

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
October 13, 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 September 29, 2016 1-3
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 Accompanist 4-5
2. **RATIFY** job announcement bulletin for Building Maintenance Worker 6-7
3. **RATIFY** job announcement bulletin for Building Maintenance Worker-Driver 8-9
4. **RATIFY** job announcement bulletin for Instructional Aide-Special 10-11
5. **RATIFY** job announcement bulletin for Kids' Club Assistant 12-13
6. **RATIFY** job announcement bulletin for Purchasing Assistant 14-15
7. **APPROVE** the certification of Computer Support Technician 17-0009-5108 eligibility list established October 05, 2016 16
8. **APPROVE** the certification of Custodian 17-0001-0139 eligibility list established October 07, 2016 16
9. **APPROVE** the certification of Custodian-Avalon 17-0020-0139 eligibility list established October 06, 2016 16
10. **APPROVE** the certification of Electronics Technician (Substitutes Only) 17-0005-0110 eligibility list established October 06, 2016 16

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| 11. APPROVE the certification of Grounds Equipment Operator I-Avalon 17-0019-0175 eligibility list established October 06, 2016 | 16 |
| 12. APPROVE the certification of Instructional Aide-Special 17-0017-0448 eligibility list established October 06, 2016 | 16 |
| 13. APPROVE the certification of Nutrition Services Worker-Avalon 17-0021-5068 eligibility list established October 06, 2016 | 16 |
| 14. APPROVE the certification of Senior Office Assistant Schools-Avalon 17-0018-3363 eligibility list established October 06, 2016 | 17 |
| 15. APPROVE the certification of Senior Systems Analyst 16-0111-5120 eligibility list established October 06, 2016 | 17 |
| 16. APPROVE the certification of School Safety Officer 16-0110-5014 eligibility list established October 06, 2016 | 17 |
| 17. APPROVE the certification of Senior Payroll Accounting Technician 17-0016-0762 eligibility list established October 10, 2016 | 17 |
| 18. APPROVE the certification of Technology Field Operations Manager 17-0010-5209 eligibility list established October 14, 2016 | 17 |

III. OLD BUSINESS

IV. NEW BUSINESS

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

October 27, 2016 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

September 29, 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, September 29, 2016, at 8:17 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: Stacey V. Lewis
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Susan Follmuth, Human Resources Technician; Asghar Tootla, Human Resources Technician; Lissa Kukahiko, Senior Administrative Secretary; and Adriana Araujo, Staff Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President.

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of September 15, 2016.

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

RECEIVE
CORRESPONDENCE

None.

PUBLIC HEARD

None.

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, announced Asghar Tootla was recently promoted from Human Resources Assistant to Human Resources Technician. Mr. Kato mentioned that staff is interested in interviewing for the Human Resources Assistant vacancy.

Mr. Kato reported that the process for requesting the reappointment of Commissioner Vaughan for another 3 year term had been initiated.

Mary Cates, Human Resources Supervisor, extended her appreciation to Asghar Tootla for joining the team. Ms. Cates reported that 18 Instructional Aide-Special applicants were scheduled to be interviewed today by Wendy Rosenquist from Special Education. If a candidate is selected, staff will process and fingerprint them next Monday. Ms. Cates mentioned that she and staff are working diligently on employee processing activities including coaches and Recreation Aides.

Maria Braunstein, Personnel Analyst, congratulated Asghar Tootla, for his promotion to Human Resources Technician. Ms. Braunstein reported on 15 new vacancies for a total of 22 recruitments that staff is currently working on. Ms. Braunstein continues to work with subject matter experts to establish competencies that will ensure relevancy and validity of examinations. Ms. Braunstein expressed her gratitude toward staff for their work.

Susan Leaming, Personnel Analyst, notified the Commission of upcoming staff development workshops. CalPERS Retirement Planning Workshops will be held on November 4, 2016 and in Spring 2017. CPR/First Aid trainings for classified staff will be held on November 14, 2016 and March 3, 2017. Ms. Leaming concluded by distributing the 2016-2017 salary schedules to the Commissioners.

CONSENT AGENDA

A motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1-4.

1. **RATIFY** job announcement bulletin for Benefits Administrator
2. **RATIFY** job announcement bulletin for Child Nutrition Specialist
3. **RATIFY** job announcement bulletin for College and Career Specialist
4. **APPROVE** the certification of Maintenance Director 17-0010-0083 eligibility list established September 21, 2016

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

OLD BUSINESS

None.

NEW BUSINESS

1. **APPROVE** the recommendation to remove from eligibility list ID 28630051

The Commission moved New Business item 1 to Closed Session.

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that she attended a meeting regarding the Measure E Bond and Proposition 55. She

explained that mailers will be sent out and phone calls will be made to the community for their support.

**NEXT REGULAR
MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for October 13, 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 8:32 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:46 a.m. The following reportable actions were taken:

1. The Commission acted to sustain staff's recommendation to remove candidate 28630051 from current eligibility list but determined that this would not be a permanent bar from future employment with the District and will allow the candidate to reapply at six months or at the next administration of the Nutrition Services Worker exam, whichever is sooner.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:48 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

ACCOMPANIST

FINAL FILING DATE:

4:30 p.m., Monday, October 24, 2016

JOB INFORMATION:

Permanent 10 months position. Position is a 67% FTE (approximately: 26.8 hours per week). The current vacancy is located at Lakewood High School.

JOB SUMMARY:

Under general supervision, provide piano accompaniment for soloists and dance or choral groups at a variety of performances and special events including rehearsals, graduations, festivals and competitions; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

(1) Completion of at least two years of study (48 semester units or 60 quarters units) at an institution of higher education; Or (2) Attainment of an Associate of Arts degree or higher degree; Or (3) Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level coursework or advanced private training in piano and music theory.

EXPERIENCE:

One year of experience as an accompanist.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered; however, experience cannot substitute for the required minimum education.

WORKING ENVIRONMENT:

Classroom, theater, indoor/outdoor locations including some evenings, weekends and varied hours.

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

START: \$18.17
6 MONTHS: \$19.18
1 ½ YEARS: \$20.23
2 ½ YEARS: \$21.34
3 ½ YEARS: \$22.51

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/

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0031-5213 SF

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.



CLASSIFIED EMPLOYMENT OPPORTUNITY

BUILDING MAINTENANCE WORKER

FINAL FILING DATE:

4:30 p.m., Wednesday, October 19, 2016

Applications Accepted: October 14, 2016 - October 19, 2016

JOB INFORMATION:

Eligibility list is being created to fill future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to perform work in connection with the repair or maintenance of school properties or equipment; may assist carpenters, painters, plumbers, electricians or other mechanics; to perform more simple kinds of repair and maintenance work.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

At least two years of experience in which an incumbent has acquired the competence in performing building and related maintenance work.

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

SPECIAL REQUIREMENTS:

- (1) Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.
- (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) May be required to travel from one school location to another.
- (4) Some incumbents in this class may be required to wear protective clothing, gear or equipment as required by law.
- (5) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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:	\$22.59
6 MONTHS:	\$23.83
1 ½ YEARS:	\$25.14
2 ½ YEARS:	\$26.52
3 ½ YEARS:	\$27.98

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. 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.

SELECTION PROCEDURE:

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0028-0625 OL

LBUSD employees, please see reverse side for
important information.

Maria Brutto

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

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

Guidelines:

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CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

BUILDING MAINTENANCE WORKER-DRIVER

FINAL FILING DATE:

4:30 p.m., Wednesday, October 19, 2016

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

Eligibility list is being created to fill future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to perform work in connection with the repair or maintenance of school properties or equipment; may assist carpenters, painters, plumbers, electricians or other mechanics; to perform more simple kinds of repair and maintenance work; operate a truck to tow a trailer or heavy equipment; operate a mobile crane; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

At least two years of experience in which an incumbent has acquired the competence in performing building and related maintenance work.

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

PHYSICAL DEMANDS:

Strength; heavy work, lifting, carrying, and/or pushing 100 pounds with frequent lifting and/or carrying of object weighing up to 50 pounds; climbing and descending ladders and scaffolding and working from heights; standing for extended periods of time; walking, stooping, pushing, bending, and kneeling; reaching overhead above shoulders and horizontally for extended periods of time; crawling in attics, tight spaces and under buildings; dexterity of hands and fingers to operate hand and power tools; visual acuity to distinguish the color of wires; speak to exchange information in person or on the telephone.

SPECIAL REQUIREMENTS:

(1) Employees performing the work of the Building Maintenance Worker/Driver class must possess a valid Class A driver's license and valid Mobile Crane Operator Certification. Training to obtain the license and crane certification is at Districts expense. Under federal law those individuals required to possess a commercial drivers license shall be subject to alcohol and controlled substance testing. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Some incumbents in this class may be required to wear protective clothing, gear or equipment as required by law. (4) May be required to travel from one school location to another. (5) Accepting employment in a position in this classification required 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.

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NOTE: As a part of the Personnel Commission's ongoing effort to streamline recruitment processes, employees applying for BMW/Driver who have held status as a BMW will not be required to participate in the written and performance tests. Individuals who currently or previously held status in maintenance trades with training and experience similar to those of a BMW will be reviewed on a case-by-case basis to determine the level of testing required.

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[Personnel_Commission/](#)

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Promo Exam 17-0026-0880 OL

LBUSD employees, please see reverse side for
important information.

Maria B

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE – SPECIAL

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Current need is for substitutes. List may be used to fill future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, follow the lead of the teacher/specialist in providing instruction to students having an Individualized Education Program (IEP), or Selection 504 Service Plan (SP); assist in the supervision, discipline and behavior modification of students; assist in their physical care and hygienic needs; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school* and one of the following:

1. Completion of at least two years of study* (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree * Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

*Verification will be required for high school graduation, college units & degrees.

*Official transcripts of units must be attached at time of application. Original college diploma may be brought to personnel commission in lieu of official transcripts for verification (original will be returned).

EXPERIENCE:

Six months of experience working with children in a structured environment. Experience working with children requiring a specialized learning environment is preferred. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal time basis

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

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: \$16.76
6 MONTHS: \$17.68
1 ½ YEARS: \$18.66
2 ½ YEARS: \$19.68
3 ½ YEARS: \$20.76

SPECIAL REQUIREMENTS:

1) Some positions may require the use of a personal automobile and the possession of a valid California class C driver's license. (2) Some assignments will require the successful completion of district-provided training to administer specialized physical health care services to meet student needs. (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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 will be comprised of an, evaluation of responses on a supplemental application; and an occupational written examination (100%). 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

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline: (562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Continuous AS

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.



CLASSIFIED EMPLOYMENT OPPORTUNITY

KIDS' CLUB ASSISTANT

FINAL FILING DATE:

4:30 P.M., Tuesday October 18, 2016

JOB INFORMATION:

Eligibility list is being created to fill future vacancies as they occur.

JOB SUMMARY:

Under general supervision, assist in the implementation of a Kids' Club (day care) program which meets the needs of individual children; participate in and monitor children in program activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school. College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

EXPERIENCE:

Six months of experience working with children in an instructional, extended day care or similar recreation program.

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

SPECIAL REQUIREMENTS:

1) Incumbents in the classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. 2) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

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: \$14.64
6 MONTHS: \$15.44
1 ½ YEARS: \$16.29
2 ½ YEARS: \$17.18
3 ½ YEARS: \$18.12

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VIII/MERIT SYSTEM EMPLOYER.

Dual Exam 17-0027-0694 AS

LBUSD employees, please see reverse side for
important information.

Maria B

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.**
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CLASSIFIED EMPLOYMENT OPPORTUNITY

PURCHASING ASSISTANT

FINAL FILING DATE:

Application deadline: 4:30 p.m., Monday, October 24, 2016
Applications will be accepted: October 17, 2016 – October 24, 2016

JOB INFORMATION:

Permanent 12 months position. Position is a 100% FTE (8 hours per day).
The current vacancy is located at Purchasing.

JOB SUMMARY:

Under general supervision, perform complex and varied clerical support duties related to the purchasing of supplies, materials, food, equipment and services for the District; prepare and maintain a variety of records, logs and files; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Two years of clerical experience, preferably involving purchasing of supplies, contracts or basic accounting.

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

SPECIAL REQUIREMENTS:

(1) SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS: This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 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. (2) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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:	\$19.72
6 MONTHS:	\$20.80
1 ½ YEARS:	\$21.95
2 ½ YEARS:	\$23.16
3 ½ YEARS:	\$24.43

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0030-5129 OL

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Maria Braunstein

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 16-17

Date: October 13, 2016

Reason for
Consideration: Approval

Computer Support Technician

Dual

17-0009-5108

List Valid: 10/05/16-10/05/17

Total applications received: 59

No. Passed: 5 No. Failed: 5

Total invited to exam: 17

No. Withdrew: 7 No. Screened Out: 42

Custodian

Dual

17-0001-0139

List Valid: 10/07/16-10/07/17

Total applications received: 239

No. Passed: 63 No. Failed: 9

Total invited to exam: 92

No. Withdrew: 20 No. Screened Out: 147

Custodian-Avalon

Open

17-0020-0139

List Valid: 10/06/16-10/06/17

Total applications received: 21

No. Passed: 4 No. Failed: 0

Total invited to exam: 10

No. Withdrew: 6 No. Screened Out: 11

Electronics Technician (Substitutes Only)

Dual

17-0005-0110

List Valid: 10/06/16-10/06/17

Total applications received: 18

No. Passed: 2 No. Failed: 0

Total invited to exam: 5

No. Withdrew: 3 No. Screened Out: 13

Grounds Equipment Operator I-Avalon

Dual

17-0019-0175

List Valid: 10/06/16-10/06/17

Total applications received: 17

No. Passed: 4 No. Failed: 2

Total invited to exam: 12

No. Withdrew: 6 No. Screened Out: 5

Instructional Aide-Special

Open

17-0017-0448

List Valid: 10/06/16-10/06/17

Total applications received: 106

No. Passed: 19 No. Failed: 1

Total invited to exam: 38

No. Withdrew: 18 No. Screened Out: 68

Nutrition Services Worker-Avalon

Dual

17-0021-5068

List Valid: 10/06/16-10/06/17

Total applications received: 13

No. Passed: 2 No. Failed: 1

Total invited to exam: 10

No. Withdrew: 7 No. Screened Out: 3

Senior Office Assistant Schools-Avalon

List Valid: 10/06/16-10/06/17

Total applications received: 24

No. Passed: 3 No. Failed: 4

Dual

17-0018-3363

Total invited to exam: 14

No. Withdrew: 7 No. Screened Out: 10

Senior Systems Analyst

List Valid: 10/06/16-04/06/17

Total applications received: 20

No. Passed: 3 No. Failed: 1

Dual

16-0111-5120

Total invited to exam: 4

No. Withdrew: 0 No. Screened Out: 16

School Safety Officer

List Valid: 10/06/16-04/06/17

Total applications received: 90

No. Passed: 7 No. Failed: 1

Dual

16-0110-5014

Total invited to exam: 21

No. Withdrew: 13 No. Screened Out: 69

Senior Payroll Accounting Technician

List Valid: 10/10/16-10/10/17

Total applications received: 44

No. Passed: 7 No. Failed: 10

Dual

17-0016-0762

Total invited to exam: 34

No. Withdrew: 17 No. Screened Out: 10

Technology Field Operations Manager

List Valid: 10/14/16-10/14/17

Total applications received: 61

No. Passed: 7 No. Failed: 5

Dual

17-0010-5209

Total invited to exam: 20

No. Withdrew: 8 No. Screened Out: 41

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: October 6, 2016