



## PERSONNEL COMMISSION

### MEETING AGENDA

PLEASE POST

REVISED

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

March 28, 2013  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER

2. ROLL

Terry Ulaszewski, Chairperson  
Linda Vaughan, Vice-Chairperson  
Stacey Lewis, 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 March 14, 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 V (First Reading)

Discussion

8.3 Establish a Public Hearing date for Proposed Personnel  
Commission Budget for 2013-2014

Action

8.4 Appeal of Disqualified Applicant

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 April 11, 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

- 12.1 Receive information on litigation. Murray v.  
Personnel Commission of the Long Beach Unified  
School District per Government Code Section 54956.9(a) Information

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

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SUBJECT: Minutes for March 14, 2013

PAGES: 7.1.1 – 7.1.4

Date: March 28, 2013

Reason for  
Consideration: Action

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

Chairperson Terence Ulaszewski called the meeting of the Personnel Commission to order at 8:18 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Terence Ulaszewski, Chairperson  
Linda Vaughan, Vice-Chairperson  
Stacey Lewis, 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, Staff Secretary  
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; 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

Executive Officer Gail McMahon asked staff to provide a brief update on their activities.

Marilyn Balmer, Personnel Analyst, reported she attended the “Read In” at Dooley Elementary School. She also reported, Intern Mary Rachi had completed the Exit Survey which will be distributed to employees who have separated from the District within two (2) years from their date of hire. The purpose of the survey is to capture information which could be beneficial in decreasing the high turnover in classifications such as Instructional Aide-Special.

Susan Leaming, Personnel Analyst, provided an update on the Student Services Job Family Study. Approximately 73% of the employees in the job family completed a position description questionnaire. She also mentioned two sessions of CPR/First Aid training have been scheduled for May 15<sup>th</sup>.

Dale Culton, Certification Services Manger, reported he and Executive Officer McMahon met with employees from Head Start to answer questions about the 5 day reduction of their calendar, approved by the Board of Education on March 5<sup>th</sup>.

Mary Cates, Human Resources Supervisor, reported 739 Summer School / ESY (Extended School Year) applications have been received. The deadline to submit Summer School/ESY applications is March 15, 2013 at 4:30p.m.

## MINUTES

MINUTES

The Commission approved the minutes of the February 28, 2013 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Member Lewis seconded the motion. The motion was carried and approved.

## 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. Commissioner Lewis moved to ratify the bulletins. The motion was seconded by Vice-Chairperson Vaughan and the bulletins were ratified.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Instructional Aide – Deaf/Hard of Hearing	Dual	13-0072-3271
Instructional Aide Interpreter – Deaf/Hard of Hearing	Dual	13-0071-3272
Intermediate Payroll Accounting Technician	Dual	13-0069-0756

## 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. Vice-Chairperson Vaughan moved for approval. The motion was seconded by Commissioner Lewis. The eligibility lists were approved.

<b>Credential Services Specialist</b>	<b>Dual</b>	<b>13-0054-3343</b>
List Valid: 03/01/13 – 03/01/14		
Total applications received: 82	Total invited to exam: 38	
No. Passed: 14	No. Failed: 15	No. Withdrew: 9    No. Screened Out: 44

**Human Resources Technician**

List Valid: 03/06/13 – 03/06/14

Total applications received: 26

No. Passed: 9      No. Failed: 9

**Promotional****13-0055-3352**

Total invited to exam: 21

No. Withdrew: 3      No. Screened Out: 5

**Instructional Assistant Intensive  
Behavioral Treatment**

List Valid: 03/07/13 – 03/07/14

Total applications received: 106

No. Passed: 12      No. Failed: 18

**Open/Continuous****13-0061-5035**

Total invited to exam: 48

No. Withdrew: 18      No. Screened Out: 58

**Kids' Club Supervisor I**

List Valid: 03/12/13 – 03/12/14

Total applications received: 130

No. Passed: 10      No. Failed: 17

**Dual****13-0050-3266**

Total invited to exam: 41

No. Withdrew: 14      No. Screened Out: 89

**Kids' Club Supervisor II**

List Valid: 03/12/13 – 03/12/14

Total applications received: 36

No. Passed: 7      No. Failed: 2

**Dual****13-0051-3267**

Total invited to exam: 10

No. Withdrew: 1      No. Screened Out: 26

**Kids' Club Supervisor III**

List Valid: 03/13/13 – 03/13/14

Total applications received: 80

No. Passed: 6      No. Failed: 5

**Dual****13-0052-3268**

Total invited to exam: 13

No. Withdrew: 2      No. Screened Out: 67

**Supervisor – Autism Services**

List Valid: 03/07/13 – 03/07/14

Total applications received: 52

No. Passed: 22      No. Failed: 1

**Open/Continuous****13-0062-5046**

Total invited to exam: 26

No. Withdrew: 3      No. Screened Out: 26

**Systems Operator**

List Valid: 03/01/13 – 03/01/14

Total applications received: 95

No. Passed: 7      No. Failed: 12

**Dual****13-0049-5111**

Total invited to exam: 29

No. Withdrew: 10      No. Screened Out: 66

**OTHER ITEMS**

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, invited the Commissioners to be a part of the ACE (Appreciate Classified Employees) program which will take place during Classified Employees Week in May.

**NEXT MEETING**

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, March 28, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

**CLOSED SESSION**

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:39 a.m. to consider the recommendation to remove candidate 13850573 and to consider the request for a hearing by suspended employee E00465030.

## REMOVAL FROM ELIGIBILITY LIST

## REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 13850573 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was not present.

## REQUEST FOR HEARING IN DISCIPLINARY MATTER

## REQUEST FOR HEARING IN DISCIPLINARY MATTER

Per Personnel Commission Rule 11.6, employee E00465030, requested a hearing regarding their 5 day suspension from the classified service of the District.

## RETURN TO OPEN SESSION

## RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:59 a.m. The following reportable action was taken during closed session:

The Commission acted to sustain staff's recommendation to remove candidate 13850573 from current eligibility lists and instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to authorize a hearing for employee E00465030, as provided for in the Rules and Regulations. The Commission directed the Executive Officer to notify all parties involved of this decision and to coordinate a pre-hearing conference.

## ADJOURNMENT

## ADJOURNMENT

There being no further business, at 9:01 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

*Gail McMahon*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Classification/Restructure  
Recommendations

PAGES: 8.1.1 – 8.1.16

Date: March 28, 2013

Reason for  
Consideration: Action

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

PAGE

RECLASSIFY A POSITION

2

Incumbent

Classification

Thomas Hickman	Fr: Assistant School Safety & Emergency Preparedness Director (Salary Range 46 M2) To: Chief of School Safety & Emergency Preparedness (Salary Range 57 M2)
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REVISE CLASSIFICATION SPECIFICATIONS

4

Associate Education Research Analyst

Educational Research Analyst I

Educational Research Analyst II



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

March 28, 2013

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Reclassification of Thomas Hickman

### Background and Findings

Thomas Hickman has served as the Assistant School Safety & Emergency Preparedness Director since 2004. Approximately three (3) years before his temporary upgrade in late 2007, Mr. Hickman became responsible for many of the duties normally performed by the Chief of School Safety and Emergency Preparedness. In some instances, the additional duties were directly delegated. In other instances, Mr. Hickman's supervisor was on leave thereby requiring Mr. Hickman to step in and perform the responsibilities required of the Chief of School Safety and Emergency Preparedness in their entirety. For instance, some primary and important responsibilities within the job description of Chief of School Safety and Emergency Preparedness for which Mr. Hickman became responsible for are: analyze and respond to school site emergencies and determine appropriate actions; develop the California Standardized Emergency Management System (SEMS); work closely with law enforcement personnel in district municipalities; develop operational guidelines for the district school safety branch.

It was determined in November of 2007 Mr. Hickman would be given a temporary upgrade when the then Chief of School Safety and Emergency Preparedness was out on an extended leave. The Chief subsequently retired in December of 2008. At the same time major, significant economic conditions forced the district to carefully review each and every vacancy and determine the possibility of restructuring to save dollars. Like all other departments within the district, School Safety and Preparedness was not shielded from careful scrutiny with regard to cost saving measures. Accordingly, action was not taken to fill the position or to review the duties and responsibilities Mr. Hickman had been and was continuing to perform for several years.

The Personnel Commission has a long standing policy and practice to **not** reclassify positions when an employee is compensated for working out of class or given a temporary upgrade. This policy is important and serves to maintain the integrity of the merit system. However, in this instance this policy does not apply. Mr. Hickman began performing many of the duties indicated in the Chief of School Safety and Emergency Preparedness job description well before his temporary upgrade in November 2007 without compensation. The Rules and Regulations of the Classified Service, Section 3.3 B. 1 allows for reclassification if changes in the duties and responsibilities have occurred over a period of not less than one year.



### Recommendations

Discussion only recently occurred with regard to the work Mr. Hickman had done prior to being upgraded. Accordingly, staff recommends the Personnel Commission find Thomas Hickman was working out of his classification prior to his temporary upgrade and that he should be reclassified to the classification of Chief of School Safety and Emergency Preparedness.

Prepared and Recommended:

*Gail McMahon*

Gail McMahon, Ed.D.  
Executive Officer



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

March 18, 2013

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to Educational Research Analyst Series

### Background and Findings

The Director of Research, Planning and Evaluation recently reviewed the Educational Research Analyst series (Associate Educational Research Analyst, Educational Research Analyst I, and Educational Research Analyst II) while initiating recruitment activities and requested staff make minor revisions to the descriptions. These classifications are non-represented.

Specifically, outdated terminology related to computers and references to specific educational programs were removed. In addition, the Physical Demands & Working Environment sections were modified to assure consistency throughout the series.

Copies of the revised descriptions are attached showing proposed deletions to the spec annotated with ~~striketroughs~~ and additions underlined.

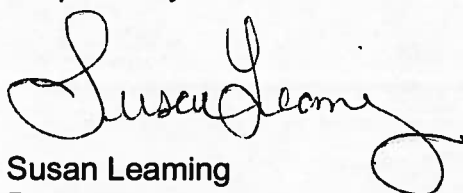
### Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specifications for the management classifications of:

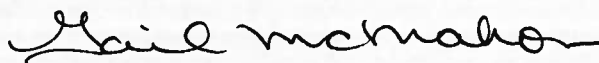
- Associate Educational Research Analyst
- Educational Research Analyst I
- Educational Research Analyst II

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: 3368**  
**Salary Range: 35 (M2)**

### **ASSOCIATE EDUCATIONAL RESEARCH ANALYST**

#### **JOB SUMMARY**

Under immediate supervision, to assist in the development and performance of a variety of complex and technical educational research related duties, with increasing requirements of initiative and independence of action; to assist in the planning, organization, design and implementation of educational evaluation studies and reporting of study findings on District academic programs and instruction, student characteristics, academic performance and related subjects; and to perform related duties 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.*

- Create, implement and monitor master exam tracking schedule for schools and warehouse to assure compliance with state and federal education department requirements; timely distribution and return of a variety of student demographics, achievement tests, and other related materials to meet evaluation timelines. **E**
- Coordinate with Research management, school administration, educators and others to arrange for exam administration and student performance assessment and other time sensitive research activities necessary to assure that materials are completed and processed to meet evaluation timelines. **E**
- Initiate procedures, priorities and timelines for data clean-up and verification to assure data are available to meet evaluation timelines. **E**
- Assist in the planning, design and implementation of educational research studies to produce recurring administrative reports such as the California Basic Educational Data Survey (CBEDS), enrollment projections, staffing ratios, racial-ethnic reports and ethnic distribution in the District. **E**
- Assist in the analysis and production of annual reports on the testing program compiling summary statistics scores and disaggregated distributions for specified student groups; participate in the analysis of validity and reliability measurements for performance assessments. **E**
- ~~Contribute to a variety of evaluation reports on a variety of subjects, such as the reading recovery program, K-3 Literacy Initiative, Middle School Reform and Title VII.~~ **E**

- Develop skills and strategies to analyze, interpret and summarize data to produce special reports for program evaluations, grant applications or public information. *E*
- Develop simple data collection instruments appropriate to the program or subject matter being studied or surveyed using appropriate scaling techniques. *E*
- Assist in preparation of reports with explanations and interpretations of data in tabular, graphical and/or narrative form. *E*
- Assist with the development and validation of standards based assessments and reporting strategies. *E*
- Develop expertise to estimate time and resources for the conduct of studies, surveys and production of reports; set up and implement schedules of these activities. *E*
- Attend and participate in workshops, in-services, training and seminars, on the uses and purposes of research studies and program evaluation; attend a variety of meetings. *E*
- Use a variety of computer program software to input and retrieve data and manipulate data for statistical analyses and generating reports. *E*
- Coordinate with Research Warehouse staff the establishment and maintenance of a testing materials inventory and oversee ordering of materials as necessary. *E*
- May participate in the planning, directing, training and evaluation of the work of assigned staff.

*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**

This is the entry-level classification in the Educational Research Analyst series. An incumbent in this class participates in the design, analysis and reporting of the findings of the District's assessment programs, surveys, research projects and evaluation studies of varying scope and purpose. Incumbents are exposed to a broad variety of professional educational research assignments so that their knowledge and abilities will grow via on-the-job training. An incumbent works closely with professional supervisors/managers on a wide range of projects to develop and apply a variety of research methodologies and statistical analyses in determining the validity and reliability of assessments and studies. The amount of supervision decreases as technical expertise and independent judgement increases and the incumbent progresses in skills, knowledge and abilities. Incumbents must have a solid foundation in general statistics and computer literacy skills, reading comprehension, and analytical and organizational skills.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Educational research design and program evaluation.

Descriptive statistics.

School district organization and operations.

Computer systems including hardware, ~~programming,~~ software and data base management, including word processing and spreadsheet applications.

**Ability to:**

Manage multiple tasks simultaneously, with multiple deadlines and minimal timeframes.

Effectively solve problems and seek solutions during evaluation processes

Analyze, interpret, evaluate and summarize data to produce reports.

Design and conduct educational research studies and surveys.

Acquire an understanding of and keep current in research design and statistical methodologies in education, psychology and the social sciences.

Apply specific statistical techniques correctly.

Prepare reports using tabular, graphical and narrative forms.

Produce accurate reports.

Proof and check complex data tables.

Write clear and concise reports, memos and instructions

Use computer on-line retrieval systems.

Operate office equipment such as telephone, copier and ~~personal computer~~ and assigned software.

Establish and maintain effective collaborative working relationships with others.

Adapt to changing priorities and work assignments.

**Education and Training:**

Graduation from an accredited four-year college or university with a bachelors degree in education, psychology, behavioral or social science or a related field including upper division course work in statistics, research methodology and/or psychological testing is required.

**Experience:**

One year of experience participating in the development, administration and analysis of data, tests, research methodologies or behavioral research is required.

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

**WORKING ENVIRONMENT:**

Office environment.

~~; lifting and carrying;~~

~~e~~Constant interruptions.  
~~;~~~~and high energy, multiple project fervor.~~Changing priorities.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment including a computer keyboard.

~~;~~~~s~~Seeing to read hand written documents and other records or reports.

~~;~~~~h~~Hearing and speaking to exchange information in person or on the telephone.

~~;~~~~s~~Sitting for extended periods of time.

~~;~~Lifting and carrying boxes weighing up to 40 pounds; ~~some light lifting and carrying;~~  
~~attendance at meetings.~~

***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 one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

7/26/2000

Revised:



## PERSONNEL COMMISSION

**Class Code: 3301**  
**Salary Range: 38 (M2)**

### **EDUCATIONAL RESEARCH ANALYST I**

#### **JOB SUMMARY**

Under direction, to plan, organize, design and conduct educational evaluation studies; analyze and report study findings on District academic programs and instruction, student characteristics, academic performance and related subjects; to conduct psychometric studies for the District's assessment program; and to perform related duties 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.*

- Plan, design and conduct studies and produce recurring administrative reports such as the California Basic Educational Data Survey (CBEDS), enrollment projections, staffing ratios, racial-ethnic reports and ethnic distribution in the District. **E**
- Analyze and produce annual reports on the testing program indicating summary statistics scores and disaggregated distributions for specified student groups; analyze validity and reliability for performance assessments. **E**
- ~~Produce a variety of evaluation reports on subjects such as the reading recovery program, K-3 Literacy Initiative, Middle School Reform and Title VII.~~ **E**
- Analyze, interpret and summarize data to produce special reports for program evaluations, grant applications or public information. **E**
- Design data collection instruments appropriate to the program or subject matter being studied or surveyed and select appropriate scaling techniques. **E**
- Prepare reports with explanations and interpretations of data in tabular, graphical and/or narrative form. **E**
- Keep current in research design and statistical methodologies in education, psychology and the social sciences. **E**
- Assist with the development and validation of standards based assessments and reporting strategies. **E**
- Estimate time and resources for the conduct of studies, surveys and production of reports; set up schedules of these activities. **E**
- Attend a variety of meetings; ~~Conduct~~ in-service on the uses and purposes of research studies and program evaluation. **E**
- Operate a computer and ~~Utilizese~~ a variety of computer program software to input and retrieve data and manipulate data for statistical analyses and generating reports. **E**

- Plan, direct, train and evaluate the work of assigned staff. *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 OF THE CLASS**

An incumbent in this classification designs, analyzes and reports the findings of the District's assessment program, surveys, research projects and evaluation studies of varying scope and purpose. An incumbent applies a variety of statistical analyses in determining the validity and reliability of assessments and studies. An incumbent also works with ~~automated data bases in the manipulation and extraction of data using microcomputer software packages such as dbase III, paradox and foxpro.~~

An Educational Research Analyst I performs the more routine design, analysis and preparation of reports of findings for District assessment programs; conducts surveys, research projects and evaluation studies of varying scope and purpose. An incumbent applies a variety of statistical analyses in determining the validity and reliability of assessments and studies. An incumbent also works with ~~automated databases in the manipulation and extraction of data using microcomputer software packages such as dbase III, paradox and foxpro.~~

An Educational Research Analyst II performs the advanced level tasks of a more complex and complicated nature, utilizing similar automated database tools. An incumbents in this class is expected to perform the more intricate multiple computer database programming functions, including data manipulation and conversion, under a lesser degree of direction and supervision.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Educational research design and program evaluation.

Descriptive and inferential statistics including regression and HLM.

Psychometrics including reliability, generalizability, IRT and factor analysis or structural equation modeling.

Strategies for test equating.

Scaling and other survey analysis techniques.

Sampling theory and variations of random sampling.

Computer systems including hardware, programming, software and data base management.

#### **Ability to:**

Analyze, interpret, evaluate and summarize data to produce reports.

Design and conduct educational research studies and surveys.



Develop operational definitions for research questions and resources.

Apply specific statistical techniques correctly.

Prepare reports using tabular, graphical and narrative forms.

Calculate measurement errors for commonly used statistics.

Use computer on-line retrieval systems.

Operate office equipment such as telephone, copier and ~~personal computer~~ and assigned software.

Establish and maintain effective collaborative working relationships with others.

Conduct in-service on assessment and program evaluation.

Adapt to changing priorities and work assignments.

**Training:**

Graduation from an accredited four-year college or university with a bachelors degree in education, psychology, behavioral or social science or a related field with course work in statistics, research methodology and psychological testing required. A Masters degree ~~is or beyond~~ is desirable.

**Experience:**

Two years of technical/professional experience in the development, administration and analysis of tests or behavioral research in a school system, university or other institution conducting social science research.

An advanced degree (masters or doctorate) may substitute for one year of the required experience.

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

**WORKING ENVIRONMENT:**

~~Office environment; some light lifting and carrying; interruptions; changing priorities.~~

~~Persons with limited lumbar movement, hearing impairment with correctable hearing aid, missing digits, may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into account the nature of the handicap, prosthetic aid and the duties of the position.~~

Office environment.

Constant interruptions.

Changing priorities.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment including a computer keyboard.

Seeing to read hand written documents and other records or reports.

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

Sitting for extended periods of time.

Lifting and carrying boxes weighing up to 40 pounds.

### ***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 one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

04/02/96

Revised: 3/2/2000

Revised:



## PERSONNEL COMMISSION

**Class Code: 3302**  
**Salary Range: 44 (M2)**

### **EDUCATIONAL RESEARCH ANALYST II**

#### **JOB SUMMARY**

Under direction, design, conduct and analyze a variety of sophisticated educational research studies, surveys, demographic reports, program evaluations and similar studies, and report findings, using complex, multi-dimensional psychometric statistical tools; 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.*

- Design and conduct studies for specialized and recurring reports on data obtained through surveys, student test results, enrollment information, census data, qualitative methods and other research methodologies. **E**
- Design data collection instruments appropriate to the program or subject matter under study and select appropriate scaling techniques, utilizing a broad range of advanced research and statistical methodologies such as descriptive statistics, exploratory data analysis, Bayesian estimations, psychometric indices for item quality, reliability and validity, factor analysis, scaling, regression, multilevel modeling, multivariate analysis, and focus group, interviewing, assessments for qualitative analysis. **E**
- Analyze complex information on various district testing programs, indicating summary statistics scores and disaggregated distributions for specified student groups; analyze and report validity and reliability for performance assessments. **E**
- Analyze, summarize and interpret data for program evaluations, grant applications and/or public information. **E**
- Operate a computer and utilize a variety of computer program software ~~Use a variety of personal computer software to~~ input, retrieve, and manipulate large data sets for statistical analyses and generating reports. **E**
- Prepare reports with explanations and interpretations of data in tabular, graphical and/or narrative form. **E**
- Keep current in research design and statistical methodologies in education, psychology and the social sciences. **E**
- Assist with the development and validation of standards based assessments and reporting strategies. **E**
- Estimate time and resources for the conduct of studies, surveys and production of reports; set up schedules of these activities. **E**

- Attend a variety of meetings; May conduct in-services on the uses and purposes of research studies and program evaluation. *E*
- May plan, direct, train and evaluate the work of assigned staff. *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 Educational Research Analyst I performs the more routine design, analysis and preparation of reports of findings for District assessment programs; conducts surveys, research projects and evaluation studies of varying scope and purpose. An incumbent applies a variety of statistical analyses in determining the validity and reliability of assessments and studies. An incumbent also works with ~~automated~~ databases in the manipulation and extraction of data ~~using microcomputer software packages such as Access, Excel and SQL.~~

An Educational Research Analyst II performs the advanced level tasks of a more complex and complicated nature, utilizing ~~similar automated~~ database tools. An incumbents in this class is expected to perform the more intricate multiple computer database programming functions, including data manipulation and conversion, with greater independence and discretion.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of**

Educational research design and program evaluation.

Ethical guidelines in statistics and research.

Theory guided practices of research design.

Descriptive and inferential statistics including regression and HLM, Bayesian estimations, multilevel modeling and multivariate analysis.

Psychometrics including developing item quality indices, using theories and techniques of reliability, validity, generalizability, IRT, factor analysis, and structural equation modeling.

Strategies for test equating.

Exploratory and confirmatory data analysis, survey analysis techniques, including optimal scaling and unidimensional and multi-dimensional scaling

Sampling theory and variations of random sampling.

Computer systems including hardware, programming, software and ~~data base~~ database management.

#### **Ability to:**

Analyze, interpret, evaluate and summarize complex data to produce reports.

Design and conduct educational research studies and surveys.

Keep abreast of changes in research design and statistical methodologies in education, psychology and the social sciences.

Develop operational definitions for research questions and resources.

Prepare reports using tabular, graphical and narrative forms.

Calculate measurement errors for commonly used statistics

Apply specific statistical techniques appropriately and accurately.

Use computer on-line retrieval systems.

Perform intricate, multiple computer database programming functions, including data manipulation and conversion.

Operate office equipment such as telephone, copier and ~~personal computer~~ and assigned software.

Establish and maintain effective collaborative working relationships with others.

Conduct in-service on assessment and program evaluation.

Adapt to changing priorities and work assignments.

### **Education and Training:**

Graduation from an accredited four-year college or university with a Master's degree in education, psychology, behavioral or social science or a related field with a minimum of 12 semester units of course work in advanced statistics, research methodology and/or psychological testing is required.

### **Experience:**

Three years of technical/professional experience in the development, administration and analysis of tests or behavioral research in a school system, university or other institution conducting social science research.

A Ph.D. degree in one of the designated fields may substitute for one year of the required experience.

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

### **WORKING ENVIRONMENT:**

~~Office environment; lifting and carrying of boxes weighing up to 40 pounds; interruptions; changing priorities.~~

~~Persons with limited lumbar movement, hearing impairment with correctable hearing aid, missing digits, may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into account the nature of the handicap, prosthetic aid and the duties of the position.~~

Office environment.  
Constant interruptions.  
Changing priorities.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment including a computer keyboard.  
Seeing to read hand written documents and other records or reports.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting for extended periods of time.  
Lifting and carrying boxes weighing up to 40 pounds.

***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 one (1) year 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: 3/2/2000  
Revised:

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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

PAGES: 8.2.1- 8.2.7

Date: March 28, 2013

Reason for  
Consideration: Discussion

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

PAGE

REVISION OF RULES AND REGULATIONS

Chapter V (First Reading)

2

## CHAPTER V ELIGIBILITY AND EMPLOYMENT LISTS

### 5.1 ESTABLISHMENT AND LIFE OF ELIGIBILITY LISTS

~~EDUCATION CODE 45261— SUBJECT OF RULES. The rules shall provide or the procedures...regarding...eligibility...~~

~~EDUCATION CODE 45272— VACANCIES IN CLASSIFIED SERVICE; EXEMPTIONS; PROMOTIONAL APPLICANTS.~~

~~(a) All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, whenever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional examination shall be admitted to the examination. The commission shall place applicants on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.~~

~~(b) Upon the request of a majority of the members of the governing board of a district, the commission may exempt one or more secretarial positions from the requirements of this section. Exemptions authorized under this subdivision shall be limited to executive secretarial positions reporting directly to members of the governing board, the district superintendent, or not more than four principal deputies of the district superintendent, or all of these positions.~~

~~Any person employed in an exempt executive secretarial position shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except he or she shall not attain permanent status in an executive secretarial position. Positions of executive secretary shall be filled from an unranked list of eligible employees who have been found to be qualified for the positions as specified by the district superintendent and determined by the personnel commission. Any person whose services in an executive secretarial position are discontinued for a cause other than a cause for disciplinary action specified in this code or in a rule of the commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission.~~

~~Nothing contained in this section shall authorize the selection of eligible candidates in circumvention of the affirmative action programs of any school district.~~

~~EDUCATION CODE 45274— RETENTION AND AVAILABILITY OF EXAMINATION RECORDS; REVIEW AND PROTESTS. Examination records, including any recordings and the rating sheet of each member of the oral board for each candidate, shall be retained by the personnel commission for a period of not less than 90 days after promulgation of an eligibility list. The commission shall prescribe procedures whereby candidates may review and protest any part of an examination. In promotional examinations for classes for which continuous examination procedures have not been authorized, the review and protest period shall be held prior to regular appointment from the eligibility list. Examination records shall not be available to the public or to any person for any purpose not directly connected with the examination and shall be~~



considered confidential but shall, within reasonable time limits, be made available to a candidate or his or her representative.

~~EDUCATION CODE 45300 – DURATION OF ELIGIBILITY LISTS. Eligibility lists shall be established for a period of not less than one year except that when a list is exhausted for appointments to current vacancies, through use and eligibles being unavailable, the commission may, upon the recommendation of the officer charged with certifying eligibles, and after due notice to eligibles who may have made themselves unavailable for appointment, terminate it before a year has expired.~~

~~Eligibility lists may be established for a period of six months upon the approval of the personnel commission as long as the six months' duration of such a list is noted in the recruitment bulletin announcing the examination. If a list is exhausted for appointments to current vacancies, through use and eligibles being unavailable, the commission may, upon the recommendation of the officer charged with certifying eligibles, and after due notice to eligibles who may have made themselves unavailable for appointment, terminate it before the expiration date.~~

~~A list may be extended for an additional period of two years or less at the discretion of the commission.~~

A. **DURATION OF ELIGIBILITY LISTS.** An eligibility list shall be in effect for a period of one year, unless exhausted, and may be extended for up to an additional year by the Commission. Names of successful competitors may be added to the eligibility list by the Commission.

1. The Commission may approve the establishment of an eligibility list for a period of six (6) months when announced on the recruitment bulletin for the examination.

2. When fewer than three (3) ranks of available eligibles remain on an eligible list and the appointing authority has requested certification of three (3) ranks, the list may be terminated by the Executive Officer and a new recruitment initiated.

2.3. If a list is to be abolished before its scheduled date of expiration, notices of intention to abolish an eligibility list shall be sent to all eligibles. Any person who desires to retest for the class must file a new application in accordance with application procedures.

Comment [M1]: Adding language to reflect current practice.

Reference: California Education Code 45300

B.A. **ESTABLISHMENT AND CERTIFICATION OF ELIGIBILITY LISTS**

Unless specifically authorized in the rules, all appointments to positions in the classified service shall be made from eligibles whose names appear on eligibility lists. The ~~Personnel Director~~ **Executive Officer** shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules after the review and protest period has passed. All eligibility lists shall be certified at the first reasonable opportunity at a ~~e~~Commission meeting following the protest and review period. To facilitate the orderly process of business, the ~~Personnel Director~~ **Executive Officer** may submit eligibility lists for ratification

Reference: California Education Code 45272, 45300

C.B. AVAILABILITY OF ELIGIBILITY LISTS FOR MAKING APPOINTMENTS

Excluding lists for continuous testing classes, no eligibility list shall be effective or available for making regular appointments until any protest or appeals received during the examination review period are resolved, unless specifically authorized by the ~~p~~Personnel ~~e~~Commission.

Reference: California Education Code 45274

D.C. TO REMAIN ON ELIGIBILITY LISTS

Any person whose name is on an eligibility list at the time of expiration and who desires to remain on an eligibility list for that class may file a new application when the next recruitment is open and participate in the examination process, ~~in accordance with application procedure.~~

5.2 RE-EMPLOYMENT LISTS

~~EDUCATION CODE 45308 - ORDER OF LAYOFF AND REEMPLOYMENT;  
LENGTH OF SERVICE. 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. Re-employment shall be in the reverse order of layoff.~~

~~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 contained 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 defined "length of service" to mean hire date. For purposes of this section, in 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 unpaid illness leave, unpaid maternity leave, 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 AND PROMOTIONAL EXAMINATION PREFERENCE OF PERSONS LAID OFF; VOLUNTARY DEMOTIONS OR REDUCTION IN TIME. Persons laid off because of lack of work or lack of funds are eligible for re-employment 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 re-employment 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 re-employment 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 re-employment list they shall be ranked on that list in accordance with their proper seniority.~~

- A. There shall be established for each class a re-employment list of which shall take precedence over all other employment lists in appointment. This list shall contain the names of all permanent classified service employees who have been laid off, demoted or have taken voluntary reductions in assigned time from any position because of lack of work or lack of funds. ~~Employees who acquire leaves of absence for military reasons and those who are ordered, pursuant to the laws of the United States, to serve in any civilian war effort or war industry, shall take precedence by having their names placed over other names on the re-employment list in any given class.~~

Reference: California Education Code 45298

**Comment [GD2]:** Positions for employees on military leave normally filled on a temporary basis until the employee returns from his/her assignment. Therefore, the employee would not go on a list but return to his/her former assignment. This language is a contradiction to re-employment provisions in the education code.

### 5.3 RECLASSIFICATION OF RE-EMPLOYMENT AND ELIGIBILITY LISTS

The reclassification of all positions in a class shall automatically reclassify the re-employment list for that class. The ~~commission~~ **Executive Officer** shall also review the appropriateness of the current eligibility list for the class, if any, and determine whether or not it should be reclassified.

**Comment [MLB3]:** Change reflects current practice

### 5.4 ~~LIMITED TERM~~ **ELIGIBILITY** LISTS

~~EDUCATION CODE 45286 – LIMITED TERM EMPLOYEES. Whenever the appointing power shall require the appointment of a person to a position, the duration of which is not to exceed six months, or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of said employee, he/she shall submit a request in which the probable duration of the appointment is stated. Eligibles shall be certified in accordance with their position on the appropriate employment list and their willingness to accept appointment to such position as limited term employees. Limited term employees shall be subject to such conditions affecting status and tenure during and after such employment as the commission may by rule determine.~~

- A. PRECEDENCE OF LISTS. Appointments to limited term positions shall be made from appropriate eligibility lists for the class in the following order: first, from the re-employment list; second, from the promotional eligibility list; and third, from the open eligibility list in the order of rank on such lists and the willingness of the eligibles to accept such employment.

Reference: California Education Code 45286

- B. ELIGIBILITY FOR REGULAR APPOINTMENT. Acceptance or rejection of a limited term assignment shall not affect eligibility for regular assignment when the eligible's name is reached on the re-employment or eligibility list.

- ~~C. SUBSEQUENT REELECTIONS. After election or appointment to a limited term position, employees shall be reelected thereafter to such positions upon the basis of seniority and service records.~~

**Comment [GD4]:** Limited term employees do not earn seniority.

- ~~C.-D. LIMITED TERM STATUS. All limited term employees on such lists whose eligibility for regular assignment expires shall retain their limited term status provided they maintain satisfactory service ratings, unless dismissed for cause or for failure to accept three consecutive offers of assignment. However, no person shall remain on a limited term list for more than one year after the termination of his last limited term assignment.~~

**Comment [GD5]:** We currently employ the practice of having only one eligibility list from which regular, limited term and substitute employees are obtained dependent upon the applicant's willingness to accept other assignments.

- ~~D. E. EXAMINATIONS FOR LIMITED TERM POSITIONS. In the event no person is available for limited term assignment from re-employment or eligibility lists, examinations may be conducted to establish eligibility lists for limited term appointment only. The eCommission, at its discretion, may designate simplified examination procedures for establishing such lists. No person shall attain permanent status in the classified service as a result of appointment from an eligibility list created for limited term assignments only.~~

- ~~E. F. LIMITED TERM ELIGIBILITY LISTS. Persons whose names have appeared on eligibility lists may elect to accept limited term assignments only rather than permanent positions, and the eCommission may place their names on the appropriate limited term eligibility list.~~

- ~~F. G. ELIGIBILITY OF RESIGNED REGULAR EMPLOYEES. Regular employees who resigned in good standing may, within 39 months of the effective date of resignation, with the approval of the commission be placed upon the limited term eligibility list for any classification in which they had held permanent status. Such persons may not acquire permanent status as the result of appointment from such limited term eligibility lists.~~

## 5.5 REMOVAL OF NAME FROM LIST

Dismissal of a limited term employee for cause shall be sufficient reason for removal of the person's name from the re-employment or eligibility list for that class. Other causes for removal from the list are as set forth in Section 4.2 of the Rules and Regulations of the Classified Service. ~~Rule 4.~~

## 5.6 ~~EMPLOYMENT OF BUILDING INSPECTORS~~

**Comment [GD6]:** This class currently does not exist.

- ~~A. REMOVAL FROM ELIGIBILITY LIST. A person whose name appears upon the eligibility list for any class in the building inspector series and who is not approved by either the architect, engineer or State Office of Architecture and Construction as required by the California Administrative Code for the building project to which assigned, shall be refused employment on that project and may have his name removed from the eligibility list.~~

~~B. LAYOFF. When a proposed reduction in force in a class in the building inspector series includes a permanent employee assigned to a specific project, the layoff of such an employee shall be held in abeyance and become effective only upon completion of the project to which the employee was assigned at the time the reduction in force was to have been effective.~~

#### ~~5.7 COMBINATIONS OF SUCCESSIVE~~**MERGING OF**~~-ELIGIBILITY LISTS~~

Comment [GD7]: Clarifying language.

##### ~~EDUCATION CODE 45291 COMBINATIONS OF SUCCESSIVE ELIGIBILITY LISTS.~~

Combinations of successive eligibility lists may be made during their first year. Eligibles on lists established within the first year of the life of another list may be placed in the order of their relative excellence in the examination on the like list, if lists so merged have been promulgated under conditions and techniques which are sufficiently similar to preserve their competitive character.

Comment [GD8]: Current practice

When an eligible's name appears in more than one place on the eligibility list, the employee shall be certified in accordance with the **highest** standing and shall be available for that standing only.

When lists are merged, the candidates on the earlier list who have retained their scores shall be terminated on their originally scheduled expiration date.

Reference: California Education Code 45291

#### ~~5.8 INCLUSION OF ELIGIBLE CANDIDATES IN MULTIPLE ELIGIBILITY LISTS~~

~~A person who tests for a classification that is part of a particular job family or series which has lower related classifications, is eligible for placement in lower class eligibility lists in that series upon testing successfully for the higher class. The lower classifications must be related to the higher class and require similar, though lower, knowledges, skills and abilities, as determined by the Personnel Commission. Personnel Commission staff shall identify and announce prior to recruitment and testing activities which related classifications will be affected by the examination and which eligibility lists candidates may be included in upon successful completion of the examination. Inclusion in appropriate eligibility lists shall be as required by Sections 4.6 and 5.1.A above. The implementation of this rule shall not limit employees' opportunities to periodically apply or test for lower classifications in particular job families or series.~~

Candidates may request that their names not be included in certain eligibility lists and, if listed, request that their names not be referred for specific vacancies along with other eligibles without jeopardizing their status on eligibility lists.

~~Persons who have successfully tested for any classification covered by this section prior to the establishment of this rule may request to be included in all applicable lower lists during the life of the list for which they tested.~~

Comment [GD9]: Personnel Commission no longer uses multiple certification.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Establish a Public Hearing date for Proposed  
Personnel Commission Budget for 2013-2014

PAGE: 8.3.1

Date: March 28, 2013

Reason for  
Consideration: Action

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EDUCATION CODE 45253 BUDGET; PERSONNEL COMMISSION; HEARINGS; ADOPTION  
OR REJECTION; AMENDMENTS.

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

It is recommended the Commission set the Public Hearing date for the Proposed Personnel Commission Budget for 2013-2014 on Thursday, April 11, 2013 at 8:15a.m. at the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, California .

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Appeal of a Disqualified Applicant

PAGES: 8.4.1-8.4.36

Date: March 28, 2013

Reason for  
Consideration: Restricted Action

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Personnel Commission Rules provide that applicants, candidates or eligibles may be disqualified from an examination process for:

Rule 4.2.A.6 - Presently continuing to serve a judicially imposed sentence including a probationary period for a conviction, unless the District waives this subsection.

Rule 4.2.A.7 – Criminal, infamous, dishonest, immoral, or disgraceful conduct according to standards approved by the Commission.

Staff disqualified an applicant from continuing in the examination process and the individual has appealed this disqualification as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

Because of the sensitive and confidential nature of the reference material on this agenda item, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.8

Date: March 28, 2013

Reason for  
Consideration: Action

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Administrative Secretary	Promo	13-0073-3339	2
Custodian	Dual	13-0075-0139	4
Intermediate Nutrition Services Worker	Dual	13-0076-5058	5
Plumber	Dual	13-0080-0242	7





2008 Finalist  
the broad prize  
for Urban Education



# Classified Promotional Opportunity

## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## ADMINISTRATIVE SECRETARY - 3339

Final Filing Date: 4:30 pm Tuesday, April 9, 2013.

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

**JOB INFORMATION:** Permanent 60% part time 12 months position. The current vacancy is located in Information Services. Eligibility list is being created to fill future 100% 12-months and 217 day positions.

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

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

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

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

### **MINIMUM QUALIFICATIONS INCLUDE:**

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

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

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

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

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 13-0073-3339 ss  
Promotional Exam

LBUSD Employees, please see reverse side for important information

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

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

**Guidelines:**

- ❖ It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.
  - ❖ Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.
  - ❖ Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.
- 4.3.F. *ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*
- A professional growth incentive shall be added to the composite score of each promotional candidate competing in a promotional examination or dual certification examination. The professional growth incentive shall be one point for each year within a two year period in which the applicant has successfully completed classes, training or seminars which would enhance his/her knowledge, skills and abilities in the promotional classification. A maximum of two (2) professional growth incentive points can be earned. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.*
- The maximum attendance and/or professional growth incentive points a promotional candidate may earn is a total of five (5) points. Promotional candidates are responsible for providing proof of their attendance and/or completion of classes, training and seminars at the time of application but in no event no later than the application deadline. In circumstances in which there are multiple instances of sick leave use for FMLA, CFRA and IA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.*



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# Classified Employment Opportunity

## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## CUSTODIAN - 0139

**Final Filing Date: 4:30 p.m. Thursday, April 11, 2013.**

<b>SALARY RANGE</b>	<b>START</b>	<b>6 MONTHS</b>	<b>1 ½ YEARS</b>	<b>2 ½ YEARS</b>	<b>3 ½ YEARS</b>
<b>HOURLY:</b>	<b>\$15.57</b>	<b>\$16.43</b>	<b>\$17.33</b>	<b>\$18.28</b>	<b>\$19.32</b>

## **JOB INFORMATION:**

The immediate need is for substitute Custodians. However, the eligible list may also be used 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/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

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

**JOB SUMMARY:** Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; 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:**

Completion of the eighth grade.

### **EXPERIENCE:**

Six months of recent full-time paid janitorial or custodial experience OR successful completion of the Building Maintenance Custodial training course of at least 60 hours conducted by the Long Beach School for Adults. A copy of the Certificate of completion must be attached to employment application.

### **SPECIAL:**

(1) Positions assigned to a cleaning crew at the Operations Branch require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule. (3) Accepting employment in a permanent (non substitute) position in this classification requires the individual to either join the union and pay union dues or pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment will consist of a paper screening, written exam and a qualifications appraisal oral exam, each scored on a job-related basis. \*Candidates who have completed the 60-hour Building Maintenance course at Long Beach School for Adults will have five (5) additional points added to their passing written exam score. 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

Exam # 13-0075-0139 EE  
Dual Examination



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# Classified Employment Opportunity

## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## INTERMEDIATE NUTRITION SERVICES WORKER – 5058

Final Filing Date: 4:30 p.m., Monday, April 8, 2013

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
MONTHLY:	\$2,294	\$2,421	\$2,553	\$2,693	\$2,842
HOURLY:	\$13.23	\$13.97	\$14.73	\$15.54	\$16.40

**JOB INFORMATION:** The eligibility lists is being created to fill future vacancies as they occur. Positions are permanent 10 or 12 month positions, and the hours can range from 3 to 8 hours per day and/or split shifts. Positions are located at school sites or the Central Kitchen.

**APPLICATION:** Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

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

**JOB SUMMARY:** Under close supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; perform related duties 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:** Completion of the eighth grade.

**EXPERIENCE:** Six months of food service experience or three months at the level of Nutrition Services Worker.

**SPECIAL:** (1) Some positions in this classification may require a valid California Class C driver's license. (2) Incumbents in these positions will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Accepting employment in a position in these classifications requires the individual to either, join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment will be comprised of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; and a written examination; scored on a job-related basis. Candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The written examination is tentatively scheduled for 4/22/13 and 4/23/13.

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

Dual Exam 13-0076-5058 th

LBUSD Employees, please see reverse side for important information

*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 Employment Opportunity

## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS  
[www.ibschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.ibschools.net/Main_Offices/Personnel_Commission/)

## PLUMBER - 0242

**Final Filing Date: 4:30 p.m., Thursday, April 11, 2013.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$4,645	\$4,901	\$5,170	\$5,456	\$5,755
<u>HOURLY:</u>	\$26.81	\$28.26	\$29.84	\$31.46	\$33.21

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

**APPLICATION:** Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.ibschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.ibschools.net/Main_Offices/Personnel_Commission/). Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

**JOB SUMMARY:** Under general supervision, perform journey-level plumbing work in the installation, alteration, maintenance, and repair of plumbing fixtures and systems; perform maintenance and repair on heating systems and related equipment; and perform related duties as required.

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

## **MINIMUM QUALIFICATIONS INCLUDE:**

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

**TRAINING:** Equivalent to graduation from high school supplemented by completion of a recognized four-year plumbing apprenticeship program or possession of a valid journey-level plumbing certificate or license issued from an authorized agency.

OR

**EXPERIENCE:** Four years of journey-level experience in plumbing installation, alterations and repair work.

**SPECIAL:** (1) Valid California Class C driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standards. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) A Backflow Testers License issued by the Los Angeles County Health Department must be obtained by completion of the probationary period. (4) A Certificate issued by P.I.P.E. and a Los Angeles County Certificate showing acceptance by the State Fire Marshal in Fire Suppression Systems are desired. (5) Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law. (6) 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 VII/MERIT SYSTEM EMPLOYER

Exam 13-0080-0242 SS  
Dual Examination



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

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

**Guidelines:**

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

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

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

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: March 28, 2013

Reason for  
Consideration: Action

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Personnel Commission Rule 5.1.A, states that the Personnel Commission Administrator 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:

**Intermediate Office Assistant**

**Dual**

**13-0030-0675**

List Valid: 03/20/13 – 03/20/14

Total applications received: 364

No. Passed: 99      No. Failed: 64

Total invited to exam: 283

No. Withdrew: 120      No. Screened Out: 81

**Intermediate Office Assistant- Schools**

**Dual**

**13-0031-3354**

List Valid: 03/20/13 – 03/20/14

Total applications received: 372

No. Passed: 88      No. Failed: 56

Total invited to exam: 281

No. Withdrew: 137      No. Screened Out: 91

**Kids' Club Supervisor I**

**Dual**

**13-0050-3266**

List Valid: 03/12/13 – 03/12/14

Total applications received: 130

No. Passed: 11      No. Failed: 17

Total invited to exam: 41

No. Withdrew: 13      No. Screened Out: 89

**Speech Language Pathology  
Assistant – BI Spanish**

**Dual**

**13-0065-5163**

List Valid: 03/21/13 – 03/21/14

Total applications received: 20

No. Passed: 3      No. Failed: 1

Total invited to exam: 6

No. Withdrew: 2      No. Screened Out: 14

CERTIFIED TO BE CORRECT: *Gail McMahon*

DATE: 3-21-13



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Receive information on litigation

PAGES: 12.1.1 – 12.1.52

Date: March 28, 2013

Reason for  
Consideration: Information

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Per Government Code Section 54956.9, subdivision (a) receive information on litigation. Murray v. Personnel Commission of The Long Beach Unified School district