

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

Regular Meeting
July 14, 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 30, 2022 1-3
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 ASB Financial Technician 4-5
2. **RATIFY** job announcement bulletin for Grounds Crew Supervisor 6-7
3. **RATIFY** job announcement bulletin for Grounds Equipment Operator I 8-9
4. **RATIFY** job announcement bulletin for Grounds Equipment Operator II 10-11
5. **RATIFY** job announcement bulletin for Grounds Equipment Operator II/Driver 12-13
6. **RATIFY** job announcement bulletin for Head Start Family Services Liaison 14-15
7. **RATIFY** job announcement bulletin for Instructional Aide – Special 16-17
8. **RATIFY** job announcement bulletin for Network Specialist 18-19
9. **RATIFY** job announcement bulletin for Nutrition Services Manager 20-21
10. **RATIFY** job announcement bulletin for Translator-Interpreter – BL Spanish 22-23
11. **RATIFY** job announcement bulletin for Transportation Scheduler 24-25

12. RATIFY job announcement bulletin for Warehouse Supervisor	26-27
13. APPROVE the certification of Custodian eligibility list 22-0191-0139 established 07/15/2022	28
14. APPROVE the certification of HVAC Technician eligibility list 22-0212-5103 established 07/11/2022	28
15. APPROVE the certification of HVAC Technician eligibility list 22-0282-5103 established 07/11/2022	28
16. APPROVE the certification of Instructional Aide - Special eligibility list 22-0291-0448 established 07/07/2022	28
17. APPROVE the certification of Instructional Warehouse Assistant eligibility list 22-0031-3353 established 07/08/2022	28
18. APPROVE the certification of Intermediate Nutrition Services Worker eligibility list 22-0228-5058 established 07/15/2022	28
19. APPROVE the certification of Sign Language Interpreter eligibility list 22-0168-5214 established 06/28/2022	28
20. APPROVE the certification of Textbook/Library Services Supervisor eligibility list 22-0266-5197 established 07/05/2022	29
 III. NEW BUSINESS	
1. APPROVE the Revision of a Classification – Kids’ Club Lead Assistant	30-34
2. APPROVE the following: Revision to the <i>Rules and Regulations of the Classified Service</i> (First Reading)	35-38
3. APPROVE the Recommendation to Remove from Eligibility List - Child Care Worker	39-47
4. APPROVE the Recommendation to Remove from Eligibility List ID 49727048	48-57
 IV. OLD BUSINESS	
1. APPROVE the following: Revision to the <i>Rules and Regulations of the Classified Service</i> (Second Reading)	58-61
 V. OTHER ITEMS	
None	
 VI. NEXT REGULAR MEETING	
July 28, 2022 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713	

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 30, 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 8:15 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 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; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; and Joanna Guzman, Human Resources Technician.

GUESTS PRESENT

Meleselisa Brown, Human Resources Technician

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 16, 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, informed the Commission that the Los Angeles County Office of Education (LACOE) approved the 2022-2023 Personnel Commission budget. Mr. Kato shared that the Personnel Commission office was part of a District wide computer refresh for employees, the computers in the lab were not replaced at this time. Mr. Kato expressed the departments appreciation for the new computer refresh which included a monitor, keyboard and mouse.

Amy Van Fossen, Associate Personnel Analyst, reported that the unit is continuing to open recruitments. Ms. Van Fossen shared there are 79 recruitments currently open, 58 in various stages of the examination process, and 16 are in the testing process.

Maria Braunstein, Associate Personnel Analyst, introduced Meleselisa Brown, Human Resources Technician, from Nutrition Services will be at the Personnel Commission assisting with recruitments and certification process two days each week for the Summer.

Dale Culton, Certification Services Manager, informed the Commissioners that summer school began last Monday. Mr. Culton explained that staff is working to fill the school site vacancies before the new school year.

Susan Leaming, Personnel Analyst, reported the new salary schedules were not ready for distribution at this time.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodian
2. **APPROVE** the certification of Custodial Crew Supervisor eligibility list 22-0233-5245 established 06/30/2022
3. **APPROVE** the certification of Custodial Services Inspector eligibility list 22-0179-5191 established 06/24/2022
4. **APPROVE** the certification of Environmental Health and Safety Manager eligibility list 22-0201-0610 established 06/23/2022
5. **APPROVE** the certification of Grounds Service Manager eligibility list 22-0199-5156 established 07/01/2022
6. **APPROVE** the certification of High School Office Supervisor eligibility list 22-0222-3349 established 06/21/2022
7. **APPROVE** the certification of Human Resources Assistant eligibility list 22-0207-3350 established 06/27/2022
8. **APPROVE** the certification of Kids' Club Assistant eligibility list 22-0252-0694 established 06/22/2022
9. **APPROVE** the certification of Nutrition Services Supervisor I eligibility list 22-0229-5064 established 07/01/2022
10. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list 22-0230-5065 established 07/01/2022
11. **APPROVE** the certification of Nutrition Services Supervisor III eligibility list 22-0231-5066 established 07/01/2022
12. **APPROVE** the certification of Office Assistant eligibility list 22-0193-3359 established 06/23/2022
13. **APPROVE** the certification of Office Assistant – Bilingual Spanish eligibility list 22-0198-5158 established 06/30/2022

14. **APPROVE** the certification of Recreation Aide eligibility list 22-0294-5255 established 07/01/2022

15. **APPROVE** the certification of Site Specialist – Student Engagement eligibility list 22-0244-5300 established 07/01/2022

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 and approve items 2-15 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 Revisions to the *Rules and Regulations of the Classified Service*

Ms. Leaming and Mr. Culton provided an overview of New Business Item 1 and also stated this is the Commission receiving the first reading and will be brought forward for a second reading and approval at the next Commission meeting. No vote was taken to approve the changes to the Rules and Regulations.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 14 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 8:27 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:50 a.m. with no reportable actions.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:51 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

ASB FINANCIAL TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Monday, July 25, 2022

JOB INFORMATION:

Permanent 10 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, maintain financial accounts for student body activities at a middle, K-8 or small specialized high school; advise school administrators, sponsors and student council members on proper accounting policies and procedures; perform varied clerical duties in support of school functions; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. Course work in accounting or finance in an institution of higher education is desirable

EXPERIENCE:

Two years of clerical accounting work preferably one of which is in a public agency.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this class require the use of a personal automobile and possession of a valid California class C driver's license at the time of appointment. (2) May be required to travel from one location to another.

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: \$21.93
6 MONTHS: \$23.13
1 ½ YEARS: \$24.41
2 ½ YEARS: \$25.75
3 ½ YEARS: \$27.16

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

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Amy van der ...

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 cases by case basis by the administrator of the Personnel Commission.



CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDS CREW SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, July 25, 2022

JOB INFORMATION:

Permanent 12 month position. Positions is a 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, plan, coordinate, organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas, athletic fields and artificial turf areas; supervise, train and evaluate the performance of assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Three years of grounds maintenance experience. Experience in a lead or supervisory capacity is highly desired

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 vehicle to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate grounds maintenance equipment. Bending at the waist, kneeling, stooping or crouching. Walking or standing for extended periods of time. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Heavy physical labor. Seeing to perform grounds work. Digging.

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: \$29.43
6 MONTHS: \$31.04
1 ½ YEARS: \$32.76
2 ½ YEARS: \$34.56

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.

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Amy Van Dyke

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDS EQUIPMENT OPERATOR I

FINAL FILING DATE:

4:30 p.m., Friday, July 22, 2022

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, perform a variety of duties in the operation of power driven grounds equipment to mow, edge and maintain large athletic fields and grounds areas; service, maintain and perform minor repairs on assigned equipment; observe health and safety procedures and regulations; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

One year experience operating and performing routine maintenance on various types of power groundskeeping equipment, including riding mowers, edgers and dump trucks or one year as a Groundskeeper in the Long Beach Unified School District.

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.

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: \$22.53
6 MONTHS: \$23.77
1 ½ YEARS: \$25.08
2 ½ YEARS: \$26.46
3 ½ YEARS: \$27.92

APPLICATION:

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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.

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Dual Exam 23-0011-0175 AA

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

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Guidelines:

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- ❖ **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.*

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CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDS EQUIPMENT OPERATOR II

FINAL FILING DATE:

4:30 p.m., Friday, July 22, 2022.

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I in the Long Beach Unified School District.

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 B driver's license at time of application. (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, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate heavy equipment. Bending at the waist, kneeling, stooping or crouching. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Seeing to perform grounds work. Heavy physical labor.

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:	\$23.78
6 MONTHS:	\$25.10
1 ½ YEARS:	\$26.48
2 ½ YEARS:	\$27.94
3 ½ YEARS:	\$29.48

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:

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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

Dual Exam 23-0009-0176 AA

LBUSD employees, please see reverse side for important information.



www.lbschools.net/jobs

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.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDS EQUIPMENT OPERATOR II/DRIVER

FINAL FILING DATE:

4:30 p.m., Friday, July 22, 2022.

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; operate a truck to tow a trailer or heavy equipment; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I in the Long Beach Unified School District.

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 A driver's license at time of application. (2) Under federal law those individuals required to possess a commercial drivers license shall be subject to alcohol and controlled substance testing. (3) 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. (4) 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, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate heavy equipment. Bending at the waist, kneeling, stooping or crouching. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Seeing to perform grounds work. Heavy physical labor.

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:	\$25.11
6 MONTHS:	\$26.50
1 ½ YEARS:	\$27.96
2 ½ YEARS:	\$29.49
3 ½ YEARS:	\$31.11

APPLICATION:

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SELECTION PROCEDURE:

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Personnel_Commission](http://www.lbschools.net/Departments/Personnel_Commission)

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0010-5031 AA

LBUSD employees, please see reverse side for
important information.



www.lbschools.net/jobs

Amy van der ...

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD START FAMILY SERVICES LIAISON

FINAL FILING DATE:

4:30 p.m., Friday, July 22, 2022

JOB INFORMATION:

Permanent 10 month flex position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, provide case management support services to assigned families to improve living conditions and quality of life for children and families; refer families to community agencies and District services to meet educational, health care and other specialized needs; promote and encourage parent involvement, activities and training in the Head Start program; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

A credential or certification in social services, human services, family services, counseling or a related field or completion of a certified nurse's aide, medical assistant or related health care program is highly desirable.

EXPERIENCE:

One year of experience working with children and families in a school, community or structured human service environment.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of a personal automobile and possession of a valid California Class C Driver's license. (2) May be required to travel from one location to another. (3) Incumbents must obtain a valid First Aid and CPR certificate within six months of employment and maintain certification throughout employment in this classification. (4) Incumbents in this classification must complete District-provided Family Development Credential training within eighteen months of hire in order to provide quality integrated health, nutrition and social services including parent involvement, to children and families.

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: \$19.67
6 MONTHS: \$20.76
1 ½ YEARS: \$21.90
2 ½ YEARS: \$23.10
3 ½ YEARS: \$24.37

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.

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0008-5075 JA

LBUSD employees, please see reverse side for important information.



Maria Brannan

www.lbschools.net/jobs

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

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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.**
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- ❖ **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.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE – SPECIAL

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur. Positions are part time (3.8 hours) only. Substitute positions are also available.

JOB SUMMARY:

Under general supervision, assist certificated staff in reinforcing instructional activities for students with special needs identified in an Individualized Education Program (IEP); participate in the monitoring, discipline and behavior modification of students; assist in meeting the physical care and hygienic needs of students; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school* and one of the following:

1. Completion of at least two (2) years of study* (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree * Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission, which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

*Verification will be required for high school graduation, college units & degrees within 2 working days following submission of application.

*Official transcripts or original diplomas must be submitted to the Personnel Commission office (original diplomas will be returned). Official transcripts may be submitted electronically.

EXPERIENCE:

Six (6) months of paid or volunteer experience working with children in a structured environment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered; however, experience cannot substitute for the required minimum education.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required 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: \$18.14
 6 MONTHS: \$19.14
 1 ½ YEARS: \$20.19
 2 ½ YEARS: \$21.29
 3 ½ YEARS: \$22.47

SPECIAL REQUIREMENTS:

1) Some assignments will require successful completion of District-provided CPR/First Aid training. (2) Some assignments will require successful completion of District-provided training to perform physical health care treatments to meet student needs. (3) After an employee in this class has been provided initial training to work with students with physical health care needs and feels the need for additional training, they may request it. Requests shall be in writing to the site administrator who shall arrange for the needed training and notify the employee.

APPLICATION:

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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 will be comprised of an evaluation of responses on a supplemental application; and an occupational written examination (100%). **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.

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Dual Continuous 0448 JG

LBUSD employees, please see reverse side for important information.

Maria Lynn Brundten



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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

NETWORK SPECIALIST

FINAL FILING DATE:

4:30 p.m., Friday, July 22, 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.

JOB SUMMARY:

Under general supervision, perform a variety of specialized duties in the installation, configuration, maintenance and operation of the District's Local (LAN), Wide (WAN) and Wireless (WLAN) Area networks and equipment; monitor and evaluate network systems to assure proper operation; provide assistance to network users and technical support staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in computer science or a closely related field.

Professional certifications by major vendors such as Novell, Cisco or Microsoft are highly preferred.

EXPERIENCE:

Three years of experience installing and maintaining local, wide or wireless networks and related equipment for an organization with multiple locations and a minimum of 500 users.

Two years of additional experience may be substituted for two years of the higher education.

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

SPECIAL REQUIREMENTS:

(1) Positions in this class require the use of personal automobile and possession of a 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.

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.

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SALARY RANGE HOURLY:

START: \$40.93
6 MONTHS: \$43.19
1 ½ YEARS: \$45.56
2 ½ YEARS: \$48.06
3 ½ YEARS: \$50.70

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

Dual Continuous 23-0005-5119 AF

LBUSD employees, please see reverse side for important information.



www.lbschools.net/jobs

Maria B. 18

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

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ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Hispanic, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts.

LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The fourth largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national and international leader in preparing young men and women for success.

Dual Exam 23-0015-5061 MLB



An Exciting Career Opportunity Awaits You At

LONG BEACH UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES MANAGER

\$94,494 - \$110,947 Annually



JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Nutrition Services Manager. Under general direction, plan, organize and direct the daily activities and operations of approximately twenty school cafeteria operations; plan, participate in and coordinate food and commodity procurement, preparation, delivery and service support operations; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

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

Eligibility list is being created to fill current and future vacancies as they occur.

THE IDEAL CANDIDATE

Successful candidates will have a bachelor's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.

Additionally, successful candidates will have at least two years of experience at a supervisory or management level in an institutional food service organization

Additional supervisory or managerial food service experience in a large institutional setting may be substituted for up to two years of the required education.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license and use of a personal automobile.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

May be required to travel from one school location to another.

Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

SALARY AND BENEFITS

The annual salary for Nutrition Services Manager is \$94,494 to \$110,947 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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 9 months.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Friday, 8:00 a.m. - 4:00 p.m.

A resume will not substitute for the required forms. Completed forms must be received no later than:

Application deadline: 4:30 p.m. Monday, July 25, 2022

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713

(562) 435-5708 <http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

TRANSLATOR-INTERPRETER – BL SPANISH

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, provide District-wide oral and written translation services for school sites and District departments; serve as an interpreter for a variety of meetings, workshops, conferences and special events; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level coursework in a designated second language. An Associate's degree in a designated second language is preferred.

EXPERIENCE:

One year of experience translating written documents and providing simultaneous oral interpretation services. Experience in a school district is preferred.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license and use of a personal automobile. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 40 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (3) May be required to travel from one school location to another.

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: \$22.53
6 MONTHS: \$23.77
1 ½ YEARS: \$25.08
2 ½ YEARS: \$26.46
3 ½ YEARS: \$27.92

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

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Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Continuous 5079

LBUSD employees, please see reverse side for
important information.



www.lbschools.net/jobs

Maria 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 cases by case basis by the administrator of the Personnel Commission.



CLASSIFIED EMPLOYMENT OPPORTUNITY

TRANSPORTATION SCHEDULER

FINAL FILING DATE:

4:30 p.m., Tuesday, July 26, 2022

JOB INFORMATION:

Permanent 10 month position. Position is a 100% FTE (8 hours per day). Eligibility list is being created to fill current and future 10 month and 12 month vacancies as they occur.

JOB SUMMARY:

Under the general supervision, schedule, route and modify student transportation services for regular education, special education, field trips, athletics and special events; dispatch drivers in accordance with schedules and to fulfill special transportation requests; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Two years of experience as a school bus driver or two years of experience dispatching commercial passenger vehicles or school buses on fixed and variable route assignments utilizing a computerized routing system.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required 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 of the applicant regardless of any other standing. (3) May be required to travel from one location to another.

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:	\$27.99
6 MONTHS:	\$29.54
1 ½ YEARS:	\$31.16
2 ½ YEARS:	\$32.87
3 ½ YEARS:	\$34.67

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

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www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0006-5040 AF

LBUSD employees, please see reverse side for important information.



www.lbschools.net/jobs

Amy Van D... 24

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.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

WAREHOUSE SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, August 1, 2022

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at the Nutrition Services Warehouse.

JOB SUMMARY:

Under general direction, plan, organize, oversee and participate in the operations and activities of the District's centralized warehouse or a large departmental warehouse; assure warehouse activities meet site needs and distribution timelines; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Three years of experience receiving, inspecting, storing and shipping general stores and equipment. Experience in a lead or supervisory capacity is highly preferred.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid Class C California Driver's license is required at the time of appointment. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Valid Forklift Operator Certification at time of appointment. (4) Incumbents assigned to the District's central warehouse must successfully complete an Occupational Safety and Health Administration (OSHA) Forklift Operator Trainer course within six months of employment. (5) May be required to travel from one location to another.

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: \$31.92
6 MONTHS: \$33.69
1 ½ YEARS: \$35.53
2 ½ YEARS: \$37.49

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:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VIII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0014-0300 MLB

LBUSD employees, please see reverse side for
important information.

*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.

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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.

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 28-29

Date: July 14, 2022

Reason for Consideration: Approval

CUSTODIAN

DUAL

22-0191-0139

List Valid: 07/15/2022-07/15/2023

Total Applications Received: 133

No. Passed: 26 No. Failed: 22

Total Invited to Exam: 76

No. Withdrew: 28 No. Screened Out: 57

HVAC TECHNICIAN

DUAL

22-0212-5103

List Valid: 07/11/2022-07/11/2023

Total Applications Received: 18

No. Passed: 2 No. Failed: 5

Total Invited to Exam: 7

No. Withdrew: 0 No. Screened Out: 11

HVAC TECHNICIAN

DUAL

22-0282-5103

List Valid: 07/11/2022-07/11/2023

Total Applications Received: 13

No. Passed: 1 No. Failed: 4

Total Invited to Exam: 6

No. Withdrew: 1 No. Screened Out: 7

INSTRUCTIONAL AIDE – SPECIAL

OPEN CONTINUOUS

22-0291-0448

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

Total Applications Received: 26

No. Passed: 5 No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 1 No. Screened Out: 20

INSTRUCTIONAL WAREHOUSE ASSISTANT

DUAL

22-0031-3353

List Valid: 07/08/2022-07/08/2023

Total Applications Received: 86

No. Passed: 6 No. Failed: 9

Total Invited to Exam: 38

No. Withdrew: 23 No. Screened Out: 48

**INTERMEDIATE NUTRITION SERVICES
WORKER**

DUAL

22-0228-5058

List Valid: 07/15/2022-07/15/2023

Total Applications Received: 106

No. Passed: 19 No. Failed: 21

Total Invited to Exam: 59

No. Withdrew: 19 No. Screened Out: 47

SIGN LANGUAGE INTERPRETER

DUAL

22-0168-5214

List Valid: 06/28/2022-06/28/2023

Total Applications Received: 1

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 1 No. Screened Out: 0

TEXTBOOK/LIBRARY SERVICES SUPERVISOR

PROMOTIONAL

22-0266-5197

List Valid: 07/05/2022-07/05/2023

Total Applications Received: 12

No. Passed: 4

No. Failed: 1

Total Invited to Exam: 8

No. Withdrew: 3

No. Screened Out: 4

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: July 14, 2022

PERSONNEL COMMISSION



July 1, 2022

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

Background and Findings

The Senior Director of Early Childhood and Expanded Learning requested the classification of Kids' Club Lead Assistant be revised to include supporting other Early Learning Opportunity programs. In May 2022, the Board of Education approved the District-wide implementation of Full Day Kindergarten and Full Day Transitional Kindergarten beginning in the 2022-2023 school year. As a result, eleven (11) Kids' Club Lead Assistants will be assigned to support the transitional kindergarten teachers during the school day. After school, leads will transition to support the Kids' Club program.

A driving statement was added to the special requirements of the description as some Lead Assistants may be assigned to two sites.

The Senior Director of Early Childhood and Expanded Learning has reviewed and approved the revisions to the classification description. The incumbents and CSEA leadership have been notified of the proposed changes.

A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Kids' Club Lead Assistant

Prepared by:

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

Susan Leaming
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato
Executive Officer



KIDS' CLUB LEAD ASSISTANT

JOB SUMMARY

Under general supervision, assist in the planning and implementation of a Kids' Club (day care) and other Extended Learning Opportunities (ELO) programs which meets the needs of individual children; participate in and monitor children in program activities; train and provide work direction and guidance to assigned staff; 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.

- Assist in the planning and implementation of a Kids' Club (day care) and other Extended Learning Opportunities (ELO) programs which meets the needs of individual children by taking into account interest, special needs and special talents. **E**
- Participate in and monitor children in program activities such as games, songs, physical exercises, free play, arts and crafts and snack times, and homework, breakfast and cooking clubs. **E**
- Serve as a lead at assigned site; train and provide work direction and guidance to assigned staff; serve as site supervisor in the absence of the supervisor as necessary to assure smooth and efficient delivery of services to children and families. **E**
- Cultivate and maintain an environment promoting social and physical growth, self-esteem, reinforcement of positive attitudes, as well as opportunities for learning. **E**
- Maintain standards of child behavior to achieve effective participation in activities without interfering with the natural, informal atmosphere of the Kids' Club program; assist in enforcing discipline with positive strategies. **E**
- Organize activities including setting up materials, crafts and games, preparing bulletin boards, replenishing supplies, arranging furniture to facilitate program needs, and creating an orderly and clean environment. **E**
- Set up, prepare and serve snack items; operate a griddle, oven and popcorn and snow-cone machines; clean up following snack times. **E**
- Enroll children; collect program and activity fees; prepare and issue receipts; assist in the maintenance of accounting procedures including income and expenditures and inventory of equipment and supplies. **E**
- Communicate with and serve as a liaison between District staff, children, parents, and others to exchange information, coordinate activities and resolve issues or concerns. **E**
- Participate in promoting enrollment and communication of program objectives and activities; assist in planning and conducting program orientation sessions for parents to communicate policies, procedures, and schedule of program activities. **E**
- Perform a variety of program associated clerical work including answering telephones, filing, duplicating and typing materials, and preparing and maintaining a variety of

records, logs and files related to assigned activities. *E*

- Operate a variety of office and instructional equipment including a computer and assigned software; drive a personal vehicle as assigned by the position. *E*
- Attend and participate in workshops, in-services, staff meetings, and training programs. *E*
- Administer first aid or necessary physical assistance to ill or distressed children; may administer prescribed medication in accordance with established District procedure. *E*
- Assist in monitoring the program for compliance with applicable health and safety regulations. *E*
- Open or close the program site as assigned by the position. *E*
- Perform related duties as assigned.

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

Incumbents in this class will serve as a lead and assist in the planning and implementation of the activities of a Kids' Club and other Extended Learning Opportunities (ELO) programs. ~~designed to provide child care both before and after regular school times, and may range from 6:30 a.m. to 6:30 p.m.~~ An incumbent is required, under limited direct supervision, to carry out program functions within established guidelines and regulations. Kids' Club programs are designed to provide child-care both before and after regular school times, and may range from 6:30 a.m. to 6:30 p.m. They will be assigned a work schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

EMPLOYMENT STANDARDS

Knowledge of:

Concepts of child development and behavior.

Safe practices in classroom and playground activities.

Record keeping and filing techniques.

Personal hygiene practices.

Generally accepted standards of health and sanitation.

CPR and first aid techniques.

Basic math.

Operation of office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Assist in the planning and implementation of a Kids' Club (day care) and other Extended Learning Opportunity (ELO) programs which meets the needs of individual children.
Participate in and monitor children in a variety of program activities.
Motivate children to participate in program activities.
Maintain equipment and facilities in a clean and orderly condition.
Work independently and as a member of a team.
Meet schedules and timelines.
Resolve discipline issues using positive strategies.
Interact with parents and others in a direct, professional manner.
Apply and follow Kids' Club and District rules, regulations, and daily practices.
Establish and maintain cooperative and effective working relationships with others.
Interpersonal skills using tact, patience and courtesy.
Perform a variety of program associated clerical work.
Maintain routine records, logs and files.
Administer first aid or necessary physical assistance to ill or distressed children.
Administer prescribed medication in accordance with established District procedures.
Understand and carry out oral and written instructions.
Operate a variety of office and classroom equipment including a computer and assigned software.

Education and Training:

Equivalent to graduation from high school supplemented by 12 units of early childhood education, social sciences, recreation, child development or a closely related field.

OR

One of the following valid Child Development Permits issued by the California Commission on Teacher Credentialing:

- Child Development Associate Teacher Permit
- Child Development Teacher Permit
- Child Development Master Teacher Permit
- Child Development Site Supervisor Permit
- Child Development Program Director Permit

Experience:

One year of experience working with 30 children or more in an extended day care or similar recreation program.

Any other combination of training and experience that could likely provide the required knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

WORKING CONDITIONS

Classroom, learning center, community settings and playground environment.
Evening and varied hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist children.
Reaching overhead, above the shoulders and horizontally.
Seeing to read a variety of materials and monitor activities.
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.
Hearing and speaking to exchange information in person and on the telephone.
May include lifting, pushing, pulling or crawling on the floor.
Walking.

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.

PCA: 5/16/1996
Revised: 10/24/2002
Revised: 6/23/2016
Revised:

PERSONNEL COMMISSION



July 7, 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 9 RESIGNATIONS, LAYOFF AND REEMPLOYMENT: This rule is being modified to remove gender-specific terminology throughout and provide clear guidelines regarding demotions following layoff and reemployment in a lower classification. Specifically, the rule is being modified so employees seeking to demote to another classification following layoff or requesting to be reemployed in a lower classification, must meet the employment standards of the classification as determined by the Personnel Commission and complete a probationary period if they had not previously held status in the classification. If the employee had previously held status, the rule was amended to clarify that they must continue to meet the minimum qualifications of the class as determined by the Personnel Commission in the event the qualifications changed since the employee last held status in the class.

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 read "Susan Leaming".

Susan Leaming
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato
Executive Officer

**CHAPTER IX
RESIGNATIONS, LAYOFF AND REEMPLOYMENT**

9.1 RESIGNATION

- A. RESIGNATION DURING PROBATION. A person who resigns while in good standing during ~~his~~-their probationary term may be returned to ~~his~~-their original place on the eligibility list at the discretion of the Commission provided said list is still in effect. A person who resigns because of inability to successfully perform the responsibilities will have no standing under this rule.

- B. APPOINTMENT AFTER RESIGNATION. A former employee who resigned in good standing and who is appointed from a valid eligibility list shall be accorded only the benefits and rights of a new employee in probationary basis.

- C. REINSTATEMENT AFTER RESIGNATION. A permanent employee who resigned may be reinstated in a permanent or limited term assignment to ~~their~~his former position or a position in a former class or in a related class. An employee who resigned may also be reinstated in a lower class in which the employee formerly held permanent status or a position in a related lower class, without further competitive examination. A reinstatement must occur within 39 months after ~~his~~/~~her~~their last date of paid employment. If reinstated as a permanent employee, it shall be with the same seniority, sick leave, vacation allowance and other privileges which ~~they~~he had acquired at the time of resignation. The reinstated employee shall also receive the same step in the salary range as ~~they~~he would have been entitled to at the time of resignation, provided that the maximum salary step for ~~the~~his class is not exceeded.

Reinstatement under this section shall be at the discretion of the Board of Education and upon the recommendation of the department head under whom the employee is to serve.

Reference: California Education Code, Section 45309

- D. ABANDONMENT OF POSITIONS. An employee who fails to report for duty for three consecutive working days without notice to and/or approval from ~~their~~his immediate supervisor shall be deemed to have abandoned ~~their~~his position. This shall constitute resignation from the position and from the employment of the ~~ed~~District by the employee. An employee who fails to return from a leave of absence within three working days after the expiration of leave shall be deemed to have abandoned ~~their~~his position.

9.2 LAYOFF (See Section 6.2 regarding refusal of appointments.)

- A. LAYOFF OF EMERGENCY, PROVISIONAL OR LIMITED TERM EMPLOYEES PRIOR TO PERMANENT OR PROBATIONARY EMPLOYEES. No permanent or probationary employee shall be laid off from any position while employees serving under emergency, provisional, or limited term employment are retained in positions of the same classification.

A limited term employee may be laid off at the completion of ~~their~~his assignment without regard to the procedures set forth in this rule.

- B. COMPUTATION OF SENIORITY. All service in the classification plus higher classifications shall count as seniority within the classification. Continuous status as a probationary or permanent employee within the classification, plus higher classifications shall determine seniority.

No seniority shall be earned during periods of separation from the service of the ~~school~~ District. A permanent employee who resigns and is subsequently reinstated shall accumulate seniority rights from ~~their~~his earliest date of entrance into the classification in which layoff occurs, excluding any breaks in service.

The word "classification" as used in this rule shall be interpreted to include two or more classifications having the same or equivalent duties and responsibilities when such classifications are the result of a reclassification action separating an existing classification into two or more classifications. Seniority for the purposes of this rule shall include the total service in each classification both before and after separation of the classification.

A permanent or probationary employee serving as a substitute or in a temporary upgrade shall accrue seniority in the class in which the employee currently holds permanent or probationary status.

- C. DEMOTION FOLLOWING LAYOFF. Following layoff a permanent or probationary employees may elect demotion to any classification with the same or a lower maximum salary in which ~~they~~he had previously served under a permanent or probationary appointment and in which ~~they~~he holds seniority rights greater than those of the incumbent provided they meet the minimum qualifications of the class in accordance with Rule 4.1.B.2. Any employee replaced by such a demotion shall have the same option of demotion afforded by this rule as if ~~his~~their position had been abolished.

An employee who is laid off may elect demotion to a lower classification in which ~~they~~he had not served in a permanent or probationary status if there is a vacant position in the lower classification. The employee electing ~~a demotion into a vacant position~~ instead of layoff shall be placed as a probationary employee and must meet the minimum qualifications of the lower vacant position classification, as determined by the Personnel Commission.

9.3 REEMPLOYMENT

- A. PROVISIONAL OR LIMITED TERM EMPLOYEES. Provisional or limited term employees, whose services have been discontinued because of lack of work or lack of funds, shall hold no reemployment rights.
- B. PERMANENT EMPLOYEES. Permanent and probationary employees laid off because of lack of work or lack of funds, shall be placed upon a reemployment list in an order or rank

determined by seniority computed in accordance with provisions of Rule 9.2.B. No probationary employee shall be reemployed at a time when a permanent employee is upon the reemployment list. Persons whose names are placed on reemployment lists shall retain their rights to reemployment for a period of thirty-nine months, except as indicated in Education Code Section 45298 from the date of layoff or demotion.

- C. REEMPLOYMENT IN LOWER CLASS. An employee on a reemployment list may be reemployed in a vacant position in a related lower classification in which they have not held status, without further competitive examination, over other candidates on the ~~open or promotional~~ eligibility list as a ~~permanent, probationary or limited term~~ employee providing ~~he is~~ they meet the minimum qualifications of the lower classification as determined by the Personnel Commission, physically able to perform the duties. Such candidates shall not have rights over ~~candidates~~ individuals on the class-reemployment list for the classification.

An employee on a reemployment list may be reemployed in a vacant position in a lower classification in which they held probationary or permanent status, without further competitive examination, over other candidates on the open eligibility list providing they meet the minimum qualifications of the lower classification in accordance with Rule 4.1.B.2. If the employee held probationary status in the lower class, they must complete a full probationary period upon returning to the class.

If reemployed as a permanent employee into a lower class, it shall be with the same seniority, accumulated sick leave, eligibility for vacation allowance and other privileges which ~~they~~ he had acquired at the time of layoff and at the same step in the salary range as ~~they~~ he would have been entitled to at the time of layoff provided that the maximum salary step for ~~his~~ the class is not exceeded.

- D. COMPENSATION AFTER REEMPLOYMENT. If there has been a break in service following layoff, reemployment shall be at the same step in the salary range received at the time of layoff. The employee shall have the same seniority, accumulative sick leave, eligibility for vacation, and other privileges which ~~they~~ he had acquired at the time of layoff.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List - Child Care Worker PAGES: 39-47

Date: July 14, 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 removed from an eligibility list 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
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 49727048 PAGES: 48-57

Date: July 14, 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 removed from an eligibility list 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.”

4.2.A.11- “Conviction of drug use and/or use of intoxicating beverages to excess, or sale, possession for sale, or transportation of controlled substances, dangerous drugs or narcotics, including marijuana, or the possession or use of narcotics other than marijuana.”

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



July 7, 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 second reading for approval 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 approve this rule revision.

Prepared by:

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

Susan Leaming
Personnel Analyst

Approved and Recommended:

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

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 ~~e~~District as determined by the ~~e~~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/shethey 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 has/has 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.