



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

October 3, 2013
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. ROLL

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

Present _____
Present _____
Present _____

3. PRELIMINARY

3.1 Pledge of Allegiance to the Flag

3.2 Introduction of Guests

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

5. REPORT FROM THE EXECUTIVE OFFICER

6. HEARINGS

None

7. MINUTES

7.1 Approval of Minutes for September 19, 2013

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Special Requirement Waiver Request

Action

8.2 Revisions to the Rules and Regulations of the
Classified Service, Chapter IX (First Reading)

Action

8.3 Classification/Restructure Recommendations per
Education Code 45246

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 October 17, 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

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 September 19, 2013

PAGES: 7.1.1 – 7.1.4

Date: October 3, 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
Stacey Lewis, Vice-Chairperson
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

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

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice-President, Unit A; Dan Ewaskey, CSEA Vice-President, Unit B.

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 at the Board of Education meeting a teacher expressed concern about a rumor that schools may be opening earlier in the year. The teacher stated the heat caused many students and staff to become ill during the first week of school and also commented on the rumor the Monroe site will be air conditioned. Ms. McMahon indicated to her knowledge additional air conditioning has not been approved for the Monroe site.

Executive Officer McMahon informed the Commission, classified employees who are subject to disciplinary action are now listed by their employee number on the Board of Education agenda. The Commissioners expressed their sincere thanks to Ruth Ashley, Assistant Superintendent, Human Resource Services for making the change so quickly.

Marilyn Balmer, Personnel Analyst, reported the recruitment and testing staff is working on 13 recruitments. One of the recruitments, Receptionist has received over 400 applications and is scheduled to close on October 1st. Scheduled to open in the near future are Instructional Assistant - Computer Resources and School Safety Officer.

Susan Leaming, Personnel Analyst, reported that two sessions of CPR/First Aid training for classified staff have been scheduled for November 6, 2013. Priority registration will be given to those working with special needs students. Registration forms were sent to all sites and offices and the form is available on the Personnel Commission website.

Dale Culton, Certification Services Manager, announced Maria Villalobos, Human Resources Technician, will be retiring at the end of November.

Mary Cates, Human Resources Supervisor, reported staff has been working on getting all assignments online and ready for the first payroll run of the school year. She also reported training is scheduled for custodial substitutes on the, *AESOP Substitute Placement & Absence Management System*. The system allows substitutes to select jobs online or by calling *AESOP*.

MINUTES

MINUTES

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

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submitted the attached classification recommendations for the consideration of the Commission. Commissioner Ulaszewski inquired as to why a Project Employee was not used instead of creating a classification. Ms. McMahon explained that since the position may be funded for a period of up to four years rather than a short-term assignment, the employee will receive paid benefits and the duties are classified in nature, the determination was made to create a new classification within the Classified Service. It was moved by Vice-Chairperson Lewis and seconded by Commissioner Ulaszewski to approve the classification recommendation. The motion was carried and approved.

CREATE A NEW CLASSIFICATION

CREATE A NEW CLASSIFICATION

Strategic Data Project Fellow

Salary Range 41 (M2)

Instructional Associate Southeast Asian Education Salary Range 29 (C1)

BULLETINS

BULLETINS

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

Grounds Supervisor – High School	Open/Promo	14-0017-5032
Nutrition Services Operations Coordinator	Promotional	14-0026-5063
Receptionist	Dual	14-0027-0674

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 Vice-Chairperson Lewis. The following eligibility lists were approved.

Instructional Aide - Special	Open/Continuous	14-0015-0448
List Valid: 08/29/13 – 08/29/14		
Total applications received: 105	Total invited to exam: 76	
No. Passed: 28 No. Failed: 10	No. Withdrew: 38 No. Screened Out: 29	

Instructional Assistant Intensive Behavioral Treatment	Open/Continuous	14-0008-5035
List Valid: 09/06/13 – 03/06/14		
Total applications received: 133	Total invited to exam: 71	
No. Passed: 31 No. Failed: 16	No. Withdrew: 24 No. Screened Out: 62	

Pool Attendant	Dual	14-0016-0245
List Valid: 09/06/13 – 09/06/14		
Total applications received: 38	Total invited to exam: 9	
No. Passed: 4 No. Failed: 3	No. Withdrew: 2 No. Screened Out: 29	

Senior Health Assistant	Dual	14-0014-5174
List Valid: 09/05/13 – 09/05/14		
Total applications received: 35	Total invited to exam: 9	
No. Passed: 8 No. Failed: 0	No. Withdrew: 1 No. Screened Out: 26	

Senior Office Assistant – BI Spanish	Promotional	14-0004-0589
List Valid: 09/17/13 – 09/17/14		
Total applications received: 12	Total invited to exam: 11	
No. Passed: 1 No. Failed: 9	No. Withdrew: 1 No. Screened Out: 1	

Senior Office Assistant – Schools BI Spanish	Promotional	14-0005-5091
List Valid: 09/17/13 – 09/17/14		
Total applications received: 16	Total invited to exam: 13	
No. Passed: 2 No. Failed: 9	No. Withdrew: 2 No. Screened Out: 3	

Staff Secretary

List Valid: 09/06/13 – 09/06/14

Total applications received: 16

No. Passed: 4

No. Failed: 2

Staff Secretary – BI Spanish

List Valid: 09/11/13 – 09/11/14

Total applications received: 187

No. Passed: 9

No. Failed: 43

Promotional**14-0007-3364**

Total invited to exam: 6

No. Withdrew: 0

No. Screened Out: 10

Dual**14-0006-5085**

Total invited to exam: 73

No. Withdrew: 21

No. Screened Out: 114

EXTEND ELIGIBILITY LISTS**Campus Security Officer**

Extended list expiration date: 08/01/14

Total applicants on list: 10

No. of Current Eligibles: 6

Dual**12-0082-5011**

Extend list period: 1 year

No. of waivers or removals: 4

Campus Security Officer

Extended list expiration date: 08/31/14

Total applicants on list: 8

No. of Current Eligibles: 7

Dual**12-0094-5011**

Extend list period: 1 year

No. of waivers or removals: 1

Food Production Utility Worker

Extended list expiration date: 09/11/14

Total applicants on list: 11

No. of Current Eligibles: 4

Dual**13-0001-0477**

Extend list period: 1 year

No. of waivers or removals: 7

Groundskeeper**(Amended)**

Extended list expiration date: 6/12/14

Total applicants on list: 55

No. of Current Eligibles: 34

Dual**12-0077-0172**

Extend list period: 1 year

No. of waivers or removals: 22

OTHER ITEMS

CSEA President Valeeta Pharr, stated the Equity, Access/College and Career Readiness department is working on a survey on student and parent support that will be posted on the District's web site.


NEXT MEETING**NEXT MEETING**

The next regular meeting of the Personnel Commission will be held on Thursday, October 3, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT**ADJOURNMENT**

There being no further business, at 8:48 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: Classification/Waiver Request

PAGES: 8.1.1 – 8.1.8

Date: October 3, 2013

Reason for
Consideration: Action

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

SPECIAL REQUIREMENT WAIVER REQUEST

PAGE

Heavy Truck Driver – California Special Driver certificate

2



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

September 20, 2013

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Special Requirement Waiver Request

Background and Findings

Effective July 1, 2013, five Heavy Truck Drivers assigned to the Purchasing Branch were transferred to the Transportation Branch as part of the District's decision to provide trucking services out of the Transportation Branch instead of the Purchasing Branch. The Special Requirements of the Heavy Truck Driver class description state:

Positions assigned to the Transportation Branch will be required to qualify for a California Special Driver certificate for school bus operation by completion of the probationary period or after six months if transferring from another department.

District administration has requested the Personnel Commission grant the five individuals a one-time waiver from this requirement. This request is specific to the situation of only these five employees, future new hires and voluntary transfers would have to meet the requirement.

Each affected employee was asked to sign and submit a form to Commission Staff acknowledging they were offered the opportunity to obtain a California Special Driver certificate, they are aware of the request to waive the requirement, and if they request the training within six months of the date the Commission approves a waiver the training will be provided to them. All five employees signed and returned the form (copies attached). If the Commission approves the waiver, a copy of the form will be placed in their District personnel files.

The five affected employees are:

<u>Employee</u>	<u>Hire Date in Classification</u>
James De Hoop	9-25-2003
Ronald Kaiser	9-13-1999
Manuel Perez Jr.	9-13-1999
Hector Roman	9-13-1999
Kermit Singleton	5-02-2002

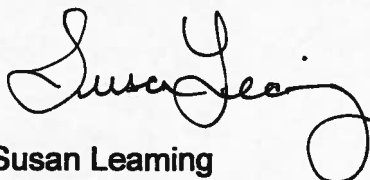
Please note Mr. Perez is retiring effective 12-21-2013. If the department chooses to fill the resulting vacancy the waiver would no longer apply.

Recommendations

To staff's collective knowledge a waiver of this type has not been requested nor granted in the Commission's history without modifying the class description. Therefore, the Personnel Commission must carefully consider the ramifications of granting this waiver, parameters and reasons for granting the waiver, and the resulting impact.

Staff recommends the Personnel Commission consider and take action on the request to waive the California Special Driver certification for these five employees and direct staff to implement their decision.

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.
Executive Officer



PERSONNEL COMMISSION

999 Atlantic Avenue, Third Floor
Long Beach, CA90813
(562) 435-5708
FAX (562) 435-1018

Members
Stacey Lewis
Terence Ulaszewski
Linda Vaughan

Executive Officer
Gail McMahon, Ed.D.

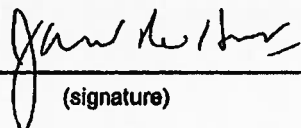
I, JAMES DEHOU, Heavy Truck Driver, am aware that Heavy Truck
(print name)

Drivers assigned to the Transportation Branch are required to qualify for a California Special Driver certificate for school bus operation by completion of the probationary period or after six months if transferring from another department.

I understand my Heavy Truck Driver position was reassigned from the Purchasing Branch to the Transportation Branch, and as a result of this restructure district administration is requesting the Personnel Commission waive the Special Driver certificate requirement for my position.

By signing this I am acknowledging I have been offered the opportunity to obtain a California Special Driver certificate, I am aware of the request to waive the requirement, and if I request the training within six months of the date the Commission approves a waiver the training will be provided to me.

Please return this form to the Personnel Commission, Attn: Susan Learning, Personnel Analyst, no later than Wednesday, September 25th. If you have any questions please call Susan at ext. 7248.


(signature)

9/17/13
(date)

cc: Personnel File



PERSONNEL COMMISSION

999 Atlantic Avenue, Third Floor
Long Beach, CA 90813
(562) 435-5708
FAX (562) 435-1018

Members
Stacey Lewis
Terence Ulaszewski
Linda Vaughan

Executive Officer
Gail McMahon, Ed.D.

I, RON KAISER, Heavy Truck Driver, am aware that Heavy Truck
(print name)

Drivers assigned to the Transportation Branch are required to qualify for a California Special Driver certificate for school bus operation by completion of the probationary period or after six months if transferring from another department.

I understand my Heavy Truck Driver position was reassigned from the Purchasing Branch to the Transportation Branch, and as a result of this restructure district administration is requesting the Personnel Commission waive the Special Driver certificate requirement for my position.

By signing this I am acknowledging I have been offered the opportunity to obtain a California Special Driver certificate, I am aware of the request to waive the requirement, and if I request the training within six months of the date the Commission approves a waiver the training will be provided to me.

Please return this form to the Personnel Commission, Attn: Susan Leaming, Personnel Analyst, no later than Wednesday, September 25th. If you have any questions please call Susan at ext. 7248.

Ron Kaiser
(signature)

9/18/13
(date)

cc: Personnel File



PERSONNEL COMMISSION

999 Atlantic Avenue, Third Floor
Long Beach, CA 90813
(562) 435-5708
FAX (562) 435-1018

Members
Stacey Lewis
Terence Ulaszewski
Linda Vaughan

Executive Officer
Gail McMahon, Ed.D.

I, MANUEL PEREZ, JR, Heavy Truck Driver, am aware that Heavy Truck
(print name)

Drivers assigned to the Transportation Branch are required to qualify for a California Special Driver certificate for school bus operation by completion of the probationary period or after six months if transferring from another department.

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Please return this form to the Personnel Commission, Attn: Susan Leaming, Personnel Analyst, no later than Wednesday, September 25th. If you have any questions please call Susan at ext. 7248.

Manuel Perez
(signature)

9/17/13
(date)

cc: Personnel File



PERSONNEL COMMISSION

999 Atlantic Avenue, Third Floor
Long Beach, CA 90813
(562) 435-6708
FAX (562) 435-1018

Members
Stacey Lewis
Terence Ulaszewski
Linda Vaughan

Executive Officer
Gail McMahon, Ed.D.

I, HECTOR H. ROMAN, Heavy Truck Driver, am aware that Heavy Truck
(print name)

Drivers assigned to the Transportation Branch are required to qualify for a California Special Driver certificate for school bus operation by completion of the probationary period or after six months if transferring from another department.

I understand my Heavy Truck Driver position was reassigned from the Purchasing Branch to the Transportation Branch, and as a result of this restructure district administration is requesting the Personnel Commission waive the Special Driver certificate requirement for my position.

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Please return this form to the Personnel Commission, Attn: Susan Leaming, Personnel Analyst, no later than Wednesday, September 25th. If you have any questions please call Susan at ext. 7248.

Hector H. Roman
(signature)

9-17-13
(date)

cc: Personnel File



PERSONNEL COMMISSION

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FAX (562) 435-1018

Members
Stacey Lewis
Terence Ulaszewski
Linda Vaughan

Executive Officer
Gail McMahon, Ed.D.

Kermit Singleton, Heavy Truck Driver, am aware that Heavy Truck
(print name)

Drivers assigned to the Transportation Branch are required to qualify for a California Special Driver certificate for school bus operation by completion of the probationary period or after six months if transferring from another department.

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Please return this form to the Personnel Commission, Attn: Susan Leaming, Personnel Analyst, no later than Wednesday, September 25th. If you have any questions please call Susan at ext. 7248.

Kermit Singleton
(signature)

9/17/13
(date)

cc: Personnel File

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

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

PAGES: 8.2.1- 8.2.7

Date: October 3, 2013

Reason for
Consideration: Discussion

One of the specific requirements of Education Code 45260 is that "The Commission shall prescribe, amend and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness." In accordance with the Personnel Commission Rules, staff submits the attached revisions, for the first reading.

PAGE

REVISION OF RULES AND REGULATIONS

Chapter IX (First Reading)

2

CHAPTER IX RESIGNATIONS, LAYOFF AND REEMPLOYMENT

9.1 RESIGNATION

~~EDUCATION CODE 45261 SUBJECTS OF RULES. The rules shall provide for the procedures...regarding... resignations, layoffs, reemployment...~~

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~~EDUCATION CODE 45201 POWER OF GOVERNING BOARD TO ACCEPT RESIGNATION AND FIX ITS EFFECTIVE DATE. The governing board of any school district may accept the resignation of any employee and may fix the time when the resignation shall take effect, which shall not be later than the close of the school year during which the resignation is received by the board.~~

~~EDUCATION CODE 45309 REINSTATEMENT OF PERMANENT NON-CERTIFICATED EMPLOYEES AFTER RESIGNATION. Any permanent classified employee of a school district who voluntarily resigns from his permanent classified position may be reinstated or re-employed by the governing board of the district, within 39 months after his last day of paid service and without further competitive examination, to a position in his former classification as a permanent or limited-term employee, or as a permanent or limited-term employee in a related lower class or a lower class in which the employee formerly had permanent status.~~

~~If the governing board elects to reinstate or reemploy a person as a permanent employee under the provisions of this section, it shall disregard the break in service of the employee and classify him as, and restore to him all of the rights, benefits and burdens of a permanent employee in the class to which he is reinstated or reemployed.~~

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

Comment [GD1]: Simplified language

- B. **APPOINTMENT AFTER RESIGNATION.** A former employee who resigned ~~while~~ in good standing ~~and within 39 months of the last day of paid employment~~ and who is appointed from a valid eligibility list ~~pursuant to these rules~~, shall be accorded only the benefits and rights of a new employee on probationary basis.

Comment [GD2]: Simplified language

- C. **REINSTATEMENT AFTER RESIGNATION.** ~~Any permanent employee who se~~ employment is terminated after submission of a written resignation, may be reinstated in a permanent or limited term assignment to his former position or a position in a former that class or in a related class. ~~An employee who resigned may also be reinstated or in a lower class in which the employee formerly held permanent status or a position in a related lower class, without further competitive examination, as a permanent or limited term employee. A reinstatement must occur within 39 months after his/her last date of paid employment. If reinstated as a permanent employee, it shall be with the same seniority, accumulative sick leave, eligibility for vacation allowance and other privileges which he had acquired at the time of resignation, and at the~~ The reinstated employee shall

also receive the same step in the salary range as he would have been entitled to at the time of resignation, provided that the maximum salary step for his class is not exceeded.

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

Reference: California Education Code, Section 45309

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

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

~~EDUCATION CODE 45308 LAYOFFS AND REEMPLOYMENT OF CLASSIFIED EMPLOYEES. Classified employees shall be subject to layoff for lack of work or lack of funds. Whenever a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in the reverse order of layoff.~~

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~~For purposes of this section, in school districts with an average daily attendance below 400,000 for service commencing or continuing after July 1, 1971, "length of service" means all hours in paid status, whether during the school year, a holiday, recess, or during any period that a school is in session or closed, but does not include any hours compensated solely on an overtime basis as provided for in Section 45128. Nothing in this section shall preclude the governing board of a school district from entering into an agreement with the exclusive representative of the classified employees which defines "length of service" to mean hire date. For purposes of this section, in school districts with an average daily attendance of 400,000 or more, for service commencing or continuing after January 1, 1986, "length of service" shall be determined by the date of hire.~~

~~If a governing board enters into an agreement with the exclusive representative of classified employees that defines "length of service" to mean hire date, the governing board may define "length of service" to mean hire date for a classification of employee not represented by any exclusive bargaining unit.~~

~~Nothing contained in this section shall preclude the granting of "length of service" credit for time spent on military leave of absence, or unpaid illness leave, or unpaid maternity leave, or unpaid family care leave, or unpaid industrial accident leave. In addition, for military leave of absence "length of service" credit shall be granted pursuant to section 45297. In the event an employee returns to work following any other unpaid leave of absence, no further seniority shall be accrued for the time not worked.~~

"Hours in paid status" shall not be interpreted to mean any service performed prior to entering into a probationary or permanent status in the classified service of the district except service in restricted positions as provided in this chapter.

EDUCATION CODE 45298 RE-EMPLOYMENT PREFERENCE OF PERSONS LAID OFF. Persons laid off because of lack of work or lack of funds are eligible to reemployment for a period of 39 months and shall be reemployed in preference to new applicants. In addition, such persons laid off have the right to participate in promotional examinations within the district during the period of 39 months.

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present positions rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months; provided, that the same tests of fitness under which they qualified for appointment to the class shall still apply. The personnel commission shall make the determination of the specific period of eligibility for reemployment on a class-by-class basis.

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in their former class or to positions with increased assigned time as vacancies become available and without limitation of time, but if there is a valid reemployment list they shall be ranked on that list in accordance with their proper seniority.

EDUCATION CODE 45114 LAYOFF AND RECLASSIFICATION. Notwithstanding the provisions of section 45113, the governing board may lay off and reemploy classified employees only in accordance with procedures provided by sections 45298 and 45308 except the term "personnel commission" therein shall be construed to mean the governing board. "Governing board" as used in this section shall include districts governed by a common board or by different boards, but with a common administration. Employees in common board or common administration districts shall, for the purpose of layoff or for lack of work or funds be considered as having been employed in a single district.

EDUCATION CODE 45115 Notwithstanding any other provision of law, any person who was subject to being, or was in fact, laid off for lack of work or lack of funds and who elected service retirement from the Public Employees' Retirement System shall be placed on an appropriate reemployment list. The district shall notify the Board of Administration of the Public Employees' Retirement System of the fact that retirement was due to layoff for lack of work or of funds. If he is subsequently subject to reemployment and accepts, in writing, the appropriate vacant position, the district shall maintain the vacancy until the Board of Administration of the Public Employees' Retirement System has properly processed his request for reinstatement from retirement. This section shall apply to district that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

EDUCATION CODE 45117 NOTIFICATION OF LAYOFF.

~~(a) When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of such school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of such school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than 45 days prior to the effective date of their layoff.~~

~~(b) When, as a result of a bona fide reduction or elimination of the service being performed by any department, classified employees shall be subject to layoff for lack of work, affected employees shall be given notice of layoff not less than 45 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.~~

~~(c) Nothing herein provided shall preclude a layoff for lack of funds in the event of an actual and existing financial inability to pay salaries of classified employees, nor layoff for lack of work resulting from causes not foreseeable or preventable by the governing board, without the notice required by sub-sections (a) or (b) hereof.~~

~~This section shall apply to district that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.~~

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

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

- B. **COMPUTATION OF SENIORITY.** All service in the classification plus higher classifications ~~in the line of promotion~~ shall count as seniority within the classification. Continuous status as a probationary or permanent employee within the classification, ~~plus higher classifications rather than the number of days actually worked~~ shall determine seniority.

No seniority shall be earned during periods of separation from the service of the school district. A permanent employee who resigns and is subsequently reinstated shall accumulate seniority rights from his earliest date of entrance into the classification in which layoff occurs ~~excluding any breaks in service. Layoff for 39 months or less is not a separation from service.~~

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

Comment [GD3]: Deletion of this language follows the education code language

Formatted: Strikethrough

Comment [GD4]: Changed to follow education code definition and following language

Comment [GD5]: Pursuant to the education code, an employee laid off does not accrue seniority

include the total service in each classification both before and after separation of the classification.

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

~~Length of service prior to March 2, 1942, shall be computed by determining the total number of days covered by all employment assignments held by each employee, provided that all seniority rights shall be considered as having been lost when the services of any employee have been terminated for a period of three years or more.~~

Comment [GD6]: An employee who has service prior to 1942 would have to be at least 89 years old.

~~C. LAYOFF OF SUBSTITUTE EMPLOYEE WITH PERMANENT STATUS. An employee with permanent status who acquires permanent status in a higher class while serving as a substitute in lieu of an absent employee, shall be returned to his former position or a position in that class upon the return of the absent employee and the substitute's name shall be placed on the reemployment list for the higher class for a period of 39 months, and furthermore, the time served as a substitute in the higher class shall be considered as having been served in the lower class for purposes of compensation, sick leave, vacation, and promotion.~~

Comment [GD7]: The language is being recommended for deletion because a substitute employee does not have layoff rights. A permanent employee substituting in a position temporarily, would simply be returned to his/her former position in which they hold permanent status, if the position is no longer needed. The position that is no longer needed would be abolished.

- D. **DEMOTION FOLLOWING LAYOFF.** Following layoff, a permanent or probationary employees may elect demotion to any classification with the same or a lower maximum salary in which he had previously served under a permanent or probationary appointment and in which he holds seniority rights greater than those of the incumbent. Any employee replaced by such a demotion shall have the same option of demotion afforded by this rule as if his position had been abolished.

~~An employee who is laid off may elect demotion to a lower classification in which he had not served in a permanent or probationary appointment and in which he holds seniority rights greater than those of the incumbent. Any employee replaced by such a demotion shall have the same option of demotion afforded by this rule as if his position had been abolished.~~

Comment [GD8]: An employee who has never held status in a class may not bump a person who holds status in the class. The current language contradicts the education code and is not the Personnel Commission practice.

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

9.3 REEMPLOYMENT

- A. **PROVISIONAL OR LIMITED TERM EMPLOYEES.** Provisional or limited term employees whose services have been discontinued because of lack of work or lack of funds, shall hold no reemployment rights.
- B. **PERMANENT EMPLOYEES.** Permanent and probationary employees laid off because of lack of work or lack of funds, shall be placed upon a reemployment list in an order or rank determined by seniority computed in accordance with provisions of Rule 9.2.B. No

probationary employee shall be reemployed at a time when a permanent employee is upon the reemployment list. Persons whose names are placed upon reemployment lists shall retain their rights to reemployment for a period of thirty-nine months, except as indicated in Education Code Section 45298 from the date of layoff or demotion.

- C. **REEMPLOYMENT IN LOWER CLASS.** An employee on a reemployment list may be reemployed in a position in a related lower class, without further competitive examination, over other candidates on the open or promotional eligibility list as a permanent, probationary or limited term employee providing he is physically able to perform the duties. Such candidates shall not have rights over candidates on the class reemployment list. If reemployed as a permanent employee, it shall be with the same seniority, accumulated sick leave, eligibility for vacation allowance and other privileges which he had acquired at the time of layoff and at the same step in the salary range as he would have been entitled to at the time of layoff provided that the maximum salary step for his class is not exceeded.
- D. **COMPENSATION AFTER REEMPLOYMENT.** If there has been a break in service following layoff, reemployment shall be at the same step in the salary range received at the time of layoff. The employee shall have the same seniority, accumulative sick leave, eligibility for vacation, and other privileges which he had acquired at the time of layoff.

~~If there has not been a break in service following layoff, the employee shall retain his anniversary date and be credited with time served in a lower class or classes since layoff for salary advancement purposes, and for accumulative sick leave and vacation earnings. Time served in lower classes following layoff shall be credited only in those classes for seniority in class purposes. Upon reemployment, the employee shall resume the seniority credit in the class in which reemployed that was credited at the time of layoff.~~

Comment [GD9]: This language is included in 9.2 B, Computation of Seniority in a clearer format.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
 Recommendations

PAGES: 8.3.1- 8.3.5

Date: October 3, 2013

Reason for
Consideration: Action

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

REVISION TO A CLASS SPECIFICATION

PAGE

Head Start Parent Aide (R)

2



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

September 25, 2013

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to Head Start Parent Aide (R)

Background and Findings

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

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

Since the passage of the new standards, Parent Aides wishing to work in a classroom-based assignment would be required to meet these teaching assistant standards and would therefore qualify for the Head Start Instructional Aide classification. Prior to the passage of these standards Parent Aides wishing to be considered for classroom-based assignments had to provide proof of completion of six Early Childhood Education (ECE) units at time of application. Applicants not providing proof of completion of these units were only eligible for clerical positions outside of a classroom.

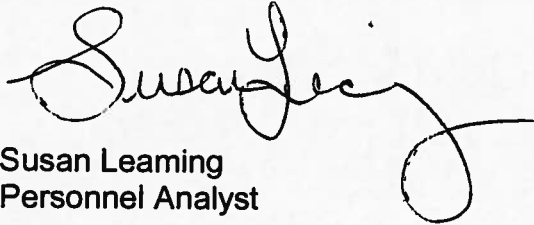
Staff has modified the Head Start Parent Aide description to remove references regarding assisting with the instruction of children, instead focusing on general clerical work outside of a classroom. Since incumbents can no longer work in a classroom, there will now be less Parent Aide positions available. Therefore, Head Start management recommends reducing the number of years an incumbent may work in a position from five years to three in order to free up positions so other parents may become eligible to participate in the program.

Recommendations

Staff recommends the Personnel Commission:

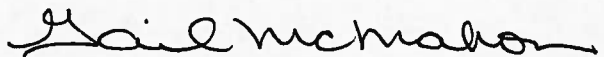
1. Adopt the revised class specification for Head Start Parent Aide (R)

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.
Executive Officer



PERSONNEL COMMISSION

Class Code: 0382
Salary Range: 01 (C1)

HEAD START PARENT AIDE (RESTRICTED)

JOB SUMMARY

Under immediate supervision, ~~to~~ participate in the educational, professional development training, and general clerical support activities of the Head Start Program; perform related duties as assigned ~~and to do related work as required.~~

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Greet and assist visitors, answer telephones and direct calls to appropriate personnel; provide information to others regarding the Head Start program; assist parents with completing various forms. E
- Assist in filing, sorting mail, entering computerized data, filling out forms, duplicating materials, and in the arrangement and coordination of meetings and field trips. E
- Prepare, duplicate, organize and set up materials such displays, flyers, Head Start procedures and related forms. E
- Perform incidental housekeeping tasks such as arranging objects, putting things away, cleaning tables, chairs, work or play areas, toys, or indoor and outdoor equipment. E
- Assist with the supervision of children during a variety of indoor and classroom, outdoor activities including parent meetings, playground games, meal/snack times and off-campus field trips; playground, nutrition, and related off-campus activities such as field trips, to direct studentschildren into safe activities and relationships. E
- ~~Perform incidental house keeping tasks such as arranging objects, putting things away, cleaning tables, chairs, work or play areas, toys, or indoor and outdoor equipment. E~~
- Render personal service care to studentschildren, such as toileting, diapering, undressing, and washing of studentschildren with parental consent. E
- ~~Refer parents, visitors, or observers to teacher. E~~
- ~~Actively and enthusiastically participate in the programs instructional component. E~~
- ~~Prepare, organize and/or duplicate instructional materials, such as daily arts and crafts, connect the dot graphics, student printing worksheets, etc. E~~
- Attend a variety of meetings, workshops and professional development trainings; assist with facilitating parent meetings and trainings; prepare agendas and sign-in sheets, copy handouts and take minutes; post and distribute flyers regarding meetings and trainings. E

A Head Start Parent Aide will be required to attend and participate in professional development training opportunities. A Head Start Parent Aide that does not continue to successfully remain enrolled in and actively participate in the required professional development training program component may be subject to termination.

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

WORKING CONDITIONS

Office, playground and Classroom environment.
Occasional weekend and variable hours.

PHYSICAL DEMANDS

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate standard office, playground, and classroom equipment.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist ~~students~~children.

Lifting and carrying light objects weighing up to 25 pounds.

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

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 8/93

Revised 3/25/04

Revised: 9/20/2007

Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.7

Date: October 3, 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>
School Safety Officer	Dual	14-0028-5014	2
School Support Secretary	Promotional	14-0029-3361	4
Student Store Assistant	Dual	14-0031-5182	6
Student Store Lead	Dual	14-0030-5176	6



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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/

SCHOOL SAFETY OFFICER – 5014

FINAL FILING DATE: 4:30 p.m., Monday, October 14, 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	\$28.09	\$27.49	\$29.01	\$30.62

JOB INFORMATION:

Full time, 100% 12 months position. The current vacancy is located in School Safety & Emergency Preparedness. Eligibility list is being created to fill future 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.

Note: Before being considered for employment, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

JOB SUMMARY: A School Safety Officer, in uniform and armed, is on patrol throughout the District on or near District sites to provide security for and prevent crime against students, faculty, staff and District property. An incumbent acquires sensitivity to and awareness of the behavior and perceptions of adolescents in communicating and enforcing school District rules and regulations and California codes. In addition to routine patrol in the District, an incumbent works closely with site administrators by assisting with calming individual or groups of unruly students or parents and responding to emergency calls from sites; and performs related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING:

Equivalent to graduation from high school. Graduation from or enrollment in a Police Officers Standard and Training (P.O.S.T.) basic academy is required. Successful completion one year from the date of appointment to the position is required. Possession of an Associate of Arts degree, or equivalent (60 units), with a major in Administration of Justice, Business, or Public Administration is desirable. Must provide proof of graduation from or current enrollment in a Police Officers Standard and Training (P.O.S.T.). **A copy must be attached to your application.**

EXPERIENCE:

Security work in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Previous experience working with adolescents is highly desirable.

OR

One year as a Campus Security Officer, School Safety/Security Specialist, or Gang Intervention Specialist in the Long Beach Unified School District.

SPECIAL:

(1) Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation. (2) Possession of a valid Class C California Driver's License is required at time of appointment. (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 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) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range. (5) Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and graveyard shifts. (6) American Red Cross standard first aid and cardio-pulmonary resuscitation certification. (7) Some positions in this class may require the ability to communicate effectively in a language other than English. Selective certification in accordance with the Education Code to meet these requirements may be effected. (8) 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:

Visual field and depth and color. Hearing and speaking to exchange information in person and on the telephone. Seeing to read, prepare and proofread documents and perform assigned duties. Sitting and standing for extended periods of time. Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment. Lifting objects weighing up to 50 pounds. Agility and strength to make apprehensions and to protect self from attack.

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 14-0028-5014 EE
Dual Examination

Maria Braunstein

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

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

Guidelines:

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

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

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

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



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Classified Promotional Opportunity

APPLY TO:

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

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

SCHOOL SUPPORT SECRETARY - 3361

Final Filing Date: 4:30 p.m., Monday, October 7, 2013

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

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:

12 months, 100% FTE position. The current vacancy is located at Polytechnic High School.

APPLICATION:

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

JOB SUMMARY: Under the direction of a Principal, Co-Principal, Assistant Principal or assigned supervisor, provide secretarial and clerical support related to the functions and activities of an assigned high school, K-8 school, special school or school-based program involving frequent and responsible contact with students, staff and the public; 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:

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 at the time of appointment. (2) May be required to travel from one school location to another. (3) **SELF-CERTIFICATION:** 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. 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.

Maria Braunstein

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) 435-570

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission

STUDENT STORE LEAD - 5182

STUDENT STORE ASSISTANT - 5176

Final Filing Date: 4:30 p.m., Tuesday October 8, 2013.

JOB INFORMATION:

Student Store Lead: 60% 217 day flex position, located at Cabrillo High School.
Student Store Assistant: Eligibility list is being created to fill future vacancies as they occur.

APPLICATION:

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

STUDENT STORE LEAD - 5182

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$2,851	\$3,008	\$3,173	\$3,347	\$3,531
HOURLY:	\$16.45	\$17.34	\$18.31	\$19.33	\$20.37

JOB SUMMARY: Under direct supervision, organize, oversee and lead the purchasing inventory, storage, sales and daily operations of a student store; maintain student store facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to assigned staff and student workers; perform related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING:

Graduation from high school. College level course work in retail management, accounting or leadership/supervision is highly preferred.

EXPERIENCE:

Two years of retail sales experience involving cashiering and related record-keeping and some experience in a lead or supervisory capacity.

WORKING ENVIRONMENT:

Student store environment. Subject to heat from ovens and cold from refrigerators or freezers. Subject to open doors and service windows. Exposure to cleaning chemicals and fumes. Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Standing, sitting and walking for extended periods of time. Hearing and speaking to exchange information. Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds. Dexterity of hands and fingers to operate student store equipment. Reaching overhead, above the shoulders and horizontally. Bending at the waist, kneeling or crouching. Seeing to observe student store operations and count money.

SPECIAL:

(1) A valid Certified Food Protection Manager certificate issued by an authorized agency at time of appointment. (2) Positions in this classification require use of a personal automobile and the possession of a valid California Class C 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.

STUDENT STORE ASSISTANT - 5176

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$2,294	\$2,421	\$2,553	\$2,693	\$2,842
HOURLY:	\$13.23	\$13.97	\$14.73	\$15.54	\$16.40

JOB SUMMARY: Under direct supervision, assist in the purchasing, inventory, storage, sales and daily operations of a student store; participate in the oversight of student workers involved in the sale of food, beverages, school supplies, clothing, novelties, and other items; perform related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING:

Graduation from high school or equivalent is required. College level course work in retail management, accounting or leadership/supervision is desirable.

EXPERIENCE:

Six months of retail sales experience involving cashiering. Experience in a lead or supervisory capacity is desirable.

WORKING ENVIRONMENT:

Student store environment. Subject to heat from ovens and cold from refrigerators or freezers. Subject to open doors and service windows. Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS:

Standing, sitting and walking for extended periods of time. Hearing and speaking to exchange information. Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds. Dexterity of hands and fingers to operate student store equipment. Reaching overhead, above the shoulders and horizontally. Bending at the waist, kneeling or crouching. Seeing to observe student store operations and count money.

SPECIAL:

(1) A valid Food Handler's certificate issued by an authorized agency is desirable. (2) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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 VI/MERIT SYSTEM EMPLOYER

LBUSD Employees, please see reverse side for important information

Dual Exam 14-0030-5176 EE

Dual Exam 14-0031-5182 EE

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

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: October 3, 2013

Reason for
Consideration: Restricted Action

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

Landscape Irrigation Worker

Promotional

14-0013-0617

List Valid: 09/30/13 – 09/30/14

Total applications received: 11

Total invited to exam: 8

No. Passed: 1 No. Failed: 7

No. Withdrew: 0 No. Screened Out:

CERTIFIED TO BE CORRECT: *Sail Mema* DATE: 9-25-13