



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

March 20, 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 March 6, 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 XII (Second Reading)

Discussion/Action

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.3.B

Action

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B

Action

10. OTHER ITEMS
11. The next regular scheduled meeting of the Personnel Commission will be held on April 3, 2014 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
12. CLOSED SESSION
13. ADJOURNMENT

ACCESS TO PUBLIC DOCUMENTS

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for March 6, 2014

PAGES: 7.1.1 – 7.1.4

Date: March 20, 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 8:16 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

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

PRELIMINARY

Guests: Les Leahy, Business Services Administrator and Valeeta Pharr, CSEA Chapter 2 President.

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

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

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Dr. Gail McMahon, Executive Officer, announced The Personnel Commissioners Association of Southern California (PCASC) is having its one-day "mini-conference" on Friday, May 16, 2014 in Anaheim. For this conference, a staff member from the same agency can attend at no charge with a director or personnel commissioner. Chairperson Vaughan indicated that she will be attending the conference.

Marilyn Balmer, Personnel Analyst, reported the Recruitment and Testing staff is working on several recruitments including Records Office Assistant which received 1,100+ applications, setting a record in the office for most applications received for a single recruitment.

Dr. McMahon reported the Personnel Commission staff will begin district-wide forecasting project which involves sending sites lists of current classified staffing and asking for anticipated staffing changes for the next year. This will assist Personnel Commission staff in planning and coordinating their activities for the upcoming year.

Susan Leaming, Personnel Analyst, reported approximately 22% of the employees in the Child Care and Instructional job family, have requested to participate in the study. Ms. Leaming expects to conduct at least 31 focus groups in the next few months.

Dale Culton, Certification Services Manager, reported staff continues to process new substitute and permanent employees. Recently, staff sent certification lists to sites to fill 9 Intermediate Office Assistant – Bilingual Spanish vacancies at various sites.

Mary Cates, Human Resources Supervisor, announced the deadline to submit summer school applications is March 21, 2014.

MINUTES

MINUTES

The Commission approved the minutes of the February 20, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion.

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

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

One of the specific requirements of Education Code 45260 is that "The Commission shall prescribe, amend and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness."

Vice-Chairperson Lewis made a motion to discuss the first reading of the Rules and Regulations of the Classified Service, Chapter XI. Commissioner Ulaszewski seconded the motion. A second reading and action is scheduled for March 20, 2014.

BULLETINS

BULLETINS

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

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

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

The Personnel Commission will consider staff's recommendation to remove Appellant 16030030 from current eligibility lists per Personnel Commission Rule 4.2.A.8. The Personnel Commission previously held action on this item pending verification of the candidate's previous employment.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:07 a.m. The following reportable action was taken during Closed Session:

The Commission acted unanimously to sustain staff's recommendation to remove candidate 16030030 from current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:08 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

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

PAGES: 8.2.1- 8.2.7

Date: March 20, 2014

Reason for
Consideration: Discussion/Action

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

REVISION OF RULES AND REGULATIONS

PAGE

Chapter XI (Second Reading)

2

CHAPTER XI
DISCIPLINARY ACTIONS, APPEALS, AND HEARINGS

11.1 CAUSES FOR SUSPENSION, DEMOTION, DISMISSAL

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

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

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

References: California Education Code: 45302, 45303

11.2 CHARGES BY CITIZENS

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

11.3 DISMISSAL DURING PROBATIONARY PERIOD

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

11.4 PROCEDURE TO BE FOLLOWED IN SUSPENSION, DEMOTION OR DISMISSAL

A. ACTION BY THE BOARD OF EDUCATION

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

Reference: California Education Code 45304

B. FILING OF WRITTEN CHARGES

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

Reference: California Education Code: 45304

C. IMMEDIATE SUSPENSION

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

Reference: California Education Code 45304

11.5 APPEAL OF DISCIPLINARY ACTION

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

Reference: California Education Code: 45305, 45306

B. TIME AND CONDUCT OF HEARING

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

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

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

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

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

Reference: California Education Code 45311

C. TECHNICAL RULES OF EVIDENCE NOT FOLLOWED

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

D. HEARING OFFICER'S REPORT

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

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

Reference: California Education Code 45312

E. FINDINGS AND JUDGMENT OF THE COMMISSION

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

F. FAILURE TO APPEAL OR ANSWER

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

11.6 COMPENSATION UPON SUSTAINING THE APPEAL

REINSTATEMENT AND COMPENSATION UPON SUSTAINING THE EMPLOYEE

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

Reference: California Education Code 45307

11.7 DISMISSED OR CONVICTED EMPLOYEES NOT ELIGIBLE FOR RE-EMPLOYMENT

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.15

Date: March 20, 2014

Reason for
Consideration: Action

Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Administrative Secretary – Bilingual Spanish	Promotional	14-0089-5140	2
Energy Conservation Specialist	Dual	14-0081-5175	4
Grounds Equipment Operator I	Dual	14-0084-0175	6
Grounds Equipment Operator II	Dual	14-0085-0176	8
Instructional Aide Interpreter Deaf Hard of Hearing	Dual	14-0078-3272	10
Senior Health Assistant	Dual	14-0088-5174	12
Speech-Language Pathology Assistant	Dual	14-0080-5024	14



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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/

ADMINISTRATIVE SECRETARY – BL SPANISH - 5140

Final Filing Date: 4:30 pm Monday, March 31, 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

Plus 3% salary increase for management and non-represented employees approved by the Board of Education on December 17, 2013.

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 month, 100% FTE position. The current vacancy is located in the Middle School/K-8 office.

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 the direction of an assigned Director or administrator, an Administrative Secretary provides varied and complex secretarial support services to relieve the administrator of administrative and clerical detail. Incumbent plans, coordinates and organizes office activities and coordinates flow of communications for the assigned supervisor; trains and evaluates assigned personnel; and performs 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 supplemented by college-level course work in secretarial science or a related field.

EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Staff Secretary with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable.

SPECIAL:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Driver's license. (2) Positions in the Administrative Secretary – Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.

SELECTION PROCEDURE:

The examination process for this recruitment may be comprised of one or any combination of the following: a "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 classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 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.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Handwritten signature and date: 1/12/14

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

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

Guidelines:

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

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

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

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



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Classified Employment Opportunity



APPLY TO:

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

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

ENERGY CONSERVATION SPECIALIST - 5175

Final Filing Date: 4:30 p.m., Wednesday, March 26, 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>	\$4,282	\$4,518	\$4,767	\$5,029	\$5,305
<u>HOURLY:</u>	\$24.73	\$26.09	\$27.49	\$29.01	\$30.62

JOB INFORMATION: Permanent 12 month, 100% FTE position. The current vacancy is located in Maintenance. Employment in the current vacancy is subject to continued funding through Proposition 39 (California Clean Energy Jobs Act) for a period of up to five years.

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 direction, an Energy Conservation Specialist analyzes energy systems and District energy consumption. An incumbent monitors, implements and encourages a program of energy conservation that District staff and students can understand and practice in their daily activities. An incumbent works closely with, and advises District facility planning and maintenance personnel on energy system replacement and installation. An incumbent communicates with personnel at all levels in the District to promote and encourage energy awareness across the District; 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: Bachelor's degree in energy management, social sciences, business administration, public administration or a related field.

EXPERIENCE: One year of experience participating in the coordination or implementation of an energy conservation program and related activities. Two years of additional energy conservation experience may be substituted for two years of the required education.

WORKING ENVIROMENT: Indoors; offices, classrooms, auditoriums, school plant facilities and laboratories. Outdoors at school sites, at storage areas, and building exteriors. Drive a District vehicle to conduct site visits.

SPECIAL: (1) Possession of a valid California Class C Driver's License is required at the time of appointment. An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (2) An incumbent will be required to work an irregular schedule that includes early and late hours, weekend and holidays. (3) Accepting employment in a position in this classification requires the individual to either join the union or 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 14-0081-5175 DP
Dual Examination

Maria Brauster

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

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

Guidelines:

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

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

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

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



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Classified Employment Opportunity

APPLY TO:

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

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

GROUNDS EQUIPMENT OPERATOR I - 0175

Final Filing Date: 4:30 p.m., Wednesday, March 26, 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:	\$3,177	\$3,352	\$3,536	\$3,732	\$3,937
HOURLY:	\$18.32	\$19.35	\$20.39	\$21.53	\$22.74

JOB INFORMATION: Two full-time 12 months, 100% permanent positions. The current vacancies are located in the Operations Branch.

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 immediate supervision, perform a variety of duties in the operation of power driven grounds equipment to mow, edge and maintain large athletic fields and grounds areas; service, maintain and perform minor repairs on assigned equipment; observe health and safety procedures; and regulations 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 experience operating and performing routine maintenance on various types of power groundskeeping equipment, including ride-alone mowers, edgers and dump trucks or one year as a Groundskeeper 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 standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (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.

WORKING ENVIRONMENT: Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate heavy equipment. Bending at the waist, kneeling, stooping or crouching. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Seeing to perform grounds work. Heavy physical labor.

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 VII/MERIT SYSTEM EMPLOYER Exam

14-0084-0175 ss
Dual Examination

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.

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Classified Employment Opportunity

APPLY TO:

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

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

GROUNDS EQUIPMENT OPERATOR II - 0176

Final Filing Date: 4:30 p.m., Wednesday, March 26, 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:	\$3,354	\$3,539	\$3,733	\$3,939	\$4,157
HOURLY:	\$19.35	\$20.41	\$21.53	\$22.74	\$23.98

JOB INFORMATION: Permanent 12 month, 100% permanent position. The current vacancy is located in the Operations Branch.

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 immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; and perform related duties as required.

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: Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I in the Long Beach Unified School District.

SPECIAL: (1) Valid California Class B driver's license at time of application. (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 standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (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.

WORKING ENVIRONMENT: Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate heavy equipment. Bending at the waist, kneeling, stooping or crouching. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Seeing to perform grounds work. Heavy physical labor.

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. 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.

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Exam 14-0085-0176 ss
Dual Examination

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

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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.**
- ❖ **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.

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Classified Employment Opportunity

APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

INSTRUCTIONAL AIDE INTERPRETER-DEAF/HARD OF HEARING – 3272

Final Filing Date: 4:30 p.m., Thursday, April 3, 2014.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>
<u>MONTHLY:</u>	\$4,394	\$4,635	\$4,889
<u>HOURLY:</u>	\$25.34	\$26.73	\$28.22

JOB INFORMATION: The current vacancy is a 10 month, 81.3% position located in Special Education.

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

JOB SUMMARY: Under immediate supervision, will reinforce lessons and instruct students individually or in groups using total (simultaneous signing and oral) communication and assist them to reach established educational objectives; perform a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs; and perform related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:

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

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

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

*Verification will be required for high school graduation, college units & degrees. Completion of college-level course work in Child Psychology, Early Child Care, or Child Growth and Development is preferred.

EXPERIENCE: Two years of experience using total communication, preferably working with children. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted for the work experience on an equal basis.

SPECIAL: (1) Valid certification issued by the Registry of Interpreters for the Deaf (RID) or equivalent. The following certifications are recognized by the State with a score of level 4.0 or above: 1. National Association of the Deaf (NAD) 2. American Consortium of Certified Interpreters (ACCI) 3. Educational Interpreters Performance Assessment (EIPA) 4. Educational Sign Skills Evaluation (ESSE). **Certificate must be attached to the application.** (2) Some positions in this classification may require the use of personal automobile and the possession of a valid California Class C driver's license. (3) May be required to travel from one school location to another. (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.

WORKING ENVIRONMENT: Classroom, learning center, community setting, playground or school bus. The employee may occasionally assist in the cleaning and personal hygiene of students.

PHYSICAL DEMANDS: Selective positions may call for the employee to physically assist the students(s). May include kneeling, lifting, pushing, pulling, crouching, or crawling on the floor.

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.

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

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

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*Monday Belmont
11/2/14*

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

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

Guidelines:

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

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

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

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Classified Employment Opportunity

APPLY TO:

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

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

SENIOR HEALTH ASSISTANT - 5174

Final Filing Date: 4:30 p.m., Thursday, April 3, 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>	\$3,541	\$3,737	\$3,942	\$4,158	\$4,387
<u>HOURLY:</u>	\$20.44	\$21.54	\$22.75	\$23.99	\$25.31

JOB INFORMATION: The current vacancy is a 202 day, 47.5%, 3.8 hour position.

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

JOB SUMMARY: Under general direction, provide a variety of specialized health services to students at assigned school sites; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports 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 supplemented at a minimum by completion of a Licensed Vocational Nurse program approved by the California Board of Vocational Nursing and Psychiatric Technicians.

EXPERIENCE: One year of experience working in a healthcare service environment. Experience working with school-aged children is highly desirable.

SPECIAL: (1) Incumbents in this classification at a minimum must possess and maintain licensure to practice in California as a Licensed Vocational Nurse throughout employment in this classification. (2) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (3) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (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 qualifications appraisal board interview. 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.

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Exam 14-0088-5174 EE
Dual Examination

LBUSD Employees, please see reverse side for Important Information

Maria Braunstein
Page 12

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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24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main Offices/Personnel Commission

SPEECH-LANGUAGE PATHOLOGY ASSISTANT – 5024

Final Filing Date: 4:30 p.m. Wednesday, April 2, 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>3 1/2 YEARS</u>
MONTHLY:	\$3,541	\$3,737	\$3,942	\$4,158	\$4,387
HOURLY:	\$20.44	\$21.54	\$22.75	\$23.99	\$25.31

JOB INFORMATION: 204 day flex 75% position. The current vacancy is located in Special Education.

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 the supervision of a credentialed Speech-Language Specialist, assist in providing speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; perform a variety of duties in support of student case management services; maintain records and documentation on students; and perform related duties as assigned. A Speech-Language Pathology Assistant participates and collaborates as a member of an educational team, by assisting in providing student speech therapy services to special needs students in accordance with the mandates of the Individuals with Disabilities Education Act.

NOTE: Before being considered for employment, all applicants who have prior convictions will be required to provide a certificated 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: Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program. **Certificate must be attached to application.**

EXPERIENCE: Six months experience working with individuals with speech and language disabilities in a structured environment.

SPECIAL REQUIREMENTS: (1) Incumbents must provide proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology at the time of appointment and maintain current registration throughout employment in this classification. (2) Possession of a valid California class C driver's license at the time of appointment and the use of a personal automobile. (3) May be required to travel from one school location to another. (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.

PHYSICAL DEMANDS: Lifting and positioning of students weighting 40 pounds or less in wheelchairs, or other equipment, two or more staff members will generally lift and position students weighing more than 40 pounds; hearing and speaking to exchange information; dexterity of hands and fingers to operate adaptive equipment; seeing to read a variety of materials; and bending at the waist, kneeling, crouching to assist students.

SELECTION PROCEDURE: The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience and evaluation of responses on a supplemental application; a technical exercise and interview and a qualifications appraisal oral interview 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

Exam 14-0080-5024 EE
Dual Examination

LBUSD Employees, please see reverse side for Important Information

Handwritten signature and date: 1/21

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: March 20, 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:

Fiscal Services Analyst List Valid: 3/18/14 – 3/18/15 Total applications received: 40 No. Passed: 12 No. Failed: 6	Dual Total invited to exam: 20 No. Withdrew: 2	14-0072-5173 No. Screened Out: 20
Instructional Aide-Special List Valid: 3/20/14 – 3/20/15 Total applications received: 114 No. Passed: 22 No. Failed: 13	Open Continuous Total invited to exam: 63 No. Withdrew: 28	14-0075-0448 No. Screened Out: 51
Nutrition Services Supervisor I List Valid: 3/14/14 – 3/14/15 Total applications received: 107 No. Passed: 28 No. Failed: 35	Dual Total invited to exam: 77 No. Withdrew: 14	14-0063-5064 No. Screened Out: 30
Nutrition Services Supervisor II List Valid: 3/14/14 – 3/14/15 Total applications received: 23 No. Passed: 13 No. Failed: 2	Promotional Total invited to exam: 15 No. Withdrew: 0	14-0064-5065 No. Screened Out: 8
Nutrition Services Supervisor III List Valid: 3/14/14 – 3/14/15 Total applications received: 11 No. Passed: 5 No. Failed: 1	Promotional Total invited to exam: 7 No. Withdrew: 1	14-0065-5066 No. Screened Out: 4
Plant Supervisor – High School List Valid: 3/21/14 – 3/21/15 Total applications received: 16 No. Passed: 7 No. Failed: 2	Promotional Total invited to exam: 10 No. Withdrew: 1	14-0060-5029 No. Screened Out: 6
Senior Purchasing Assistant List Valid: 3/12/14 – 3/12/15 Total applications received: 4 No. Passed: 2 No. Failed: 0	Promotional Total invited to exam: 2 No. Withdrew: 0	14-0074-5133 No. Screened Out: 2

CERTIFIED TO BE CORRECT: Gail McMahon DATE: March 13, 2014