



# PERSONNEL COMMISSION

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LONG BEACH UNIFIED SCHOOL DISTRICT

## Annual Report of the Personnel Commission 2024-2025



# **PERSONNEL COMMISSION ANNUAL REPORT**

**Prepared by Dr. Rebecca Lee, Secretary to the Personnel Commission and  
Executive Officer, Personnel Commission and Classified Employment**

This is the 82<sup>nd</sup> annual report of the Personnel Commission to the Board of Education, covering the period July 1, 2024, through June 30, 2025, in conformance with Education Code Section 45266, which states in part:

“The personnel director shall be responsible to the commission for carrying out all procedures in the administration of the classified personnel in conformity with this article and the rules of the commission...He or she shall also act as secretary of the commission and shall prepare, or cause to be prepared, an annual report which shall be sent by the commission to the governing board...”

## **MERIT SYSTEM AND PERSONNEL COMMISSION**

The Personnel Commission was established in the Long Beach Unified School District by the Board of Education at the request of classified employees in 1942. As one of approximately 95 merit system districts in California, the Long Beach Unified School District is committed to the goal of fair and equitable employment practices in the administration of the classified personnel program and employment selection process.

The five principles of the merit system are: 1) employment and promotion on the basis of merit as shown by competitive examination; 2) encouragement of career service in the classified service; 3) ensuring like pay for like service; 4) prohibition of discrimination in employment; and, 5) impartial hearing of appeals from disciplinary actions.

## **PERSONNEL COMMISSION MEMBERS**

The members of the Long Beach Unified School District Personnel Commission serve as an oversight board over the mandated personnel functions outlined in the California Education Code. The California State Superintendent of Public Instruction appoints each of the three members to the Personnel Commission for a three-year term.

The 2024-2025 Personnel Commissioners were:

Sheryl Bender, who began serving on the Commission in 2018 (current term expires December 1, 2027);

Terence J. Ulaszewski, who began serving on the Commission in 1997 (current term expires December 1, 2026);

Linda J. Vaughan, who began serving on the Commission in 2011 (current term expires December 1, 2025).

Sheryl Bender served as Chairperson and Linda Vaughan served as Vice-Chairperson at the beginning of the fiscal year. On May 29, 2025, an election was held and Linda Vaughan was elected Chairperson, and Terence Ulaszewski was elected Vice-Chairperson.

## PERSONNEL COMMISSION TEAM MEMBERS

Team members continue their dedication to meeting the classified staffing needs of the District, with a primary focus on providing eligibility lists of highly-qualified employment candidates. Positions held by multiple team members during the fiscal year due to retirement, transfer, resignation, or promotion are noted below. Human Resource Technicians marked with an asterisk complete both the recruitment and testing and certification and onboarding processes for the identified areas. In fiscal year 2024-2025, an Employment Services Supervisor position was allocated to the Personnel Commission, restoring a position that was abolished in 2009 due to budget reductions.

The 2024-2025 Personnel Commission team members were:

|                         |                                                                   |
|-------------------------|-------------------------------------------------------------------|
| Rebecca Lee, Ed.D.      | Executive Officer, Personnel Commission and Classified Employment |
| Virginia Agredano Perez | Senior Administrative Secretary (C)                               |

### Classification Services

|                     |                           |
|---------------------|---------------------------|
| Susan Leaming       | Personnel Analyst         |
| Veronica Bustamante | Human Resources Assistant |

### Recruitment and Testing Services

|                                    |                                                         |
|------------------------------------|---------------------------------------------------------|
| Maria Lynn Alvarez                 | Personnel Analyst                                       |
| Lydia Tran/Andrea Fonseca          | Associate Personnel Analyst                             |
| Amy Van Fossen                     | Associate Personnel Analyst                             |
| Monica Gaytan                      | Human Resources Technician                              |
| Judith Alonso                      | Human Resources Technician                              |
| Joanna Guzman/Yessika Aguirre      | Human Resources Technician                              |
| Andrea Fonseca/Veronica Bustamante | Human Resources Technician                              |
| Margarita Paiz/Judith Beauchamp    | Human Resources Technician (IA-Specials and Custodial*) |
| Jazmin Salgado                     | Human Resources Technician (Early Learning Programs*)   |

### Certification and Employment Services

|                           |                                                  |
|---------------------------|--------------------------------------------------|
| Oralia Leyva              | Certification Services Manager                   |
| Mari Rojas                | Employment Services Supervisor                   |
| Joanna Guzman             | Employment Services Supervisor                   |
| Wendy Bell                | Human Resources Technician                       |
| Ashleigh Fernando         | Human Resources Technician                       |
| Silaue Taeleifi           | Human Resources Technician                       |
| Mari Rojas/Margarita Paiz | Human Resources Technician                       |
| Yessika Aguirre           | Human Resources Technician (Nutrition Services*) |
| Elizabeth Morales-Torres  | Human Resources Technician                       |

### Front Lobby

|                     |                           |
|---------------------|---------------------------|
| Veronica Bustamante | Human Resources Assistant |
| Paul Welch          | Human Resources Assistant |

The Personnel Commission wishes to thank Susan Leaming for serving as Interim Executive Officer, Oralia Leyva for serving as Interim Certification Services Manager, and Mari Rojas for serving as Interim

Employment Services Supervisor during the past fiscal year. The Commission extends gratitude to Veronica Bustamante, Ashleigh Fernando, and Maria Lynn Alvarez for serving in temporary roles during the past fiscal year. The Personnel Commission also wishes to thank the following retirees for their assistance and support during the past fiscal year:

- Dale Culton, Certification Services Manager (retired)
- Anne Follett, Human Resources Technician (retired)
- Lisa Gardner, Administrative Coordinator, Personnel Commission (retired)

PERSONNEL COMMISSION ACTIVITIES

The Personnel Commission consists of three Long Beach Unified School District residents appointed by the California State Superintendent of Public Instruction to oversee the administration of the merit system. In addition to prescribing rules and regulations for employment, the Commission serves as an appeals panel in cases of disqualification for employment or disciplinary actions.

The Commissioners meet biweekly to take action on a variety of items affecting the employment of classified employees. Regular meetings of the Commission are generally held on Thursdays at 8:15 a.m. in Building B, Room 29 at the Personnel Commission offices at 4400 Ladoga Avenue, Lakewood, CA 90713.

During the 2024-2025 fiscal year, the Personnel Commission held 24 regular meetings and one (1) special meeting. The Commission approved or extended 277 eligibility lists, ratified 167 job announcement bulletins, removed nine (9) candidates from employment eligibility lists, approved one (1) request for a disciplinary hearing, and received and took action on one (1) Hearing Officer’s report regarding a disciplinary hearing. The Commission also approved two (2) revisions of the *Rules and Regulations of the Classified Service* (Rules 10.1.G and 10.3).

CLASSIFICATION SERVICES

The Education Code places responsibility upon the Personnel Commission to "...classify all employees and positions within the jurisdiction of the governing board or of the commission, except those which are exempt from the classified service..."

The function of classifying positions is to accurately describe positions in order to group like positions into the same job classifications and recommend equitable pay. An accurate and continually updated classification plan is a key function to achieve a contemporary personnel management program.

During 2024-2025, Classification Services developed eight (8) new classifications and recommended salary range placement. The following new classifications were approved by the Personnel Commission:

|                                                      |                                                 |
|------------------------------------------------------|-------------------------------------------------|
| Manager- Campus Staff Assistant Program              | School Safety Administrative Operations Manager |
| Mobile Device Specialist                             | School Safety Field Operations Manager          |
| Information Security Officer                         | Lead Campus Staff Assistant                     |
| Site Specialist – Center of Black Student Excellence | Technology Service Delivery Supervisor          |

During 2024-2025, Classification Services recommended the abolishment of ten classifications. The following classifications were abolished by the Personnel Commission:

Electronics Technician (grandpersoned class code)  
Executive Director – Information and Technology Systems

Instructional Assistant – On Campus Suspension  
School Safety Operations Manager  
Expanded Learning Assistant Manager  
Emergency Preparedness Program Manager  
Manager- Campus Staff Assistant Program  
Campus Staff Assistant Supervisor  
Instructional Aide – Mobile Classroom  
Nutrition Services Technology Coordinator

In addition to the above activities, Classification Services:

- Worked with subject matter experts to revise 17 classification specifications
- Reallocated the salary of 11 classifications
- Conducted one (1) individual reclassification study
- Reviewed and responded to 77 related classification transfer requests from employees
- Responded to 23 classification and/or compensation survey requests from other agencies
- Updated and published the current Classified Service Salary Schedules

### RECRUITMENT AND TESTING

The Recruitment and Testing unit is tasked with all recruitment and testing activities for the District's classified service, including advertisement of employment opportunities, application screening, written examinations, performance tests, and oral interviews in accordance with applicable laws, codes, rules and regulations.

The Commission's front lobby received 8,719 telephone calls and welcomed 4,255 visitors. Nine thousand and fifty (9,050) applications for employment were received and assessed. The classified employment web page received 209,791 "hits" and 7,666 employment interest cards were submitted online.

Recruitment and Testing analysts worked with subject matter experts to create 29 new and revise 23 employment examinations including panel interviews and written and performance tests. During the fiscal year, 5,268 applicants took a variety of employment examinations. Three thousand, five hundred and twenty-two (3,522) applicants took a written exam, 1,558 interviewed, and 188 participated in a performance exam. A total of 263 eligibility lists were established with 2,691 qualified candidates eligible for employment.

### CERTIFICATION AND EMPLOYMENT SERVICES

Certification and Employment Services is responsible for sending eligibility lists to hiring authorities, extending offers of employment, onboarding new employees and fingerprinting candidates in accordance with applicable State and federal laws, California Education Code, and Commission rules and regulations.

Certification and Employment Services also assures vacancy assignment (VA) transactions for classified and exempt staff are processed in compliance with applicable laws, codes, rules and regulations. These VA's include actions such as reclassifications, creation of new positions, calendar changes, funding changes and site location changes. In total, there were 1,858 VA transactions received and processed during the 2024-2025 fiscal year. A total of 11,050 employee updates were made in the human resources information system including salary and career increments, retirements, and resignations.

In addition to the above activities, Certification and Employment Services staff:

- Hired a total of 911 provisional, limited term, permanent, and probationary employees. Of these, 573 probationary/permanent employees were hired into regular classified positions and 113 were promotional candidates
- Three hundred and nine (309) transfer requests were received and 55 transfer candidates were hired
- Processed 843 classified summer school applications and filled 692 summer school assignments
- Processed 271 temporary upgrades
- Processed 611 exempt employee employment packets for Board of Education approval. These exempt employees include student workers and walk-on coaches
- Fingerprinted 1,318 individuals, including classified employment candidates and contracted bus drivers
- Distributed and tracked 4,042 permanent and probationary classified performance evaluations
- Implemented six (6) classified layoff actions and maintained re-employment lists for 16 individuals in 13 classifications (as of 9/16/2025)
- Four (4) employees were returned to work and made whole from re-employment lists

The classified substitute desk received 16,960 requests for substitutes for clerical/secretarial, Campus Staff Assistant, Recreation Aide, and Instructional Aide – Special positions. Overall, 69% or 11,673 requests for substitutes were filled. The Operations Department oversees its own substitute desk for Custodial and Grounds staff, while Nutrition Services similarly manages a separate substitute desk.

| <u>Classification Requested</u> | <u>Percentage Filled</u> |
|---------------------------------|--------------------------|
| Instructional Aide – Special    | 28.56%                   |
| Campus Staff Assistant          | 65%                      |
| Clerical/Secretarial            | 88.43%                   |
| Recreation Aide                 | 70.91%                   |

## OTHER HIGHLIGHTS

### Classified Recruitment and Community Outreach Efforts

During the 2024-2025 fiscal year, Commission staff participated in a variety of internal and external hiring events, including:

- Long Beach School for Adults Community Job Fair
- Child Development Centers (CDC) Job Fair
- Orange Coast College Virtual Career Fair
- Equity, Engagement & Partnerships and Family Leadership Institute Career Fair
- Compton College Career Fair

Commission staff, in partnership with the Long Beach School for Adults, presented at Building Maintenance/Custodial Services and Campus Staff Assistant classes regarding the application and recruitment process and provided direct application support to students. Also, in partnership with the Office of Equity Leadership and Talent Development, Commission staff presented at Classified Leadership classes regarding the functions of the Personnel Commission and promotional opportunities within the classified service.

Commission staff also participated in a variety of District events, including:

- Inaugural Latino Heritage Celebration
- Inaugural Asian American & Pacific Islander (AAPI) Heritage Celebration
- Quality Core Visits (QCV) at Henry Elementary and Browning and McBride high schools
- Opening of the Center of Black Student Excellence
- Career days at Jordan, Millikan, Reid, Lakewood, and Educational Partnership high schools
- Open houses at McKinley Elementary and Marshall Academy
- Mock interviews at Millikan and Jordan high schools

### **Classified Staff Development**

Department management continued to coordinate a limited number of Classified Staff Development offerings. In 2024-2025, seven (7) sessions of CPR/First Aid were offered and 211 employees were certified.

### **ONGOING GOALS OF THE PERSONNEL COMMISSION**

- Expand classified recruitment outreach and strengthen the Commission's presence within the District and communities served
- Foster a professional and welcoming environment for all
- Enhance the onboarding process for classified staff
- Review and streamline classified personnel processes with a technology-driven focus
- Identify improved methods to recruit highly-qualified employment candidates