



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

APRIL 3, 2014
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL

Linda Vaughan, Chairperson	Present _____
Stacey Lewis, Vice-Chairperson	Present _____
Terry Ulaszewski, Member	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 20, 2014 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action
 - 8.2 Revision to the Rules and Regulations of the Classified Service, Chapter XI (Second Reading) Action
 - 8.3 Establish a Public Hearing date for Proposed Personnel Commission Budget for 2014-2015 Action
9. BULLETINS AND TESTING ACTIONS
 - 9.1 Bulletins – Per Personnel Commission Rule 4.3.B Action
 - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B Action

10. OTHER ITEMS
11. The next regular scheduled meeting of the Personnel Commission will be held on April 17, 2014 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
12. CLOSED SESSION
13. ADJOURNMENT

ACCESS TO PUBLIC DOCUMENTS

Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 999, Atlantic Avenue, Third Floor, Long Beach, CA 90813, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:40p.m.).

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting pursuant to Government Code 54954.2 (a) 1.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for March 20, 2014

PAGES: 7.1.1 – 7.1.4

Date: April 3, 2014

Reason for
Consideration: Action

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

Chairperson Linda Vaughan called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President and Adrienne Rambo, CSEA Vice-President Unit A.

**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

Dr. Gail McMahon, Executive Officer, announced she will be providing an update to the Board of Education on April 15 at 2:30 on the status of the Personnel Commission goals. The first goal was to create a technology driven onboarding process. The second goal was to create a more efficient system to calculate employee seniority.

Dr. McMahon reported on upcoming activities including the Personnel Commissioners Association of Southern California (PCASC) one-day "mini-conference" on Friday, May 16, 2014 and the Classified Employee Celebration scheduled for May 23rd.

Marilyn Balmer, Personnel Analyst, reported the Recruitment and Testing staff is working on nineteen recruitments. She also reported on the difficulty to recruit qualified applicants for the position of Instructional Aide Interpreter- Deaf/Hard of Hearing which requires a special certificate. Applicants will indicate they have the certificate and when asked to submit the document for verification the applicants do not respond.

Susan Leaming, Personnel Analyst, reported the number of participants for the Child Care and Instructional job family has increased to 25%. Eight focus group meetings have been completed and several more will be conducted over the next several weeks.

Dale Culton, Certification Services Manager, reported staff is working with the sites to fill 96 Instructional Aide-Special vacancies. He also reported the technology driven onboarding for new hires is going well. Mr. Culton reported 5 employees in various classifications are being offered reemployment due to vacancies. Chairperson Vaughan made an inquiry as to how many employees are left on the reemployment list. Mr. Culton indicated there are approximately 500 individuals on the list as this includes individuals who were laid off, reduced by FTE, calendar and/or returned to former class.

Mary Cates, Human Resources Supervisor, reported 778 summer school applications have been received by staff as of March 18th. She also reported she attended an AESOP substitute system user workshop. Ms. Cates announced Paula Smith will be starting as the newest staff member on Monday, March 24th, replacing Jan Medford who was recently promoted to Administrative Secretary at Transportation.

MINUTES

MINUTES

The Commission approved the minutes of the March 6, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion.

The motion carried. The vote was unanimous with all three members participating in the vote.

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

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." Commissioner Ulaszewski made a motion to discuss the second reading of the Rules and Regulations of the Classified Service. Vice-Chairperson Lewis seconded the motion. Minor changes were noted by the Executive Officer and the Commissioners. Commissioner Ulaszewski made a motion to approve the

revision of the minutes with the discussed changes. Vice-Chairperson Lewis seconded the motion.

The motion carried. The vote was unanimous with all three members participating in the vote.

BULLETINS

BULLETINS

Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. It was moved by Commissioner Ulaszewski to ratify the bulletins. Vice-Chairperson Lewis seconded the motion.

The motion carried. The vote was unanimous with all three members participating in the vote.

Administrative Secretary – Bilingual Spanish	Promotional	14-0089-5140
Energy Conservation Specialist	Dual	14-0081-5175
Grounds Equipment Operator I	Dual	14-0084-0175
Grounds Equipment Operator II	Dual	14-0085-0176
Instructional Aide Interpreter Deaf Hard of Hearing	Dual	14-0078-3272
Senior Health Assistant	Dual	14-0088-5174
Speech-Language Pathology Assistant	Dual	14-0080-5024

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.B, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. Commissioner Ulaszewski moved for approval of the lists with the revision of the eligibility list valid dates for Fiscal Services Analyst from 3/18/14 – 3/18/15 to 2/24/14 – 2/24/15. The motion was seconded by Vice-Chairperson Lewis. Personnel Analyst Balmer noted a revision to the dates of the Fiscal Services Analyst list.

The motion carried with the revision to the Fiscal Services Analyst list. The vote was unanimous with all three members participating in the vote. The following eligibility lists were approved.

Fiscal Services Analyst	Dual	14-0072-5173
List Valid: 2/24/14 – 2/24/15		
Total applications received: 40	Total invited to exam: 20	
No. Passed: 12 No. Failed: 6	No. Withdrew: 2 No. Screened Out: 20	

Instructional Aide-Special	Open Continuous	14-0075-0448
List Valid: 3/20/14 – 3/20/15		
Total applications received: 114	Total invited to exam: 63	
No. Passed: 22 No. Failed: 13	No. Withdrew: 28 No. Screened Out: 51	

Nutrition Services Supervisor I	Dual	14-0063-5064
List Valid: 3/14/14 – 3/14/15		
Total applications received: 107	Total invited to exam: 77	
No. Passed: 28 No. Failed: 35	No. Withdrew: 14 No. Screened Out: 30	

Nutrition Services Supervisor II Promotional 14-0064-5065
List Valid: 3/14/14 – 3/14/15
Total applications received: 23 Total invited to exam: 15
No. Passed: 13 No. Failed: 2 No. Withdrew: 0 No. Screened Out: 8

Nutrition Services Supervisor III Promotional 14-0065-5066
List Valid: 3/14/14 – 3/14/15
Total applications received: 11 Total invited to exam: 7
No. Passed: 5 No. Failed: 1 No. Withdrew: 1 No. Screened Out: 4

Plant Supervisor – High School Promotional 14-0060-5029
List Valid: 3/21/14 – 3/21/15
Total applications received: 16 Total invited to exam: 10
No. Passed: 7 No. Failed: 2 No. Withdrew: 1 No. Screened Out: 6

Senior Purchasing Assistant Promotional 14-0074-5133
List Valid: 3/12/14 – 3/12/15
Total applications received: 4 Total invited to exam: 2
No. Passed: 2 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 2

OTHER ITEMS

OTHER ITEMS

Vice-Chairperson Lewis reported the Port of Long Beach received over 600 applications for their summer intern program.

Valeeta Pharr, CSEA Chapter 2 President, asked if the Attendance/Professional Growth Incentive approved in 2013, was yielding the desired results. Executive Officer McMahon gave an example on how the incentive was recently used. Ms. Pharr also reported on some of her recent activities which will benefit the classified employees of Long Beach Unified including the ratification vote of the agreement with CSEA and the District which will give representative employees a 3% increase retroactive to July 1, 2013.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 3, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 8:57 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
Recommendations

PAGES: 8.1.1 – 8.1.6

Date: April 3, 2014

**Reason for
Consideration:** Action

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

CREATE A NEW CLASSIFICATION

PAGE

Administrative Coordinator - Construction
Salary Range 51 (M2)

2



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

March 28, 2014

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Administrative Coordinator - Construction
Salary Range 51 (M2)

Background and Findings

The Facilities Development and Planning Branch originally had two (2) positions classified as Administrative Coordinator – Facilities, Development and Planning. However, the two incumbents in the positions perform separate and different duties. One position is responsible for design and site environmental review while the other position is primarily responsible for oversight of construction.

Ms. Tova Corman, Executive Director of the Facilities, Development and Planning Branch indicates different skill sets are needed for each position and the duties as indicated in the job description for Administrative Coordinator – Facilities, Development and Planning do not adequately represent what is expected of the employee responsible for oversight of construction. While some of the duties are similar, the primary responsibilities of the position are unique enough to warrant separate job descriptions. Ms. Corman intends to reallocate one of the positions of Administrative Coordinator-Facilities, Development and Planning, to Administrative Coordinator – Construction. The position being reallocated will be vacant due to a resignation.

Recommendations

Staff recommends establishment of the new classification, Administrative Coordinator – Construction, at a Salary Range 51 on the management salary schedule.

Prepared and Recommended by:

**Gail McMahon, Ed.D.
Executive Officer**



PERSONNEL COMMISSION

Class Code:
Salary Range: 51 (M2)

ADMINISTRATIVE COORDINATOR – CONSTRUCTION

JOB SUMMARY

Under administrative direction of the Executive Director, plan, coordinate, manage 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.

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, coordinate, manage and oversee all new construction, modernization and technology projects and day-to-day operations of the Facilities Development and Planning Branch; assure compliance with applicable laws, codes, rules and regulations. *E*
- Prepare and oversee preparation of estimates, requests for proposals, specifications, bid forms and contracts for construction, renovation and related services. *E*
- Oversee the coordination of requests for information, change orders, submittals, shop drawings, time extension requests and contractor progress schedules and claims. *E*
- Supervise the performance of assigned personnel; coordinate and assign work; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Oversee and monitor projects to assure completion of work in compliance with District standards outlined in contractor agreements. *E*
- Oversee the development of plan phases for construction, modernization and technology projects to ensure successful and effective use of resources. *E*
- Develop strategies for project construction and bidding. *E*
- Oversee critical inspections to assure compliance with plans, specifications, contract provisions, building codes and regulations. *E*
- Provide operational leadership to facilities, planning, engineering and construction management; meet regularly to coordinate and integrate multiple stages of ongoing projects to assure seamless, timely, and cost effective completion. *E*
- Review, evaluate and conduct procedural studies of existing facilities work methods and operations; recommend proposals for improvements and implement modifications as needed. *E*
- Develop and implement safety programs; evaluate personnel in the proper performance of safe and efficient work methods and practices and appropriate use and care of equipment. *E*
- Develop and recommend new or revised policies, procedures, rules, regulations, and project schedules for facilities, construction and engineering projects. *E*
- Confer with District staff and manufacturer representatives regarding new or improved products, trade practices and methods of construction; prepare recommendations regarding the purchase of equipment and products. *E*
- Assist in developing, preparing and monitoring the annual preliminary budget for the

department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

- Communicate with District administrators, personnel, vendors, contractors and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*
- Provide technical expertise, information and assistance to the Executive Director regarding assigned functions; advise the Executive Director of unusual trends or problems and recommend appropriate corrective action. *E*
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*
- Operate a computer and assigned software; drive a vehicle to conduct work. *E*
- Attend and conduct a variety of meetings, conferences and workshops; maintain current knowledge of laws, codes, rules and regulations related to assigned activities. *E*
- Serve as the Executive Director in the absence of the Executive Director as necessary. *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 incumbent in the Administrative Coordinator – Construction position assists in the planning, organization and direction of the activities and operations of the Facilities Planning and Management Branch and oversees the daily activities involved in the delivery of services within various units of the Branch. The position requires the ability to coordinate multiple tasks and oversee various functions to assure achievement of operational objectives. Incumbents will coordinate activities with District site administrators, community members and representatives, vendors, architects and public agencies to assure the facility planning process meets stated objectives in a timely manner.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of administration, supervision and training.

Applicable federal, State and local laws, codes and regulations related to California school construction.

General principles and practices of building construction.

Management principles and techniques in the planning, design and construction of public works projects.

Inspection methods applicable to school construction.

Cost estimates and specifications.

Applicable building codes, ordinances, life and safety and accessibility requirements, regulations, OSHA and other safety precautions.

Public agencies responsible for planning and development of the local geographic area.

Budget preparation and control.

Project management theory and techniques.

Appropriate safety procedures and hazardous material compliance.

Principles and practices of supervision and training.

Public speaking techniques.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, coordinate, manage and oversee the construction activities, phases of construction and day-to-day operations of the Facilities Development and Planning Branch.

Analyze, interpret and explain applicable laws, codes, rules, regulations, policies and procedures.

Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.

Analyze situations accurately and adopt an effective course of action.

Assure compliance with applicable laws, codes, rules and regulations.

Plan, direct and evaluate the work of others.

Prepare and deliver oral presentations.

Develop and prepare departmental budgets.

Analyze and develop work methods, procedures and schedules.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Read and interpret plans and specifications.

Plan and organize work.

Operate a computer and assigned software.

Education and Training:

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.

Experience:

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.

WORKING ENVIRONMENT

Office and construction site environment.
Driving a vehicle to conduct work.
Occasional evening and variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials and inspect construction sites.
Sitting for extended periods of time.
Walking over rough and uneven surfaces.
Climbing ladders, stairs, scaffolding and ramps to inspect construction sites.

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 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:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

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

PAGES: 8.2.1- 8.2.7

Date: April 3, 2014

Reason for
Consideration: Discussion/Action

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

REVISION OF RULES AND REGULATIONS

PAGE

Chapter XI (Second Reading)

2

CHAPTER XI
DISCIPLINARY ACTIONS, APPEALS, AND HEARINGS

11.1 CAUSES FOR SUSPENSION, DEMOTION, DISMISSAL

Persons employed in the classified service may be dismissed, demoted, suspended, or otherwise disciplined for any of the following items which the Commission has determined to be reasonable causes depending upon the circumstances of each case:

1. Dishonesty, as defined in Rule 4.2.
2. Immoral or disgraceful conduct as defined in Rule 4.2.
3. Reporting to work with alcoholic beverage, marijuana, or controlled substance in the employee's system; possessing or using any amount of alcoholic beverage, marijuana, or controlled substance during work hours; conducting work duties impaired as a result of either the on or off-duty use of alcoholic beverage, marijuana, or controlled substance; being under the influence of any alcoholic beverage, marijuana, or controlled substance during work hours; failing to notify the employee's supervisor or school district physician when taking any medication(s) which may interfere with the safe and effective performance of duties or operation of district equipment.
4. Consecutive performance ratings of "Unsatisfactory" or "Needs to Improve" in a factor or a group of factors in which the employee was rated, provided the ratings are supported by documentation on which they are based.
5. Political or private business activities engaged in-by an employee during his/her assigned hours of employment.
6. Conviction of a serious crime by a court of law, or a record of one or more convictions which indicate that the person is a poor employment risk, or an overall criminal record indicating he/she is unsuited for working with or around students or in the operating unit in which the employee is assigned.
7. A record of frequent absences or a pattern of casual absences, which results in a disruption of service by and/or loss of efficiency in the operating unit in which the employee is assigned.
8. Incompetency, inefficiency, insubordination, inattention to or dereliction of duty.
9. Discourteous treatment of, or illegal, unwelcome, or inappropriate conduct or behavior toward the public, students, or fellow employees, or any other willful failure of good conduct tending to injure the public service.

10. Any willful or persistent violation of the provisions of the Education Code or Board of Education, Personnel Commission, or administration approved policies, rules, regulations, procedures, or established practices.
11. Use of fraud, deception, misrepresentation, misstatement or omission of material fact(s), whether intentional, unintentional, or negligently, in obtaining employment, or a place on an employment eligibility list.
12. Causes specified in Education Code Section 45303, 44010, 44011, and 45124.
13. Evidence of the advocacy of the overthrow or disruption of governments of the United States, the State of California, or other public bodies, by force, violence, or unlawful means.
14. Violation of state or federal law or regulation, or Board of Education policy regarding the prohibition of unlawful discrimination in employment practices or toward individuals or groups.
15. Failure to meet job requirements such as loss of licenses or expiration of required certificates or licenses.

References: California Education Code: 45302, 45303

11.2 | CHARGES BY ~~CITIZENS~~ THE PUBLIC

~~A citizen~~ The public, for proper cause, may file complaints against an employee in the classified service by filing written charges with the Board of Education's authorized agent. The authorized agent may make such investigation and shall take such action as it deems proper. If its decision results in suspension, demotion, or dismissal, the procedures set forth in Rule 11.5 shall be followed.

11.3 DISMISSAL DURING PROBATIONARY PERIOD

The Board of Education may dismiss an employee at any time during his period of probation, but the Commission must be notified in writing within seven days from the date of dismissal.

11.4 PROCEDURE TO BE FOLLOWED IN SUSPENSION, DEMOTION OR DISMISSAL

A. ACTION BY THE BOARD OF EDUCATION

The Board of Education or its authorized agent may suspend an employee for not more than 30 days without pay or may dismiss, demote, or take other disciplinary action for any of the items enumerated in Rule 11.1.

Reference: California Education Code 45304

B. FILING OF WRITTEN CHARGES

The Board of Education or its authorized agent shall file written charges in clear and concise language with the Commission within seven days following the effective date of disciplinary action. The ~~Personnel Director~~ Executive Officer shall, within ten days of the date of disciplinary action, furnish the employee with a copy of the charges filed against him/her. The intent of this provision shall be deemed to have been carried out if a certified letter has been mailed to the last mailing address given by employee to the district on official address change forms provided by the district.

Reference: California Education Code: 45304

C. IMMEDIATE SUSPENSION

Any employee whose services are unsatisfactory for any of the items enumerated in Rule 11.1 may be immediately suspended.

Reference: California Education Code 45304

11.5 APPEAL OF DISCIPLINARY ACTION

- A. An appeal under Education Code Section 45305 can only be made on the following grounds:
1. That the procedures set forth in these rules have not been followed.
 2. That the removal was made because of affiliations, political or religious beliefs or opinions, race, color, or marital status.
 3. That the charges made do not constitute sufficient cause for the action taken.
 4. That the action taken was not in accord with the facts.
 5. That there has been an abuse of discretion.

Reference: California Education Code: 45305, 45306

B. TIME AND CONDUCT OF HEARING

An appeal shall be presented to the Personnel Commission at the next regularly scheduled meeting. The Commission shall coordinate the ~~fix the time and place of the hearing of said charges which will be~~ within a reasonable length of time from the receipt of the appeal. The investigation and hearing shall be confined to the reasons for action as charged by the Board of Education or its assignee and the relevant defenses set forth in the appeal and answer. The Board of Education or its assignee shall first present evidence in support of the charges to the

Commission. The appealing employee or his/her representative shall then have the right to present evidence.

Witnesses desired by either side shall be subpoenaed by the Commission as provided in the Act, but requests for subpoenas must be filed with the Commission at least five working days prior to the date of the hearing. A list of witnesses shall be submitted to the Commission at least five working days prior to the date of the hearing. At the conclusion of the hearing, the matter shall be given consideration, either in open or executive session after which a decision shall be made. The accused employee may waive his rights to a public hearing.

Testimony of all witnesses shall be presented orally at the hearing. If, in the opinion of the Commission, a witness has good and sufficient reason for being unable to be present, written testimony will be accepted under the following conditions:

1. Such evidence must be submitted by sworn affidavit of the witness. The affidavit shall be confined to a statement of facts bearing on the case and within the knowledge of the witness, and shall not contain any conclusions of the witness, except that a witness who qualifies as an expert may express his opinion based upon the facts which he has recited.
2. Copies of all such affidavits must be filed with the Commission at least three days prior to the date of the hearing, and may be inspected by the other party to the hearing, who shall be notified of the filing of such affidavits.
3. The Commission may reject any such affidavit submitted which fails to comply with any of the foregoing conditions.

Reference: California Education Code 45311

C. TECHNICAL RULES OF EVIDENCE NOT FOLLOWED

All hearings before the Commission shall be governed by the Rules and Regulations of the Classified Service. Neither the Commission nor any Commissioner, nor the ~~Personnel Director~~ Personnel Commission Executive Officer nor other authorized agent of the Commission shall be bound by the technical rules of evidence. No informality in any proceeding or in the manner of taking testimony before the Commission or any Commissioner, or the ~~Personnel Director~~ Personnel Commission Executive Officer or any authorized agent of the Board shall invalidate any order, division or rule or regulation made, approved, or confirmed by the Commission.

D. HEARING OFFICER'S REPORT

Whenever the Commission appoints a hearing officer to conduct an appeal hearing, the hearing officer shall submit a written report of findings and recommendations to the Commission within a reasonable period of time after the hearing is completed. Soon after the receipt and review of the hearing officer's report of findings and recommendations, the Commission shall provide a copy of such hearing officer's report to the appealing employee and to his/her designee and to

the representative of the Board of Education. Before making a final decision regarding the hearing officer's recommendations, the Commission shall provide both parties an opportunity to address the Commission in open or closed session regarding the hearing officer's recommendations.

Reference: California Education Code 45312

E. FINDINGS AND JUDGMENT OF THE COMMISSION

The findings and judgment of the Commission, arrived at by majority action, shall be rendered as seen as possible after the conclusion of the hearing in written form within 30 days from receipt of the hearing officer's report. Copies shall be sent to ~~Appointing Power~~ Board of Education and the employee concerned and or his/her representative.

F. FAILURE TO APPEAL OR ANSWER

If the accused employee fails to appeal within the time provided herein, or if the accused employee files written notice of appeal, but does not file his written answer as herein provided, the order of disciplinary action shall be final without any action of the Commission.

11.6 COMPENSATION UPON SUSTAINING THE APPEAL

REINSTATEMENT AND COMPENSATION UPON SUSTAINING THE EMPLOYEE

If the Commission sustains the employee, it may order all or part of his full compensation from the time of suspension, demotion, or dismissal, and it shall order his reinstatement upon such terms and conditions as it may determine appropriate. The Commission may modify the disciplinary action, but may not make the action more stringent than that approved by the Board. In addition, the Commission may direct such other action as it may find necessary to effect a just settlement of the appeal, including, but not limited to, compensation for all or part of the legitimate expenses incurred in pursuit of the appeal, seniority credit for off-duty time pending reinstatement, transfer or change of location of the employee, and expunction from the employee's personnel record of disciplinary actions, cause, and charges which were not sustained by the Commission. Upon receipt of the Commission's written decision the Board shall forthwith comply with the provisions thereof. When the Board has fully complied with the Commission's decision it shall so notify the Commission in writing.

Reference: California Education Code 45307

11.7 DISMISSED OR CONVICTED EMPLOYEES NOT ELIGIBLE FOR RE-EMPLOYMENT

Any classified employee dismissed from employment with the district shall be removed forthwith from all eligibility lists and may not take examinations thereafter without specific consent of the Board of Education or designee.

11.8 APPLICANT, CANDIDATE OR ELIGIBLES DISQUALIFIED FROM PARTICIPATION IN EXAMINATIONS OR CERTIFICATION ON ELIGIBILITY LISTS

Any applicant, candidate or eligible, rejected, refused examination or certification, disqualified from an examination or removed from an eligibility list, shall be removed forthwith from all other eligibility lists and may not take examinations thereafter without specific consent of the Personnel Commission.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Establish a Public Hearing date for Proposed
Personnel Commission Budget for 2014-2015

PAGE: 8.3.1

Date: April 3, 2014

Reason for
Consideration: Action

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 2014-2015 on Thursday, April 17, 2014 at 8:15a.m. at the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, California .

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.13

Date: April 3, 2014

Reason for
Consideration: Action

Personnel Commission Rule 4.3.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>
Contract Manager	Dual	14-0079-0216	2
Health Assistant	Dual	14-0087-5170	4
Instructional Assistant - Gardening	Dual	14-0091-0460	6
Inventory Control Technician	Dual	14-0094-5126	8
Migrant Education Recruiter – Bilingual Spanish	Dual	14-0092-5180	10
Technology Services Inventory Technician	Dual	14-0093-5168	12

ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national model of excellence. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also has been a five-time finalist for the prize.

LBUSD educates 81,000 students in 84 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 1,700 Head Start pupils in 21 Head Start centers. The third largest school district in California, it serves the most diverse large city in the United States, with dozens of languages spoken by local students. The district employs more than 8,000 people, making it the largest employer in Long Beach.

LBUSD is one of the world's top 20 school systems — and one of the top three in the U.S. — in terms of sustained and significant improvements, 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 has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, Sports Illustrated and other national news media.

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

Long Beach, the international City and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of approximately 482,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access to several major freeways, airports and seaports, and the many famous recreational and cultural sites throughout the Southern California area.



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

CONTRACT MANAGER

ANNUAL SALARY \$73,560 - \$86,374



JOB SUMMARY

Under general direction, a Contract Manager will plan, organize and manage the negotiation, preparation and processing of District contracts for goods and services, leasing and real estate documentation. Incumbents supervise and oversee the work of professional staff involved in drawing up contract documents and amendments, negotiating contract terms and conditions and monitoring contract performance. An incumbent serves as a liaison between the District and outside contractors, providing technical information and assistance, and performs related duties as assigned.

The salary is \$73,560 - \$86,374 annually, with excellent benefits and retirement package with access to IFRS Codes 403(b) or 457(b) savings opportunities.

12 months, 100% FTE position. The current vacancy is located in Purchasing and Contracts.

For full details regarding the position, go to our website, select Class Specifications, choose Purchasing, Stores and Reprographics, then Contract Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in contract management, public administration, business administration or a related field including course work in business or contract law.

Additionally, candidates are required to have three years of experience involving the review and processing of contracts, leases, real estate or purchasing documents including one year in a supervisory capacity. Experience within an educational or governmental agency 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.

SELECTION PROCEDURE

This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. 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: 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. Attendance will be at the applicant's expense. 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 www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m. A resume will not substitute for the required forms. Completed online forms must be received no later than:

Final Filing date:

4:30 p.m. Friday, April 11, 2014.

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.

Long Beach Unified School District
Personnel Commission Office
999 Atlantic Avenue, 3rd Floor
Long Beach, California 90813
(562) 435-5708
www.lbschools.net/Main_Offices/Personnel_Commission

WE ARE AN EQUAL OPPORTUNITY TITLE VI/VII/CFR 161 SYSTEM EMPLOYER

1
11/12/14



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Classified Employment Opportunity

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

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

HEALTH ASSISTANT – 5170

Final Filing Date: Applications accepted online for two days only:
Wednesday, April 16, 2014 and closing Thursday, April 17, 2014.

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$2,774	\$2,927	\$3,088	\$3,257	\$3,438
HOURLY:	\$16.01	\$16.90	\$17.81	\$18.79	\$19.62

JOB INFORMATION: Eligibility list is being created to fill future part-time vacancies as they occur.

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

JOB SUMMARY: Under general direction, provide a variety of health services to students at an assigned school site; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

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

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING: Graduation from high school. College-level coursework in the medical field or completion of a certified nurse's aide, medical assistant or related health care program is desirable.

EXPERIENCE: One year of experience at the level of Office Assistant is required. Experience working in a health care service environment and with children is highly desired.

SPECIAL: (1) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency 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.

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. **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.

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 14-0087-5170 EE
Dual Examination

Maria Braunstein

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

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

Guidelines:

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

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

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

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



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Classified Employment Opportunity

APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission/

INSTRUCTIONAL ASSISTANT – GARDENING

Applications will be accepted online for two days ONLY on: Thursday, April 10, 2014 & Friday, April 11, 2014

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
HOURLY:	\$18.32	\$18.95	\$20.39	\$21.53	\$22.74
MONTHLY	\$3,177	\$3,352	\$3,536	\$3732	\$3937

JOB INFORMATION:

The current position is a permanent, 10 month position at 3.8 hours per day with NO benefits. The vacancy is located at Los Cerritos Elementary.

APPLICATION:

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

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 immediate supervision, the Instructional Assistant – Gardening works independently to prepare, plan and provide lessons in the area of basic gardening for K-3 students. This may also include the preparation of student experiments, demonstrations, and hands-on practice, etc., in subjects and lessons in meteorology and botany as it pertains to gardening, and perform related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:

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 * 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 relating to the activities of this classification such as general biology, botany, plant physiology, agronomy, agriculture and general chemistry.

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.

EXPERIENCE:

One year of experience working in a plant nursery or in some other capacity relative to the subject of gardening and six months of experience working with children in a structured environment.

WORKING ENVIRONMENT

Primarily, outdoor learning area/center with variable weather conditions such as, heat, wind, chill and/or cold. In severe weather situations, the subject of study may be moved indoors to the classroom, or greenhouse/work shed area. Incumbents in this class occasionally work with students possessing a disability or impairment.

PHYSICAL DEMANDS

Pushing or pulling of a student in a wheel chair, the setting up of and/or removing books or other instructional or reference materials on desks or tables, or providing incidental hygiene support characterizes just some of the additional support which may be required. May include kneeling, lifting, pushing, pulling, crouching and squatting on the ground.

SPECIAL:

(1) Some positions may require the use of a personal automobile and the possession of a valid California class C driver's license; and may be required to travel from one school location to another. (2) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues, or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one of 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. 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. *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). This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

WE ARE AN EQUAL OPPORTUNITY TITLE VI/MERIT SYSTEM EMPLOYER

LBUSD Employees, please see reverse side for important information.

Handwritten signature and date: 12/21/14

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.



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Classified Employment Opportunity

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

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

INVENTORY CONTROL TECHNICIAN - 5126

Applications will be accepted online for two days ONLY on: **Wednesday April 16, 2014 & Thursday, April 17, 2014**

SALARY RANGE	START	9 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$3,177	\$3,352	\$3,536	\$3,732	\$3,937
HOURLY:	\$18.32	\$19.36	\$20.39	\$21.53	\$22.74

JOB INFORMATION: Permanent 12-month 100% position. The current vacancy is located in Purchasing.

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

JOB SUMMARY: Under general direction, perform capital or stock inventory control work in support of the District's purchasing function; prepare and maintain computerized records and reports of the District's fixed assets or stock inventory; coordinate and perform mandated inventories; perform related duties as assigned.

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

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING: Graduation from high school or equivalent. College-level coursework in purchasing, business administration or a related field is highly desirable.

EXPERIENCE: Two years of experience involving maintaining computerized inventory records of supplies and equipment or one year of experience as a Purchasing Assistant with the Long Beach Unified School District.

SPECIAL: (1) Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license. (2) 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. (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.

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 the responses on a 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.

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 14-0094-5126 DP

LBUSD Employees, please see reverse side for important information

Dual Examination

Maria Braunstein

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

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

Guidelines:

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

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

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

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



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Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)436-6708

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

MIGRANT EDUCATION RECRUITER – BILINGUAL SPANISH - 3326

Final Filing Date: 4:30 p.m., Wednesday, April 16, 2014.

	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS	3 ½ YEARS
SALARY RANGE					
MONTHLY:	\$2,929	\$3,090	\$3,260	\$3,439	\$3,628
HOURLY:	\$18.90	\$17.84	\$18.80	\$19.87	\$20.94

JOB INFORMATION: Permanent 10-month, 100% FTE position. The current vacancy is located at the Stephens Parent Resource Center.

APPLICATION:

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

JOB SUMMARY: The Migrant Education Program serves students ranging from ages 3 to 21. A Migrant Education Recruiter – BL Spanish evaluates initial student eligibility and follows through in assistance with enrollment of a qualified student at a District school. An incumbent maintains detailed records and files in accordance with the mandate of authorizing agencies for migrant education. In the role of coordinating and scheduling program activities an incumbent has ongoing communication with students, families, school site staffs, administrators exercising oversight from other agencies and personnel in community service agencies that provide social and health services for migrant education students; and perform related duties as assigned.

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

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING:

Graduation from high school or equivalent. Additional courses in child development and education at an accredited institution of higher education are desirable.

EXPERIENCE:

Two years of experience working with at risk students in a school district, preferably in support of student counseling or a similar working environment.

OR

Two years as a School/Community Liaison in the Long Beach Unified School District.

SPECIAL:

- (1) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license.
- (2) Positions in this classification require the ability to communicate effectively, both orally and in writing, in Spanish.
- (3) 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.
- (4) Incumbents in this classification must complete Certification Training for the position of Migrant Education Recruiter issued by Los Angeles County Office of Education (LACOE) within completion of probationary period.
- (4) 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. The Bilingual exam consists of a language written and oral exam in English and Spanish scored on a pass/fail basis only. 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.

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.

[Handwritten signature]
4/14

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.



2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

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

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

TECHNOLOGY SERVICES INVENTORY TECHNICIAN - 5168

Final Filing Date: Applications will be accepted online for two days ONLY on: Wednesday, April 16, 2014 and Thursday, April 17, 2014.

	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
SALARY RANGE					
MONTHLY:	\$3,177	\$3,352	\$3,538	\$3,732	\$3,937
HOURLY:	\$18.32	\$19.35	\$20.39	\$21.53	\$22.74

JOB INFORMATION: Permanent 12 months, 100% Full-time position. The current vacancy is located in Information Services.

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

JOB SUMMARY: A Technology Services Inventory Technician orders, receives, tests, stores and distributes technology parts and peripheral equipment for repair purposes. An incumbent works in the Computer Repair shop and walk-in storage bins at the District's Maintenance yard. Incumbents test and assure the functionality of parts such as hard drives, motherboards, video cards, network cards, memory and processors in accordance with vendor return policies and timelines. An incumbent works closely with Computer Support Technicians in the shop and via the Help Desk software system to provide necessary parts for daily field repairs; and perform related duties as assigned.

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

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING: Graduation from high school. College-level coursework in accounting, computer science or a closely related field is desirable.

EXPERIENCE: Two years of experience involving computerized ordering, receipt, issuance, and storage of supplies and equipment or two years experience in the installation, maintenance and repair of computer hardware, software and peripheral equipment in a networked environment.

SPECIAL: (1) Incumbents in this classification will be expected to obtain warranty testing certification for various vendors. Certifications will be at the expense of the District. (2) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. 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.

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/VIET SYSTEM EMPLOYER

Exam 14-0093-5168 ss
Dual Examination

*Monday Baker
2/26/14*

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: April 3, 2014

Reason for
Consideration: Action

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

Instructional Aide-Special

Open Continuous 14-0076-0448

List Valid: 4/01/14 – 4/01/15

Total applications received: 113

No. Passed: 23 No. Failed: 8

Total invited to exam: 52

No. Withdrew: 21 No. Screened Out: 61

Kids' Club Supervisor I

Dual

14-0069-3266

List Valid: 3/24/14 – 3/24/15

Total applications received: 120

No. Passed: 13 No. Failed: 15

Total invited to exam: 49

No. Withdrew: 21 No. Screened Out: 71

Kids' Club Supervisor II

Dual

14-0070-3267

List Valid: 3/24/14 – 3/24/15

Total applications received: 45

No. Passed: 8 No. Failed: 9

Total invited to exam: 27

No. Withdrew: 10 No. Screened Out: 18

Kids' Club Supervisor III

Dual

14-0071-3268

List Valid: 3/24/14 – 3/24/15

Total applications received: 41

No. Passed: 5 No. Failed: 9

Total invited to exam: 25

No. Withdrew: 11 No. Screened Out: 16

CERTIFIED TO BE CORRECT: Gail McMahon DATE: March 28, 2014