



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

January 23, 2014
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. ROLL

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

Present _____
Present _____
Present _____

3. PRELIMINARY

3.1 Pledge of Allegiance to the Flag

3.2 Introduction of Guests

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

5. REPORT FROM THE EXECUTIVE OFFICER

6. HEARINGS

None

7. MINUTES

7.1 Approval of Minutes for January 9, 2014

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per
Education Code 45246

None

8.2 Revision to the Rules and Regulations of the
Classified Service, Chapter 10.8.5 (Second Reading)

Discussion/Action

8.3 Recommendation to Remove from Eligibility List per
P.C. Rule 6.1.B.2.b

Restricted Action

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B

Action

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A

Action

10. OTHER ITEMS
11. The next regular scheduled meeting of the Personnel Commission will be held on February 6, 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 January 9, 2014

PAGES: 7.1.1 – 7.1.4

Date: January 23, 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
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

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

PRELIMINARY

Guests: Phil Dostalek, Assistant Maintenance Director; 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

Valeeta Pharr, CSEA Chapter 2 President, said CSEA has presented their proposal for negotiations to the District which includes a 3% increase which matches the recently approved increase for teachers and non-represented employees.

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Dr. Gail McMahon, Executive Officer, announced the move of the Personnel Commission office to the Monroe site has been delayed. The original date of January 24th was pushed back two weeks. Unfortunately, a move in February is not possible due to Personnel Commission activities which have already been scheduled including Summer School employment application deadlines and

scheduled testing activities. The new move date is tentatively scheduled for March 28 or later.

Dr. McMahon reported the Personnel Commissioners Association of Southern California (PCASC), has awarded Les Leahy, Business Services Administrator, one of two scholarships to attend the Merit System Academy.

Marilyn Balmer, Personnel Analyst, introduced the newest member of the Personnel Commission staff, Damaris Padilla, Human Resources Technician. Ms. Balmer reported recruitment and testing staff are currently working on 22 recruitments and 5 upcoming recruitments.

Susan Leaming, Personnel Analyst, reported the Childcare and Instructional job family study will be conducted in two phases. She has been meeting with administrators and discussing the study with CSEA. As a result of the discussions it has been determined the best approach for this job family is to conduct focus group meetings as many of the participants provide direct classroom services. The focus groups should ease the burden on the sites as it would require less of the employees time.

Dale Culton, Certification Services Manager, welcomed Anne Follett, Human Resources Technician to the Certification Unit. One of the projects Ms. Follett is working on is expediting the hiring of Instructional Aide-Specials by notifying candidates of current vacancies.

Mary Cates, Human Resources Supervisor, reported summer school applications will be available for employees by the end of January and will be due on Friday, March 21, 2014.

MINUTES

MINUTES

The Commission approved the minutes of the December 12, 2013 Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Chairperson Vaughan seconded the motion. The motion was carried and approved.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

The Personnel Commission acted to approve the following classification recommendation per Education Code 45256 and according to Personnel Commission Rules. It was moved by Commissioner Ulaszewski and seconded by Chairperson Vaughan to approve the classification recommendation. The motion was carried and approved.

ABOLISH A CLASSIFICATION

Administrative Coordinator – Special Education

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Commissioner Ulaszewski made a motion to discuss the first reading of the Rules and Regulations of the Classified Service, Chapter 10.8.5. Chairperson Vaughan seconded the motion. A second reading and action is scheduled for January 23, 2014.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, January 23, 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 8:44 a.m. to review the employment eligibility of an applicant.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:59 a.m. The following reportable action was taken during Closed Session: The Commissioners directed staff to send a letter to the applicant indicating after their review of the matter they determined that he was not unfairly denied employment or reemployment. The Personnel Commission also encourages the applicant to continue to review job announcements and apply to those positions for which he holds an interest.

ADJOURNMENT

ADJOURNMENT

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

Respectfully submitted,



Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Revisions to the Rules and
Regulations of the Classified Service,
Chapter 10.8.5 (Second Reading)

PAGES: 8.2.1- 8.2.2

Date: January 23, 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 10.8.5 (Second Reading)

2

CHAPTER X
COMPENSATION

10.8.

5. OVERTIME RATE. Overtime work performed between 5:00 p.m. and 7:00 p.m. shall be paid at the ~~premium rate~~ appropriate rate for overtime as provided in Section 10.4.B. ~~and shall not be paid at the shift differential rate.~~

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 8.3.1-8.3.13

Date: January 23, 2014

Reason for
Consideration: Restricted Action

Personnel Commission Rule 6.1.B.2.b provides that an eligible on a list shall be considered "ready and willing" if he/she is willing and able to report for work within 14 days from the date he/she is selected for and has obtained the required clearances to start the job.

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.11

Date: January 23, 2014

Reason for
Consideration: Action

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Fiscal Services Analyst	Dual	14-0072-5173	2
Kids Club Supervisor I	Dual	14-0069-3266	4
Kids Club Supervisor II	Dual	14-0070-3267	4
Kids Club Supervisor III	Dual	14-0071-3268	4
Plant Supervisor – High School	Promotional	14-0060-5029	6
Records Office Assistant	Dual	14-0073-0675	8
Senior Purchasing Assistant	Promotional	14-0074-5133	10

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 9,000 people, making it the largest employer in Long Beach.

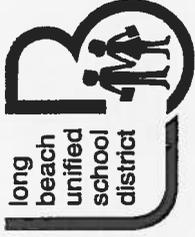
LBUSD is one of the world's top 20 school systems — and one of the top three in the U.S. — in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, 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 492,000, 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.

DUAL- Exam No 14-0072-5173 DP

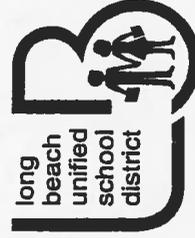


An Exciting Career Opportunity Awaits You At

LONG BEACH UNIFIED SCHOOL DISTRICT

FISCAL SERVICES ANALYST

**ANNUAL SALARY
\$69,680 - \$81,805**



JOB SUMMARY

Under general direction, a Fiscal Services Analyst will plan, organize and participate in the development, analysis, preparation and administration of District fiscal resources in areas such as budget, accounts payable, general ledger, program accounting, payroll, special education, facilities and special projects administration; provide appropriate advice and recommendations for the compliant use of resources, conduct financial studies, prepare reports and analyze data; streamline processes, track project expenditures and perform related duties as assigned.

IDEAL CANDIDATE

Successful candidates will have graduated from an accredited college or university with a Bachelor degree with a major in accounting, financial or business administration or a closely related field.

Additionally candidates will have three years of financial experience, preferably in a public agency, involving the analysis of financial data.

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

SPECIAL REQUIREMENTS:

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.

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 of 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.ibschools.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. Monday, February 3, 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.ibschools.net/Main_Offices/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/

KIDS CLUB SUPERVISOR I, II, or III

Final Filing Date: Each position is open until 4:30 p.m. Thursday, January 23, 2014.

JOB INFORMATION: Eligibility list is being created 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/. 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.

MINIMUM TRAINING REQUIREMENT: Associates of Arts degree including 12 units in courses related to children. A bachelor's degree in education or related field or possession of a California Teaching Credential is desirable. Copy of degree and unofficial transcripts must be attached at time of application. Any combination of experience and education that could likely provide the required knowledge and abilities may be considered.

KIDS CLUB SUPERVISOR I				
SALARY RANGE:	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS
MONTHLY:	\$3,027	\$3,194	\$3,370	\$3,554
HOURLY:	\$17.49	\$18.41	\$19.45	\$20.49

JOB SUMMARY: Under general supervision, plan, organize and supervise the operation of an assigned Kids Club Program (day care) and assigned personnel; allocated to program/sites with 50 children or less and supervision of a support staff of six or less employees.

MINIMUM EXPERIENCE: Three years experience as an instructional aide or related work experience involving direct contact with students in a school or child care environment is required, preferably including some lead or supervisory responsibilities.

KIDS CLUB SUPERVISOR II				
SALARY RANGE:	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS
MONTHLY:	\$3,198	\$3,371	\$3,558	\$3,752
HOURLY:	\$18.42	\$19.45	\$20.51	\$21.85

JOB SUMMARY: Under general supervision, plan, organize and supervise the operation of an assigned Kids Club Program (day care) and assigned personnel; allocated to three to five individual program/sites with 50 to 90 children and supervision of a support staff of seven to twelve employees.

MINIMUM EXPERIENCE: Three years experience as an instructional aide or related work experience involving direct contact with students in a school or child care environment is required including one year of supervisory experience in an extended day program of over 50 students/children with a comprehensive theme-based curriculum.

KIDS CLUB SUPERVISOR III				
SALARY RANGE:	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS
MONTHLY:	\$3,375	\$3,559	\$3,756	\$3,963
HOURLY:	\$19.47	\$20.51	\$21.88	\$22.88

JOB SUMMARY: Under general supervision, plan, organize and supervise the operation of an assigned Kids Club Program (day care) and assigned personnel; allocated to five or more individual program/sites with over 90 children and supervision of a support staff of over twelve employees.

MINIMUM EXPERIENCE: Three years experience as an instructional aide or related work experience involving direct contact with students in a school or child care environment is required including two years of supervisory experience in an extended day program of over 90 students/children with a comprehensive theme-based curriculum.

SPECIAL: (1) Some positions in these classifications may require the use of a personal automobile and possession of a valid California C driver's license.

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; an occupational written examination (50%) and a qualifications appraisal interview (50%) 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

Dual Exam 14-0069-3266 ss
 14-0070-3267
 14-0071-3268

LBUSD Employees, please see reverse side for important information

1/14/14

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.



Classified Promotional 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/

PLANT SUPERVISOR – HIGH SCHOOL - 5029

Final Filing Date: 4:30 p.m., Thursday January 23, 2014.

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

PROMOTIONAL: Employees of the School District who have permanent status, whose most recent overall service rating is “Satisfactory,” who meet the education and experience requirements; **AND** former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements, are eligible to compete.

JOB INFORMATION: Permanent 12 months 100% position. The current vacancy is located at Wilson High School.

APPLICATION: Candidates are strongly encouraged to submit applications online via 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 general supervision, plan, supervise and participate in custodial, grounds and general maintenance activities at an assigned comprehensive high school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of assigned personnel; 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.

EXPERIENCE: Four years of custodial experience including two years of experience in a supervisory capacity or two years of experience as a Plant Supervisor II or Plant Supervisor – Headquarters in the Long Beach Unified School District.

SPECIAL: (1) Valid California Class C driver’s license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current 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.

WORKING ENVIRONMENT: Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, pushing or pulling moderately heavy objects (15 to 38 pounds) as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

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.

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.ibschools.net/Main_Offices/Personnel_Commission/

RECORDS OFFICE ASSISTANT - 0675

Final Filing Date: 4:30 p.m. Thursday February 20, 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:	\$2,774	\$2,927	\$3,088	\$3,257	\$3,436
HOURLY:	\$16.01	\$16.90	\$17.81	\$18.79	\$19.82

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

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.ibschools.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 close supervision, the Records Office Assistant performs general clerical support duties associated with the District records management program including preparing records for photocopying or microfilming in accordance with established procedures and operating related equipment. Incumbents provide information to students, staff and the public regarding records retention and storage requirements; receive and process student transcripts from other schools; 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.

EXPERIENCE: One year of clerical experience involving public contact.

SPECIAL: (1) Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (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) 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%). Only the most highly qualified candidates 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.

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.



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/

SENIOR PURCHASING ASSISTANT - 5133

Final Filing Date: 4:30 p.m., Thursday, February 13, 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>MONTHLY:</u>	\$3,354	\$3,539	\$3,733	\$3,939	\$4,157
<u>HOURLY:</u>	\$19.35	\$20.41	\$21.53	\$22.74	\$23.98

JOB INFORMATION: Permanent 12 month, 100% FTE 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 supervision a Senior Purchasing Assistant performs a variety of complex and varied duties related to the preparation of vital documents involved in the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services. In addition, incumbents participate in bid and contract activities; serve as a lead in the office providing work direction and guidance to clerical staff and coordinating the filing and record-keeping of documents in the office; 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. College-level coursework in purchasing, business administration or related field is highly desirable.

EXPERIENCE: Two years of clerical purchasing or contract experience. Experience in a public agency is preferred.

SPECIAL: (1) Positions in this classification assigned to the Nutrition Center require the use of a personal automobile, possession of a valid California Class C driver's license and applicants are required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. 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. (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.

SELF-CERTIFICATION: In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 14-0074-5133 DP

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: January 23, 2014

Reason for
Consideration: Action

Personnel Commission Rule 5.1.A, 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

List Valid: 1/3/14 – 1/3/15

Total applications received: 98

No. Passed: 17 No. Failed: 16

Open Continuous 14-0041-0448

Total invited to exam: 74

No. Withdrew: 41 No. Screened Out: 24

Instructional Assistant Intensive

Behavioral Treatment

List Valid: 1/3/14 – 7/3/14

Total applications received: 221

No. Passed: 54 No. Failed: 29

Open Continuous 14-0040-5035

Total invited to exam: 117

No. Withdrew: 34 No. Screened Out: 104

Kids' Club Assistant

List Valid: 1/7/14 – 1/7/15

Total applications received: 341

No. Passed: 16 No. Failed: 138

Dual 14-0036-0694

Total invited to exam: 250

No. Withdrew: 96 No. Screened Out: 91

Kids' Club Lead Assistant

List Valid: 1/3/14 – 1/3/15

Total applications received: 123

No. Passed: 5 No. Failed: 15

Dual 14-0037-0515

Total invited to exam: 27

No. Withdrew: 7 No. Screened Out: 96

CERTIFIED TO BE CORRECT: *David M. ...* DATE: 1-16-14