignment by a regular employee in a position other than the one to which ~~he-they are is~~ regularly assigned the employee shall be compensated for the holiday at the rate of ~~his~~ their assignment immediately preceding the holiday.
 2. When a holiday immediately precedes the first day of service by a regular employee in a new assignment on a permanent basis, the employee shall be compensated for the holiday at the rate of ~~his~~ their assignment immediately preceding the holiday.
- C. HOLIDAYS DURING ~~CHRISTMAS-WINTER~~ RECESS. Employees whose regular assignments do not require their attendance at work during the ~~Christmas-Winter~~ recess period, but who have been compensated for any portion of the working day next preceding or immediately following the recess period, shall be entitled to pay for legal holidays. Assigned time shall be the basis for all holiday pay.

- D. HOLIDAY ON WEEKEND. When a holiday falls on the first day of an employee's weekend, the employee shall observe the immediate preceding day as though it were a holiday, when a holiday falls on the second day of an employee's weekend, the employee shall observe the following day as though it were a holiday. The two (2) days that employees are not regularly required to work when they are assigned to an atypical workweek will be considered their "weekend."
- E. HOLIDAY ON VACATION OR PAID LEAVE. When a holiday occurs while an employee is on vacation or a paid leave of absence, the holiday shall be paid as a holiday and not charged against any leave benefits.
- F. PAID MILITARY LEAVE. Paid military leave shall not be deemed to be paid leave of absence for purpose of this rule.
- G. HOLIDAY PAY FOR WORKING EXCLUDED EMPLOYEE. If a person serving in an excluded position is required to work on a designated holiday, he/shethey shall be paid in addition to the regular pay for the holiday, compensation, or be given compensating time off, at a rate not less than his/hertheir normal rate of pay. (Education Code 45130.)

10.9 PAY DIFFERENTIAL FOR SHIFT WORK

- A. SHIFT DIFFERENTIAL RATES.
 - 1. All persons in the classified service whose regularly assigned time requires them to work between the hours of 5 p.m. and 12 midnight shall be paid shift differential pay (AA) for each hour or portion of an hour worked; and those whose regularly assigned time requires them to work between 12 midnight and 7 a.m. shall be paid shift differential pay (BB) for each hour or portion of an hour worked. No shift differential pay shall be paid to an employee whose regular shift ends at or before 6 p.m. nor to an employee whose regular shift starts at or after 6 a.m.
 - 2. DIFFERENTIAL PAY ON DAYS WORKED. If an employee is regularly assigned to work between 5 p.m. and 7 a.m., less frequently than five (5) days a week, shift differential pay shall be paid only for those days on which such work is done.
 - 3. FIRST DAY EFFECTIVE. Shift differential pay shall be paid effective the first day that an employee is assigned to work between 5 p.m. and 7 a.m.
 - 4. TEMPORARY DAY ASSIGNMENTS. Employees assigned to shift work on a continuous basis who are nevertheless ordered to temporary day time work for periods of not to exceed 20 working days each shall suffer no reduction in compensation by reason of the temporary change. Shift differential pay shall terminate effective the first day that an employee is reassigned to day time work hours.

5. OVERTIME RATE. Overtime work performed between 5:00 p.m. and 7:00 a.m. shall be paid at the appropriate rate for overtime as provided in Section 10.6.B.
6. TEMPORARY ABSENCE. Employees assigned to shift work on a continuous basis who are temporarily absent on a paid basis shall continue to receive shift differential pay for not to exceed ten working days, except as provided in ~~Paragraph item number seven – (7)~~ of this section ~~rule~~ (Vacation) and Rule 12.7 (Absence ~~For Judicial And Official Appearances~~ ~~Because of Appearance in Court~~.)
7. VACATION. Shift differential pay for an otherwise eligible employee while receiving vacation benefits shall be paid in accordance with the provisions of Rule 12.1~~7~~~~8~~.

10.10 SALARY DIFFERENTIAL FOR CERTAIN DUTIES

- A. Classifications in a series shall be separated by at least two (2) salary ranges. Classifications serving in a lead capacity shall be separated by a minimum of three (3) salary ranges above the highest-level subordinate. Supervisory, confidential and management classifications shall be separated by a minimum of four (4) salary ranges above the highest-level subordinate. Market data may dictate differences above these minimums.

Reallocations required to conform to this policy shall be authorized simultaneously with any reallocation of an existing classification or establishment of a new classification.

- B. An employee serving in a position designated as confidential but the classification is not, shall receive compensation equal to two (2) salary ranges above the specified salary range for the classification. The confidential differential shall be earned as long as the position remains designated as confidential.
- C. Work Week Including Saturday or Sunday Differential

An hourly differential pay will be paid for hours regularly assigned on Saturday and/or Sunday.

10.11 CAREER INCREMENT

Classified employees are eligible for career increments as established by the Board of Education. Classified employees are eligible for career increment compensation following completion of 14, 19, 24, and 29 years of service with the Long Beach Unified School District. Career increment compensation rates can be found in the current published Classified salary schedules.

- A. A credited year of service is one in which at least fifty percent (50%) of the pay periods are creditable. A creditable pay period is one in which the employee is compensated for at least seventy-five percent (75%) of the working days in the pay period.

- B. Payment of career increment compensation to an employee is on a prorated basis as determined by the number of pay periods in the employee's currently assigned work year, and in accordance with the employee's current percent of assignment, effective the first pay period following attainment of the required number of years of credited service.

10.12 DISTRICT PAID HEALTH INSURANCE OPTIONS UPON RETIREMENT

- A. Effective April 11, 1994, non-bargaining employees will be able to exercise an individual option concerning eligibility for and duration of district-paid health insurance for self and dependents upon retirement.

Option I

- a. Eligibility: At least age 55 at retirement (or STRS members may elect "30 and out" regardless of age) and 17 or more service years with the district. A service year accrues when compensated for at least 50% of a full time assignment.
- b. Duration: Until retiree reaches age 67, except that retirees who are eligible to apply for Medicare coverage at age 65 and fail to do so will not continue to receive district-paid health insurance from age 65 to 67.

Option II

- a. Eligibility: At least age 55 at retirement (or STRS members may elect "30 and out" regardless of age) and 15 or more years of service with the district. A service year accrues when compensated for at least 50% of a full time assignment.
- b. Duration: Until retiree reaches age 65.

- B. Employees who are retiring but do not have the requisite number of years of service with the Long Beach Unified School District to receive paid health insurance by the school district, may elect to purchase health benefits through the district plan. The retiring employee must provide proof that ~~he/she has~~ they have submitted paperwork into CalPERS in order to participate in the health benefit plan.

10.13 SICK LEAVE SERVICE CREDIT PLAN

Pursuant to CalPERS guidelines, unused sick leave may be converted into service credit at retirement in accordance with CalPERS guidelines.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Appeal of a Disqualified Applicant 49538325 PAGES: 23-42

Date: November 3, 2022

Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be disqualified 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 an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail and electronic mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

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.

SUBJECT: Removal from Eligibility List ID 50978146 PAGES: 52-59

Date: November 3, 2022 Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be disqualified 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 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



October 25, 2022

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Abolishment of a Classification

Background and Findings

The single incumbent classification of Attendance Accounting Specialist (salary range 32 C1) was created in 1996 and the last incumbent retired in 2017. Fiscal Services does not plan on utilizing the classification in the future as attendance is now reported online with oversight from the Research and School Improvement department. There is no reemployment list in place for this classification and no staff will be impacted by this action.

The Financial Services Officer and Executive Director, Fiscal Services support the abolishment of the classification.

Recommendations

Staff recommends the Personnel Commission:

- Abolish the classification of Attendance Accounting Specialist

Prepared by:

A handwritten signature in black ink, appearing to read "Susan Leaming".

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read "Kenneth Kato".

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 0467
Salary Range: 32 (C1)

ATTENDANCE ACCOUNTING SPECIALIST

JOB SUMMARY

Under general supervision, collect, compile and report student attendance and related data for District enrollment reporting requirements and associated purposes; provide advice and assistance to site personnel on attendance reporting; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Receive and log monthly attendance reports for lower elementary grades listed by class and teacher; record attendance and review for student-teacher ratios; notify schools of ratios that are not within mandated limits; receive, log in and record attendance of other grade levels in schools and programs (e.g. Regional Occupational Program, Independent Study Program and Educational Partnership High School) and calculate average class size to fulfill mandated attendance reporting requirements. **E**
- Prepare and distribute attendance reports to State Department of Education and the County Office of Education; prepare and distribute monthly enrollment reports to the Board of Education, schools and program administrators; collect and record enrollment reports for special programs such as the independent study program, home study and transition classes. **E**
- Collect data and prepare apportionment attendance reports for the State Department of Education to include track calendars, grade levels, special programs, and non-public schools as the consolidated cumulative average daily attendance (ADA). **E**
- Monitor monthly attendance summaries from sites for accuracy; make corrections as needed and notify sites. **E**
- Respond to questions and provide instruction and assistance, including visits to sites, to personnel performing attendance accounting duties; work with information systems personnel in participating in training sessions on the use of the student attendance accounting system; issue bulletins and memoranda to sites in regard to changes in reporting requirements and procedures for student attendance accounting; work closely with information systems personnel on effecting District changes in computerized attendance accounting systems. **E**
- Notify each school of mandated instructional time requirements; verify school instructional schedules and inform schools of changes needed to meet education code requirements. **E**
- Review and keep current on changes in enrollment and attendance requirements and reporting procedures issued by the State Department of Education; confer with County and State Department personnel on interpretation of Education Code provisions covering

attendance and enrollment; analyze legislative proposals regarding attendance and enrollment regulations and procedures and evaluate and report the potential impact on the District. *E*

- Prepare special reports using student enrollment and attendance data, which give summaries in narrative and graphic form such as the Material Decrease Waiver or cost and apportionment of average daily attendance. *E*

Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Attendance Accounting Specialist collects and compiles enrollment and attendance data and prepares reports to fulfill mandated requirements for the District. An incumbent also prepares summary reports for District administrators, advises site attendance accounting personnel on procedures and regulations governing attendance reporting and issues bulletins and memos to sites on changes affecting these requirements. An incumbent is in continuous contact with personnel at the sites and in special programs to assist them with attendance reporting questions. An incumbent confers with State Department of Education and County Office of Education personnel on interpretation and implementation of attendance procedures and reporting requirements.

EMPLOYMENT STANDARDS

Knowledge of:

School District organization, operations and objectives.

State Education Code sections applying to attendance record keeping.

Record keeping principles and organization.

Modern office practices, procedures and equipment including personal computer, keyboard and multi-line telephone.

English grammar spelling and punctuation.

Computer software applications including spreadsheets.

Statistical applications and graphic displays of data.

Arithmetic formulas.

Ability to:

Read and understand rules and regulations.

Prepare narrative and statistical reports.

Organize work and meet deadlines.

Make arithmetic calculations.

Maintain records and prepare reports using computer spreadsheets and word processing software.

Compose letters, memos and bulletins.

Keep accurate records and files.

Extract data from large data base programs.

Establish and maintain effective working relationships with others.

Operate modern office equipment such as personal computer, keyboard, ten key adding machine and multi-line telephone.
Participate in the training of others in attendance accounting procedures.

Education and Training:

Equivalent to completion of two years from an accredited four-year college or university or community college with at least fifteen units in statistics, accounting, business administration or a closely related field.

Experience:

Three years of record keeping and calculations demonstrating the compilation of large amounts of data and application of arithmetic formulas to produce statistical reports. Experience in school attendance reporting is highly desirable.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities, may be considered.

WORKING ENVIRONMENT

Typical office environment.
Frequent interruptions.

PHYSICAL DEMANDS

Seeing to read, review, and assure accuracy of attendance reports and data processing print outs.
Hearing on the telephone and at meetings.
Some light lifting and carrying.
Speak to instruct others in meetings, in an office and on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.