

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

Regular Meeting
June 30, 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 June 16, 2022 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. **RATIFY** job announcement bulletin for Custodian 5
2. **APPROVE** the certification of Custodial Crew Supervisor eligibility list 22-0233-5245 established 06/30/2022 6
3. **APPROVE** the certification of Custodial Services Inspector eligibility list 22-0179-5191 established 06/24/2022 6
4. **APPROVE** the certification of Environmental Health and Safety Manager eligibility list 22-0201-0610 established 06/23/2022 6
5. **APPROVE** the certification of Grounds Service Manager eligibility list 22-0199-5156 established 07/01/2022 6
6. **APPROVE** the certification of High School Office Supervisor eligibility list 22-0222-3349 established 06/21/2022 6
7. **APPROVE** the certification of Human Resources Assistant eligibility list 22-0207-3350 established 06/27/2022 6
8. **APPROVE** the certification of Kids' Club Assistant eligibility list 22-0252-0694 established 06/22/2022 6

- 9. **APPROVE** the certification of Nutrition Services Supervisor I eligibility list 22-0229-5064 established 07/01/2022 7
- 10. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list 22-0230-5065 established 07/01/2022 7
- 11. **APPROVE** the certification of Nutrition Services Supervisor III eligibility list 22-0231-5066 established 07/01/2022 7
- 12. **APPROVE** the certification of Office Assistant eligibility list 22-0193-3359 established 06/23/2022 7
- 13. **APPROVE** the certification of Office Assistant – Bilingual Spanish eligibility list 22-0198-5158 established 06/30/2022 7
- 14. **APPROVE** the certification of Recreation Aide eligibility list 22-0294-5255 established 07/01/2022 7
- 15. **APPROVE** the certification of Site Specialist – Student Engagement eligibility list 22-0244-5300 established 07/01/2022 7

III. OLD BUSINESS

None

IV. NEW BUSINESS

- 1. **APPROVE** the Revisions to the *Rules and Regulations of the Classified Service* 8-11

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

July 14, 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

June 16, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Vice-Chairperson, on Thursday, June 16, 2022 at 8:44 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 Vice-Chairperson, Sheryl Bender.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Anne Follett, Human Resources Technician; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Joanna Guzman, Human Resources Technician, and Lydia Smith, Human Resources Technician.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Appellant ID 25025869.

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 June 2, 2022.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, shared that he and other managers recently met with Nutrition Services to review the department vacancies. Mr. Kato explained that Assembly Bill 2045, regarding banding scores for eligibility lists, passed the Assembly unopposed and is now moving to the Senate. Mr. Kato shared that the school year has ended and staff will be working to fill the vacancies before the new school year. Mr. Kato thanked the Child Development Centers (CDC) for donating the chairs in the Commission meeting room.

Jesus Rios Jr., Associate Personnel Analyst, reported that the unit is completing summer recruitments and preparing for the fall vacancies. Mr. Rios shared there are 84 recruitments in various stages of the examination process, 11 are pending, and 33 are in the testing process.

Maria Braunstein, Personnel Analyst, explained that the low number of candidates on recent eligibility lists is a result of frequent testing for each recruitment. Ms. Braunstein shared that staff participated in the job fair held on June 7, 2022 by the City of Long Beach at the Long Beach Convention Center. Ms. Braunstein noted that the event had over 4,000 RSVP's and staff spoke to approximately 600 potential candidates. Ms. Braunstein explained the Long Beach School for Adults (LBSA) Custodian course will be starting again and staff will be available to assist students with their employment applications. Ms. Braunstein also mentioned that she and Susan Leaming, Personnel Analyst, recently presented at the Equity Leadership and Talent Development (ELTD), session for Rising Office Leaders. Ms. Braunstein shared that they received positive feedback from the audience exit surveys and Katie Hickox, Assistant Director, Equity Leadership and Talent Development.

Anne Follett, Human Resources Technician, reported that the staff has sent all notifications for summer school positions. Ms. Follett shared that 75 students will be working as interns this summer and she has been processing their employment paperwork.

Dale Culton, Certification Services Manager, informed the Commission there are 350 Recreation Aides on the eligibility list and each candidate was emailed the list of school site vacancies so they can contact the sites directly to schedule an interview. Mr. Ulaszewski inquired how often will the Recreation Aide candidates be notified of site vacancies and Mr. Culton responded that they plan on sending the list of vacancies again before the start of school.

Susan Leaming, Personnel Analyst, notified the Commission that the new salary schedules are with Duplicating and should be available in the near future.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Instructional Aide - Special
2. **RATIFY** job announcement bulletin for Nutrition Services Worker
3. **RATIFY** job announcement bulletin for Nutrition Services Worker – Catalina
4. **APPROVE** the certification of Accompanist eligibility list 22-0253-5213 established 06/13/2022
5. **APPROVE** the certification of Certification Services Manager eligibility list 22-0240-3291 established 06/15/2022
6. **APPROVE** the certification of Computer Support Technician eligibility list 22-0232-5108 established 06/17/2022
7. **APPROVE** the certification of Environmental Health and Safety Manager eligibility list 22-0185-0610 established 06/08/2022

8. **APPROVE** the certification of Facilities Project Manager - Construction eligibility list 22-0225-5189 established 06/10/2022
9. **APPROVE** the certification of Head Start Instructional Aide – BL Spanish eligibility list 22-0177-5235 established 06/13/2022
10. **APPROVE** the certification of Groundskeeper – Catalina Island eligibility list 22-0220-0172 established 06/13/2022
11. **APPROVE** the certification of Groundskeeper – Catalina Island eligibility list 22-0260-0172 established 06/13/2022
12. **APPROVE** the certification of Instructional Aide – Special eligibility list 22-0254-0448 established 06/08/2022
13. **APPROVE** the certification of Instructional Aide – Special eligibility list 22-0281-0448 established 06/17/2022
14. **APPROVE** the certification of Network Specialist eligibility list 22-0197-5119 established 06/10/2022
15. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0269-5068 established 06/08/2022
16. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0284-5068 established 06/16/2022
17. **APPROVE** the certification of Plumber eligibility list 22-0162-0242 established 06/17/2022
18. **APPROVE** the certification of Recreation Aide eligibility list 22-0279-5255 established 06/08/2022
19. **APPROVE** the certification of Recreation Aide eligibility list 22-0289-5255 established 06/17/2022
20. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 22-0268-5257 established 06/09/2022
21. **APPROVE** the certification of Sign Language Interpreter eligibility list 22-0180-5214 established 06/17/2022

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 ratify items 1-3 and approve items 4-21 on the Consent Agenda.

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

OLD BUSINESS None

NEW BUSINESS 1. **APPROVE** the Revision of a Classification – Transportation Scheduler

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 New Business Item 1.

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

2. **APPROVE** the Recommendation to Remove from Eligibility List ID 25025869

New Business Item 2 was moved into closed session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 30, 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 8:57 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:59 a.m. and the following reportable action was taken:

1. **APPROVE** the recommendation to remove from Eligibility List ID 25025869

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 grant the appeal of Eligibility List ID 25025869 and allow the candidate to move forward in the recruitment process.

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

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 10:00 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN

FINAL FILING DATE:

4:30 p.m., Thursday, June 30, 2022.
Applications Accepted June 9 – June 30, 2022.

JOB INFORMATION:

Current need is for substitutes. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience.

OR

Proof of enrollment in or successful completion of the Building Maintenance/Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and experience.

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

SPECIAL REQUIREMENTS:

- (1) Positions assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license.
- (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule.
- (3) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

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: \$19.15
 6 MONTHS: \$20.20
 1 ½ YEARS: \$21.31
 2 ½ YEARS: \$22.48
 3 ½ YEARS: \$23.71

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/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Exam 22-0292-0139 JG



www.lbschools.net/jobs
Maria Braunstein

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 6-7

Date: June 30, 2022

Reason for Consideration: Approval

CUSTODIAL CREW SUPERVISOR

DUAL

22-0233-5245

List Valid: 06/30/2022-06/30/2023

Total Applications Received: 41

No. Passed: 7 No. Failed: 16

Total Invited to Exam: 32

No. Withdrew: 9 No. Screened Out: 9

CUSTODIAL SERVICES INSPECTOR

DUAL

22-0179-5191

List Valid: 06/24/2022-06/24/2023

Total Applications Received: 55

No. Passed: 11 No. Failed: 18

Total Invited to Exam: 32

No. Withdrew: 3 No. Screened Out: 23

**ENVIRONMENTAL HEALTH AND SAFETY
MANAGER**

DUAL

22-0201-0610

List Valid: 06/23/2022-06/23/2023

Total Applications Received: 12

No. Passed: 2 No. Failed: 2

Total Invited to Exam: 4

No. Withdrew: 0 No. Screened Out: 8

GROUNDS SERVICE MANAGER

DUAL

22-0199-5156

List Valid: 07/01/2022-07/01/2023

Total Applications Received: 19

No. Passed: 2 No. Failed: 5

Total Invited to Exam: 7

No. Withdrew: 0 No. Screened Out: 12

HIGH SCHOOL OFFICE SUPERVISOR

DUAL

22-0222-3349

List Valid: 06/21/2022-06/21/2023

Total Applications Received: 31

No. Passed: 7 No. Failed: 5

Total Invited to Exam: 17

No. Withdrew: 5 No. Screened Out: 14

HUMAN RESOURCES ASSISTANT

DUAL

22-0207-3350

List Valid: 06/27/2022-06/27/2023

Total Applications Received: 134

No. Passed: 5 No. Failed: 11

Total Invited to Exam: 29

No. Withdrew: 13 No. Screened Out: 105

KIDS' CLUB ASSISTANT

DUAL

22-0252-0694

List Valid: 06/22/2022-06/22/2023

Total Applications Received: 24

No. Passed: 5 No. Failed: 5

Total Invited to Exam: 16

No. Withdrew: 6 No. Screened Out: 8

NUTRITION SERVICES SUPERVISOR I**OPEN****22-0229-5064**

List Valid: 07/01/2022-07/01/2023

Total Applications Received: 38

No. Passed: 9 No. Failed: 3

Total Invited to Exam: 18

No. Withdrew: 6 No. Screened Out: 20

NUTRITION SERVICES SUPERVISOR II**OPEN****22-0230-5065**

List Valid: 07/01/2022-07/01/2023

Total Applications Received: 33

No. Passed: 11 No. Failed: 9

Total Invited to Exam: 24

No. Withdrew: 4 No. Screened Out: 9

NUTRITION SERVICES SUPERVISOR III**OPEN****22-0231-5066**

List Valid: 07/01/2022-07/01/2023

Total Applications Received: 24

No. Passed: 5 No. Failed: 7

Total Invited to Exam: 15

No. Withdrew: 3 No. Screened Out: 9

OFFICE ASSISTANT**OPEN****22-0193-3359**

List Valid: 06/23/2022-06/23/2023

Total Applications Received: 187

No. Passed: 33 No. Failed: 90

Total Invited to Exam: 160

No. Withdrew: 37 No. Screened Out: 27

OFFICE ASSISTANT – BILINGUAL SPANISH**OPEN****22-0198-5158**

List Valid: 06/30/2022-06/30/2023

Total Applications Received: 85

No. Passed: 5 No. Failed: 31

Total Invited to Exam: 58

No. Withdrew: 22 No. Screened Out: 27

RECREATION AIDE**OPEN CONTINUOUS****22-0294-5255**

List Valid: 07/01/2022-07/01/2023

Total Applications Received: 20

No. Passed: 18 No. Failed: 0

Total Invited to Exam: 20

No. Withdrew: 0 No. Screened Out: 2

SITE SPECIALIST – STUDENT ENGAGEMENT**DUAL****22-0244-5300**

List Valid: 07/01/2022-07/01/2023

Total Applications Received: 18

No. Passed: 3 No. Failed: 3

Total Invited to Exam: 6

No. Withdrew: 0 No. Screened Out: 12

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: June 30, 2022

PERSONNEL COMMISSION



June 16, 2022

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revision 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:

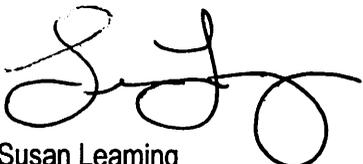
Rule 8.1. TRANSFER PROCEDURES: This rule is being modified to remove gender-specific terminology throughout and bring the rule into alignment with Rule 7.1.A which states "An appointment to a permanent position from an eligibility list shall be for a probationary period of six months or 130 days of paid service..." The rule has been revised to read that employees transferring to a related class in which they have not completed a probationary period must serve a probationary period.

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:


Susan Leaming
Personnel Analyst

Approved and Recommended:


Kenneth Kato
Executive Officer

CHAPTER VIII TRANSFERS

8.1. TRANSFER PROCEDURES

A. ADMINISTRATIVE TRANSFER

1. TRANSFER WITHIN THE SAME CLASS. An employee may be transferred administratively from one position to another position in the same class to meet the needs of the ~~d~~District as determined by the ~~d~~District. Such transfer shall be at the discretion of the division head(s) where the positions are located. The Personnel Commission shall be notified in writing of such transfer prior to the effective date of the transfer.
2. TRANSFER TO A RELATED CLASS. Transfer of an employee to a position in a related class at the same or lower salary level may be authorized by the Personnel Commission upon the request of the division head(s) indicating the circumstances that necessitate the transfer.
3. TRANSFER NOT TO ALTER LAYOFF. Transfer shall not be used to alter the incidence of an impending layoff. However, when the elimination of a position at a worksite necessitates a transfer, the transfer will be accomplished as follows:
 - a. If there is only one person assigned to the class at the site where the position is eliminated, that person will be transferred.
 - b. If there are two or more people assigned to the class at the site where the position is eliminated, the manager will ask for volunteers for transfer.
 - (1) If two or more people volunteer for transfer, the employee with the most District seniority in the class will be transferred.
 - (2) If there are no volunteers for transfer, the employee with the least District seniority in the class at the site will be transferred.
 - c. In the event there is no vacant position in the class available, layoff procedures for lack of work/lack of funds will be initiated.

B. REASONS FOR ADMINISTRATIVE TRANSFER. Reasons for any transfer which is not originated by the employee shall be discussed with the employee by the appropriate division head or designee at least (10) working days prior to the transfer, except in the case of extenuating circumstances.

C. TRANSFER REQUEST BY EMPLOYEE

1. Transfer to same class -- An employee with permanent status may request a transfer from one position to another within the same class. Such requests shall be in writing and submitted to the Personnel Commission office. A transfer request shall

remain active through November 30 at which time the request must be renewed. No obligation shall exist to fill a position by transfer rather than by any other methods of appointment; however, each employee will be notified that ~~his/her~~their transfer request has been received and will be considered as openings occur.

2. Transfer to a related class ~~-~~ -An employee with permanent status may ~~also~~ request a transfer from ~~one position in a given classification~~ their current classification to a related classification at the same or lower salary level. Such requests shall be submitted in accordance with paragraph C (1) above. However, the request must be approved by the Personnel Commission staff prior to certification as an available transfer eligible.

D. RELATED CLASS CRITERIA

1. Personnel Commission staff shall determine whether or not classes are related based on similarity of:
 - a. Duties
 - b. Examination content
 - c. Experience and education qualifications
 - d. Promotional field (above and below)
2. The extent to which the two classes are related will be considered. In general, more latitude in approving transfers is allowed:
 - a. As the employee's length of service with the school district increases.
 - b. When the request for transfer is based on layoff, reclassification, or health.
 - c. When there is no eligibility list for the class to which transfer is requested.
 - d. When the employee's education and experience verifies ~~he/she~~they meets the requirements of the new class.

E. STATUS ATTAINED BY TRANSFER. A permanent employee, upon transfer to another position in the same class ~~or to a related class~~, shall assume permanent status in the new position. A permanent employee transferring to a related class in which they have not completed a probationary period must serve a probationary period in accordance with Rule 7.1.

F. TRANSFER OF PROBATIONARY EMPLOYEE. Probationary employees are not eligible to request voluntary transfers except under unusual circumstances, and then only with the concurrence of their immediate supervisor. Should a probationary employee transfer request be granted, the supervisor approving the transfer must complete an evaluation before the effective date of the transfer if an evaluation is due. A probationary

employee transferred to another position in his/her/their class shall acquire permanent status in the class upon the completion of the balance of the probationary period. A probationer may not be transferred to a position in a related class but must be appointed from an appropriate eligibility list.

G. SALARY AND BENEFITS UPON TRANSFER

1. Receive the same step in the salary range for the new position.
2. Retain his/her/their anniversary date for receiving salary increments.
3. Retain his/her/their accumulated sick leave and vacation credits.

H. SENIORITY RIGHTS. A transferred employee shall retain seniority credits already earned in accordance with Education Code 45308.

I. PHYSICAL INCAPACITY. When an employee becomes physically incapacitated for the performance of any of his/her/their duties as determined by the ~~Personnel-District's~~ Physician, the department head may, with the approval of the Commission, transfer him/her/them to a position in a class of the same or lower salary level which he/shethey haves the ability to fill or for which he/shethey may be expected to acquire the necessary ability after a reasonable program of in-service training. In case of transfer to a lower level, the employee shall receive the same salary he/shethey were is-receiving in his/her/their former class but not to exceed the maximum of the salary of the class to which he/she isthey are transferred. ~~He/she~~ The employee shall retain his/her/their anniversary date.

Reference: California Education Code 45279

J. PRECEDENCE OF TRANSFERS.

1. No obligation shall exist to fill a position by transfer rather than by other methods of appointment.
2. When there are fewer than three (3) transfer requests on the eligibility list, each employee requesting a transfer will be interviewed for the available position. When there are more than three (3) transfer requests on the eligibility list, the person responsible for filling the position will select at least three (3) employees requesting a transfer to be interviewed.
3. When a manager is interviewing concurrently to fill more than one vacant position in the same classification, a single interview of a candidate shall fulfill the requirements of interviewing for all such positions.
4. A manager shall not be required to interview a candidate again if that manager has interviewed that candidate for another vacant position in the same classification within the previous one hundred and twenty (120) calendar days.