



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

REVISED
December 12, 2013
THURSDAY
10:15 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 November **14**, 2013

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Staff Report: Instructional Assistant – Intensive
Behavioral Treatment

Discussion

8.2 Revisions to the Rules and Regulations of the
Classified Service, Chapter X (Second Reading)

Discussion/Action

8.3 Recommendation to Remove from Eligibility List per
P.C. Rule 4.2.A.8

Restricted Action

8.4 Recommendation to Remove from Eligibility List per
P.C. Rule 4.2.A.8

Restricted Action

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 scheduled meeting of the Personnel Commission will be held on December 26, 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 November 14, 2013

PAGES: 7.1.1 – 7.1.3

Date: December 12, 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, Ed.D., Executive Officer
Marilyn Balmer, Personnel Analyst
Dale Culton, Certification Services Manager
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Shelley Scott, Human Resources Technician
Ericka Emery, Human Resources Technician
Anne Follett, Human Resources Technician
Tammie Hirth, Human Resources Technician

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; and Dan Ewaskey, CSEA Unit B -Vice-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 she has received several updates on the move of the Personnel Commission offices. At this time it appears the move to Monroe will continue as scheduled on January 24, 2014.

Marilyn Balmer, Personnel Analyst, reported staff is currently working on 25 recruitments. Fourteen are currently open, 5 are in the exam stages and staff is working on 6 upcoming recruitments.

Dale Culton, Certification Services Manager, reported he met with 5 classified employees at Hill to answer questions about how they may be affected by the transition of the school from a middle school to a high school. Mr. Culton, said, at this time it is unknown who may be affected by the transition. He also announced Maria Villalobos will be retiring on November 29, 2013. Anne Follett who has worked in the Recruitment and Testing unit for over 17 years will be moving to the Certification Services Unit.

Mary Cates, Human Resources Supervisor, reported Staff is working on distributing the list of evaluation due dates to all sites. This project should be completed by the end of the week. She also reported she is meeting with CDC (Child Development Center) staff as they showed an interest in using the AESOP substitute system.

MINUTES

MINUTES

The Commission approved the minutes of the October 31, 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.

STAFF REPORT: INSTRUCTIONAL ASSISTANT – ASSISTANT - INTENSIVE BEHAVIORAL TREATMENT

Staff Report: Instructional Assistant
Assistant – Intensive Behavioral Treatment

This item was pulled and will be placed on the next agenda.

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Chairperson Vaughan made a motion to discuss the first reading of Chapter X of the Rules and Regulations of the Classified Service. Commissioner Ulaszewski seconded the motion. Commissioner Ulaszewski noted a correction that was necessary. A second reading and action is scheduled for the next Commission meeting.

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 bulletins. Chairperson Vaughan seconded the motion. The motion was carried and the bulletins were ratified.

Campus Security Officer (Avalon)	Dual	14-0045-5011
Custodian (Avalon)	Dual	14-0046-0139
Food Production Equipment Technician	Dual	14-0042-0476
Groundskeeper (Avalon)	Dual	14-0047-0172
Instructional Aide Interpreter – Deaf/ Hard of Hearing	Dual	14-0044-3272
Intermediate Office Assistant – Schools (Avalon)	Dual	14-0048-3354
Instructional Aide – Special (Avalon)	Dual	14-0049-0448
Network Specialist	Dual	14-0039-5119
Nutrition Services Worker (Avalon)	Dual	14-0050-5068

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.

School Support Secretary

Promotional

14-0029-3361

List Valid: 11/07/13 – 11/07/14

Total applications received: 30

Total invited to exam: 22

No. Passed: 12 No. Failed: 8

No. Withdrew: 2 No. Screened Out: 8

Student Store Lead

Dual

14-0031-5182

List Valid: 11/07/13 – 11/07/14

Total applications received: 151

Total invited to exam: 26

No. Passed: 12 No. Failed: 10

No. Withdrew: 4 No. Screened Out: 125

OTHER ITEMS

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, commented that she has been contacted by CSEA members who have not been compensated for hourly additional assignments they worked several months ago.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, December 12, 2013, at 10:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 8:35 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,



Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Staff Report: Instructional Assistant –
 Intensive Behavioral Treatment

PAGES: 8.1.1

Date: December 12, 2013

**Reason for
Consideration:** Discussion

At the Personnel Commission meeting of October 31, 2013 the Personnel Commission directed staff to prepare a report regarding Instructional Assistant – Intensive Behavioral Treatment.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

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

PAGES: 8.2.1- 8.2.10

Date: December 12, 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 second reading and action.

REVISION OF RULES AND REGULATIONS

PAGE

Chapter X (Second Reading)

2

CHAPTER X COMPENSATION

10.1 SALARY ADVANCEMENT WITHIN A CLASS

- A. **PAY PERIOD DEFINED.** For purposes of compensation, a "pay period" is a period of 20 consecutive working days.
- B. **STEP ADVANCEMENT.** Except as permitted by Section G, each full or part-time regular employee subject to a six month probationary period shall advance to the next higher step in the applicable salary range as follows:

Initial Step:

First day of assignment through completion of the six (6) months or 130 days of probationary work, whichever is longer.

Following Step:

The day following completion of the six (6) month or 130 days of probationary work (which is known as the employee's step anniversary date) through completion of one additional year of service. (Positions designated in Rule 7.1.A serve a one year probationary period. However, advancement to the first following step shall occur as above, following the six month or 130 day period, whichever is longer.)

Following Step:

The employee's anniversary date through completion of one additional year of service.

Following Step:

The employee's anniversary date through completion of one additional year of service.

Following Step:

The employee's anniversary date through completion of one additional year of service.

- C. **CREDITABLE PAY PERIOD.** A creditable pay period is one in which the employee is compensated for 75% or more of the working days in a given pay period. Fifty percent or more of an employee's pay periods a year must be creditable for service to qualify as one service year, as follows:

1. 12-month calendar employees - 7 pay periods
 2. 217-day work year employees - 6 pay periods
 3. school session employees - 5 pay periods
- D. YEAR OF SERVICE. For computing "year of service" for compensation purposes, the yearly basis upon which employees are elected shall be used.
- E. LEAVE OF ABSENCE. Employees on leave of absence to attend school for the purpose of improving their efficiency in the work for which they are employed by the Board of Education, as determined by the Department Head under whom the employees serve, shall be permitted to include such time toward qualifying for advancement to the next higher step in the salary range upon return to active service.
- F. SALARY ON REINSTATEMENT. Any employee who is reinstated following resignation or reemployed following a layoff for lack of work or lack of funds to a position in the same class in which he had acquired status, under the provisions of Rule 9.3 within 39 months from the last day of paid employment, shall receive the same step in the salary range as at the time of resignation or displacement, provided such salary shall not exceed the maximum salary step for the class to which he shall be assigned.
- Reference: California Education Code 45309
- G. EMPLOYMENT AT ADVANCED RATE. New employees shall normally be hired at the first step in the salary range for the class. New employees who exceed the minimum qualifications for the class in which they are selected may be employed at higher steps in the salary range by special action of the Board of Education. Factors that shall be considered in determining advanced salary step placement are recruitment difficulty, exceptional or unique qualifications and total compensation.
- H. SATISFACTORY PERFORMANCE RATING REQUIRED. In order to qualify for advancement to a higher step in the salary range, the last performance report of the employee filed must indicate a level of overall performance not lower than "satisfactory." Advances to a higher step in the salary range may be made to employees with lower ratings upon written recommendation of the Department Head, and with the approval of the Personnel Commission.
- I. SALARY STEP ON PROMOTION. A promotion in rank shall result in an employee advancing to that step in the salary range for the class to which promoted that is at least one step (5.5%) above the rate the employee is receiving in the regular (probationary or permanent) class from which promoted, but not more than the maximum of the new class to which promoted. Additional advances in the salary range for the class to which promoted will be made in accordance with the principle established in the Rule 10.B on step advancement.

- J. **WITHHOLDING SALARY ADVANCEMENT.** The Board of Education may withhold a progressive advancement for all employees within a class on an annual basis when such action becomes necessary in order to serve the best interests of the School District.

10.2 SALARY AFTER POSITIONS OR CLASSIFICATIONS ARE RECLASSIFIED, NEWLY CLASSIFIED, OR REALLOCATED

- A. **UPWARD.** Salary eligibility shall be determined when an incumbent has been placed in a higher class and at which time his/her rate will be adjusted to the nearest higher amount in the new range; however, the increase shall not be less than an amount equal to a one-step increase (5 1/2 percent) in the incumbents present salary rate, provided that such an increase is not more than the maximum salary range rate for the higher class.
- B. **DOWNWARD.** When a regular classified employee, whether probationary or permanent, is demoted to a position in a lower salary range by an action of the Commission to a newly classified, reclassified, or reallocated position, and the employee has been performing satisfactorily, and no vacancy exists to which he can be transferred without a salary change, the employee's salary shall be continued as a Y-rate. The Y-rate shall terminate on the earlier of these dates:
1. The effective date of an annual salary increase which results in the Y-rate falling within the salary range of the class to which the position was reclassified.
 2. The date a vacancy exists in the same class from which the employee was Y-rated; if the employee does not accept the vacancy, but elects to remain in his present position, the Y-rate shall terminate.
 3. On the date the Y-rate terminates, salary eligibility shall be determined when an incumbent has been placed in the lower class and at which time his/her rate will be adjusted to the nearest dollar amount of his/her current salary rate provided it does not result in an increase that is more than the maximum salary range rate for the lower class nor an amount equal to more than a one-step increase (5 1/2 percent) in the incumbent's present salary.
- C. **AT THE SAME LEVEL.** Incumbents shall remain at the same step.
- D. **REALLOCATION OF CLASSIFICATIONS.** A reallocation of a classification is a change from one salary range to another salary range and includes all positions allocated to the class at the time of the change. Reallocation is based on (1) findings that compensation for a classification are significantly different from market survey data and/or (2) maintenance of the organization's internal relationships with other classifications within and among job families of the classification plan. The Personnel Commission Executive Officer shall determine and direct the methodology for reallocation studies and make recommendations to the Personnel Commission.

10.3 CIVIC CENTER AND ADDITIONAL SCHOOL ACTIVITY ASSIGNMENTS - NOT INCLUDING THOSE FOR RECREATION LEADERS AND SUPERVISORS

- A. ELIGIBILITY FOR ASSIGNMENTS. Classified employees shall be eligible to receive assignments for work at Civic Center or additional school or community activities in addition to their regular work assignments.

An employee may receive a Civic Center or additional school or community activity appointment whose regular assignment is concurrent with or overlaps the time specified for the additional activity. However, payments for the additional activity will be made only for the actual time worked in excess of the regular daily assignment.

- B. PRIORITY OF ASSIGNMENTS. Priority for such assignments shall be given to employees whose regular permanent assignment most closely matches the duties performed. However, when employees in such classes are not available, other classified employees may be used.
- C. COMPENSATION IN EMPLOYEE'S CLASS. If the assignment is for work that would be within the scope of the classification of the employee, the employee shall be paid at his regular rate.
- D. OVERTIME RATE. Work performed under the provisions of this section shall be compensated as provided under the provisions of Rule 10.4 (Overtime Rule.)

10.4 OVERTIME

- A. LIMITATION ON OVERTIME WORKED. Overtime is permitted when required and authorized. No employee shall be required or permitted to work overtime unless such overtime work is authorized by the responsible supervisor. Such overtime shall be approved and reported according to procedures established by the Assistant Superintendent, Human Resource Services, and the appropriate department head. No full-time employee shall work during the period Monday through Thursday more than eight hours beyond his regular assigned time nor more than 20 hours overtime a calendar week, except with the approval of the Assistant Superintendent, Human Resource Services, or the appropriate department head. Time limitations in this rule do not apply to overtime caused by extraordinary emergency such as fire, flood, earthquake, or danger to life and property, or to work upon public, military or naval works of defenses in time of war, as set forth in Section 17, Article XX of the State Constitution.
- B. RATE OF COMPENSATION FOR OVERTIME. Overtime shall be paid at the rate of time and one-half of the employee's regular rate of pay when the overtime was worked. Payment may be either in cash or in compensating time off, as determined by the employee's department head or his designated representative. Cash payment shall be made no later than the end of the pay period following that in which the overtime was worked. Compensating time off shall be taken not later than 12 calendar months from the date the overtime was worked, and subject to the approval of the employee's department

head or his designated representative. Upon termination of employment, any accrued compensating time off may be paid in cash at the employee's pay rate when the overtime was worked.

- B. **HOURS OF EMPLOYMENT.** Except as may otherwise be provided in Education Code Sections 45127, 45128, 45131, and 45132, overtime shall be computed on the basis of compensated hours of employment in the classified service of the school district in excess of eight hours in any one day or in excess of 40 hours in any calendar week. To be compensable overtime must be ordered and worked.
- D. **HOLIDAYS.** Employees who perform authorized work on days declared to be holidays shall receive compensation at the rate of time and one-half for the holiday. Time and one-half compensation shall be paid in addition to the pay to which the employees may be entitled under Rule 10.6. If a holiday falls on a day Monday through Thursday, the limitation of eight hours of overtime during that period shall be increased by the amount of the reduction of the work week due to holidays.
- E. **ASSIGNMENT OF OVERTIME.** Overtime shall be equitably distributed among qualified members of a given work unit as the circumstances will permit. Need, seniority, availability, and fitness are proper factors in making this distribution.
- F. **EXCLUSION OF SUPERVISORY, ADMINISTRATIVE, OR EXECUTIVE POSITION.** Notwithstanding the provisions of Education Code Sections 45127 and 45128, and in accordance with Education Code Section 45130, the Personnel Commission may designate classes to be management positions of a supervisory, administrative, or executive nature, having found that the duties, flexibility of hours, salary, benefit structure, and authority of such positions or classes are of such a nature that they should be set apart from those which are subject to the overtime provisions, and that employees serving in such excluded positions or classes will not be unreasonably discriminated against as a result of the exclusion.

Exemptions to the exclusion of employees in these classes from the overtime payment provisions to this rule shall be made by prior authorization of the Board of Education.

- 10.5 **PART-TIME EMPLOYEES.** When requested by the Superintendent and so designated by the Personnel Commission, individual substitutes, short-term, or limited-term employees, including those in provisional status, may be authorized benefits accorded regular classified employees by the Board of Education under Section 45136 of the Code.

10.6 HOLIDAYS

- A. **ELIGIBILITY FOR HOLIDAY PAY.** Holiday pay will not be due or granted to otherwise eligible employees under the following circumstances:
 - 1. When a holiday immediately precedes the first day of employment or assignment, either as a regular or limited term employee.

2. When a holiday immediately follows the termination of employment or assignment.
- B. RATE OF PAY. Holiday pay shall be at the rate the employee would have received had the day not been a holiday.
1. When a holiday immediately follows the completion of a specific assignment by a regular employee in a position other than the one to which he is regularly assigned the employee shall be compensated for the holiday at the rate of his assignment immediately preceding the holiday.
 2. When a holiday immediately precedes the first day of service by a regular employee in a new assignment on a permanent basis, the employee shall be compensated for the holiday at the rate of his assignment immediately preceding the holiday.
- C. HOLIDAYS DURING CHRISTMAS RECESS. Employees whose regular assignments do not require their attendance at work during the Christmas recess period, but who have been compensated for any portion of the working day next preceding or immediately following the recess period, shall be entitled to pay for legal holidays. Assigned time shall be the basis for all holiday pay.
- D. HOLIDAY ON WEEKEND. When a holiday falls on the first day of an employee's weekend, the employee shall observe the immediate preceding day as though it were a holiday, when a holiday falls on the second day of an employee's weekend, the employee shall observe the following day as though it were a holiday. The two days that employees are not regularly required to work when they are assigned to an atypical workweek will be considered their "weekend."
- E. HOLIDAY ON VACATION OR PAID LEAVE. When a holiday occurs while an employee is on vacation or a paid leave of absence, the holiday shall be paid as a holiday and not charged against any leave benefits.
- F. PAID MILITARY LEAVE. Paid military leave shall not be deemed to be paid leave of absence for purpose of this rule.
- G. HOLIDAY PAY FOR WORKING EXCLUDED EMPLOYEE. If a person serving in an excluded position is required to work on a designated holiday, he/she shall be paid in addition to the regular pay for the holiday, compensation, or be given compensating time off, at a rate not less than his/her normal rate of pay. (Education Code 45130.)

10.7 PAY DIFFERENTIAL FOR SHIFT WORK

- A. SHIFT DIFFERENTIAL RATES.

1. All persons in the classified service whose regularly assigned time requires them to work between the hours of 5 p.m. and 12 midnight shall be paid shift differential pay (AA) for each hour or portion of an hour worked; and those whose regularly assigned time requires them to work between 12 midnight and 7 a.m. shall be paid shift differential pay (BB) for each hour or portion of an hour worked. No shift differential pay shall be paid to an employee whose regular shift ends at or before 6 p.m. nor to an employee whose regular shift starts at or after 6 a.m.
2. DIFFERENTIAL PAY ON DAYS WORKED. If an employee is regularly assigned to work between 5 p.m. and 7 a.m., less frequently than five days a week, shift differential pay shall be paid only for those days on which such work is done.
3. FIRST DAY EFFECTIVE. Shift differential pay shall be paid effective the first day that an employee is assigned to work between 5 p.m. and 7 a.m.
4. TEMPORARY DAY ASSIGNMENTS. Employees assigned to shift work on a continuous basis who are nevertheless ordered to temporary day time work for periods of not to exceed 20 working days each shall suffer no reduction in compensation by reason of the temporary change. Shift differential pay shall terminate effective the first day that an employee is reassigned to day time work hours.
5. OVERTIME RATE. Overtime work performed between 5 p.m. and 7 a.m. shall be paid at the premium rate for overtime as provided in Section 10 and shall not be paid at the shift differential rate.
6. TEMPORARY ABSENCE. Employees assigned to shift work on a continuous basis who are temporarily absent on a paid basis shall continue to receive shift differential pay for not to exceed ten working days, except as provided in Paragraph 7 of this section rule (Vacation) and Rule 12.7 (Absence Because of Appearance in Court.)
7. VACATION. Shift differential pay for an otherwise eligible employee while receiving vacation benefits shall be paid in accordance with the provisions of Rule 12.18.

10.8 SALARY DIFFERENTIAL FOR CERTAIN DUTIES

- A. Classifications in a series shall be separated by at least two salary ranges. Classifications serving in a lead capacity shall be separated by a minimum of three salary ranges above the highest-level subordinate. Supervisory, confidential and management classifications shall be separated by a minimum of four salary ranges above the highest-level subordinate. Market data may dictate differences above these minimums.

Reallocations required to conform to this policy shall be authorized simultaneously with any reallocation of an existing classification or establishment of a new classification.

- B. An employee serving in a position designated as confidential but the classification is not, shall receive compensation equal to two salary ranges above the specified salary range for the classification. The confidential differential shall be earned as long as the position remains designated as confidential.

- C. Work Week Including Saturday or Sunday Differential

An hourly differential pay will be paid for hours regularly assigned on Saturday and/or Sunday.

10.9 CAREER INCREMENT. Effective July 1, 2005, Classified employees are eligible for career increments as established by the Board of Education. The following are increments as approved and the guidelines for determining eligibility:

- A. Classified employees are eligible for a \$1,250 career increment compensation if they have completed 14 years of credited service with the Long Beach Unified School District.
- B. Classified employees are eligible for an additional \$1,250 career increment compensation (totaling \$2,500) if they have completed 19 years of credited service with the Long Beach Unified School District.
- C. Classified employees are eligible for an additional \$2,000 career increment compensation (totaling \$4,500) if they have completed 24 years of credited service with the Long Beach Unified School District.
- D. Classified employees are eligible for an additional \$2,500 career increment compensation (totaling \$7,000) if they have completed 29 years of credited service with the Long Beach Unified School District.
- E. A credited year of service is one in which at least fifty percent (50%) of the pay periods are creditable. A creditable pay period is one in which the employee is compensated for at least seventy-five percent (75%) of the working days in the pay period.
- F. Payment of a career increment compensation to an employee is on a prorated basis as determined by the number of quadri-weeks in the employee's currently assigned work year, and in accordance with the employee's current percent of assignment, effective the first quadri-weekly period following attainment of the required number of years of credited service.

10.10 DISTRICT PAID HEALTH INSURANCE OPTIONS UPON RETIREMENT

- A. Effective April 11, 1994, non-bargaining employees will be able to exercise an individual option concerning eligibility for and duration of district-paid health insurance for self and dependents upon retirement.

Option I.

- a. **Eligibility:** At least age 55 at retirement (or STRS members may elect "30 and out" regardless of age) and 17 or more service years with the district. A service year accrues when compensated for at least 50% of a full time assignment.
- b. **Duration:** Until retiree reaches age 67, except that retirees who are eligible to apply for Medicare coverage at age 65 and fail to do so will not continue to receive district-paid health insurance from age 65 to 67.

Option II.

- a. **Eligibility:** At least age 55 at retirement (or STRS members may elect "30 and out" regardless of age) and 15 or more years of service with the district. A service year accrues when compensated for at least 50% of a full time assignment.
- b. **Duration:** Until retiree reaches age 65.

- B. Employees who are retiring but do not have the requisite number of years of service with the Long Beach Unified School District to receive paid health insurance by the school district, may elect to purchase health benefits through the district plan. The retiring employee must provide proof that he/she has submitted paperwork into PERS in order to participate in the health benefit plan.

10.11 SICK LEAVE SERVICE CREDIT PLAN

- A. Pursuant to CalPERS guidelines, unused sick leave may be converted into service credit at retirement in accordance with CalPERS guidelines.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 8.3.1-8.3.15

Date: December 12, 2013

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A.8 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 "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 not 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

PAGES: 8.4.1-8.4.15

Date: December 12, 2013

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A.8 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 "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 not 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.

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.19

Date: December 12, 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>
Carpenter	Dual	14-0058-0114	2
Computer Support Technician	Dual	14-0054-5108	4
Electrician	Dual	14-0057-0161	6
Elementary School Office Supervisor	Promotional	14-0052-3345	8
Intermediate Office Assistant–Bilingual Spanish	Dual	14-0056-5050	10
Intermediate Office Assistant Schools - Bilingual Spanish	Dual	14-0055-5052	10
Nutrition Services Director	Dual	14-0051-5060	12
Nutrition Services Worker	Dual	14-0061-5068	14
Painter	Dual	14-0053-0113	16
Plant Supervisor II	Promotional	14-0059-5027	18



2008 Finalist
the broad prize
for Urban Education

long
beach
unified
school
district



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/MainOffices/PersonnelCommission/

CARPENTER - 0114

Final Filing Date: 4:30 p.m., Thursday, December 26, 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>	\$4,282	\$4,518	\$4,767	\$5,029	\$5,305
<u>HOURLY:</u>	\$24.73	\$26.09	\$27.49	\$29.01	\$30.62

JOB INFORMATION: Permanent, 12 months, 100% FTE position. The current vacancy is located in Maintenance.

APPLICATION: Candidates are strongly encouraged to submit applications online via the Personnel Commission website: www.lbschools.net/MainOffices/PersonnelCommission/. 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, will perform journey-level rough and finish carpentry in the construction, installation, alteration and repair of District facilities; perform a variety of related installation, alteration and repair work at District facilities and on District structures; fabricate, assemble and repair school and office furniture and cabinets in the carpenter shop; 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 supplemented by completion of a recognized carpenter apprentice training program of four years duration.

EXPERIENCE: Four years of experience in carpentry installation, alteration and repair work, three at the journey level.

SPECIAL: (1) Possession of a valid Class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. Some employees in this class may be required to take training in order to obtain, at District expense, a valid Class B Driver's License after appointment. (2) Under federal law those employees required to possess a class B drivers license shall be subject to alcohol and controlled substance testing. (3) 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. (4) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law. (5) 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.

PHYSICAL DEMANDS: Considerable physical effort; climbing and descending scaffolding and ladders; operating heavy equipment such as trenchers and cranes; walking and standing for extended periods of time; kneeling; bending at the waist; crouching; reaching overhead; lifting objects weighing up to 60 pounds; crawling in attics, under floors and in tight spaces; dexterity of fingers and hands to operate specialized equipment; working around machinery having moving parts.

WORKING ENVIRONMENT: Outdoors in inclement weather; working indoors and in shop environment; driving from site to site.

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; an occupational written examination (50%) and a performance examination (50%) 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.

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.

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.



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/

COMPUTER SUPPORT TECHNICIAN - 5108

Final Filing Date: 4:30 p.m., Thursday, December 19, 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>	\$5,178	\$5,462	\$5,763	\$6,079	\$6,414
<u>HOURLY:</u>	\$29.87	\$31.51	\$33.24	\$35.08	\$36.99

JOB INFORMATION:

The current vacancies are located in Information Services. Six positions, 40 hours per week only during the school year. Duration of these positions is not to exceed 18 months.

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 general supervision, configures, installs, tests, maintains, troubleshoots and repairs local (LAN) and wide (WAN) area networks, computer systems and peripheral equipment; provide training to District personnel in the proper operation and care of hardware, software and peripheral equipment using Windows or Apple operating systems; and 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:

Associate of Arts degree including course work in computer science, electronic technology or a closely related field. A+ certification. **A Copy of "A+ Certification" must be attached to your application in order to be considered.**

EXPERIENCE:

Two years experience in the installation, maintenance and repair of computer hardware, software and peripheral equipment in a networked environment. Experience in an organization with a network having a minimum of 30 servers is desirable.

SPECIAL:

(1) Positions in this class require the use of a 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 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.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate hand tools, computer keyboards and other specialized equipment; hearing and speaking to exchange information; reaching overhead, above the shoulders and horizontally; lifting, carrying, pushing or pulling heavy objects weighting up to 50 pounds; sitting or standing for extended periods of time; bending at the waist, kneeling or crouching; good visual acuity; climbing ladders and working from heights.

WORKING

ENVIRONMENT:

Indoor work environment; driving a vehicle to conduct work; working in a cramped or restrictive work chamber.

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.

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 14.0054.5108 EE

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.



2008 Finalist
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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/

ELECTRICIAN – 0161

Final Filing Date: 4:30 pm Thursday, December 26, 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>	\$4,645	\$4,901	\$5,170	\$5,456	\$5,755
<u>HOURLY:</u>	\$26.81	\$28.26	\$29.84	\$31.46	\$33.21

JOB INFORMATION: Permanent, 12 months, 100% FTE position. The current vacancy is located in Maintenance.

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: An Electrician will, under general supervision, perform journey-level electrical work in the repair, alteration, construction, installation and maintenance of electrical distribution centers, installations and lighting and power systems and equipment; and perform related duties as required. An Electrician is a skilled worker doing a variety of journey level electrical work and related tasks. The work ranges from wiring low voltage systems to installing and maintaining plant facility lighting and power electrical systems.

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 of at least four years duration,

OR

EXPERIENCE: Four years of journey-level experience performing electrical work.

SPECIAL: (1) Possession of a valid class C Driver's license and evidence of a safe driving record 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 candidate regardless of any other standing. (3) Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law. (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.

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; an occupational written examination (50%) and a performance examination (50%) 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.

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 IX/MERIT SYSTEM EMPLOYER

Exam 14-0057-0161 EE
Dual Examination

LBUSD Employees, please see reverse side for important information

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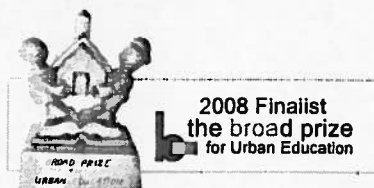
Guidelines:

- ❖ **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.**
- ❖ **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.



Promotional 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/

ELEMENTARY SCHOOL OFFICE SUPERVISOR – 3345

Final Filing Date: 4:30 p.m., Friday, December 27, 2013.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,563	\$3,758	\$3,965	\$4,184
<u>HOURLY:</u>	\$20.53	\$21.69	\$22.89	\$24.15

JOB INFORMATION: Permanent 10 months, full-time 100% position. 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/ (click the "Promotional Opportunities" link). 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 a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Vice-Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned elementary school; perform public relations and communications services; train and evaluate assigned personnel. 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: Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant 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. (2) 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.

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. 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.

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 14-0052-3345 ss
Promotional Examination

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 OFFICE ASSISTANT – BL SPANISH 5050 INTERMEDIATE OFFICE ASSISTANT SCHOOLS – BL SPANISH 5052

Final Filing Date: 4:30 p.m., FRIDAY, DECEMBER 13, 2013.

JOB INFORMATION: Eligibility list is being created to fill future vacancies as they occur. **MUST SUBMIT SEPARATE APPLICATIONS FOR EACH POSITION IN ORDER TO BE CONSIDERED.**

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 OFFICE ASSISTANT – BL SPANISH

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$2,774	\$2,927	\$3,088	\$3,257	\$3,438
HOURLY:	\$16.01	\$16.90	\$17.81	\$18.79	\$19.82

JOB SUMMARY: An INTERMEDIATE OFFICE ASSISTANT- BILINGUAL SPANISH, under the direction of an assigned supervisor, will perform a variety of general and varied clerical duties in support of an assigned District office or program; serve as receptionist answering phones and greeting and assisting visitors; and perform related duties as assigned. The Intermediate Office Assistant classification provides general and varied clerical support to an assigned District office or program. The Intermediate Office Assistant performs assigned duties following established procedures and is expected to choose among a limited number alternatives in solving routine problems. Incumbents work under immediate supervision receiving only occasional instruction or assistance.

INTERMEDIATE OFFICE ASSISTANT SCHOOLS – BL SPANISH

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$2,774	\$2,927	\$3,088	\$3,257	\$3,438
HOURLY:	\$16.01	\$16.90	\$17.81	\$18.79	\$19.82

JOB SUMMARY: An INTERMEDIATE OFFICE ASSISTANT – SCHOOLS – BILINGUAL SPANISH, under the direction of an assigned supervisor, will perform a variety of general and varied clerical duties in support of an assigned school office; answer phones and greet and assist students, parents and visitors; and perform related duties as assigned. The Intermediate Office Assistant – Schools classification provides general and varied clerical support to an assigned school office. Incumbents are typically assigned to a specific function such as attendance, enrollment, nursing, library or media services, taking inventory and ordering supplies, collection of fees and counseling or a broad combination of responsibilities. Incumbents work under immediate supervision receiving only occasional instruction or assistance.

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.

EXPERIENCE: Either one year of clerical experience involving public contact or one year of experience at the level of Office Assistant. Completion of the Long Beach Unified School District ROP Clerical/Office Occupations (CC/CVD) training class may substitute for up to six months of the required experience.

SPECIAL: (1) 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. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (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. All candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. 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.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 14-0055-5052 SS
Exam 14-0056-5050 SS
Dual Examination

LBUSD Employees, please see reverse side for important information

Handwritten signature

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- ❖ **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.**

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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 model of excellence. 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 also has been a five-time finalist for the prize.

LBUSD educates 81,000 students in 84 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 1,700 Head Start pupils in 21 Head Start centers. The third largest school district in California, it serves the most diverse large city in the United States, with dozens of languages spoken by local students. The district employs more than 8,000 people, making it the largest employer in Long Beach.

LBUSD 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 has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, Sports Illustrated and other national news media.

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 leader in preparing young men and women for success.

Long Beach, the international City and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of approximately 492,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access to several major freeways, airports and seaports, and the many famous recreational and cultural sites throughout the Southern California area.

DUAL-Exam No 14-0051-5060 th



An Exciting Career Opportunity Awaits You At LONG BEACH UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES DIRECTOR

**ANNUAL SALARY
\$104,656 - \$122,895**



JOB SUMMARY

Under administrative direction, the Nutrition Services Director directs the functions and personnel of the Nutrition Service Branch including the purchase and receipt of food, equipment, commodities and supplies, storage, inventory and accounting, food preparation, transportation and service and the maintenance of food preparation and serving equipment. Directs the activities of the Cafeteria Accounting section; and performs related duties as assigned.

The salary is \$104,656 - \$122,895 annually, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

12 months, 100% FTE position. The current vacancy is located in Nutrition Services Branch.

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

IDEAL CANDIDATE

Successful candidates will have graduated from a recognized four-year college or equivalent with a major or significant preparation in foods and nutrition or institutional management, business administration or closely related field.

Additionally, candidates are required to have five years experience in the nutrition services industry, preferably in a responsible position administering, planning or operating food establishments with an annual operating budget of approximately \$5,000,000 or greater. Experience in school food service is desirable.

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

SPECIAL REQUIREMENTS:

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment.

An applicant of 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.

SELECTION PROCEDURE

This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. 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: 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. Attendance will be at the applicant's expense. 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.

HOW TO APPLY

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 assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m. A resume will not substitute for the required forms. Completed online forms must be received no later than:

Final Filing date:

4:30 p.m. Monday, December 30, 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.

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

www.lbschools.net/Main/Offices/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

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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

NUTRITION SERVICES WORKER – 5068

Final Filing Date: 4:30 p.m., Monday, December 30, 2013

SUBSTITUTE SALARY: \$12.20

<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>
HOURLY:	\$12.20	\$12.90	\$13.56	\$14.32	\$15.14

JOB INFORMATION:

POSITIONS IN THIS ENTRY CLASS GENERALLY RANGE FROM 2 - 3 HOURS PER DAY, DURING MIDDAY HOURS AND HIRED AS SUBSTITUTES.

THE ELIGIBLE LIST OF SUCCESSFUL CANDIDATES MAY ALSO BE USED TO FILL FUTURE PERMANENT VACANCIES AS THEY OCCUR.

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 close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; 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:

Equivalent to completion of eighth grade.

EXPERIENCE:

Individuals who possess the required knowledge and abilities are presumed to meet basic standards of experience necessary to achieve performance expectations in the work environment.

SPECIAL REQUIREMENTS:

Accepting employment in a permanent (non-substitute) 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.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 14-0061-5068 Dual th

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

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

PAINTER - 0113

Final Filing Date: 4:30 pm, Monday, December 23, 2013.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ¼ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,947	\$4,165	\$4,394	\$4,635	\$4,889
<u>HOURLY:</u>	\$22.77	\$24.03	\$25.34	\$26.73	\$28.22

JOB INFORMATION: Permanent 100% FTE 12 months position. The current vacancy is located in Maintenance.

APPLICATION: Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Main_Offices/Personnel Commission/](http://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 Painter works either in a crew or individually as determined by the scope and nature of their assignment. An incumbent is responsible for the proper preparation and application painting materials to a wide variety of interior and exterior surfaces and occasionally to athletic and traffic control markings; participates in other urgent maintenance assignments on an as needed basis; and to 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 completion of high school. Completion of a recognized apprentice training program of at least three years duration.

OR

EXPERIENCE: At least three years of experience in a wide variety of painting assignments, two years of which must have been at the journey level.

SPECIAL: (1) Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. Some employees in this class may be required to take training in order to obtain, at District expense, a valid class B driver's license after 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) Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law. (4) May be required to travel from one school location to another. (5) 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.

PHYSICAL DEMANDS: Pushing and pulling; carrying and lifting up to 60 pounds; ascend and descend ladders and scaffolding; standing, walking, stooping, bending, and kneeling for extended periods; reaching overhead above the shoulders; dexterity of fingers and hands to operate hand and power tools and equipment.

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.

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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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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/Personel_Commission/

PLANT SUPERVISOR II – 5027

Final Filing Date: 4:30 p.m., Thursday, December 26, 2013.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
MONTHLY:	\$3,467	\$3,658	\$3,858	\$4,071
HOURLY:	\$19.98	\$21.10	\$22.23	\$23.49

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.

JOB INFORMATION:

Permanent 12 month position. Eligibility list is being created to fill future vacancies as they occur.

APPLICATION:

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JOB SUMMARY: Under general supervision, plan, supervise and participate in custodial activities at an assigned large middle school, K-8 school, elementary school, or other assigned District site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; 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.

EXPERIENCE:

Three years of custodial experience including one year of experience in a supervisory capacity or one year of experience as a Plant Supervisor I in the Long Beach Unified School District.

WORKING ENVIRONMENT:

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

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15-38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

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. 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

Form 14-0050-5027-00

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:

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1 – 9.2.2

Date: December 12, 2013

Reason for
Consideration: 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:

Instructional Aide – Special

List Valid: 11/21/13 – 11/21/14

Total applications received: 127

No. Passed: 12 No. Failed: 10

Open Continuous 14-0020-0448

Total invited to exam: 77

No. Withdrew: 55 No. Screened Out: 50

Instructional Aide – Special

List Valid: 12/13/13 – 12/13/14

Total applications received: 153

No. Passed: 19 No. Failed: 5

Open Continuous 14-0024-0448

Total invited to exam: 91

No. Withdrew: 67 No. Screened Out: 62

**Instructional Assistant – Computer
Resources**

List Valid: 12/13/13 – 12/13/14

Total applications received: 68

No. Passed: 5 No. Failed: 2

Dual 14-0033-0603

Total invited to exam: 16

No. Withdrew: 9 No. Screened Out: 52

**Instructional Assistant – Computer
Resources - Bilingual Spanish**

List Valid: 12/13/13 – 12/13/14

Total applications received: 26

No. Passed: 3 No. Failed: 3

Dual 14-0034-0452

Total invited to exam: 9

No. Withdrew: 3 No. Screened Out: 17

Locker Room Attendant

List Valid: 12/3/13 – 12/3/14

Total applications received: 34

No. Passed: 11 No. Failed: 4

Promotional 14-0032-0208

Total invited to exam: 16

No. Withdrew: 1 No. Screened Out: 18

Middle School Office Supervisor

List Valid: 12/2/13 – 12/2/14

Total applications received: 20

No. Passed: 4 No. Failed: 2

Promotional 14-0018-3357

Total invited to exam: 7

No. Withdrew: 1 No. Screened Out: 13

**Nutrition Services Operations
Coordinator**

List Valid: 12/6/13 – 12/6/14

Total applications received: 18

No. Passed: 10 No. Failed: 7

Promotional 14-0038-5063

Total invited to exam: 17

No. Withdrew: 0 No. Screened Out: 1

Receptionist

List Valid: 11/20/13 – 11/20/14

Total applications received: 933

No. Passed: 39 No. Failed: 106

Dual**14-0027-0674**

Total invited to exam: 239

No. Withdrew: 94 No. Screened Out: 694

School Safety Officer

List Valid: 12/2/13 – 6/2/14

Total applications received: 202

No. Passed: 6 No. Failed: 8

Dual**14-0028-5014**

Total invited to exam: 25

No. Withdrew: 11 No. Screened Out: 177

Student Store Operator

List Valid: 11/19/13 - 11/19/14

Total applications received: 373

No. Passed: 42 No. Failed: 35

Dual**14-0030-5176**

Total invited to exam: 136

No. Withdrew: 59 No. Screened Out: 237

CERTIFIED TO BE CORRECT. *David McMahon* DATE: December 5, 2013