



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

June 6, 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 May 23, 2013

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per
Education Code 45246

Action

8.2 Revisions to the Rules and Regulations of the
Classified Service, Chapter VI (Second Reading with New Changes) Discussion

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

8.5 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 meeting of the Personnel Commission will be held on June 20, 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 May 23, 2013

PAGES: 7.1.1 – 7.1.6

Date: June 6, 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, Ed.D., 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
Anne Follett, Human Resources Technician
Ericka Emery, Human Resources Technician
Esther Martinez, Human Resources Assistant
Jan Medford, Human Resources Technician
Maria Villalobos, Human Resources Technician
Shelley Scott, Human Resources Technician
Silaue Taeleifi, Human Resources Technician
Susan Brister, Human Resources Technician
Tammie Hirth, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President and Juan Garcia, CSEA Chief Job Steward.

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

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QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE EXECUTIVE OFFICER

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Gail McMahon, Executive Officer, reported the Classified Employee Celebration held on Friday, May 17th was a success as it was attended by over 500 employees. She thanked the team that worked to put on the event.

Ms. McMahon also reported she had the opportunity to participate in the CSEA sponsored ACE (Appreciating Classified Employees) event on May 20th which paired an administrator with a classified employee for the day. Ms. McMahon shadowed Maria Vera, Intermediate Office Assistant – Schools at Stephens in her day to day activities. Ms. McMahon stated she gained a new outlook on the skills needed to work at a school site. Staff was not only performing their routine clerical assignments but also assisting in other areas. This opportunity provided insight on how we can continue to update and revise examinations to meet the needs of the site.

Ms. McMahon informed the Commission the pre-hearing conference previously postponed has been scheduled for June 10, 2013.

Personnel Analyst, Marilyn Balmer, reported she worked closely with several principals in developing a new High School Office Supervisor examination. Ms. Balmer stated she was able to incorporate some of the feedback from Ms. McMahon's visit to Stephens into the examination. She also reported on current recruitment activities; approximately 500 applications were received for Custodian and the Executive Secretary recruitment will be opening in the next few weeks in anticipation of a retirement in August.

Susan Learning, Personnel Analyst reported 108 employees attended CPR and First Aid training last week. The majority of employees attending were Instructional Aide – Specials. Ms. Learning provided an update on the Student Services Job Family study, reporting she has submitted the revised job descriptions to administrators for their review. Once that phase is completed she will forward the descriptions to the employees, followed by CSEA for review and then they will go before the Commission for approval.

Dale Culton, Certification Services Manager, informed the Commission he served as a rater on mock interviews for AVID (Advancement Via Individual Determination) students at Wilson High School. The interviews are an opportunity for the students to receive feedback on their strengths and weaknesses in interviews and on their resumes.

Mary Cates, Human Resources Supervisor, updated the Commission on the status of Summer School assignments reporting a goal has been set for the first week of June to have summer school assignments distributed. She also reported notifications have been sent to employees who are not eligible to work summer school. Chairperson Vaughan asked for clarification on the letter to the applicants not eligible to work summer school due to unsatisfactory evaluation? Ms. Cates responded, the letter informs the individual they have not met the requirements of satisfactory employment, therefore, they do not qualify to work summer school as indicated in the classified employee contract.

MINUTES

MINUTES

The Commission approved the minutes of the May 9, 2013 Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion. The motion was carried and approved.

MEETING DATES OF THE PERSONNEL COMMISSION FOR 2013 – 2014

MEETING DATES OF THE PERSONNEL COMMISSION FOR 2013 - 2014

It was moved by Vice-Chairperson Lewis to open the item for discussion and seconded by Commissioner Ulaszewski. Chairperson Vaughan asked if the dates from Option 1 and Option 2 can be mixed and matched. Commissioner Ulaszewski suggested Option 2 be approved and dates can be cancelled or changed as they approach if necessary. Commissioner Ulaszewski moved to approve Option 2. Vice-Chairperson Lewis seconded the motion. The motion was approved.

Dates for the 2013-2014 Personnel Commission meetings. All meetings are held on Thursdays at 8:15 a.m. at the Personnel Commission Office.

Option 2

2013

July 11

July 25

August 8

August 22

September 5

September 19

October 3

October 17

October 31

November 14

November 28 (Holiday)

December 12

December 26

2014

January 9

January 23

February 6

February 20

March 6

March 20

April 3

April 17

May 1

May 15

May 29

June 12

June 26

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Executive Officer McMahon presented the first reading of the revision to Chapter VI of the Rules and Regulations of the Classified Service. Commissioner Ulaszewski moved the item for discussion. Vice-Chairperson Lewis seconded the motion. Commissioner Ulaszewski asked for clarification on the order of lists on page 3. Executive Officer McMahon stated clarification will be added. Ms. McMahon noted a correction to 6.2.A paragraph 3 stating the wording should include "not" and should read, *An offer of limited term employment will not affect...*, and will be corrected for the second reading. Commissioner Lewis asked when a person waives their rights to a position as stated under 6.2.A, we ask why? Dale Culton, Certification Services Manager said we do not ask but the majority of the time the employees share the information. A second reading and action is scheduled for June 6, 2013.

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. Executive Officer McMahon requested the Administrative Secretary list be pulled from the agenda. Commissioner Ulaszewski moved for approval of the lists not including the Administrative Secretary. The motion was seconded by Vice-Chairperson Lewis. The following eligibility lists were approved.

Instructional Aide – Special

Open/Continuous 13-0084-0448

List Valid: 05/16/13 -05/16/14

Total applications received: 106

Total invited to exam: 76

No. Passed: 23 No. Failed: 15 No. Withdrew: 38 No. Screened Out: 30

Intermediate Nutrition Services Worker Dual

13-0056-5058

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

Total applications received: 270

Total invited to exam: 175

No. Passed: 103 No. Failed: 29 No. Withdrew: 43 No. Screened Out: 95

Intermediate Payroll Accounting Technician

Dual 13-0069-0756

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

Total applications received: 113

Total invited to exam: 70

No. Passed: 21 No. Failed: 20 No. Withdrew: 29 No. Screened Out: 43

Plumber

Dual 13-0080-0242

List Valid: 05/10/13 -05/10/14

Total applications received: 63

Total invited to exam: 42

No. Passed: 5 No. Failed: 23 No. Withdrew: 14 No. Screened Out: 21

EXTEND ELIGIBILITY LISTS

Student Evaluation Technician – BI Spanish

Dual 12-0041-0483

Extended list expiration date: 05/04/14

Extend list period: 1 year

Total candidates on list: 8

No. of Candidates Extended: 5 No. of waivers or removals: 2

OTHER ITEMS

OTHER ITEMS

Commissioner Ulaszewski reported on several LBUSD activities he has participated in over the last week. Beginning with Classified Employee Celebration event on Friday, giving kudos to everyone on the planning committee and stating it was a great event. Next, Commissioner Ulaszewski stated he, Chairperson Vaughan and recently retired Commissioner Mulkey, attended the Science Fair on Saturday, which had over 1,000 student projects which qualified to show at the event. He said the projects were very interesting and he enjoyed the event. Chairperson Vaughan reviewed the projects of elementary students and said they were great. The Commissioners stated they wish to participate again next year.

Commissioner Ulaszewski invited Valeeta Pharr, CSEA Chapter 2 President to speak about the ACE event on Monday. Ms. Pharr said there were 14 pairings of District Administrators and classified employees. This year was LBUSD's first time participating in the ACE event and it was a huge success. Superintendent Steinhauser shadowed an employee at Nutrition Services and had the opportunity to prepare many items. All who participated said they were very pleased with the opportunity.

On Tuesday, Commissioner Ulaszewski attended the Board of Education meeting where Jason Church was recognized as the 2013 Classified Employee of the Year. Finally, on Wednesday, Mr. Ulaszewski attended the Most Inspiring Students Award dinner which celebrates students who have beaten the odds.

Juan Garcia, CSEA Chief Job Steward, commented he also was a judge at the Science Fair and was teamed up with Chairperson Vaughan. He spoke about what a pleasure it was to work with Ms. Vaughan and he too looks forward to participating in the event next year.

PRESENTATION OF PERSONNEL COMMISSION EMPLOYEE OF THE YEAR

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Ms. McMahon explained Personnel Commission has a Staff Recognition Award Program that provides staff members the opportunity to receive recognition for their commitment to excellence, exemplary service

Ms. McMahon announced: Jan Medford, Human Resources Technician, as the recipient of the 2013 Personnel Commission Classified Employee of the Year award. Ms. McMahon spoke at length about Ms. Medford's work and accomplishments on the sub desk, describing it as the "911" desk responding to emergencies and putting out fires to make sure each site is fully staffed each day. She stated Ms. Medford receives numerous accolades from sites and employees regarding her assistance.

Commissioners Vaughan, Lewis and Ulaszewski along with Ms. McMahon, presented the Personnel Commission Employee of the Year award to Ms. Medford.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 6, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:07 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Signature on File

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
Recommendations

PAGES: 8.1.1 – 8.1.7

Date: June 6, 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.

CREATE A NEW CLASSIFICATION

PAGE

Energy Conservation Specialist,
Salary Range 31 (C2)

2



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

May 20, 2013

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of New Classification – Energy Conservation Specialist

Background and Findings

In 2002 the District contracted with Energy Education Inc. to implement an energy conservation program aimed at researching, measuring and reducing the usage of electricity, gas and water. As part of this contract, the classification of Energy Conservation Manager was created and two Energy Conservation Managers were hired in January 2003 to oversee the development and implementation of the new program. The program has been a success, saving the District \$29.1 million over a period of eight years. In December 2011 all of LBUSD's 84 schools earned Energy Star certification by the U.S. Department of Energy and the Environmental Protection Agency.

In December 2012 one of the Energy Conservation Managers retired. Since the contract has ended and the program is in place, Maintenance management does not believe there is still a need to continue to have a structure of two managers with oversight for the program. The proposed classification of Energy Conservation Specialist will not have responsibility for oversight, development and management of the program but will instead monitor and implement the energy management program, compile program data and provide assistance and recommendations to sites and offices regarding energy consumption. The Energy Conservation Specialist will report to the existing Energy Conservation Manager.

Salary Placement

For salary comparison purposes, local school districts typically used for job family salary surveys were surveyed for compensation comparison however, the results of the survey did not provide a clear guideline for salary placement.

Staff next looked at internal relationships between the proposed classification and other existing classifications within the District's Maintenance job family. The highest level journey-level trades such as Electrician, Air Conditioning and Refrigeration Technician, HVAC Technician and Plumber are placed at salary range 34 (C2). While the proposed Energy

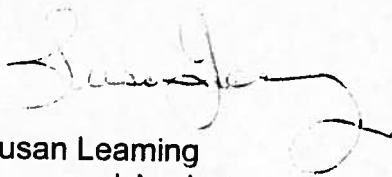
Conservation Specialist class requires a bachelor's degree or a minimum of two years of higher education with additional experience substituting for the degree, it does not rise to the level of the higher journey-level trades and no apprenticeship is required. Next staff looked at the trade classifications at salary range 31 (C2) specifically the Environmental Health and Safety Technician and the Pest Control Technician. Both of these classifications require specialized knowledge and education/training but are placed a range equal to the lower-level trades such as Carpenter, Locksmith, Plasterer and Tool Sharpener. Therefore salary placement at range 31 (C2) appears appropriate based on these internal relationships.

Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Energy Conservation Specialist
2. Allocate the Energy Conservation Specialist classification to salary range 31 (C2)

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.
Executive Officer



PERSONNEL COMMISSION

Class Code: XXXX
Salary Range: 31 (C2)

ENERGY CONSERVATION SPECIALIST

JOB SUMMARY

Under direction, monitor and implement the energy management program of the District including energy consumption and assisting in the development of measures of accountability; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Monitor and implement the energy management program of the District including energy consumption and assisting in the development of measures of accountability. **E**
- Conduct walk-throughs of District facilities to analyze and audit the operation of energy systems; meet with school administrators and plant supervisors to assist with the implementation of energy saving practices and measures such as reading meters on the same date as utility companies; provide feedback to site personnel on the facilities' energy consumption and load management. **E**
- Implement energy savings and cost savings for sites such as summer shutdowns, setback program for weeknights, weekends, holidays and other periods of site inactivity. **E**
- Participate in developing methods to communicate and publicize energy conservation to District employees and students through special meetings, site visits, media opportunities and bulletins. **E**
- Advise and provide recommendations regarding available energy saving measures and alternate energy sources to administrators, maintenance and facility planning personnel. **E**
- Provide energy conservation input on capital projects and purchase of products and materials affecting energy consumption. **E**
- Estimate efficient energy utilization for District facilities and sites. **E**
- Participate in the preparation and maintenance of records on District energy and water consumption; maintain records of federal energy grants received by the District; assure that the District participates in available rebate programs. **E**
- Communicate with federal and state agencies regulating and overseeing energy consumption; monitor state and national energy policy trends. **E**
- Assure the District is on the appropriate utility rate schedule and utility billings are correct. **E**

- Advise and assist facility planning and maintenance personnel on the installation, repair and operation of energy equipment and systems including computerized energy management systems. *E*
- Prepare reports on energy conservation program status and activities; compile data and prepare charts, graphs and make recommendations based on findings. *E*
- Operate a variety of office equipment including a computer and assigned software such as energy management software; drive a District vehicle to conduct work. *E*
- Attend in-services regarding energy management and conservation. *E*
- Report safety hazards observed at sites to maintenance branch personnel. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Energy Conservation Specialist analyzes energy systems and District energy consumption. An incumbent monitors, implements and encourages a program of energy conservation that District staff and students can understand and practice in their daily activities. An incumbent works closely with and advises District facility planning and maintenance personnel on energy system replacement and installation. An incumbent communicates with personnel at all levels in the District to promote and encourage energy awareness across the District.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, objectives, practices and organization of an energy conservation program.

Working knowledge of the operations and structure of energy systems.

Methods used in energy conservation audits.

Load management technologies.

Laws, ordinances and regulations governing energy utilization.

General techniques of data analysis and report preparation.

Office equipment including a computer and assigned energy conservation management software.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Ability to:

Monitor, implement and encourage a program of energy conservation.

Conduct audits of District facilities to analyze the operation of energy systems.

Provide recommendations regarding available energy saving measures and alternate energy sources.

Interpret, apply and explain laws, codes and regulations related to energy conservation.
Implement energy savings and cost savings procedures.
Compile statistical data and prepare tables, charts and graphs.
Analyze energy and water consumption data.
Perform mathematical calculations such as addition, subtraction, multiplication, and division using a calculator to calculate loads.
Conduct meetings and make effective presentations.
Prepare clear and concise reports and make recommendations.
Adjust to changing priorities.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate office equipment including a computer and assigned energy conservation management software.
Work independently with little direction.
Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in energy management, social sciences, business administration, public administration or a related field.

Experience:

One year of experience participating in the coordination or implementation of an energy conservation program and related activities.

Two years of additional energy conservation experience may be substituted for two years of the required education.

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

SPECIAL REQUIREMENTS

Possession of a valid California Class C Driver's License is required at the time of appointment.

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.

An incumbent will be required to work an irregular schedule that includes early and late hours, weekends and holidays.

WORKING ENVIRONMENT

Indoors: offices, classrooms, auditoriums, school plant facilities and laboratories.
Outdoors at school sites at storage areas and building exteriors.
Drive a District vehicle to conduct site visits.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
Seeing to review and analyze reports, documents or other records.
Hearing and speaking to exchange information in person, deliver oral presentations or communicate on the telephone.
Climbing stairs and ramps.
Walking or standing for extended periods of time.
Sitting for extended periods of time.

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 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:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

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

PAGES: 8.2.1- 8.2.10

Date: June 6, 2013

Reason for
Consideration: 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 of the Commission.

REVISION OF RULES AND REGULATIONS

PAGE

Chapter VI (Second Reading with New Changes)

2

CHAPTER VI CERTIFICATION AND APPOINTMENT

6.1 ORDER OF PRECEDENCE IN CERTIFICATION TO FILL VACANCIES

A. ORDER OF LISTS. Except as provided in Rule 6.9, eligibles shall be certified from eligibility lists for the classes in which vacancies occur who are ready and willing to accept the appointment in the following order until each list is exhausted:

1. Class reemployment list.
2. Class promotional list or from either open competitive or promotional lists when the examinations have been held simultaneously under dual certification procedures.
3. Class open list.
4. Eligibles who possess the qualifications required for the vacant position and standing highest on the most appropriate eligibility list in the following order:
 - a. Appropriate reemployment list.
 - b. Appropriate promotional list.
 - c. Appropriate open list.

Reference: California Education Code 45272

B. AVAILABILITY OF ELIGIBLES

1. An eligible on a list for an administrative, executive, professional, or technical class shall be considered "ready and willing" if he/she is:
 - a. Willing and able to report for a job interview within 14 working days from the date the availability letter is mailed or the telephone contact made, and is
 - b. Willing and able to report for work within one month from the date he/she is selected for the job, and is
 - c. Willing and able to report for fingerprint processing within two (2) working days from the date of notification, unless an alternative time frame is requested by the eligible and set by the district, and is
 - d. Willing and able to promptly submit and complete all required employment processing and documents within ten working days from the

date of notification, unless an alternative time frame is requested by the eligible and set by the district.

2. An eligible on any list for any other class shall be considered "ready and willing" if he/she is:
 - a. Willing and able, by the third working day from the date of notification to appear for an interview within the next two working days, or
 - b. Willing and able to report for work within 14 days from the date he/she is selected for and has obtained the required clearances to start the job.
 - c. Willing and able to report for fingerprint processing within two (2) working days from the date of notification, unless an alternative time frame is requested by the eligible and set by the district.
 - d. Willing and able to promptly submit and complete all required employment processing and documents within ten working days from the date of notification, unless an alternative time frame is requested by the eligible and set by the district.
3. Setting a start date:
 - a. A selected eligible new to the district, who otherwise meets the requirements of this rule, and who has met all of the documentation/physical requirements/other requirements, shall be given a probationary assignment start date within his/her assigned calendar effective the first available date following election by the Board of Education, or as otherwise authorized or required by the district.
 - b. A selected promotional eligible, who otherwise meets the requirements of this rule, shall be given a promotional assignment start date not later than the first working day that is two weeks from the date the offer is made and accepted, or two weeks from the date all documentation/ physical requirements/other requirements are completely met, whichever is the latter, or as otherwise authorized or required by the district.
 - c. A selected transfer eligible, who otherwise meets the requirements of this rule, shall be given a transfer assignment start date not later than the first working day that is two weeks from the date the offer is made and accepted, or two weeks from the date all documentation/ physical requirements/other requirements are met, whichever is the latter, or as otherwise authorized or required by the district.
 - d. A selected eligible from any other list, who otherwise meets the requirements of this rule, shall be given a start date not later than the first

working day that is two weeks from the date the offer is made and accepted, or two weeks from the date all documentation/physical requirements/other requirements are met, whichever is the latter, or as otherwise authorized or required by the district.

C. ELIGIBLES

1. Number of eligible candidates to be certified.

The Personnel Commission staff shall certify the names of the first three ranks of eligibles on an eligibility list as well as all applicants for transfer or change of location who have been determined to be available.

2. Number of eligible candidates to be interviewed.

When there are three (3) or fewer than three (3) District promotional candidates within the first three (3) ranks on an eligibility list, each District promotional candidate will be interviewed. When there are more than three (3) District promotional candidates within the first three (3) ranks on an eligibility list, the person responsible for filling the position will select at least ~~three~~ **five (5)** District promotional candidates to be interviewed.

Comment [AA1]: Modifying as a result of contract language.

For Transfers, when there are fewer than three (3) transfer requests on the eligibility list, each employee requesting a transfer will be interviewed for the available position. When there are more than three (3) transfer requests on the eligibility list, the person responsible for filling the position will select at least three (3) employees requesting a transfer to be interviewed.

Comment [AA2]: Modifying as a result of contract language.

3. When a manager is interviewing concurrently to fill more than one vacant position in the same classification, a single interview of a candidate shall fulfill the requirements of interviewing for all such positions.
4. A manager shall not be required to interview a candidate again if that manager has interviewed that candidate for another vacant position in the same classification within the previous ~~sixty~~ **ninety (90)** calendar days.

Comment [AA3]: Modifying as a result of contract language.

- D. SELECTIVE CERTIFICATION DURING HIRING FREEZE.** When a freeze in classified hiring is imposed by the district because of financial difficulties, or prospective financial difficulties, for at least a three month or longer duration, the district may elect to request up to the first three ranks only of promotional eligible candidates be certified from an existing eligibility list, regardless of the fact the bulletin for the exam announced that it would result in a dual certified list. Selection and appointment from the first three ranks of such certified eligible candidates remains at the discretion of the board of education only until the freeze is terminated, at which time the original status of the list shall be restored in accordance with the rules.

E. DESIGNATION OF ADMINISTRATIVE, EXECUTIVE, PROFESSIONAL, OR TECHNICAL CLASSES. Classes will be designated by the Commission as administrative, executive, professional, or technical based on one or more of the following criteria:

1. Classes requiring specialized skills customarily acquired by means of a combination of specialized formal training and experience.
2. Classes requiring the application of principles or theories customarily acquired by means of a specialized course of study in an institution of higher education.
3. Classes whose work is predominately intellectual in nature and the required knowledges are customarily acquired by means of a minimum of bachelor's degree.
4. Classes whose primary duties and responsibilities consist of the administration or management of major organizational units.

Recognizing that other state and federal laws require definitions of these categories within contexts other than certification and duty statement development, the Personnel Commission intends that the designation of individual classes as administrative, executive, professional or technical classes is for clarification and descriptive purposes only and does not necessarily establish any precedent in defining these kinds of classes.

6.2 WITHHOLDING NAMES FROM ELIGIBILITY LISTS AND FROM CERTIFICATION (REFUSAL OF APPOINTMENT)

A. WAIVER OF OFFER OF APPOINTMENT. A person on a reemployment or eligibility list may decline two offers of permanent appointments without affecting his status on the list. A third refusal results in removing the eligible's name on the eligibility list.

Failure to respond within three days to a communication involving a possible permanent appointment may result in withholding certification of an eligible. Failure to appear for a scheduled interview shall be considered an individual waiver.

An offer of limited term employment will not affect adversely the right of any person on a reemployment or eligibility list to certification to a permanent position.

Any position which may continue for more than six months is deemed to be a permanent position under this rule.

B. VOLUNTARY WITHDRAWAL OF NAME FROM ACTIVE LIST. An eligible may at any time have his name temporarily withdrawn from the eligibility list and placed upon an inactive list upon giving in writing reasons satisfactory to the Commission, and his name may be restored to the eligibility list at the discretion of the Commission upon written application of the eligible during the period of his eligibility.

6.3 RETURN OF EMPLOYEE TO ANOTHER CLASS

Upon recommendation of a division or department level administrator, and with the approval of the Commission, a regular employee who formerly had permanent status in a classification that is higher than that to which currently assigned may be reinstated to an existing vacant position of his/her former higher class by the governing board within 39 months after his/her last day of paid service in that class, without competitive examination, unless the previous status in the classification was lost through separation from service or demotion as a result of misconduct or inefficiency. No such appointment shall be made if a reemployment list exists for the class in which the vacancy exists.

Voluntary request for reduction in class in line of promotion, especially if the employee has not had prior regular service in a specific lower classification, must be supported by a written statement giving the reasons for the request.

6.4 DUAL CERTIFICATION PROCEDURE

When dual certification has been authorized by the commission as provided in Education Code Section 45284, eligibles on the open competitive list whose final scores in the examination, without preferential credits, exceeds the comparable **total** final score of the highest available eligible on the promotional list, ~~plus seniority credit not exceeding 5 points for 20 years of service (i.e. .25 point for each year of service)~~, shall be certified for appointment before the promotional eligibility list is exhausted. Certification from the eligibility list shall be from the first three ranks who are willing and ready to accept the position.

Comment [AA4]: Modified to include seniority, professional growth and attendance points.

Reference: California Education Code 45284

6.5 SPECIAL CERTIFICATION NEEDS

The appointing authority shall notify the Executive Officer of any special certification needs such as when another language or driver's license is needed. Upon approval, ~~the personnel~~ staff shall certify the three ranks of eligibles with the highest standing on the eligibility list and all candidates for transfer or change of location, who possess such qualifications and who have been determined to be available in accordance with Rule 6.1.B, and where bilingual skill is the requirement, have satisfactorily demonstrated the required language proficiency.

Reference: California Education Code 45277 and 45277.5

6.6 NOTIFICATION OF CHANGE OF ADDRESS

Every person who has been placed upon any eligibility list, or who has been placed upon any reemployment list, shall promptly and in writing file with the Commission his correct mailing address and place of residence, and this shall be the place to which the Commission or staff shall direct all notices.

Failure or neglect on the part of any such person to file such information with regard to this address or with regard to any change thereof, may, at the discretion of the Commission, operate as a waiver of his order of certification and/or appointment from any such list, or lists.

6.7 EMPLOYMENT BY ACTION OF BOARD OF EDUCATION

- A. APPOINTMENT BY BOARD.** Employment of personnel shall be from eligibility lists by action of the Board of Education.
- B. REPORT OF APPOINTMENT FROM CERTIFICATION.** Whenever an eligible is elected, it shall be the duty of the Board of Education, through its proper agent, to make immediate report in writing to the ~~Personnel Director~~ Executive Officer of said appointment or election.

6.8 EMPLOYMENT OF RETIRED CLASSIFIED EMPLOYEE

- A. LIMITATION ON EMPLOYMENT.** No person may be employed in school employment while he or she is receiving a retirement allowance under any retirement system by reason of prior school employment, except as permitted by Education Code 45134 or appropriate sections of the Government Code. Before employment actions are taken, both the prospective employee and the employer's staff representative should review carefully the retirement status of the prospective employee and applicable Government Code sections which describe lawful post PERS retirement in order to avoid the monetary penalties prescribed for unlawful post PERS retirement employment which may be applicable to each of the parties.
- B. CLASSIFICATION.** Employment under the provisions of this section may be in any classification for which the retired employee meets the qualifications established for the classification and shall be in accordance with the provisions of Education Code Section 45272.
- C. COMPENSATION.** A retired classified employee of the district employed under this section in a classification in which he worked as a district employee or in a lower related classification shall not exceed the maximum for the classification to which appointment is made.

A retired member of the Public Employees Retirement System who was not a district employee at the time of retirement shall be paid the same as a newly hired eligible employee.

No additional rights or benefits shall be extended with respect to such employment other than compensation as provided above.

- D. NOTIFICATION TO EXECUTIVE OFFICER.** When such employment of retired classified employees is required, the appointing authority shall notify the Executive

Officer in writing naming the retired employee, date of appointment, nature of duties to be performed, and a statement indicating the reasons(s) for said appointment.

- E. PROCESSING FOR EMPLOYMENT. Persons employed for temporary work under this section shall be processed in the same manner as other limited-term employees.

6.9 PROVISIONAL APPOINTMENTS

- A. EMPLOYMENT OF PROVISIONAL EMPLOYEES. Persons who receive provisional appointments must meet the qualification requirements established for the classification in which employed and shall be processed in the same manner as other regular employees.
- B. TERMINATING PROVISIONAL APPOINTMENTS. The service of provisional appointees shall be terminated within fifteen calendar days after the date on which an eligibility list has been established for such position, provided this fifteen-day period does not extend beyond their 90-working-day provisional assignment.

6.10 EMERGENCY APPOINTMENTS

- A. FIFTEEN DAY LIMIT. In the event it should become necessary in time of emergency to fill positions in the classified service to prevent the stoppage of public business, the Board of Education, through its authorized Department Heads may make emergency appointments without reference to eligibility lists for a period not to exceed fifteen working days.

Reference: California Education Code 45290

- B. NOTIFICATION OF EXECUTIVE OFFICER. When such emergency appointments are made, the Board of Education or designee shall notify the Executive Officer in writing naming the appointee or appointees, date of appointment, nature of duties performed and giving a statement justifying the emergency nature of such appointments. Time served under such emergency appointments shall be considered as part of the period permitted under the Education Code for provisional appointments. No salary claim beyond the fifteen day emergency shall be paid for services performed under the emergency appointment until such claim shall have been approved by the Commission.

6.11 SUMMER EMPLOYMENT AND INTERSESSION ASSIGNMENT

- A. APPOINTMENTS. Vacancies due to summer vacation, intersession, or recess and other short-term summer or intersession positions shall be filled, so far as practicable by those regularly employed, but on a less than 12-month basis, provided:
 - 1. Applicants must meet the qualifications requirements established for the class to which appointment is to be made and be available for assignment during the summer recess and/or intersession recess(es) as specified on the application.

2. Appointments shall be made from appropriate special lists of those eligible employees who make specific application each year by the third Friday in March, unless this date falls during spring recess, in which case the deadline will be the second Friday in March.
 3. In the case of appointment to a class in which the employee is regularly assigned, the order of appointment shall be on the basis of seniority in that class. In the case of appointments in other classes, the order of appointment shall be on the basis of seniority in the district. Permanent employees trained in a specific type of task within a classification in past years may be reemployed for identical service, regardless of their places on summer employment eligibility lists.
- B. **YEAR DEFINED.** Full year, for the purpose of this rule, shall be defined as the lapse of a calendar year during which the employee has continuous status as a permanent employee, regardless of the number of days actually worked.
- C. **SUMMER EMPLOYMENT ELIGIBILITY LISTS.** No person whose last fully resolved service rating is less than satisfactory shall be placed on the list for summer/intersession employment. However, if summer assignments continue to remain vacant after all other applicants have been assigned summer employment, employees who have completed their Improvement Plan and Strategy for Assistance shall be eligible.
- D. **PHYSICAL EXAMINATION.** Applicants for positions involving manual labor may be required to submit to qualifying tests based on the requirements of the positions.
- E. **MINIMUM ASSIGNMENTS.** Appointments to one or more positions in which the combined service equals a minimum of ten working days satisfies the claim of any eligible person whose name has been reached for appointment.
- F. **COMPENSATION.** A regular employee with less than a 12-month assignment who is employed pursuant to this section shall be compensated as follows:
1. If the summer employment is in a class at the same or at a lower salary level, the employee shall receive his current regular rate, but in no event shall he receive more than the maximum step of the range for the class in which the summer assignment is made. If the summer assignment is to a lower class at a range which does not include his regular rate, the employee shall be placed at the rate in the range for the lower class which is next lower than his regular rate.
 2. If the summer assignment is in a higher class, the employee shall receive the rate in the salary range for the higher class that is next above the rate received in the employee's regular class.
 3. During such summer employment the employee shall receive other rights and benefits as provided by Education Code 45102.

6.12 HEALTH EXAMINATIONS

- A. **WHEN REQUIRED.** Except when physical qualifications are rated competitively, no health examination shall be required of any candidate prior to the establishment of an eligibility list. In the case of limited term employment in the absence of an eligibility list, a health examination may be required.
- B. **ORIGINAL APPOINTMENT SUBJECT TO EXAMINATION.** The right of appointment from an eligibility list is subject to passing the qualifying health examination, if required, in case of original appointments. Health examinations may be given ~~by the School Physician or~~ by a physician designated by the Board of Education.
- C. **RIGHT OF BOARD OF EDUCATION TO ORDER HEALTH EXAMINATION.** Nothing in these rules shall be construed as preventing the Board of Education from ordering a health examination of any employee to determine his physical or mental fitness to continue occupancy of his position.

Reference: California Education Code 49406

6.13 OATH OF ALLEGIANCE

- A. All new employees of the District shall, before the first day of service, sign the prescribed oath or affirmation of allegiance to the Constitution of the United States and the Constitution of the State of California.

Reference: California Government Code 3102

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Removal from Eligibility List

PAGES: 8.3.1-8.3.37

Date: June 6, 2013

**Reason for
Consideration:** Restricted Action

Personnel Commission Rules 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 by certified mail 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: 8.4.1-8.4.33

Date: June 6, 2013

**Reason for
Consideration:** Restricted Action

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 8.5.1-8.5.34

Date: June 6, 2013

Reason for
Consideration: Restricted Action

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.3

Date: June 6, 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>
Facilities Project Manager	Dual	13-0090-5105	2

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 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. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world.

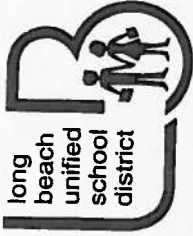
The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, Sports Illustrated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

JAL - Exam No 13-0090-5105 at

Maria Brumata



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

FACILITIES PROJECT MANAGER

ANNUAL SALARY \$81,993 TO \$96,324



JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Facilities Project Manager. The new Manager will be performing a variety of administrative and professional duties related to the District's facilities planning and construction program. The duties also include planning and coordinating the improvement, modernization and new construction of District facilities, serving as a liaison between District personnel and outside agencies, conducting a variety of analytical studies and preparing reports. The Manager would also supervise and evaluate the performance of assigned personnel.

An Incumbent in the Facilities Project Manager classification integrates and oversees facility planning activities for the construction, modernization, use and improvements of new schools and existing District facilities to address instructional program needs. Incumbents oversee and manage all aspects of assigned projects, from inception and planning through construction completion. Incumbents will coordinate activities with District site administrators, community members and representatives, vendors, architects and public agencies to assure the facility planning and construction processes meet stated objectives in a timely manner. Incumbents apply a thorough knowledge of planning, design and construction of school sites and other facilities as well as school business administration principles, and perform related duties as assigned.

The current vacancy is a 100%, 12 months position located in the Facilities Branch.

The salary is \$81,993 to \$96,324 annually, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

For full details regarding the position, go to our website, select Class Specifications; choose Facilities, Planning, Engineering and Construction then Facilities Project Manager.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field. Licensure as an architect or engineer is desirable.

Additionally candidates will have three years of professional experience in construction or facilities planning. Experience in educational facility planning and construction is preferred.

Other combinations of training and/or experience that could likely provide the required knowledge or abilities may be considered.

SPECIAL

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 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.

An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

OUR QUALIFYING PROCESS

Our process will consist initially of a "paper screening" of your training background, experience, and evaluation of responses on a supplemental application. Candidates whose background, skills, and expertise most closely match those that we are seeking, will be invited to continue in the selection process. This process may include any combination of the following: written, qualifications appraisal oral, performance, or technical oral examination(s), 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. Attendance will be at the applicant's expense.

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.

4:30 p.m., Tuesday, June 11, 2013.

Applicants with disabilities who need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be made 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 FAX: (562) 435-1018

www.lbschools.net/Main_Offices/Personnel_Commission/.

WE ARE AN EQUAL OPPORTUNITY TITLE VI/VIET SYSTEM EMPLOYER

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1 – 9.2.2

Date: June 6, 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:

Custodian

List Valid: 06/03/13 -06/03/14

Total applications received: 491

No. Passed: 104 No. Failed: 32

Dual

13-0075-0139

Total invited to exam: 193

No. Withdrew: 57 No. Screened Out: 298

Educational Research Analyst I

List Valid: 05/29/13 -05/29/14

Total applications received: 18

No. Passed: 3 No. Failed: 2

Promotional

13-0078-3301

Total invited to exam: 5

No. Withdrew: 0 No. Screened Out: 13

Educational Research Analyst II

List Valid: 05/29/13 -05/29/14

Total applications received: 12

No. Passed: 3 No. Failed: 0

Promotional

13-0079-3302

Total invited to exam: 3

No. Withdrew: 0 No. Screened Out: 9

High School Office Supervisor

List Valid: 06/01/13 -06/01/14

Total applications received: 24

No. Passed: 7 No. Failed: 8

Promotional

13-0081-3349

Total invited to exam: 15

No. Withdrew: 0 No. Screened Out: 9

Intermediate Nutrition Services Worker

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

Total applications received: 270

No. Passed: 103 No. Failed: 29

Dual

13-0056-5058

Total invited to exam: 175

No. Withdrew: 43 No. Screened Out: 95

Intermediate Nutrition Services Worker

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

Total applications received: 213

No. Passed: 57 No. Failed: 22

Dual

13-0076-5058

Total invited to exam: 112

No. Withdrew: 33 No. Screened Out: 101

EXTEND ELIGIBILITY LISTS

Instructional Aide-Special

Extended list expiration date: 5/7/14

Total candidates on list: 8

No. of Candidates Extended: 3

Open/Continuous 12-0065-0448

Extend list period: 1 year

No. of waivers or removals: 5

Student Data Systems Specialist

Extended list expiration date: 12/5/13

Total candidates on list: 11

No. of Candidates Extended: 9

Dual

12-0072-5164

Extend list period: 6 months

No. of waivers or removals: 2

CERTIFIED TO BE CORRECT: Hail McMahon DATE: 5-30-13