

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

MEETING AGENDA

Regular Meeting
Building B, Room 29
December 22, 2016

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Terence Ulaszewski
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of December 8, 2016 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrator, Construction 5-6
2. **RATIFY** job announcement bulletin for Administrator, Facilities, Development and Planning 7-8
3. **RATIFY** job announcement bulletin for Campus Security Officer 9-10
4. **RATIFY** job announcement bulletin for Nutrition Services Operations Coordinator 11-12
5. **APPROVE** the certification of Accountant 17-0050-0358 eligibility list established December 23, 2016 13
6. **APPROVE** the certification of Accounting Technician 17-0049-0750 eligibility list established December 23, 2016 13
7. **APPROVE** the certification of Nutrition Services Worker 17-0039-3322 eligibility list established December 21, 2016 13
8. **APPROVE** the certification of Purchasing Assistant 17-0030-5129 eligibility list established December 9, 2016 13

9. **APPROVE** the certification of Senior Health Assistant 17-0048-5174
eligibility list established December 21, 2016

13

III. OLD BUSINESS

IV. NEW BUSINESS

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

January 19, 2017 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 4400 Ladoga Avenue, Lakewood, CA 90713.

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. (Government Code 54954.2 (a) 1.

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

MINUTES

Regular Meeting

December 8, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, December 8, 2016, at 10:16 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Terence Ulaszewski.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Terence Ulaszewski
Linda Vaughan

Absent: Stacey V. Lewis

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Mary Cates, Human Resources Supervisor; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Adriana Araujo, Staff Secretary; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President-Unit A; Juan Garcia, CSEA Chief Job Steward; and William Graham.

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of November 10, 2016.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Linda Vaughan	X		

RECEIVE
CORRESPONDENCE

None.

PUBLIC HEARD

None.

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported on items from the Board Meeting he attended on December 7, 2016. The School Security Pink Patch fundraiser raised over \$3000 and was donated to the Long Beach Memorial Breast Cancer Foundation. Mr. Kato informed the Commission that the Long Beach Harmony Project will be holding a presentation by their students on December 14, 2016 at the Terrace Theater Lobby. This is a recital reception fundraiser in support of the Harmony Project in LBUSD.

Maria Braunstein, Personnel Analyst, updated the Commission on Recruitment and Testing activities. Ms. Braunstein informed the Commission of the upcoming examination and recruitment schedule.

Mary Cates, Human Resources Supervisor, updated the Commission that Certification and Employment Services continue to work with the Technology and Information Services department regarding the online summer employment applications in anticipation of a January 2017 launch. Ms. Cates reported on classified evaluations with plans to complete distribution to all school sites and departments prior to the commencement of winter break. Ms. Cates informed the Commission of the current status of filling vacancies and substitute pools. Ms. Cates reported on working on staff changes on LYNX to reflect the current Board date of December 20, 2016.

Susan Leaming, Personnel Analyst, reported on hosting two classified staff development opportunities. Ms. Leaming notified the Commission that 115 classified employees attended the CalPERS Retirement workshop on November 4, 2016. Ms. Leaming also informed the Commission that 106 classified employees were trained in CPR First Aid on November 14, 2016. Ms. Leaming concluded with an update to the Commission that more classified staff development opportunities for both CalPERS Retirement and CPR First Aid will be held in March 2017.

Kenneth Kato, Executive Officer, reported that Kelly An, Director of Leadership Development brought new District Directors to tour the Personnel Commission Office and to learn about the Merit System. Mr. Kato will present to LBUSD employees who are aspiring to be school principals on February 2017 regarding the Personnel Commission and the Merit System.

Mr. Kato reported that he presented the 2015-2016 Personnel Commission Annual Report to the Board of Education on November 16, 2016. The report was well-received by the Board. Commissioner Ulaszewski and Commissioner Vaughan were also present at the workshop. Mr. Ulaszewski informed the Commission of the positive recognition received from the Board of Education for the hard work of Personnel Commission staff over the last fiscal year.

CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1, 2, 4-9; Item 3 was pulled for further discussion.

1. **RATIFY** job announcement bulletin for Assistant Facilities Project Manager
2. **RATIFY** job announcement bulletin for Educare Family Support Specialist; Educare Family Support Specialist-BL Spanish; Educare Family Support Specialist-BL Khmer
4. **APPROVE** the certification of Child Nutrition Specialist 17-0024-3322 eligibility list established November 28, 2016

5. **APPROVE** the certification of College and Career Specialist 17-0025-5177 eligibility list established November 23, 2016
6. **APPROVE** the certification of Elementary School Office Supervisor 16-0124-3345 eligibility list established November 07, 2016
7. **APPROVE** the certification of Instructional Aide-Special 17-0029-0448 eligibility list established November 15, 2016
8. **APPROVE** the certification of Instructional Aide-Special 17-0040-0448 eligibility list established November 22, 2016
9. **APPROVE** the certification of Kids' Club Assistant 17-0027-0694 eligibility list established November 16, 2016

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Linda Vaughan	X		

Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski , and the motion carried with a unanimous vote of those present to approve the Consent Agenda items Item 3.

3. **APPROVE** the certification of Benefits Administrator 17-0007-5227 eligibility list established November 23, 2016

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Linda Vaughan	X		

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the recommendation to remove from eligibility list ID 732292

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.1. The individual was present to appeal the recommendation. Mr. Ulaszewski explained the difference between Open and Closed Session to Candidate 732292. The individual requested to be heard in Closed Session. The Commission moved item 1 of New Business to Closed Session.

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission of her sister, Fredericka McGee, a LBUSD and CSULB Alumna was honored by the Sacramento County Bar Association as the 2016 Distinguished Attorney of the Year. Ms. Pharr concluded by notifying the Commission of her attendance at the CSPCA Annual Conference in January 2017.

Commissioner Terence Ulaszewski canceled the Thursday, January 5, 2017 Personnel Commission meeting due to school closures. Mr. Ulaszewski extended well-wishes for a safe holiday season.

**NEXT REGULAR
MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for December 22, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 10:37 a.m. to discuss New Business item 1.

OPEN SESSION

The Personnel Commission returned to open session at 10:45 a.m. The following reportable actions for New Business item 1 were taken:

1. The Commission acted to sustain staff's recommendation to remove ID 24116098 from the current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after one year in accordance with screening standards. They instructed the Executive Officer to notify the applicant of the decision.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Linda Vaughan	X		

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 10:47 a.m. with the consent of the members.

ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems – and one of the top three in the U.S. – in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also is a five-time finalist for the prize.

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

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

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

RECRUITMENT EXTENDED



**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

ADMINISTRATOR, CONSTRUCTION

**ANNUAL SALARY
\$106,639 - \$125,219**

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Administrator Construction. Under administrative direction of the Executive Director, plan, coordinate, administer and oversee the construction activities and day-to-day operations of the Facilities Development and Planning Branch; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

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

The current vacancy is a 12 month 100% FTE (8 hours per day). The current vacancy is located at Facilities.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field. A Master's degree in one of the above-mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired.

Additionally, candidates will have Four years of management-level experience in construction. Experience in educational construction is preferred.

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

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law

SALARY AND BENEFITS

The annual salary for Administrator, Construction is \$106,639 - \$125,219, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: [http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel%20Commission/) The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

A resume will not substitute for the required forms. Completed forms must be received no later than:

Application Deadline: 4:30 p.m., Monday, November 7, 2016

EXTENDED DEADLINE 4:30 PM- TUESDAY JANUARY 17, 2017

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

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

ADMINISTRATOR, FACILITIES, DEVELOPMENT AND PLANNING

**\$106,639 – \$125,219
Annually**

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Administrator, Facilities, Development and Planning. Under administrative direction, plan, coordinate, administer and oversee the planning activities, phases of design and day-to-day operations of the Facilities Planning and Management Branch; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

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

The current vacancy is a 12 month 100% FTE (8 hours per day). The current vacancy is located at Facilities.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field. A Master's degree in one of the above-mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired.

Additionally, candidates will have four years of management-level experience in construction, urban studies or facilities planning. Experience in educational facility planning and construction is preferred. Any other combination of training and/or experience which demonstrates that an applicant is likely to possess the required skills, knowledge, and abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

SALARY AND BENEFITS

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

CAMPUS SECURITY OFFICER

FINAL FILING DATE:

4:30 p.m., Wednesday, January 4, 2017

JOB INFORMATION:

Current need is for substitutes.

JOB SUMMARY:

Under general supervision, survey and patrol District school sites to prevent unruly and disruptive student behavior or damage to equipment or property; promote a safe and secure environment and advise students of appropriate standards of behavior; and to perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. College-level courses in psychology, administration of justice, ethnic studies and child development are highly desirable.

EXPERIENCE:

One year of full-time experience working with adolescents or young adults in a structured environment such as an education center, counseling center, community based social service agency, etc. Work with at risk youth is desirable. Verifiable volunteer experience may be considered.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License is required at the time of appointment. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (4) Some incumbents may be required to work adjustable work schedules that will include evenings and weekend assignments. (5) American Red Cross standard first Aid and cardio-pulmonary resuscitation certification upon the completion of the probationary period. (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.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, 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.

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.

SALARY RANGE HOURLY:

START:	\$18.68
6 MONTHS:	\$19.71
1 ½ YEARS:	\$20.79
2 ½ YEARS:	\$21.93
3 ½ YEARS:	\$23.14

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

PERSONNEL COMMISSION

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[www.lbschools.net/Departments/
Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

**WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER**

Dual Exam 17-0058-5011 OL

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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

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

ROLL UP YOUR DISTRICT

Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Attelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems – and one of the top three in the U.S. – in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also is a five-time finalist for the prize.

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An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES OPERATIONS COORDINATOR

\$33.21 – \$39.00 Hourly

JOIN OUR WINNING TEAM

Join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Nutrition Services Operations Coordinator. Under general supervision, plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services Branch and administrators; research, analyze and prepare complex reports and records; train and supervise assigned staff; perform related duties as assigned.

The current opening will primarily collaborate with various groups and departments to continuously move the Nutrition Services operational activities forward. This includes utilizing research and statistical analysis, allocating resources and commodities, maintaining inventory, and keeping a global perspective on all operations by connecting purchasing, menu planning, production, and warehouse entities. The incumbent will also need to have excellent communication and organizational skills, have the ability to build and maintain positive working relationships, juggle between multiple projects and be action and results focused.

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

The current vacancy is a 10 month flex position. Position is 100% FTE (8 hours per day). Current vacancy is located at the Nutrition Services Branch.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in institutional food management, human resources, public administration, business administration or a related field.

Additionally candidates will have two years of supervisory experience involving analyzing data and preparing reports and recommendations regarding business processes and functions such as budgets, procurement, organizational efficiency, project management, staffing or records management. Experience in a large-scale institutional food service operation is preferred.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license and use of a personal automobile.

Some positions may require a valid Food Safety Manager certificate issued from an authorized agency.

SALARY AND BENEFITS

The hourly salary for Nutrition Services Operations Coordinator is \$33.21 to \$39.00, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

HOW TO APPLY

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

A resume will not substitute for the required forms. Completed forms must be received no later than:

4:30 p.m. Friday, January 13, 2017

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 13

Date: December 22, 2016

Reason for
Consideration: Approval

Accountant

List Valid: 12/23/16-12/23/17

Total applications received: 65

No. Passed: 11 No. Failed: 18

Dual

17-0050-0358

Total invited to exam: 49

No. Withdrew: 20 No. Screened Out: 16

Accounting Technician

List Valid: 12/23/16-12/23/17

Total applications received: 61

No. Passed: 8 No. Failed: 14

Dual

17-0049-0750

Total invited to exam: 28

No. Withdrew: 6 No. Screened Out: 33

Nutrition Services Worker

List Valid: 12/21/16-12/21/17

Total applications received: 124

No. Passed: 14 No. Failed: 36

Open

17-0039-3322

Total invited to exam: 50

No. Withdrew: 0 No. Screened Out: 74

Purchasing Assistant

List Valid: 12/09/16-12/09/17

Total applications received: 149

No. Passed: 6 No. Failed: 85

Dual

17-0030-5129

Total invited to exam: 120

No. Withdrew: 29 No. Screened Out: 29

Senior Health Assistant

List Valid: 12/21/16-12/21/17

Total applications received: 14

No. Passed: 4 No. Failed: 1

Dual

17-0048-5174

Total invited to exam: 6

No. Withdrew: 1 No. Screened Out: 8

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: December 15, 2016