



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

September 18, 2014
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. PRELIMINARY

2.1 Pledge of Allegiance to the Flag

2.2 Commissioners roll call

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

Present _____
Present _____
Present _____

2.3 Introduction of Guests

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

4. REPORT FROM THE EXECUTIVE OFFICER

5. HEARINGS

5.1 Receive an update of coordination of hearing date in the matter of Employee E00177750

6. MINUTES

6.1 Approval of Minutes for September 4, 2014

Action

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Classification/Restructure Recommendations per Education Code 45246

Action

REVISION OF A CLASSIFICATION

Research Testing Materials Supervisor

ABOLISHMENT OF A CLASSIFICATION

School Security – Attendance Officer

RECLASSIFY A POSITION

From: Executive Secretary (C)

To: Senior Executive Secretary (C)

8. BULLETINS AND TESTING ACTIONS

8.1 Bulletins – Per Personnel Commission Rule 4.3.B

Action

| <u>TITLE</u> | <u>TYPE</u> | <u>NUMBER</u> |
|--|--------------------|---------------------|
| Contract Analyst | Promotional | 15-0031-0624 |
| Educational Research Analyst II | Promotional | 15-0030-3302 |
| Nutrition Services Worker | Open | 15-0035-5068 |
| Instructional Aide-Special | Dual | 15-0034-0448 |

8.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B Action

| | | |
|---|-------------|---------------------|
| Campus Security Officer (Substitutes) List Valid: 09/09/14 – 09/09/15 | Dual | 15-0007-5011 |
| Custodian List Valid: 09/19/14 – 09/19/15 | Dual | 14-0116-0139 |
| Instructional Aide Interpreter-Deaf / Hard of Hearing List Valid: 09/08/14 – 09/08/15 | Dual | 15-0025-3272 |
| Instructional Assistant Mathematics (Amended) List Valid: 08/14/14 – 08/14/15 | Dual | 15-0023-5172 |
| Intermediate Office Assistant (Amended) List Valid: 08/19/14 – 08/19/15 | Dual | 15-0013-0673 |
| Intermediate Office Assistant - Schools (Amended) List Valid: 08/19/14 – 08/19/15 | Dual | 15-0014-3354 |
| Nutrition Services Assistant Director List Valid: 09/12/14 – 09/12/15 | Dual | 15-0008-5059 |
| Office Assistant Bilingual Spanish List Valid: 09/08/14 – 09/08/15 | Dual | 15-0018-5158 |

9. OTHER ITEMS

10. The next regular scheduled meeting of the Personnel Commission will be held on October 2, 2014 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.

11. CLOSED SESSION

11.1 Performance Evaluation of the Executive Officer
Personnel Commission and Classified Employment

11.2 Recommendation to Remove from Eligibility List

11.3 Appeal of Disqualified Applicant

11.4 Appeal to Personnel Commission

12. 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 September 4, 2014

PAGES: 6.1.1 – 6.1.5

Date: September 18, 2014

Reason for Consideration: Action

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

Chairperson Stacey Lewis 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

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

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Susan Learning, Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Ann Culton, Administrative Coordinator – Human Resource Services; Dan Ewaskey, CSEA Vice-President – Unit B; Michelle Mathis.

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, commended staff for their exemplary recruitment and certification efforts. Staff screened approximately 1,500 applications, tested over 600 individuals and certified numerous eligibility lists in about a week. Dr. McMahon reported when the recruitment efforts began in August there were approximately 100 Instructional Aide –Special vacancies. As a result of the hard work by Anne Follett, Human Resources Technician, the number of vacancies is now 15. Dr. McMahon also thanked Special Education for providing raters to interview the applicants.

Dr. McMahon asked that agenda item 7.3 be pulled from the agenda.

At 8:22 a.m., Vice-Chairperson Vaughan arrived.

Chairperson Lewis thanked Dr. McMahon for her leadership and staff for everything they accomplished in such a short period of time.

HEARINGS

HEARINGS

Dr. McMahon reported a date for the hearing of employee E00177750 is being coordinated. It is tentatively scheduled for October 16, 2014.

MINUTES

MINUTES

The Commission approved the minutes of the August 21, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Chairperson Lewis seconded the motion.

The motion carried. Chairperson Lewis and Commissioner Ulaszewski voting aye. Vice-Chairperson Vaughan abstained.

APPEAL OF DISQUALIFIED APPLICANT

APPEAL OF DISQUALIFIED APPLICANT

An applicant had been disqualified from continuing in the examination process for the classification of Instructional Assistant - Mathematics and appealed to the Personnel Commission. Appellant 17570059 was present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 18881154 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 20525429 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 19639856 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 12632369 was not present. The Commission moved this item to Closed Session.

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 Vaughan seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote. The following bulletin was ratified:

| <u>TITLE</u> | <u>TYPE</u> | <u>NUMBER</u> |
|---------------------------------------|-------------|---------------|
| Assistant Maintenance Director | Dual | 15-0029-0504 |
| College and Career Specialist | Dual | 15-0028-5177 |
| Goundskeeper | Dual | 15-0033-0172 |

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. It was moved by Commissioner Ulaszewski to approve the eligibility lists. Vice-Chairperson Vaughan seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote. The following eligibility lists were approved:

| | | |
|--|-------------|--------------|
| Braille Transcriber | Dual | 15-0019-3340 |
| List Valid: 08/18/14 – 08/18/15 | | |
| Instructional Aide – Bilingual Spanish | Dual | 14-0098-0442 |
| List Valid: 08/28/14 – 08/28/15 | | |
| Instructional Aide - Special | Open | 15-0026-0448 |
| List Valid: 08/06/14 – 08/06/15 | | |
| Instructional Aide - Special | Open | 15-0027-0448 |
| List Valid: 08/14/14 – 08/14/15 | | |
| Instructional Assistant Mathematics | Dual | 15-0023-5172 |
| List Valid: 08/14/14 – 08/14/15 | | |
| Intermediate Office Assistant | Dual | 15-0013-0673 |
| List Valid: 08/19/14 – 08/19/15 | | |
| Intermediate Office Assistant Bilingual Spanish | Dual | 15-0015-5050 |
| List Valid: 08/25/14 – 08/25/15 | | |
| Intermediate Office Assistant - Schools | Dual | 15-0014-3354 |
| List Valid: 08/19/14 – 08/19/15 | | |
| Intermediate Office Assistant - Schools Bilingual Spanish | Dual | 15-0016-5052 |
| List Valid: 08/25/14 – 08/25/15 | | |
| Library/Media Assistant | Dual | 15-0022-0465 |
| List Valid: 08/18/14 – 08/18/15 | | |
| Senior ASB Financial Technician(Amended) | Dual | 15-0001-0761 |
| List Valid: 08/7/14 – 08/7/15 | | |
| Stage Technician | Dual | 15-0024-0379 |
| List Valid: 08/15/14 – 08/15/15 | | |
| Senior Office Assistant | Promotional | 15-0009-0677 |
| List Valid: 08/20/14 – 08/20/15 | | |
| Senior Office Assistant Bilingual Spanish | Promotional | 15-0011-5089 |
| List Valid: 08/26/14 – 08/26/15 | | |
| Senior Office Assistant - Schools | Promotional | 15-0010-3363 |
| List Valid: 08/20/14 – 08/20/15 | | |
| Senior Office Assistant – Schools Bilingual Spanish | Promotional | 15-0012-5091 |
| List Valid: 08/26/14 – 08/26/15 | | |

It was moved by Vice-Chairperson Vaughan to approve the eligibility lists. Chairperson Lewis seconded the motion.

The motion carried. Chairperson Lewis and Vice-Chairperson Vaughan voting aye. Member Ulaszewski abstained from the vote. The following eligibility lists were approved:

Chief Business & Financial Officer **Dual** **14-0113-0689**
List Valid: 08/28/14 – 08/28/15
Chief Business & Financial Officer **Dual** **15-0004-0689**
List Valid: 08/28/14 – 08/28/15

OTHER ITEMS

None

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, September 18, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:30 a.m. to consider the appeal of disqualified applicant 17570059 and the recommendations to remove appellant: 18881154, 20525429, 19639856 and 12632369 from current eligibility lists.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:15 a.m. The following reportable action was taken during Closed Session:

The Commission acted to grant the appeal of applicant 17570059 from the Instructional Assistant - Mathematics examination process. They instructed the Executive Officer to notify the applicant of the decision.

The Commission determined candidate 18881154 would not be removed from current eligibility lists due to her employment history and because the incident occurred several years ago. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to remove candidate 20525429 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after August 2015. They instructed the Executive Officer to notify the candidate of the decision and encourage the candidate to reveal all facts on future applications so as to avoid a cause for rejection.

The Commission acted to remove candidate 19639856 from eligibility list. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to remove candidate 12632369 from eligibility list. They instructed the Executive Officer to notify the candidate of the decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:20 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: **Classification/Restructure
Recommendations**

PAGES: 7.1.1 – 8.1.14

Date: **September 18, 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 recommendations for the consideration of the Commission.

| | | |
|---|---|--|
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| <u>ABOLISHMENT OF A CLASSIFICATION</u> | 8 | |
| School Security – Attendance Officer | | |
| <u>RECLASSIFY A POSITION</u> | 13 | |
| <u>Incumbent</u> | <u>Classification</u> | <u>Site</u> |
| Joann Kageno | From: Executive Secretary (C) (SR30 CO) To: Senior Executive Secretary (C) (SR33 CO) | Elementary/K-8 Office Elementary/K-8 Office |



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

September 10, 2014

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revisions to Research Testing Materials Supervisor Class Specification

Background

The Deputy Director of Research, Planning and Evaluation recently reviewed the class specification for the Research Testing Materials Supervisor classification while initiating recruitment activities and requested Commission Staff make some revisions. In the ten years since the classification was created, there has been a shift from traditional paper and pencil testing materials to online student assessments. The class spec has been updated to reflect both paper and online testing and place an emphasis on computer knowledge.

Attached is a copy of the revised specification showing proposed deletions annotated with strikethroughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification for Research Testing Materials Supervisor

Prepared by:

Susan Learning
Personnel Analyst

Approved and Recommended:

Gail McMahon, Ed.D.
Executive Officer

PERSONNEL COMMISSION CORE VALUES

Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork



PERSONNEL COMMISSION

Class Code: 5076
Salary Range: 24 (S1)

RESEARCH TESTING MATERIALS SUPERVISOR

JOB SUMMARY

Under general direction, oversee and participate in the receipt, processing, storage and distribution of testing materials to District sites and test scoring centers; coordinate site delivery schedules and pickup of testing materials; prepare and maintain a variety of reports, records and files related to assigned activities; train and supervise assigned staff; 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.

- Oversee and participate in the receipt, processing, storage and distribution of testing materials such as State tests and District assessments to District sites and test scoring centers; assure compliance with applicable laws, codes, rules and regulations. **E**
- Train and supervise the performance of assigned staff; assign and schedule the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop and conduct in-service trainings for assigned staff. **E**
- Establish and implement warehousing procedures to assure the security of testing materials in accordance with publisher specifications, State laws and other regulations; maintain current knowledge of testing laws, publisher specifications, rules and regulations. **E**
- Provide technical phone support and communicate with school counselors, site testing coordinators and testing teams regarding paper and online test administration, security procedures, inventory discrepancies and delivery and pickup concerns. **E**
- Authorize and receive testing shipments from test publishers and vendors; inspect shipments received for damages and proper count; match packing slips and bills of lading against items received and purchase orders; notify vendors of discrepancies; arrange for return of damaged items. **E**
- Sort and process incoming testing materials; shelve and store items received in the Research Warehouse; plan storage locations and utilize shelf space efficiently and effectively; maintain warehouse storage area in a clean, safe and orderly condition. **E**
- Oversee and participate in the pre-code and distribution of test and survey answer documents, prepare answer documents for scanning; balance, troubleshoot, verify and correct answer documents. **E**
- Prepare testing materials for delivery to sites according to established procedures and

mandated timelines; pull items and materials from stock; drive a vehicle to transport materials to various District locations as needed. *E*

- Coordinate site delivery schedules with District Warehouse personnel; create master delivery schedule; notify District Warehouse personnel of changes to delivery schedules. *E*
- Receive and fill orders and special requests from school sites; check inventory levels and order needed materials from test publishers in accordance with established procedures. *E*
- Oversee and participate in the receiving, sorting and processing of completed testing materials from school sites; label outgoing boxes of completed testing materials; coordinate the shipment of testing materials to scoring centers. *E*
- Identify discrepancies between materials delivered to and returned from sites; research and follow-up with site testing coordinators to locate missing testing materials as necessary; maintain confidentiality of sensitive and privileged information. *E*
- Coordinate the pickup of completed testing materials for delivery to scoring centers with outside shipping contractors, test vendors and District central warehouse staff; confirm scheduled dates with shipping contractors; weigh and prepare materials for pickup by outside shipping contractors. *E*
- Respond to questions from scoring center quality control representatives regarding documents, student demographic data and related testing issues. *E*
- ~~Communicate with school counselors, site testing coordinators and testing teams regarding test administration, security procedures, inventory discrepancies and delivery and pickup concerns. *E*~~
- Perform a variety of general clerical duties; compose memoranda and other written materials; answer telephones; greet and assist visitors; provide information and data concerning purchase orders, stock on hand, back orders and shipment discrepancies, damage or storage. *E*
- Prepare and maintain a variety of reports, records and files related to assigned activities. *E*
- File apportionment requests with the California Department of Education for reimbursement of District expenditures related to the State mandated testing programs. *E*
- Operate a variety of office and warehouse equipment including a copier, pallet jack, forklift, ~~dolly~~, handcart, fax machine and a computer and assigned software. *E*
- Oversee and participate in the preparation of District bulk mailings related to testing. *E*
- Assist in periodic or special inventories as assigned. *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

A Research Testing Materials Supervisor oversees and participates in the receipt, processing, storage and distribution of testing materials to District sites and test scoring centers and trains and evaluates the performance of assigned staff. An incumbent must maintain current knowledge of State and District testing security requirements and maintain

security of State-mandated test materials to California Department of Education and test publisher specifications. An incumbent will work at the Research, Planning and Evaluation office in addition to the primary assignment at the Research Warehouse, and must provide their own transportation between the two sites.

EMPLOYMENT STANDARDS

Knowledge of:

Use and terminology of supply requisitions, purchase orders, receiving reports, bills of lading, and invoices.

Basic methods, practices and terminology used in warehouse operations.

Basic student testing principles and practices.

Data verification and clean-up procedures.

Proper methods of storing equipment, materials and supplies.

Principles and practices of supervision and training.

Space utilization and inventory techniques.

Shipping and receiving procedures.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Telephone techniques and etiquette.

Operation of office and warehouse equipment, including a stuffing/folding machine and a high volume envelope printer.

Basic e-Operation of a computer and assigned software.

Health and safety regulations.

Basic math.

Ability to:

Oversee and participate in the receipt, processing, storage and distribution of testing materials to District sites and test scoring centers.

Maintain current knowledge of State and District testing schedules, laws and regulations.

Operate a variety of office and warehouse equipment including a computer and assigned software.

Learn to safely operate a forklift as assigned.

Work independently with little direction.

Utilize space efficiently and effectively.

Compose memoranda and other written materials.

Verify accuracy of data.

Maintain records and prepare reports related to inventory, materials shipped and other assigned activities.

Observe health and safety regulations.

Train, supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prioritize and schedule work.
Add, subtract, multiply and divide quickly and accurately.
Meet schedules and time lines.
Complete work with many interruptions.

Education and Training:

Graduation from high school.

Experience:

At least ~~two~~ years of computerized clerical work involving the receipt, issuance, documentation, and storage of supplies. ~~and performing related warehousing work.~~
Experience working with educational testing materials or serving in a lead or supervisory capacity is preferred.

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

Incumbents in this classification ~~must~~ may be required to obtain valid Forklift Certification within six months of employment and maintain certification throughout employment in this classification.

WORKING ENVIRONMENT

Office and warehouse environment.
Driving a vehicle to conduct work.
Exposure to dust, ~~and~~ fumes and varying temperatures.
Working around and with machinery having moving parts.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and warehouse equipment.
Hearing and speaking to exchange information in person and on the telephone.
Walking, sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Lifting and carrying, ~~pushing and pulling~~ heavy objects up to 40 lbs.
Pushing and pulling heavy objects and carts.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling and crouching.
Climbing ladders to reach warehouse items.

Heavy physical labor.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 8/13/2004

| Revised:



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

September 3, 2014

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Abolishment of a Classification

Background and Findings

Staff was notified that the last incumbent in the School Security – Attendance Officer grandfathered classification has retired. This class was grandfathered during the School Safety and Emergency Preparedness Job Family Study in 2002 because several employees did not possess the Police Officers Standard and Training (P.O.S.T.) basic academy certification necessary to be reclassified to the School Safety Officer (salary range 31) classification. Incumbents who did not meet the P.O.S.T. requirement were grandfathered in the class of School Security - Attendance Officer at salary range 30.

Staff contacted the Chief of School Safety and Emergency Preparedness, who is in agreement with the proposed abolishment. No staff will be impacted by this action and no individuals are on the reemployment list for this class.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the grandfathered classification of School Security – Attendance Officer (Class Code 0670)

Prepared by:

Susan Learning
Personnel Analyst

Approved and Recommended:

Gail McMahon, Ed.D.
Executive Officer



PERSONNEL COMMISSION

Class Specification
0670 EEO 016 C1

SCHOOL SECURITY-ATTENDANCE OFFICER

JOB SUMMARY

Under general supervision, to patrol prescribed areas of the district in order to participate in the control of juvenile or adult behavior related to presence in or on schools, and to provide for the safety, security and protection of the district's students, personnel, property, and equipment; and to do related work as required.

EXAMPLES OF DUTIES

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

- Patrol in assigned school district area in order to discourage law breakers, enforce laws, ordinances, rules, and regulations affecting students or the school district's interests, and to detect and deter crime, fire, health, and safety hazards, or improper behavior. "E"
- Operate district or private vehicles. "E"
- Operate two-way radio equipment including radio base station equipment for voice communications with security staff members. "E"
- Monitor fire or intrusion alarm equipment. "E"
- Make telephone calls to fire and/or police to obtain assistance and to make incident reports. "E"
- Set or reset and make minor adjustments to alarm systems. "E"
- Answer requests for assistance or reports of incidents by going to the scene. "E"
- Investigate alarms, disturbances, complaints, accidents, arson, theft, vandalism, and assist police, or work independently, to accomplish such tasks as to detect and/or observe unusual juvenile or adult activities occurring, to question suspected truants and when located off school grounds during school hours, to direct or return local truants to school control or home, and participate in the removal of nonstudents from school grounds. "E"
- Identify areas or routes to, from and around schools, such as parks, liquor stores, alleyways, breaks between buildings, etc., where students may congregate or may engage in questionable activities. "E"
- Assist in control of student unrest, disruption or disorders affecting a school, to include control of disturbed parents and/or others on school grounds. "E"
- Consult with administrators or other school employees and advise on security procedures and/or procedures in handling infractions of various codes that relate to juveniles or crimes and/or incidents which affect schools. "E"

- Make site visits to check security items such as doors, windows, gates, etc., and secure accesses to all district properties. "*E*"
- Prepare regular or special reports or statements and maintain related records of logs regarding activities or incidents. "*E*"
- May assist in the resolution of emergency situations, investigations and citizen complaints related to the district.
- May conduct surveillance of sites for security reasons or in order to find truants, drug activities, or individuals who indecently expose themselves.
- May provide special security services for such things as Board of Education meetings, special school site events, or related activities.
- May relieve Security Communications Operator.
- May testify in court.
- May assist with difficulties involving a school bus.
- May provide first aid.
- May obtain assistance for accident victim or injured parties.

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

DISTINGUISHING CHARACTERISTICS

This class is distinguished by the requirement that duties are performed by a uniformed worker who is responsible to routinely patrol in or adjacent to district areas or facilities in order to detect or deter criminal or hazardous circumstances on or about such sites, frequently when few or no other district staff are present. An incumbent may be assigned to work as a team member with a uniformed Long Beach Police Department member assigned from Juvenile Division concerned with any disruptive activity, both on and off campus, which are related to inappropriate events, situations, or acts.

EMPLOYMENT STANDARDS

Knowledge of:

Procedures pertaining to arrest, search, and seizure as set forth by the Department of Consumer Affairs.

Laws and ordinances relating to theft, burglary, arson, malicious mischief, and trespassing and general law enforcement procedures.

Group dynamics related to adolescents.

Techniques of group and crowd control.

Basic laws that relate to school attendance behavior.

Handgun use and appropriate safety techniques.

Patrol and security methods and procedures.

Basic first aid and life preserving techniques.

English usage, spelling, grammar, and punctuation.

Ability to:

- Learn policies of the district's security services program.
- Operate a vehicle observing legal and defensive driving practices.
- Analyze situations likely to be encountered on patrol.
- Learn and have a general familiarity with applicable juvenile laws, Penal Code, and Education Code sections.
- Qualify to use a handgun.
- Control behavior of students in a wide variety of situations.
- Use sound judgment and act responsibly under difficult and stressful security related circumstances.
- Observe and retain names, faces, and details of events or occurrences.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Exercise physical force when necessary in restraining and assisting in the arrest of suspicious persons or suspects on district property.
- Maintain basic records and write clear, concise and descriptive reports.
- Operate radio equipment.
- Understand and carry out both oral and written instructions.

Training:

Possession of an Associate of Arts Degree, or equivalent (60 units), with a major in Administration of Justice, Business, or Public Administration is desirable

A certificate signifying completion of course training in the carrying and use of firearms (Penal Code Section 832) is required.

Experience:

- Three years of people oriented control or security work is required, preferably including some direct work with juveniles or adolescents.
- Other combinations of training or experience that could likely provide the required knowledges and abilities may be considered.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

There is an ongoing need for incumbents in this class to meet requirements for evening, weekend, and holiday work. Candidates should demonstrate a sound physical condition and mental capacity under stressful situations and have an ability to defend oneself.

SPECIAL REQUIREMENTS

Some positions in this classification may require the ability to communicate effectively in a language other than English. Selective certification in accordance with the Education Code in order to meet these requirements may be accomplished.

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

Possession of a certificate signifying completion of a course for training in laws of arrest search and seizure and the carrying and use of firearms (Penal code 832).

Pass a comprehensive physical examination.

A SUCCESSFUL CANDIDATE

At the time of appointment to a position in this class, a successful candidate:

- Will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record. The record must meet and be maintained at the district's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.
- Will be given a comprehensive background investigation which they must successfully complete in order to ensure they are of good moral character, not have been convicted of a felony or equivalent, be 18 years of age, etc.

08/94
revised: 9/14/2000



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

September 10, 2014

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Reclassification of Executive Secretary (C)

Background and Findings

In July 2014 the Deputy Superintendent retired and in August 2014 two Deputy Superintendents were appointed. Dr. Jill Baker is now the Deputy Superintendent of Schools and Ms. Ruth Perez-Ashley is now the Deputy Superintendent of Education Services. Both were previously Assistant Superintendents and have an Executive Secretary (C) (salary range 30 CO) reporting to them. However, in the hierarchy of secretarial classifications, a Deputy Superintendent warrants a secretary at the level of Senior Executive Secretary (C) (salary range 33 CO) when required to perform highly responsible duties.

Ms. Joann Kageno has served as an Executive Secretary (C) for Dr. Baker in the Elementary/K-8 Office since August 2006. After discussions with both Deputy Superintendents, Dr. Baker believes Ms. Kageno's job responsibilities and duties have expanded in relation to her promotion to Deputy Superintendent and she supports a reclassification of the position in her office to Senior Executive Secretary (C).

Ms. Perez-Ashley's secretary has held status in the Executive Secretary (C) classification since August 2013. Ms. Perez-Ashley believes her secretary's job responsibilities and duties have not expanded as a result of her promotion to Deputy Superintendent. If in the future the job responsibilities and duties are affected, staff will appropriately address it at that time.

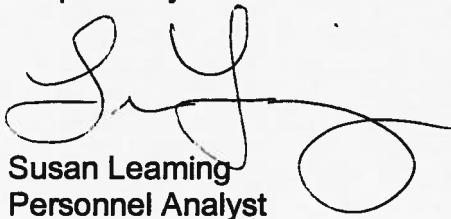
Recommendations

When an incumbent is reclassified based on a sudden reorganization and the assignment of new duties, the Executive Officer, Personnel Commission may determine that reclassification without further competitive examination is in the best interest of the District and the employee. Factors that are considered in making this determination are Commission staff's judgment, recommendation and consistency with merit system principles. The studies should

demonstrate that the incumbent meets the important standards of the class including training, experience, knowledge, abilities and special requirements. It is staff's opinion that Ms. Kageno is qualified to assume the duties of the Senior Executive Secretary (C) classification as she has served as an Executive Secretary (C) to Dr. Baker for over eight years and exceeds the minimum qualifications for the Senior Executive Secretary (C) classification.

Ms. Kageno has been informed that employment in the Senior Executive Secretary (C) classification is not permanent and is exempted from the classified service in accordance with California Education Code 45272 (B). A person employed in an exempt executive secretarial position shall continue to be afforded all of the rights of any other classified employee but shall not attain permanent status in the position. If in the future Ms. Kageno no longer reports to a Deputy Superintendent she shall have the right to return to a position in a classification she previously held or a similar classification as determined by the Commission.

Prepared by:



Susan Learning
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.
Executive Officer

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 8.1.1 – 8.1.8

Date: September 18, 2014

Reason for
Consideration: None

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 Analyst | Promotional | 15-0031-0624 | 2 |
| Educational Research Analyst II | Promotional | 15-0030-3302 | 4 |
| Nutrition Services Worker | Open | 15-0035-5068 | 6 |
| Instructional Aide – Special | Dual | 15-0034-0448 | 7 |



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Promotional 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/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

CONTRACT ANALYST - 0624

Final Filing Date: 4:30 p.m., Monday, September 29, 2014.

| <u>SALARY RANGE</u> | <u>START</u> | <u>6 MONTHS</u> | <u>1 ½ YEARS</u> | <u>2 ½ YEARS</u> | <u>3 ½ YEARS</u> |
|---------------------|--------------|-----------------|------------------|------------------|------------------|
| MONTHLY: | \$5,051 | \$5,330 | \$5,623 | \$5,931 | \$6,257 |
| HOURLY: | \$29.14 | \$30.75 | \$32.44 | \$34.22 | \$36.10 |

JOB INFORMATION: The current vacancy is a permanent 100% 12 months position, located in Purchasing & Contracts.

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

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

JOB SUMMARY: Under general supervision, perform a variety of analytical duties in support of District contract administration activities. A Contract Analyst uses a thorough knowledge of contract laws, codes, rules and regulations in determining the category and content of contracts to acquire goods and services while protecting the District from potential liabilities. Incumbents analyze and write contracts documents and amendments, negotiate contract terms and conditions, and monitor contract performance. Incumbents assure an appropriate course of action by guiding District personnel and contractors throughout the contract process, from inception to completion; and perform related duties as assigned.

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.

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: Bachelor's degree in contract management, public administration, business administration or a related field.

EXPERIENCE: Two years of experience involving the writing of specifications and the processing of contracts, leases, real estate and purchasing documents. Experience within an educational or governmental agency is preferred.

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) May be required to travel from one school location to another. (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 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 VII/MERIT SYSTEM EMPLOYER

LBUSD Employees, please see reverse side for important information

Exam 15-0031-0624 ss
Promotional Examination

LBUSD Employees, please see below for important information:

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

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

Guidelines:

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

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

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

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



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Promotional 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/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

EDUCATIONAL RESEARCH ANALYST II - 3302

Final Filing Date: 4:30 p.m., Thursday, September 25, 2014.

| <u>SALARY RANGE</u> | <u>START</u> | <u>6 MONTHS</u> | <u>1 1/2 YEARS</u> | <u>2 1/2 YEARS</u> |
|---------------------|--------------|-----------------|--------------------|--------------------|
| <u>MONTHLY:</u> | \$6,665 | \$7,032 | \$7,419 | \$7,827 |
| <u>HOURLY:</u> | \$38.45 | \$40.57 | \$42.80 | \$45.16 |

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

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

APPLICATION: All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:30.

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

JOB SUMMARY: Under direction, design, conduct and analyze a variety of sophisticated educational research studies, surveys, demographic reports, program evaluations and similar studies, and report findings, using complex, multi-dimensional psychometric statistical tools; perform related duties as assigned. An Educational Research Analyst II performs the advanced level tasks of a more complex and complicated nature, utilizing database tools. An incumbent in this class is expected to perform the more intricate multiple computer database programming functions, including data manipulation and conversion, with greater independence and discretion.

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

EXPERIENCE: Three years of technical/professional experience in the development, administration and analysis of tests or behavioral research in a school system, university or other institution conducting social science research. A Ph.D. degree in one of the designated fields may substitute for one year of the required experience.

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 VII/MERIT SYSTEM EMPLOYER Promo Exam15-0030-3302 EM

LBUSD Employees- please see reverse side for important information

Maia Braunstein

LBUSD Employees, please see below for important information:

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

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

Guidelines:

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

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

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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 LA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.



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

NUTRITION SERVICES WORKER – 5068

Final Filling Date: 4:30 p.m., Monday, September 29, 2014

SUBSTITUTE SALARY: \$12.57

| <u>SALARY RANGE</u> | <u>START</u> | <u>6 MONTHS</u> | <u>1 ½ YEARS</u> | <u>2 ½ YEARS</u> | <u>3 ½ YEARS</u> |
|---------------------|--------------|-----------------|------------------|------------------|------------------|
| HOURLY: | \$12.57 | \$13.27 | \$13.99 | \$14.77 | \$15.58 |

JOB INFORMATION: POSITIONS IN THIS ENTRY CLASS GENERALLY RANGE FROM 2 - 3 HOURS PER DAY, DURING MIDDAY HOURS. THE CURRENT NEED IS FOR SUBSTITUTES.

THE ELIGIBLE LIST OF SUCCESSFUL CANDIDATES MAY ALSO BE USED TO FILL FUTURE PERMANENT VACANCIES AS THEY OCCUR.

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

JOB SUMMARY: Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; 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: Equivalent to completion of eighth grade.

EXPERIENCE: Individuals who possess the required knowledge and abilities are presumed to meet basic standards of experience necessary to achieve performance expectations in the work environment.

SPECIAL REQUIREMENTS: Accepting employment in a permanent (non-substitute) position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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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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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 LA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.



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APPLY TO:

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24 Hour Job Hotline: (562) 491-JOBS
[www.lbschools.net/Main_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

INSTRUCTIONAL AIDE – SPECIAL

Final Filing Dates: 4:30 p.m., Monday, September 22, 2014

| <u>SALARY RANGE</u> | <u>START</u> | <u>6 MONTHS</u> | <u>1 ½ YEARS</u> | <u>2 ½ YEARS</u> | <u>3 ½ YEARS</u> |
|---------------------|--------------|-----------------|------------------|------------------|------------------|
| <u>HOURLY:</u> | \$15.20 | \$16.04 | \$16.92 | \$17.85 | \$18.83 |

JOB INFORMATION: Current need is for substitutes. List may be used to fill future 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/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

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

JOB SUMMARY: This classification is designed to serve students whose instruction is identified and specified in an Individualized Education Plan (IEP) or Section 504 Service Plan (SP). These students have learning, communication, physical and/or severe disabilities or other impairments such as serious emotional disturbances. Some students served require constant attention to protecting physical safety in a classroom where pupils, because of the nature and severity of their disabilities, are accident prone, or because of assaultive or self-abusive tendencies could cause serious injury to themselves or other. The incumbent in this class performs a variety of instructional tasks in such areas as reading, language, mathematics and independent living skills to reinforce the learning of students. Some incumbents in this class will be required to assist students in their physical and hygienic needs; this may include such duties as diapering, toileting, and lifting students on a regular basis and specialized physical health care services such as, tracheotomy care and gastrostomy feedings. The incumbent may be assigned to one student or may work with a small group of students in a classroom, learning center, or community setting.

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.

Additionally, completion of course work at an accredited institution of higher education in child development, education and psychology is desirable.

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

EXPERIENCE: At least six months of experience working with children in a structured environment, preferably children with disabilities. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal time basis.

SPECIAL: (1) These 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.

SELECTION PROCEDURE: The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; and an occupational written examination (100%). *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). 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 the occupational written examination. 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.

LBUSD Employees, please see below for important information:

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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.**
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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists PAGES: 8.2.1- 8.2.1

Date: September 18, 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:

Campus Security Officer Substitutes Dual 15-0007-5011

List Valid: 09/09/14 – 09/09/15

Total applications received: 79 Total invited to exam: 25

No. Passed: 6 No. Failed: 15 No. Withdrew: 4 No. Screened Out: 54

Custodian Dual 14-0116-0139

List Valid: 09/19/14 – 09/19/15

Total applications received: 450 Total invited to exam: 227

No. Passed: 127 No. Failed: 50 No. Withdrew: 54 No. Screened Out: 223

Instructional Aide Interpreter- Deaf

Hard of Hearing

Dual 15-0025-3272

List Valid: 09/08/14 – 09/08/15

Total applications received: 7 Total invited to exam: 2

No. Passed: 1 No. Failed: 0 No. Withdrew: 1 No. Screened Out: 5

Instructional Assistant Mathematics

(Amended)

Dual 15-0023-5172

List Valid: 08/14/14 – 08/14/15

Total applications received: 164 Total invited to exam: 56

No. Passed: 38 No. Failed: 6 No. Withdrew: 13 No. Screened Out: 107

Intermediate Office Assistant (Amended) Dual 15-0013-0673

List Valid: 08/19/14 – 08/19/15

Total applications received: 258 Total invited to exam: 179

No. Passed: 98 No. Failed: 36 No. Withdrew: 45 No. Screened Out: 79

Intermediate Office Assistant – Schools

(Amended)

Dual 15-0014-3354

List Valid: 08/19/14 – 08/19/15

Total applications received: 200 Total invited to exam: 147

No. Passed: 71 No. Failed: 28 No. Withdrew: 48 No. Screened Out: 53

Nutrition Services Assistant Director Dual 15-0008-5059

List Valid: 09/12/14 – 09/12/15

Total applications received: 46 Total invited to exam: 9

No. Passed: 4 No. Failed: 1 No. Withdrew: 4 No. Screened Out: 37

Office Assistant - Bilingual Spanish Dual 15-0018-5158

List Valid: 09/08/14 – 09/08/15

Total applications received: 202 Total invited to exam: 181

No. Passed: 103 No. Failed: 34 No. Withdrew: 44 No. Screened Out: 21

CERTIFIED TO BE CORRECT: Gail McMahon DATE: September 12, 2014