



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, California 90813

July 11, 2013
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. ROLL

Linda Vaughan, Chairperson
Stacey Lewis, Vice-Chairperson
Terry Ulaszewski, Member

Present _____
Present _____
Present _____

3. PRELIMINARY

3.1 Pledge of Allegiance to the Flag

3.2 Introduction of Guests

4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS
FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA

5. REPORT FROM THE EXECUTIVE OFFICER

6. HEARINGS

None

7. MINUTES

7.1 Approval of Minutes for June 20, 2013

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per
Education Code 45246

Action

8.2 Student Services Job Family Classification Study

Discussion/ Action

8.3 Revisions to the Rules and Regulations of the
Classified Service, Chapter VII (First Reading)

Discussion

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B

Action

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A

Action

10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on July 25, 2013 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
12. CLOSED SESSION
13. ADJOURNMENT

ACCESS TO PUBLIC DOCUMENTS

Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 999, Atlantic Avenue, Third Floor, Long Beach, CA 90813, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:40p.m.).

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 pursuant to Government Code 54954.2 (a) 1.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for June 20, 2013

PAGES: 7.1.1 – 7.1.5

Date: July 11, 2013

Reason for
Consideration: Action

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, CA 90813

Chairperson Linda Vaughan called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Linda Vaughan, Chairperson
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Gail McMahon, Executive Officer
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA
Chapter 2 President.

HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer reported there have been discussions recently regarding the separation of duties between the District and the Commission, particularly as it relates to job descriptions and education and experience requirements. It was suggested a presentation at a future Commission meeting be considered regarding the separation of duties and the role and responsibility of the Personnel Commission.

Susan Leaming, Personnel Analyst provided an update on the Student Services Job Family Study, stating that draft descriptions were sent to all participating employees. Feedback forms were received from 17 employees stating, “no concerns”, 12 employees suggested minor changes and Ms. Leaming met with a couple of employees who had questions. At this time she expects to present the final report on July 11th.

Marilyn Balmer, Personnel Analyst, reported promotional only recruitments were opened for Senior Office Assistant and Staff Secretary. Staff rushed to get the recruitments opened prior to the end of the 217 calendar so employees would be aware of the opportunities before they left for the summer. Ms. Balmer gave kudos to Information Services especially Patrizia Thomas for her assistance in getting the new Scantron machine online.

Executive Officer McMahon reported there have been some challenges with the Custodian exam. The recruitment consisted of 500 applications with over 300 invited to test. An appeal was received and staff is attempting to remedy the situation. The result is a delay in the creation of the eligibility list until all issues are resolved. Unfortunately this affects applicants who are seeking employment, specifically laid off employees who wish to work as Custodian.

Dale Culton, Certification Services Manager, reported over 300 employees applied for approximately 145 summer Custodian assignments. Valeeta Pharr, CSEA Chapter 2 President, asked if people who work on flex calendars or employees who were laid off can apply for summer school. Mr. Culton said all employees are welcome to submit applications before and after the deadline. Those applications received after the deadline will still be considered but it will be after the on-time applicants are offered assignments. Mr. Culton also reported there has been a lot of movement in the school office supervisor classifications including the selection of a High School Office Supervisor at McBride and 3 additional school office supervisor positions to be filled before the beginning of the new school year.

Mary Cates, Human Resources Supervisor, informed the Commission she and Mr. Culton met with Office of Multimedia Services to review the progress of the online processing paperwork project. She reported the project will be ready to go soon. Ms. Cates also reported she, Mr. Culton and Ms. McMahon met with Information Services and Human Resources to review the HRS module which was developed to calculate certificated seniority. The goal is to develop a module specifically for classified seniority. Executive Officer McMahon explained the current process to calculate seniority is labor intensive as seniority is by hours worked and must be calculated manually for each classification. The module would make the process calculating seniority easier and it will also provide an accountability system as it can be posted and if anyone has any questions about their seniority we can review the information for accuracy.

Executive Officer McMahon informed the Commissioners, the upcoming hearing has been tentatively scheduled for the week of September 4 – 6 contingent on their availability.

MINUTES

MINUTES

The Commission approved the minutes of the June 6, 2013 Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Chairperson Vaughan seconded the motion. The motion was carried and approved.

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Executive Officer McMahon presented the third reading of the revision to Chapter VI of the Rules and Regulations of the Classified Service. Commissioner Ulaszewski moved the item for approval and discussion. Chairperson Vaughan seconded the motion. There being no discussion the item was approved.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. The appellant was not present. The Commission moved this item to Closed Session.

APPEAL OF DISQUALIFIED APPLICANT

APPEAL OF DISQUALIFIED APPLICANT

An applicant had been disqualified from continuing in the examination process for the classification of High School Officer Supervisor and appealed to the Personnel Commission. The appellant was not present. The Commission moved this item to Closed Session.

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. It was moved by Commissioner Ulaszewski to approve the minutes. Chairperson Vaughan seconded the motion. The motion was carried and the bulletins were ratified.

TITLE

TYPE

NUMBER

Executive Secretary (c)
Job Developer

Promotional
Dual

13-0094-0678
13-0092-0463

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. Commissioner Ulaszewski moved for approval of the lists. The motion was seconded by Chairperson Vaughan. The following eligibility lists were approved.

Administrative Secretary

Dual

13-0073-3339

List Valid: 05/13/13 -05/13/14

Total applications received: 34

No. Passed: 9

No. Failed: 11

Total invited to exam: 21

No. Withdrew: 1

No. Screened Out: 13

Instructional Aide – Special

List Valid: 06/05/13 -06/05/14

Total applications received: 149

No. Passed: 25 No. Failed: 16

Open/Continuous 13-0086-0448

Total invited to exam: 91

No. Withdrew: 50 No. Screened Out: 58

Supervisor – Autism Services

List Valid: 06/14/13 -06/14/14

Total applications received: 60

No. Passed: 16 No. Failed: 0

Open/Continuous 13-0085-5046

Total invited to exam: 22

No. Withdrew: 6 No. Screened Out: 38

EXTEND ELIGIBILITY LISTS**ASB Financial Technician**

Extended list expiration date: 6/06/14

Total candidates on list: 22

No. of Candidates Extended: 14 No. of waivers or removals: 8

Dual**12-0076-0751**

Extend list period: 1 year

Contract Analyst

Extended list expiration date: 12/5/13

Total candidates on list: 5

No. of Candidates Extended: 5 No. of waivers or removals: 0

Dual**12-0089-0624**

Extend list period: 6 months

Groundskeeper

Extended list expiration date: 12/5/13

Total candidates on list: 55

No. of Candidates Extended: 35 No. of waivers or removals: 20

Dual**12-0077-0172**

Extend list period: 1 year

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, July 11, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:35 a.m. to consider the recommendations to remove Jasmine Rodriguez from current eligibility lists and to review the appeal of Kelly Tavorara.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:47 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove Jasmine Rodriguez from current eligibility lists. They instructed the Executive Officer to notify her of their decision.

The Commission acted to deny Kelly Tavorara's appeal to be allowed to continue in the examination process and directed the Executive Officer to notify her of the decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 8:49 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
Recommendations

PAGES: 8.1.1 – 8.1.8

Date: July 11, 2013

Reason for
Consideration: Action

One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submits the attached classification recommendation for the consideration of the Commission.

PAGE

REVISION OF CLASSIFICATION SPECIFICATION

2

Head Start Instructional Aide



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

June 25, 2013

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to Head Start Instructional Aide class specification

Background and Findings

In 2007, the Head Start Act was reauthorized and this law increased the "Statutory Degree and Credentialing Requirements for Head Start Teaching Staff". In addition, by September 30, 2013 all teaching assistants in center-based programs must:

- Have a child development associate (CDA) credential;
- Be enrolled in a CDA credential program that will be completed within 2 years; or
- Have an associate or baccalaureate degree (in any area) or be enrolled in a program leading to such a degree.

Head Start management, Employee Relations and CSEA have met and negotiated the impact of the new standards on current employees. However, the classification description for Head Start Instructional Aide must be modified by the Personnel Commission to assure future hires meet the new federal standards.

In California, the California Commission on Teacher Credentialing (CTC) sets the standards for Child Development Teaching Permits. In California the equivalent of a CDA would be the "Child Development Associate Teacher Permit" which requires 12 units of ECE/CD including core courses and 50 days of experience of 3+ hours per day within 2 years. In order to renew the Associate Teacher Permit after five years, the permit holder must complete 15 additional units towards a Teacher Permit and must meet the Teacher requirements within ten years.

Staff has modified the description to require an Associate Teacher Permit OR proof of application for the permit. Depending on the backlog of processing applications, an applicant may wait several months to actually obtain the permit. According to the CTC website, currently there is almost a one month delay in processing applications. We would not want to screen

out applicants because they were waiting for their permit to be processed. These individuals would be allowed to continue in the examination process but could not be appointed to a position without providing the actual permit to the Personnel Commission.

Likewise, applicants possessing a nationally recognized Child Development Associate (CDA) credential or proof of application for a CDA will be screened into the process but would have to provide the actual credential before being appointed to a position.

~~Applicants possessing an associate's or bachelor's degree would also be screened into future recruitments.~~ No field of study for these degrees is identified because the language provided by the Department of Health and Human Services states the degree may be "in any area."

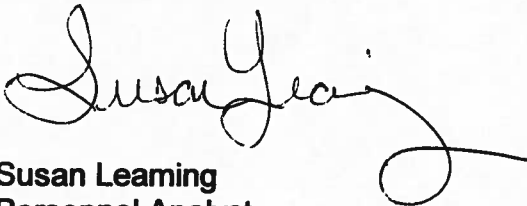
The recommended educational options are slightly more stringent than those at the federal level, due to California's unique permit requirements and the desire to hire completely qualified individuals who require no additional monitoring on the part of Head Start. However, given the recency of the revised aide requirements at the federal level, and dependent upon upcoming recruitment results, staff may find a need to revisit the requirements in the future.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification for Head Start Instructional Aide

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.
Executive Officer

PERSONNEL COMMISSION CORE VALUES

Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork



PERSONNEL COMMISSION

Class Code: 0657
Salary Range: 07 (C1)

HEAD START INSTRUCTIONAL AIDE

JOB SUMMARY

Under close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

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 teacher in implementing safety rules and supervise activities of children to insure their safety. *E*
- Conduct daily inspection of indoor and outdoor facilities and remove debris and hazardous and unsafe equipment and materials. *E*
- Observe the daily health condition of the children and report results to the teacher. *E*
- Set up and prepare to serve food, clean up following meals or snack. *E*
- Assist children during snack and meal times and demonstrate appropriate dental and personal hygiene. *E*
- Accept or receive food or food products and store in an appropriate manner. *E*
- Assist teacher in straightening up and maintaining an orderly learning environment. *E*
- Discuss assigned teaching area with teacher to coordinate instructional efforts. *E*
- Prepare lesson outline and plan in assigned area and submit to teacher for review. *E*
- Plan, prepare and develop various teaching aids. *E*
- Help develop the social learning and physical skills of the children during free play periods. *E*
- Demonstrate use of equipment and educational materials and assist in supervising children in their use. *E*
- Teach arts, crafts, songs, and games. *E*
- Act out stories with children in large group, small group and individualized activities. *E*
- Participate in activities designed to involve parents of children in the program to enhance their role as the principal influence on the child's education and development. *E*

- Help to plan, attend and participate on field trips. *E*
- Assist in or lead individual, large and small group activities that reinforce children's concepts related to space, time, numbers, colors, etc. *E*
- Supervise children during transition from one activity to another. *E*
- Provide evaluative information to teachers on the progress and the development status of each child, including verbal and written anecdotal notations, to support required ~~Child Observation Record (C.O.R.)~~ Desired Results Developmental Profile (DRDP) documentation. *E*
- ~~Provide verbal evaluative information to teachers on the progress and development status of each child including those identified by Individual Development Plans, Individual Education Plans and lesson plans; implement the Individualized Educational Program for designated children.~~ *E*
- Listen to parents and interpret their concerns to the teacher. *E*
- Attend Head Start Center committee meetings. *E*
- Assist teacher in designing and planning daily classroom activities, programs and schedules. *E*
- Participate in meetings of student teaching teams, which may include parents, teachers, caseworkers, Head Start administrators, consultants, and others. *E*
- Attend orientations, in-service training, educational programs, conferences and workshops as required. *E*
- Take attendance and report absences to the teacher. *E*
- May accompany teacher on home visits.
- May supervise children for brief periods when the teacher is on the site but away from the classroom.
- May explain to parents the goals and methods of the classroom program.

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

Positions in this class are in the Educational Service component of the Head Start Program. Incumbents assist in the planning of individual and group activities to stimulate learning, according to the ages and needs of the children. They assist in integrating the pre-school educational aspects of the various Head Start components in the daily program of activities.

EMPLOYMENT STANDARDS

Knowledge of:

Practical learning patterns and behavior of young children.
 Basic concepts of child development and of behavior.
 Number concepts.
 English usage, spelling, grammar, and punctuation.
 Basic math.

Simple record keeping.
Reading and writing.

Ability to:

Communicate orally and in writing.
Motivate young children to participate in learning activities.
Maintain emotional control under difficult situations.
~~Apply knowledge and practice with judgment.~~
Establish and maintain a continuing relationship with same students and staff over a prolonged period.
Recognize hazards to safety.
Learn laws, rules, practices, and procedures related to the education program to which assigned.
Do routine clerical work, such as posting figures, sorting, measuring, cutting, filing and duplicating.
Maintain a clean and pleasant appearance as it relates to setting an example for personal hygiene for the student.
Learn to operate educational office machines or devices that aid the student or the instructional program.
Present classroom materials.
Work well with children.
Read, write, and speak English.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Training:

Graduation from high school or equivalent and:

A valid Child Development Associate Teacher Permit issued by the California Commission on Teacher Credentialing or proof of application for a Child Development Associate Teacher Permit.

~~Graduation from high school or equivalent, plus 6 units in early childhood education (these units are required in order to meet the licensing requirements for this program, which involves instances of classroom supervision when the teacher is on the site, but absent from the classroom.) An additional 6 units of early childhood education must be completed within 1½ years of hire date to remain employed in this classification. A copy of transcripts or other appropriate proof of college credits is required. Failure to have a total of 12 units at the end of that time will subject an employee to termination for cause.~~

OR

A valid Child Development Associate Credential issued by the Council for Early Childhood Professional Recognition or proof of application for a Child Development Associate Credential.

OR

An associate's or bachelor's degree. A copy of transcripts or a diploma is required.

Experience:

Some experience in working with children in structured circumstances or situations are is desired.

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

SPECIAL REQUIREMENTS

If applying with proof of application for a Child Development Associate Teacher Permit or Child Development Associate Credential, a valid permit or credential must be submitted prior to appointment in this classification.

To remain employed in this classification with a Child Development Associate Teacher Permit, an incumbent must complete, within five years of date of Associate Teacher Permit issuance, an additional fifteen (15) units towards a Child Development Teacher Permit, and meet the Teacher Permit requirements within ten (10) years as established by the California Commission on Teacher Credentialing. Completion of these additional units is at the employee's expense.

To remain employed in this classification with a Child Development Associate Credential, an incumbent must meet the requirements to renew their credential as established by the Council for Professional Recognition.

Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment.

WORKING ENVIRONMENT

Pre-school classroom, office, playground environment, off-campus locations offering pre-school activities.

Travel to/from student homes and other off-site locations may be required.

PHYSICAL DEMANDS

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting and carrying or restraining children weighing approximately 30-40 pounds in classroom or playground emergency situations.

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.

08/11/94

Revised 1/21/2001

Revised: 6/14/2007

Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Student Services Job Family Classification Study PAGE: 8.2.1

Date: July 11, 2013 Reason for
Consideration: Discussion/Action

Personnel Commission staff submits the following classification study for consideration of the Commission.

Because of the quantity of duplicating materials involved in copying these pages, distribution has been limited. Copies of specific classification specifications will be provided upon request.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Revisions to the Rules and
Regulations of the Classified Service,
Chapter VII (First Reading)

PAGES: 8.3.1- 8.3.3

Date: July 11, 2013

Reason for
Consideration: Discussion/Action

One of the specific requirements of Education Code 45260 is that "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." In accordance with the Personnel Commission Rules, staff submits the attached revisions, for the first reading and discussion.

PAGE

REVISION OF RULES AND REGULATIONS

Chapter VII (First Reading)

2

CHAPTER VII PROBATIONARY PERIOD

7.1 PROBATIONARY STATUS

~~EDUCATION CODE 45261 SUBJECTS OF RULES. The rules shall provide for the procedures...regarding... appointments...and any other matters...~~

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~~EDUCATION CODE 45270 PERSONS DEEMED UNDER PROBATIONARY CLASSIFICATION. All persons who have been continuously employed by a school district for less than six months immediately preceding the date on which the procedure set forth in this article (commencing with Section 45250) is adopted shall be deemed to hold their positions under probationary classification. (April 30, 1977)~~

~~EDUCATION CODE 45301 PROBATIONARY PERIOD FOR ENTRY INTO PERMANENT CLASSIFIED SERVICE. A person who has served an initial probationary period in a class not to exceed six months or 130 days of paid service, whichever is longer, as prescribed by the rules of the commission shall be deemed to be in the permanent classified service, except that the commission may establish a probationary period in a class not to exceed one year for classes designated by the commission as executive, administrative, or police classes. No employee shall attain permanent status in the classified service until he/she has completed a probationary period in a class. In any case the rules of the commission may provide for the exclusion of time while employees are on a leave of absence. The rights of appeal from disciplinary action prior to attainment of permanent status in the classified service shall be in accordance with the provisions of Section 45305.~~

Comment [GD1]: Eliminate education code language and include section as references.

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- A. LENGTH OF PROBATIONARY PERIOD. An appointment to a permanent position from an ~~open or a promotional~~ eligibility list shall be for a probationary period of six months or 130 days of paid service, whichever is longer, except that the probationary period for positions in classes designated by the [Personnel Commission](#) as management or police classes shall be for one calendar year.

Comment [GD2]: Rather than include different types of eligibility lists (i.e. open, promotional or dual) and not include all, two types listed were eliminated.

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- B. The probationary period shall not include time served under emergency, limited-term, or provisional appointment nor time while the employee is absent from his work for ten or more consecutive working days.

[Reference: California Education Code 45270, 45301](#)

7.2 TERMINATION OF PROBATIONARY SERVICES

~~EDUCATION CODE 45305 APPEAL BY EMPLOYEE FROM SUSPENSION, DEMOTION OR DISMISSAL. Any employee in the permanent classified service who has been suspended, demoted, or dismissed may appeal to the commission within 14 days after receipt of a copy of the written charges by filing a written answer to the charges. Such an appeal is not available to an employee who is not in the permanent classified~~

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service except as provided by rules of the commission. An employee in the permanent classified service who has not served the time designated by the commission as probationary for the class may be demoted to the class from which promoted without recourse to an appeal or hearing by the commission, except as otherwise provided by rules of the commission; and provided, that such demotion does not result in the separation of the employee from the permanent classified service. Nothing in this section shall operate to alter the protections guaranteed under Section 45309.

Comment [GD3]: Eliminate education code references and include section numbers as references.

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Comment [GD4]: Eliminated unnecessary language

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A. A probationer who does not otherwise have permanent status may be dismissed for any of the causes enumerated in Rule 11.1. The existence of such causes shall be determined at the sole discretion of the Board of Education or its designee. It is the intention of the Personnel Commission that such employees not be hereby granted a property interest in their continued employment, and that no appeal of such dismissal be provided. Such dismissal shall be reported to the Personnel Commission in accordance with Rule 11.4.

B. A permanent employee who has vacated a position to accept another position in a higher class in the service, and who is rejected during the probationary period, shall be reelected to a position in his former class.

Comment [GD5]: Eliminated unnecessary language

C. Should the work for which a probationary employee employeeer has been appointed provide temporary instead of permanent, as certified, and should the probationer be laid off without fault or delinquency on his part before his term of probation is completed, his name shall be restored to the eligibility list and the time he has served shall be credited to him on his probationary period.

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D. A person who resigns while in good standing during his probationary period term may be returned to his original place on the eligibility list at the discretion of the Personnel Commission. A person who resigned because of inability to cope successfully with the reasonable requirements of a position will not be returned to an eligibility list, have no standing under this rule.

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[Reference: California Education Code 45305](#)

7.3 PERIODIC REPORTS OF PERFORMANCE

The Board of Education, or its proper agent, shall, during the probationary period of each employee, investigate thoroughly his conduct, competence, capacity, moral responsibility, and integrity, to determine if the employee is fully qualified for permanent status. Performance reports shall be made upon forms prescribed by the Personnel Commission and in accordance with procedures established by the Personnel Commission.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.15

Date: July 11, 2013

Reason for
Consideration: Action

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Administrative Secretary	Dual	14-0009-3339	2
Food Production Equipment Technician	Dual	14-0010-0476	4
Instructional Aide Interpreter – Deaf/Hard of Hearing	Dual	14-0001-3272	6
Intermediate Accounting Assistant	Dual	14-0011-0755	8
Senior Accounting Assistant	Dual	14-0012-0760	8
Senior Office Assistant	Promotional	14-0002-0677	10
Senior Office Assistant – Schools	Promotional	14-0003-3363	10
Senior Office Assistant – B/L Spanish	Promotional	14-0004-5089	12
Senior Office Assistant – Schools B/L Spanish	Promotional	14-0005-5091	12
Staff Secretary	Promotional	14-0006-5085	14
Staff Secretary – Bilingual Spanish	Promotional	14-0007-3364	14



2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission/

ADMINISTRATIVE SECRETARY - 3339

Final Filing Date: 4:30 pm Thursday, July 18, 2013.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
MONTHLY:	\$3,971	\$4,189	\$4,420	\$4,664
HOURLY:	\$22.92	\$24.16	\$25.51	\$26.91

JOB INFORMATION: The current vacancy is 60%, 12-months position. The work week is Monday – Friday, 4.75 hours each day. The current vacancy is located in Information Services.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

JOB SUMMARY: Under the direction of an assigned Director or administrator, an Administrative Secretary provides varied and complex secretarial support services to relieve the administrator of administrative and clerical detail. Incumbent plans, coordinates and organizes office activities and coordinates flow of communications for the assigned supervisor; trains and evaluates assigned personnel; and performs related duties as assigned.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

EXPERIENCE: Three years of secretarial or clerical experience or one year of experience at the level of Staff Secretary with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable.

SPECIAL: (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Driver's license.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. 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. This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 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.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 14-0009-3339 ss
Dual Exam

LBUSD Employees, please see reverse side for Important information

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

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

Guidelines:

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

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

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

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



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Classified Employment Opportunity



APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main Offices/Personnel Commission/

FOOD PRODUCTION EQUIPMENT TECHNICIAN - 0476

Final Filing Date: 4:30 p.m., Thursday, July 25, 2013.

SALARY RANGE	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS	3 ½ YEARS
MONTHLY:	\$4,646	\$4,901	\$5,170	\$5,458	\$5,755
HOURLY:	\$26.81	\$28.26	\$29.84	\$31.46	\$33.21

JOB INFORMATION: Permanent 12 month 100% FTE. The current vacancy is located in Nutrition Services.

APPLICATION:

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

JOB SUMMARY: Under general supervision, a Food Production Equipment Technician will perform installation, maintenance and repair task to a variety of commercial food production equipment and systems at school sites and in the Nutrition Center necessary for the efficient operation of a large school food preparation and packaging facility producing in excess of 75,000 meals a day, and perform related duties as required.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING:

Equivalent to graduation from high school. Completion of a recognized apprentice training program in at least one of the skilled trades areas such as electrician, electronic, refrigeration, plumbing or equivalent.

EXPERIENCE:

Three years of experience in the field of plant facilities maintenance with at least one year of specific work involving the trouble shooting, repair and maintenance of large quantity commercial food production and related equipment and systems, including mechanical, electronic, electrical, plumbing, heating, refrigeration and steam system repairs. Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

WORKING ENVIRONMENT:

Exposure to extreme cold in the large commercial refrigeration units to the heat of the boiler room.

PHYSICAL DEMANDS:

Work in this classification involves very heavy work, exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently.

SPECIAL:

(1) Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment. An applicant will be required to obtain, at his/her 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. (2) Some positions in this class may be required to obtain "Universal Refrigerant Technician Certification" at the time of appointment or following employment, Type I and Type II or Universal, in accordance with Environmental Protection Agency Regulations. (3) Some Incumbents in this class may be required to wear protective clothing, gear and equipment as required by law. (4) Accepting employment in a position in this classification requires the individual to either join the union or pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; a written examination (50%) and a qualifications appraisal interview (50%) scored on a job-related basis. 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.

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.

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Exam 14-0010-0476 th
Dual Examination

LBUSD Employees, please see reverse side for Important Information

Palmer

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

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

Guidelines:

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

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

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

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



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Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission/

INSTRUCTIONAL AIDE INTERPRETER-DEAF/HARD OF HEARING – 3272

Final Filing Date: 4:30 p.m., Wednesday, July 17, 2013

SALARY RANGE	START	6 MONTHS	1 ½ YEARS
MONTHLY:	\$4,394	\$4,635	\$4,889
HOURLY:	\$25.34	\$26.73	\$28.22

JOB INFORMATION: Eligibility list is being created to fill future vacancies as they occur.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

Note: Before being considered for employment, 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.

JOB SUMMARY: Under immediate supervision, will reinforce lessons and instruct students individually or in groups using total (simultaneous signing and oral) communication and assist them to reach established educational objectives; perform a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs; and perform related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:

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 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 * 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.

Completion of college-level course work in Child Psychology, Early Child Care, or Child Growth and Development is preferred.

EXPERIENCE: Two years of experience using total communication, preferably working with children. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted for the work experience on an equal basis.

SPECIAL: (1) Valid certification issued by the Registry of Interpreters for the Deaf (RID) or equivalent. The following certifications are recognized by the State with a score of level 4.0 or above: 1. National Association of the Deaf (NAD) 2. American Consortium of Certified Interpreters (ACCI) 3. Educational Interpreters Performance Assessment (EIPA) 4. Educational Sign Skills Evaluation (ESSE). Certificate must be attached to the application. (2) Some positions in this classification may require the use of personal automobile and the possession of a valid California Class C driver's license. (3) May be required to travel from one school location to another. (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

WORKING ENVIRONMENT: Classroom, learning center, community setting, playground or school bus. The employee may occasionally assist in the cleaning and personal hygiene of students.

PHYSICAL DEMANDS: Selective positions may call for the employee to physically assist the students(s). May include kneeling, lifting, pushing, pulling, crouching, or crawling on the floor.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. 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.

Official transcripts of units must be attached at time of application. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned).

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 14-0001-3272 ss

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



APPLY TO:
Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission/

INTERMEDIATE ACCOUNTING ASSISTANT – 0755

SENIOR ACCOUNTING ASSISTANT – 0760

Final Filing Date: 4:30 p.m., Wednesday, July 24, 2013.

APPLICATION:

All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday, 8:00 – 4:00.

Note: Before being considered for employment, 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.

INTERMEDIATE ACCOUNTING ASSISTANT

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$3,093	\$3,282	\$3,443	\$3,632	\$3,831
HOURLY:	\$17.85	\$18.83	\$18.88	\$20.95	\$22.11

JOB INFORMATION: 100%/217 DAY POSITION, THE CURRENT VACANCY IS LOCATED IN NUTRITION SERVICES.

JOB SUMMARY: Under general supervision, an Intermediate Accounting Assistant is the journey level class of the account clerk series. An incumbent gives attention to detail in reviewing forms and documents for accuracy and completeness. Incumbents perform a variety of accounting work involving basic numeric calculations and clerical work according to prescribed procedures and regulations. An Intermediate Accounting Assistant computes, credits and debits accounts, checks forms and documents, records employee attendance, identifies discrepancies and makes adjustments to accounts; and performs related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

EXPERIENCE: Two years of full-time financial or statistical record keeping work.

SPECIAL: (1) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SENIOR ACCOUNTING ASSISTANT

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$3,354	\$3,540	\$3,734	\$3,940	\$4,157
HOURLY:	\$19.35	\$20.41	\$21.53	\$22.74	\$23.88

JOB INFORMATION: 100%/12 MONTHS POSITION, THE CURRENT VACANCY IS LOCATED IN NUTRITION SERVICES.

JOB SUMMARY: Under general supervision, a Senior Accounting Assistant performs clerical accounting work of moderate difficulty on accounting processes and transactions or on a function of District wide scope. An incumbent consolidates and summarizes data for accounting reports, solves problems on account classifications and codes and inputs corrections and prepares journal vouchers and journal entries. A Senior Accounting Assistant may serve in a lead capacity with Accounting Assistants or other staff in providing guidance and direction in the accomplishment of accounting work; and performs related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.

EXPERIENCE: Three years of full-time financial or statistical record keeping work one of which is preferable in a public agency.

SPECIAL: (1) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. 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 written exam is tentatively scheduled for August 1, 2013.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam #014-0011-0755
Exam #14-0012-0760 EE

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

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

Guidelines:

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

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

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

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



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Classified Promotional Opportunity



APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_offices/Personnel_commission

SENIOR OFFICE ASSISTANT – 0677 SENIOR OFFICE ASSISTANT-SCHOOLS – 3363

Final Filing Date: 4:30 p.m., Tuesday, July 16, 2013.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,093	\$3,262	\$3,442	\$3,631	\$3,830
<u>HOURLY:</u>	\$17.85	\$18.83	\$19.88	\$20.95	\$22.11

JOB INFORMATION: Senior Office Assistant – 10 and 12 months, 100% FTE positions. Eligibility list is also being created to fill future vacancies as they occur. Senior Office Assistant-Schools - Eligibility list is being created to fill future vacancies as they occur.

PROMOTIONAL: Employees of the School District who have permanent status, whose most recent overall service rating is “Satisfactory” AND who meet the education and experience requirements are eligible to compete.

APPLICATION: All applications must be submitted online via the Personnel Commission’s website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

JOB SUMMARY: A Senior Office Assistant, under the direction of an assigned supervisor, perform complex and varied clerical support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at an assigned District office or program; greet and assist visitors; assist in assuring smooth and efficient office operations; and performs related duties as assigned.

A Senior Office Assistant – Schools, under the direction of an assigned supervisor, perform complex and varied clerical support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at a school site; greet and assist visitors; assist in assuring smooth and efficient office operations; and performs related duties as assigned.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Graduation from high school.

EXPERIENCE: Either two years of clerical experience involving public contact or one year of experience at the level of Intermediate Office Assistant and/or Intermediate Office Assistant – Schools.

SPECIAL: (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California drivers’ license. (2) May be required to travel from one school location to another (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a “paper screening” of the applicant’s training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. 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. **SELF-CERTIFICATION:** In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Promotional Examination
Exam 14 0002 0677-4

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

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

Guidelines:

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

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

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

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



2008 Finalist
the broad prize
for Urban Education

Classified Promotional Opportunity



APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_offices/Personnel_commission

SENIOR OFFICE ASSISTANT – B/L SPANISH - 5089 SENIOR OFFICE ASSISTANT-SCHOOLS – B/L SPANISH - 5091

Final Filing Date: 4:30 p.m., Tuesday, July 16, 2013.

SALARY RANGE	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS	3 ½ YEARS
MONTHLY:	\$3,093	\$3,262	\$3,442	\$3,631	\$3,830
HOURLY:	\$17.85	\$18.83	\$19.88	\$20.95	\$22.11

JOB INFORMATION: Eligibility list is being created to fill future vacancies as they occur.

PROMOTIONAL: Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" AND who meet the education and experience requirements are eligible to compete.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

JOB SUMMARY: A Senior Office Assistant B/L Spanish, under the direction of an assigned supervisor, perform complex and varied clerical support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at an assigned District office or program; greet and assist visitors; assist in assuring smooth and efficient office operations; and performs related duties as assigned.

A Senior Office Assistant – Schools B/L Spanish, under the direction of an assigned supervisor, perform complex and varied clerical support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at a school site; greet and assist visitors; assist in assuring smooth and efficient office operations; and performs related duties as assigned.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Graduation from high school.

EXPERIENCE: Either two years of clerical experience involving public contact or one year of experience at the level of Intermediate Office Assistant and/or Intermediate Office Assistant – Schools.

SPECIAL: (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California drivers' license. (2) May be required to travel from one school location to another (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee. (3) Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. The Bilingual exam consists of a language written and oral exam in English and Spanish scored on a pass/fail basis only. 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. **SELF-CERTIFICATION:** In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Promotional Examination
Exam 14-0004-5089 af
Exam 14-0005-5091

1. BUSD Employees, please see reverse side for important information

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.
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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.*

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Promotional Employment Opportunity

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24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission/

STAFF SECRETARY - 3364 STAFF SECRETARY – BILINGUAL SPANISH - 5085

Final Filing Date: 4:30 p.m., Wednesday, July 10, 2013.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
MONTHLY:	\$3,093	\$3,262	\$3,442	\$3,631	\$3,830
HOURLY:	\$17.85	\$18.83	\$19.88	\$20.95	\$22.11

JOB INFORMATION:

The current vacancy is a 100% 12 month Staff Secretary Bilingual – Spanish position located in Special Projects. The Staff Secretary eligibility list is being created to fill future vacancies as they occur.

PROMOTIONAL:

Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" AND who meet the education and experience requirements are eligible to compete.

APPLICATION:

All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

JOB SUMMARY: Under the direction of an assigned supervisor, provide varied and responsible secretarial and clerical support services to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor; perform related duties as assigned.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Two years of clerical experience or one year of experience at the level of Intermediate Office Assistant with the Long Beach Unified School District.

SPECIAL:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class driver's license. (2) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee. (3) Positions in the Staff Secretary – Bilingual classification require the ability to communicate effectively, both orally and in writing, in a designated second language. Incumbents must successfully pass the District's bilingual/biliterate test.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. 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 Bilingual exam consists of a language written and oral exam in English and Spanish scored on a pass/fail basis only. 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. **SELF-CERTIFICATION:** In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class.

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- 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.*

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: July 11, 2013

Reason for
Consideration: Restricted Action

Personnel Commission Rule 5.1.A, states that the Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. Accordingly staff submits the following eligibility lists for consideration of the Commission:

Associate Educational Research Analyst

Dual

13-0077-3368

List Valid: 06/27/13 – 06/27/14

Total applications received: 113

No. Passed: 11 No. Failed: 13

Total invited to exam: 34

No. Withdrew: 10 No. Screened Out: 79

Custodian (Amended)

Dual

13-0075-0139

List Valid: 06/03/13 – 06/03/14

Total applications received: 491

No. Passed: 101 No. Failed: 33

Total invited to exam: 193

No. Withdrew: 59 No. Screened Out: 298

**Executive Officer, Facilities
Development and Planning**

Dual

13-0088-5084

List Valid: 06/21/13 – 06/21/14

Total applications received: 19

No. Passed: 8 No. Failed: 4

Total invited to exam: 12

No. Withdrew: 0 No. Screened Out: 7

Facilities Project Manager

Dual

13-0090-5105

List Valid: 07/01/13 – 07/01/14

Total applications received: 35

No. Passed: 12 No. Failed: 1

Total invited to exam: 16

No. Withdrew: 3 No. Screened Out: 19

Supervisor–Autism Services (Amended) Open/Continuous 13-0085-5046

List Valid: 06/14/13 – 06/14/14

Total applications received: 60

No. Passed: 17 No. Failed: 0

Total invited to exam: 23

No. Withdrew: 6 No. Screened Out: 37

EXTEND ELIGIBILITY LISTS

Groundskeeper (Amended)

Dual

12-0077-0172

Extended list expiration date: 06/12/14

Extend list period: 1 year

Total candidates on list: 55

No. of Candidates Extended: 32 No. of waivers or removals: 23

CERTIFIED TO BE CORRECT: Gail McMahon DATE: July 3, 2013