

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

MINUTES  
Regular Meeting

April 4, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, April 4, 2024 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, Sheryl Bender.

ROLL

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

Present: Sheryl Bender  
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Oralia Leyva, Interim Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Virginia Agredano Perez, Senior Administrative Secretary; Maria Rojas, Interim Employment Services Supervisor.

GUESTS PRESENT

Eric Larsen, CSEA Site Representative Coordinator; Kellyanna Miller, CSEA Chapter 2 Administrator; and Terence Ulaszewski, Guest.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of March 21, 2024.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, wished everyone a happy Spring Break. Ms. Leaming noted that updated salary schedules with the recently approved 4% COLA raise for non-represented employees are posted on the Commission webpage.

Ms. Leaming mentioned that as of yesterday, 331 individuals RSVP'd for the job fair that will be held at Long Beach School for Adults on Friday, April 5<sup>th</sup>, 2024. Ms. Leaming pointed out the new large color banner on display which was designed specifically for advertising at job fairs. The banner includes a QR code for individuals to RSVP.

Ms. Leaming thanked the Communications and Public Information Office for sending an email to every District employee with a link to the Classified Employee of the Year nomination form. This year, nominations are being submitted electronically through a QR

code linked to a Google form, streamlining the process. Ms. Leaming acknowledged the efforts of Lydia Tran, Associate Personnel Analyst, and Virginia Agredano Perez, Senior Administrative Secretary, to facilitate this transition away from paper nomination forms. Ms. Leaming stated that so far 63 nominations have been received, almost double of the total received last year, indicating the success of the new nomination format.

Ms. Leaming thanked Camila Rios Jimenez, Human Resources Assistant (substitute), Veronica Bustamante, Human Resources Assistant, and Virginia Agredano Perez, Senior Administrative Secretary, for expanding the mailing list of potential local business contributors for Annual Classified Employee Celebration donations.

Amy Van Fossen, Associate Personnel Analyst, noted there are 42 recruitments in various stages, with more recruitments anticipated to open in advance of the upcoming job fair. Ms. Van Fossen announced that ten District departments and ten outside vendors have signed up for the job fair including the City of Long Beach Civil Service Commission, City of Long Beach Disaster Preparedness and Emergency Communications, Southland Credit Union, Long Beach Job Corps Center, Bank of America, and the Disabled Resources Center for Long Beach, among others.

Oralia Leyva, Certification Services Manager, reported that 849 applications were received for summer work and explained staff are reviewing the applications for accuracy and will then create seniority lists to fill the available classified summer positions.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrative Secretary
2. **RATIFY** job announcement bulletin for Administrative Secretary – Bilingual Spanish
3. **RATIFY** job announcement bulletin for Educational Research Analyst I
4. **RATIFY** job announcement bulletin for General Counsel
5. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
6. **RATIFY** job announcement bulletin for Grounds Equipment Operator II/ Driver
7. **RATIFY** job announcement bulletin for High School Office Supervisor
8. **RATIFY** job announcement bulletin for Stage Technician
9. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0200-5068 established 03/27/2024
10. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0215-5068 established 03/27/2024
11. **APPROVE** the certification of Recreation Aide eligibility list 24-0214-5255 established 03/20/2024
12. **APPROVE** the certification of Truck Driver eligibility list 24-0123-0392 established 03/15/2024

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 1-8 and approve items 9-12.

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

OLD BUSINESS                   None

NEW BUSINESS                1. **APPROVE** the Creation of a New Classification – Pool Lifeguard

A motion was made by Linda Vaughan and seconded by Sheryl Bender. Susan Leaming, Interim Executive Officer, Personnel Commission, provided an overview of the item. Kellyanna Miller, CSEA Chapter 2 Administrator, noted that CSEA did not have an issue with the proposed Pool Lifeguard class description and that it was well-written. Ms. Miller then spoke about ongoing concerns CSEA has regarding where some duties of the Pool Operators would be assigned. Commissioner Bender asked if staff had done research on which existing classifications could be assigned the work in question. Ms. Leaming explained that while some of the work has already been appropriately assigned to other classifications, discussions continue with the District to determine where other duties will ultimately be assigned. Following the discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 1.

OTHER ITEMS                   None

NEXT REGULAR MEETING       The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 18, 2024 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION               The Personnel Commission retired into closed session at 8:28 a.m.

OPEN SESSION                 The Personnel Commission returned to open session at 9:09 a.m. with no reportable actions.

ADJOURNMENT                 The Regular Meeting of the Personnel Commission was declared adjourned at 9:10 a.m.