



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

November 13, 2014  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. PRELIMINARY
  - 2.1 Pledge of Allegiance to the Flag
  - 2.2 Commissioners roll call  
  
Stacey Lewis, Chairperson  
Linda Vaughan, Vice-Chairperson  
Terry Ulaszewski, Member  
  
Present \_\_\_\_\_  
Present \_\_\_\_\_  
Present \_\_\_\_\_
  - 2.3 Introduction of Guests
3. HEARING OF PUBLIC TESTIMONY AND QUESTIONS  
FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
4. REPORT FROM THE EXECUTIVE OFFICER
  - 4.1 Personnel Commission meeting dates
5. HEARINGS  
None
6. MINUTES
  - 6.1 Approval of Minutes for October 30, 2014  
Action
7. ITEMS FOR DISCUSSION AND/OR ACTION
  - 7.1 Classification/Restructure Recommendations per  
Education Code 45246  
None
  - 7.2 Recommendation to Remove from Eligibility List per  
P.C. Rule 4.2.A.7  
Restricted Action
  - 7.3 Recommendation to Remove from Eligibility List per  
P.C. Rule 4.2.A.6 & 4.2.A.12  
Restricted Action
  - 7.4 Recommendation to Remove from Eligibility List per  
P.C. Rule 4.2.A.24  
Restricted Action
  - 7.5 Recommendation to Remove from Eligibility List per  
P.C. Rule 4.2.A.6  
Restricted Action
  - 7.6 Recommendation to Remove from Eligibility List per  
P.C. Rule 4.2.A.7  
Restricted Action

## 8. BULLETINS AND TESTING ACTIONS

8.1	Bulletins – Per Personnel Commission Rule 4.3.B	Action
	<u>TITLE</u>	<u>TYPE</u> <u>NUMBER</u>
	Associate Educational Research Analyst	Dual      15-0066-3368
	Custodian	Open/Continuous
	Educational Research Analyst I	Promotional 15-0065-3301
	Food Production Utility Worker	Dual      15-0075-0477
	Instructional Aide Interpreter Deaf/Hard of Hearing	Dual      15-0067-3272
	Intermediate Office Assistant	Dual      15-0070-3354
	Intermediate Office Assistant – Schools	Dual      15-0069-0673
	Intermediate Office Assistant – Bilingual Spanish	Dual      15-0071-5050
	Intermediate Office Assistant – Schools Bilingual Spanish	Dual      15-0072-5052
	Supervising Food Production Equipment Technician	Dual      15-0073-0499

8.2	Eligibility Lists – Per Personnel Commission Rule 5.1.B	Action
	Groundskeeper	Dual      15-0033-0172
	List Valid: 11/03/14 – 11/03/15	
	Groundskeeper (Avalon)	Dual      15-0041-0172
	List Valid: 11/03/14 – 11/03/15	
	Instructional Aide – Special	Dual      15-0034-0448
	List Valid: 10/21/14 – 10/21/15	
	Instructional Aide – Special	Dual      15-0046-0448
	List Valid: 10/21/14 – 10/21/15	
	Instructional Aide – Special	Dual      15-0061-0448
	List Valid: 11/11/14 – 11/11/15	
	Instructional Aide – Special (Avalon)	Dual      15-0042-0448
	List Valid: 11/10/14 – 11/10/15	
	Instructional Assistant- Intensive Behavioral Treatment (Avalon)	Dual      15-0050-5035
	List Valid: 11/10/14 – 11/10/15	
	Middle School Office Supervisor	Promotional 15-0037-3357
	List Valid: 10/31/14 – 10/31/15	
	Nutrition Services Worker	Open      15-0035-5068
	List Valid: 10/31/14 – 10/31/15	
	Nutrition Services Worker	Open      15-0038-5068
	List Valid: 11/12/14 – 11/12/15	
	Nutrition Services Worker (Avalon)	Open      15-0044-5068
	List Valid: 11/10/14 – 11/10/15	

## 9. OTHER ITEMS

10. The next regular scheduled meeting of the Personnel Commission is scheduled for November 27, 2014 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California. The Personnel Commission may elect to cancel this meeting or to hold this meeting on an alternate date.
11. **CLOSED SESSION**
  - 11.1 Performance Evaluation of the Executive Officer  
Personnel Commission and Classified Employment
  - 11.2 Recommendation to Remove from Eligibility List
  - 11.3 Appeal of Disqualified Applicant
  - 11.4 Appeal to Personnel Commission
12. **ADJOURNMENT**

**ACCESS TO PUBLIC DOCUMENTS**

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

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for October 30, 2014

PAGES: 6.1.1 – 6.1.4

Date: November 13, 2014

Reason for Consideration: Action

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

Chairperson Stacey Lewis called the meeting of the Personnel Commission to order at 8:16 a.m. and led the Commissioners, staff and audience in the pledge of allegiance. Judith Lopez, Human Resources Technician, was introduced as the newest member of the staff.

**COMMISSION MEMBERS PRESENT**

Stacey Lewis, Chairperson  
Linda Vaughan, Vice-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  
Anne Follett, Human Resources Technician  
Tammie Hirth, Human Resources Technician  
Judith Lopez, Human Resources Technician  
Esther Martinez, Human Resources Technician  
Damaris Padilla, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Silaue Taeleifi, Human Resources Technician

**PRELIMINARY**

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

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

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

None

## REPORT FROM THE EXECUTIVE OFFICER

## REPORT FROM THE EXECUTIVE OFFICER

Dr. Gail McMahon, Executive Officer, reported the move of the Personnel Commission offices to the Monroe site is scheduled for the end of November. Dr. McMahon thanked staff for going to Avalon to conduct testing.

### HEARINGS

### HEARINGS

None

### MINUTES

### MINUTES

The Commission approved the minutes of the October 16, 2014 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Ulaszewski seconded the motion.

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

### CLASSIFICATION/RESTRUCTURE

### CLASSIFICATION/RESTRUCTURE

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules. The following classification items were approved.

### REVISION OF A CLASSIFICATION

Food Production Utility Worker

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the revision of a classification. The motion carried. The vote was unanimous with all members present participating in the vote.

### REALLOCATION OF CLASSIFICATIONS

Instructional Aide Interpreter – Deaf/Hard of Hearing

(C1) SRS 28 to SRS 31

Supervising Instructional Aide – Deaf/Hard of Hearing

(S1) SRS 32 to SRS 35

It was moved by Vice-Chairperson Vaughan and Commissioner Ulaszewski seconded by to approve the reallocation of classifications. The motion carried. The vote was unanimous with all members present participating in the vote.

### REMOVAL FROM ELIGIBILITY LIST

### REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.6. Appellant 18441460 was not present. The Commission moved this item to Closed Session.

## BULLETINS

## BULLETINS

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

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
<b>Accountant</b>	<b>Dual</b>	<b>15-0058-0358</b>
<b>Instructional Aide - Special Intermediate Payroll Accounting Technician</b>	<b>Open/Cont</b>	<b>15-0061-0448</b>
<b>Senior Payroll Accounting Technician</b>	<b>Dual</b>	<b>15-0059-0756</b>
	<b>Dual</b>	<b>15-0060-0762</b>

## ELIGIBILITY LISTS

## ELIGIBILITY LISTS

Personnel Commission Rule 5.1.B, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the eligibility lists.

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

<b>Contract Analyst</b>	<b>Promo</b>	<b>15-0031-0624</b>
List Valid: 10/21/14 – 10/21/15		
<b>Instructional Aide - Special</b>	<b>Dual</b>	<b>15-0036-0448</b>
List Valid: 10/21/14 – 10/21/15		

## PRESENTATION OF ANNUAL REPORT

## PRESENTATION OF ANNUAL REPORT

Dr. McMahon explained the Education Code requires the Personnel Commission to prepare an Annual Report to present to the Board of Education. The report's function is to inform the Board of Education about the activities of the Personnel Commission during the preceding fiscal year.

Dr. McMahon delivered a PowerPoint presentation of the Annual Report for the Commission's review and consideration. Following comments and discussion, the Commission accepted the Annual Report and directed the Executive Officer to present it to the Board of Education at the next Board Workshop.

## OTHER ITEMS

Commissioner Vaughan reported she and Commissioner Ulaszewski attended the Personnel Commissioners Association of Southern California leadership seminar on branding. Commissioner Ulaszewski explained that customers need to know that our number one job is to support the education and well being of students. He asked staff to explore ways that we can get that message to all Personnel Commission customers.

Val Pharr, CSEA Chapter 2 President, gave kudos to staff on their hard work and provided an update to the Commission on upcoming activities.

Chairperson Lewis expressed appreciation to staff for their hard work.

## NEXT MEETING

## NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, November 13, 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 9:17 a.m. to consider the recommendation to remove appellant: 18441460 from current eligibility lists.

## RETURN TO OPEN SESSION

## RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:36 a.m. The following reportable action was taken during Closed Session:

The Commission acted unanimously to sustain staff's recommendation to remove candidate 18441460 from current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision.

## ADJOURNMENT

## ADJOURNMENT

There being no further business, at 9:37 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

*Gail McMahon*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 7.2.1-7.2.11

Date: November 13, 2014

Reason for  
Consideration: Restricted Action

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Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

4.2.A.7 – “criminal, infamous, dishonest, immoral, or disgraceful conduct according to standards approved by the commission.” Dishonest is defined as “thefts, burglaries, deception, fraud, or acts intended to deprive lawful possession or ownership, or to obscure or confuse facts or issues.”

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

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SUBJECT: Removal from Eligibility List

PAGES: 7.3.1-7.3.9

Date: November 13, 2014

Reason for  
Consideration: Restricted Action

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Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reasons:

4.2.A.6 – “presently continuing to serve a judicially imposed sentence including a probationary period for a conviction, unless the District waives this subsection.”

4.2.A.12 – “dismissal from a previous employment for cause, if the cause would have subjected the applicant to dismissal from the district.”

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**

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**SUBJECT: Removal from Eligibility List**

**PAGES: 7.4.1-7.4.13**

**Date: November 13, 2014**

**Reason for  
Consideration: Restricted Action**

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Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

4.2.A.24 – “failure to meet the district safe driving record standard or a pattern of willful disregard for the law as demonstrated by a history of traffic offenses, including, but not limited to, license suspensions, driving without a valid license or without insurance and other traffic offenses.”

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

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SUBJECT: Removal from Eligibility List

PAGES: 7.5.1-7.5.9

Date: November 13, 2014

Reason for  
Consideration: Restricted Action

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Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

4.2.A.6 - "presently continuing to serve a judicially imposed sentence including a probationary period for a conviction, unless the District waives this subsection."

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

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SUBJECT: Removal from Eligibility List

PAGES: 7.6.1-7.6.8

Date: November 13, 2014

Reason for  
Consideration: Restricted Action

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Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

4.2.A.7 – “criminal, infamous, dishonest, immoral, or disgraceful conduct according to standards approved by the commission.” Dishonest is defined as “thefts, burglaries, deception, fraud, or acts intended to deprive lawful possession or ownership, or to obscure or confuse facts or issues.”

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**

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**SUBJECT:     Bulletins**

**PAGE: 8.1.1 – 8.1.17**

**Date:           November 13, 2014**

**Reason for  
Consideration: Action**

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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>
Associate Educational Research Analyst	Dual	15-0066-3368	2
Custodian	Open/Continuous		4
Educational Research Analyst I	Promotional	15-0065-3301	6
Food Production Utility Worker	Dual	15-0075-0477	8
Instructional Aide Interpreter Deaf/Hard of Hearing	Dual	15-0067-3272	10
Intermediate Office Assistant	Dual	15-0070-3354	12
Intermediate Office Assistant – Schools	Dual	15-0069-0673	12
Intermediate Office Assistant – Bilingual Spanish	Dual	15-0071-5050	14
Intermediate Office Assistant – Schools Bilingual Spanish	Dual	15-0072-5052	14
Supervising Food Production Equipment Technician	Dual	15-0073-0499	16



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

## APPLY TO:

Personnel Commission, Long Beach Unified School District  
999 Atlantic Avenue, 3<sup>rd</sup> 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/)

## ASSOCIATE EDUCATIONAL RESEARCH ANALYST - 3368

**Final Filing Date: 4:30 p.m., Wednesday, December 3, 2014.**

**Applications will be accepted online only: Tuesday, December 2 – Wednesday, December 3, 2014 closing at 4:30 p.m.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$5,221	\$5,509	\$5,812	\$6,131
<u>HOURLY:</u>	\$30.12	\$31.79	\$33.53	\$35.37

**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/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** Under immediate supervision, to assists in the development and performance of a variety of complex and technical educational research related duties, with increasing requirements of initiative and independence of action; and assists in the planning, organization, design and implementation of educational evaluation studies and reporting of study findings on District academic programs and instruction, student characteristics, academic performance and related subjects; and performs related duties as required.

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

### **MINIMUM QUALIFICATIONS INCLUDE:**

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

**TRAINING:** Graduation from an accredited four-year college or university with a bachelors degree in education, psychology, behavioral or social science or a related field including upper division course work in statistics, research methodology and/or psychological testing is required.

**EXPERIENCE:** One year of experience participating in the development, administration and analysis of data, tests, research methodologies, or behavioral research is required.

**SELECTION PROCEDURE:** This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Attendance will be at the applicant's expense. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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 15-0066-3368 ss  
Dual Exam

LBUSD Employees, please see reverse for important information

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

**Guidelines:**

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

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

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

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



# Classified Employment Opportunity

## APPLY TO:

Personnel Commission, Long Beach Unified School District  
999 Atlantic Avenue, 3<sup>rd</sup> 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/)

## CUSTODIAN - 0139

**Final Filing Date:** Applications are being accepted on a continuous basis.

<b>SALARY RANGE</b>	<b>START</b>	<b>6 MONTHS</b>	<b>1 ½ YEARS</b>	<b>2 ½ YEARS</b>	<b>3 ½ YEARS</b>
<b>HOURLY:</b>	<b>\$16.05</b>	<b>\$16.93</b>	<b>\$17.86</b>	<b>\$18.84</b>	<b>\$19.87</b>

## **JOB INFORMATION:**

The current need is for substitute Custodians. However, the eligible list may also be used to fill future vacancies as they occur.

## **APPLICATION:**

Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](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. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

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

**JOB SUMMARY:** Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

## **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:**

Completion of the eighth grade.

## **EXPERIENCE:**

Six months of recent full-time paid janitorial or custodial experience **OR** successful completion of the Building Maintenance Custodial training course of at least 60 hours conducted by the Long Beach School for Adults. A copy of the Certificate of completion must be attached to employment application.

## **SPECIAL:**

(1) Positions assigned to a cleaning crew at the Operations Branch require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule. (3) Accepting employment in a permanent (non substitute) position in this classification requires the individual to either join the union and pay union dues or 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; a, 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. \*Candidates who have completed the 60-hour Building Maintenance course at Long Beach School for Adults will have five (5) additional points added to their passing score. 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

Open Continuous SS  
Dual Examination



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

**Guidelines:**

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

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

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

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



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# Promotional Employment Opportunity

## APPLY TO:

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

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

## EDUCATIONAL RESEARCH ANALYST I - 3301

**Final Filing Date:** 4:30 p.m., Tuesday, November 18, 2014

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>
<u>MONTHLY:</u>	\$5,863	\$5,975	\$6,305	\$6,650
<u>HOURLY:</u>	\$32.68	\$34.47	\$36.38	\$38.37

### PROMOTIONAL:

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

### JOB INFORMATION:

Permanent 12-month, FTE 100% position. The current vacancy is located in Research Planning & Evaluation.

### APPLICATION:

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

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

**JOB SUMMARY:** Under direction, to plan, organize, design and conduct educational evaluation studies; analyze and report study findings on District academic programs and instruction, student characteristics, academic performance and related subjects; to conduct psychometric studies for the District's assessment program; and perform related duties as assigned.

### MINIMUM QUALIFICATIONS INCLUDE:

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

**TRAINING:** Graduation from an accredited four-year college or university with a bachelors degree in education, psychology, behavioral or social science or a related field with course work in statistics, research methodology and psychological testing required. A Masters degree or beyond is desirable.

**EXPERIENCE:** Two years of technical/professional experience in the development, administration and analysis of tests or behavioral research in a school system, university or other institution conducting social science research. An advanced degree (masters or doctorate) may substitute for one year of the required experience.

**SELECTION PROCEDURE:** This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Attendance will be at the applicant's expense. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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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15-0065-3301 ss  
Promotional Exam

LBUSD Employees- please see reverse side for important information

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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# Classified Employment Opportunity

## APPLY TO:

Personnel Commission, Long Beach Unified School District  
999 Atlantic Avenue, 3<sup>rd</sup> 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/)

## FOOD PRODUCTION UTILITY WORKER - 0477

Final Filing Date: 4:30 p.m., Friday, November 21, 2014.

APPLICATIONS WILL BE ACCEPTED THREE DAYS ONLY – NOVEMBER 19, 20 AND 21, 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:	\$2,936	\$3,098	\$3,268	\$3,448	\$3,637
HOURLY:	\$16.94	\$17.88	\$18.86	\$19.89	\$20.99

### JOB INFORMATION:

Permanent 100%, 209 day position located in Nutrition Services and 75%, 209 day position located at Jordan Remote.

### APPLICATION:

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

**JOB SUMMARY:** Under close supervision, perform a variety of general grounds maintenance and complex cleaning and sanitation activities in support of the Nutrition Center; maintain grounds and Nutrition Center facilities in a clean, orderly and secure condition; clean, sanitize and perform preventative maintenance on commercial kitchen and cleaning and sanitation equipment; and perform related duties as assigned. Some work at school sites may be performed to support the mission of the department. This work may involve the delivery of food and supplies, moving of furniture and equipment and cleaning and assisting with maintenance of cafeteria equipment. Protective clothing and related safety devices are provided to incumbents and should be worn in accordance with established procedures.

**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. Coursework or on the job training in large-scale kitchen sanitation methods or equipment operation is desirable.

#### EXPERIENCE:

One year of experience performing custodial work. Experience performing custodial work in a large commercial setting involving specialized sanitation and cleaning requirements is preferred.

#### SPECIAL:

(1) Possession of a valid class C California Driver's License is required at the time of application. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Incumbents 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.

**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.

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Exam 15-0075-0477 th

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

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

**Guidelines:**

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
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**4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE.** *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

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



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# Classified Employment Opportunity

## APPLY TO:

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999 Atlantic Avenue, 3<sup>rd</sup> 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., Monday, December 1, 2014.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>
<u>MONTHLY:</u>	\$4,910	\$5,180	\$5,464
<u>HOURLY:</u>	\$28.33	\$29.89	\$31.53

**JOB INFORMATION:** The current vacancy is a 10 month, 81.3% position located at Tucker.

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

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

**JOB SUMMARY:** 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:** (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.

**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. NCLB testing dates: 12/17/2014  
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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Exam 15-0067-3272 em  
Dual Examination

LBUSD Employees. please see reverse side for important information



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

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

**Guidelines:**

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

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

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# Classified Employment Opportunity

## APPLY TO:

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999 Atlantic Avenue, 3<sup>rd</sup> 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/)

## INTERMEDIATE OFFICE ASSISTANT - 3354

## INTERMEDIATE OFFICE ASSISTANT-SCHOOLS – 0673

APPLICATIONS WILL BE ACCEPTED FOR TWO DAYS ONLY: NOVEMBER 17<sup>th</sup> and 18<sup>th</sup>.

**Final Filing Date: 4:30 p.m., Tuesday, November 18, 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:	\$2,857	\$3,015	\$3,181	\$3,355	\$3,539
HOURLY:	\$16.48	\$17.40	\$18.35	\$19.36	\$20.42

### 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/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

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

### JOB SUMMARY:

An **INTERMEDIATE OFFICE ASSISTANT**, under the direction of an assigned supervisor, will perform a variety of general and varied clerical duties in support of an assigned District office or program; serve as receptionist answering phones and greeting and assisting visitors; and perform related duties as assigned. The Intermediate Office Assistant classification provides general and varied clerical support to an assigned District office or program. The Intermediate Office Assistant performs assigned duties following established procedures and is expected to choose among a limited number alternatives in solving routine problems. Incumbents work under immediate supervision receiving only occasional instruction or assistance.

An **INTERMEDIATE OFFICE ASSISTANT – SCHOOLS**, under the direction of an assigned supervisor, will perform a variety of general and varied clerical duties in support of an assigned school office; answer phones and greet and assist students, parents and visitors; and perform related duties as assigned. The Intermediate Office Assistant – Schools classification provides general and varied clerical support to an assigned school office. Incumbents are typically assigned to a specific function such as attendance, enrollment, nursing, library or media services, taking inventory and ordering supplies, collection of fees and counseling or a broad combination of responsibilities. Incumbents work under immediate supervision receiving only occasional instruction or assistance.

### MINIMUM QUALIFICATIONS INCLUDE:

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

#### TRAINING:

Equivalent to graduation from high school.

#### EXPERIENCE:

Either one year of clerical experience involving public contact or one year of experience at the level of Office Assistant. Completion of the Long Beach Unified School District ROP Clerical/Office Occupations (CC/CVD) training class may substitute for up to six months of the required experience.

#### 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) 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. (3) In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute.

**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.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

*Maria B...*  
Exam 15-0069-0873 FM



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

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

**Guidelines:**

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# Classified Employment Opportunity

## APPLY TO:

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

## INTERMEDIATE OFFICE ASSISTANT – BILINGUAL SPANISH 5050 INTERMEDIATE OFFICE ASSISTANT-SCHOOLS – BILINGUAL SPANISH 5052

APPLICATIONS WILL BE ACCEPTED FOR TWO DAYS ONLY: NOVEMBER 17<sup>th</sup> and 18<sup>th</sup>.

**Final Filing Date: 4:30 p.m., Tuesday, November 18, 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:	\$2,857	\$3,015	\$3,181	\$3,355	\$3,539
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**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/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

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

## JOB SUMMARY:

An **INTERMEDIATE OFFICE ASSISTANT- BILINGUAL SPANISH**, under the direction of an assigned supervisor, will perform a variety of general and varied clerical duties in support of an assigned District office or program; serve as receptionist answering phones and greeting and assisting visitors; and perform related duties as assigned. The Intermediate Office Assistant classification provides general and varied clerical support to an assigned District office or program. The Intermediate Office Assistant performs assigned duties following established procedures and is expected to choose among a limited number alternatives in solving routine problems. Incumbents work under immediate supervision receiving only occasional instruction or assistance.

An **INTERMEDIATE OFFICE ASSISTANT – SCHOOLS – BILINGUAL SPANISH**, under the direction of an assigned supervisor, will perform a variety of general and varied clerical duties in support of an assigned school office; answer phones and greet and assist students, parents and visitors; and perform related duties as assigned. The Intermediate Office Assistant – Schools classification provides general and varied clerical support to an assigned school office. Incumbents are typically assigned to a specific function such as attendance, enrollment, nursing, library or media services, taking inventory and ordering supplies, collection of fees and counseling or a broad combination of responsibilities. Incumbents work under immediate supervision receiving only occasional instruction or assistance.

## MINIMUM QUALIFICATIONS INCLUDE:

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

### TRAINING:

Equivalent to graduation from high school.

### EXPERIENCE:

Either one year of clerical experience involving public contact or one year of experience at the level of Office Assistant. Completion of the Long Beach Unified School District ROP Clerical/Office Occupations (CC/CVD) training class may substitute for up to six months of the required experience.

### 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) 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. (4) In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute.

**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

*Mani Buta*

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

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

**Guidelines:**

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

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

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

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



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbusd.k12.ca.us/perscomm/Web/index.htm](http://www.lbusd.k12.ca.us/perscomm/Web/index.htm)

## SUPERVISING FOOD PRODUCTION EQUIPMENT TECHNICIAN-0499

**Final Filing Date: 4:30 p.m., Friday, November 21, 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>	\$5,664	\$5,976	\$6,305	\$6,651
<u>HOURLY:</u>	\$32.68	\$34.47	\$36.38	\$38.37

**JOB INFORMATION:** Permanent 12 months, 100% permanent position. The current vacancy is located in the Nutrition Services Branch.

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

**JOB SUMMARY:** Under general supervision, to organize, supervise skilled trades employees, and participate in the highly skilled work entailed in the installation, repair and maintenance of commercial food production, handling, storage, packaging, and related equipment and appliances at the Nutrition Center and at district sites. The ongoing requirements for servicing and preventive maintenance include a large inventory of reach-in refrigeration equipment, convection ovens, commercial gas ranges, warming cabinets and steam tables. An incumbent acquires and applies a knowledge of the efficient operation of a large school food preparation and packaging facility producing in excess of 75,000 meals a day, and personnel engaged in general cleaning and upkeep activities of the food service facilities; and will perform related duties as assigned.

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

### **MINIMUM QUALIFICATIONS INCLUDE:**

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

**TRAINING:** Equivalent to graduation from high school. Completion of a recognized apprentice training program in at least one of the skilled trades areas such as electrician, electronic, refrigeration, plumbing or equivalent.

**EXPERIENCE:** One year in a lead or supervisory capacity over journey-level trade personnel performing plant facilities maintenance, with at least one year of specific work involving the trouble shooting, repair and maintenance of large quantity commercial food production and related equipment and systems, including mechanical, electronic, electrical, plumbing, heating, refrigeration and steam system repairs

OR

Four years performing the listed specialized work, preferably including some lead or supervisory capacity.

### **WORKING ENVIRONMENT:**

An incumbent in this class will be assigned to the Nutrition Center facility and primarily will work there. Tasks at individual school sites may also be required in support of the food service mission. Environmental conditions range from exposure to extreme cold in the large commercial refrigeration units to the heat of the boiler room. Noise levels are usually high, along with humidity and moisture. There are many hazards including proximity to moving, mechanical parts, exposure electrical to shock, toxic chemicals, gases under pressure, etc. Subject to emergency call out.

### **SPECIAL REQUIREMENTS:**

(1) Possession of a valid class C California driver's license and evidence of a safe driving record at the time of appointment is required. (2) Refrigerant Transition and Recovery certification program approved by the Federal Environment Protection Agency is desirable (3) Steam Engineer license of 500 horsepower or higher is desirable. (4) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

### **PHYSICAL DEMANDS:**

Work in this classification involves very heavy work, exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently. Ascending or descending ladders, stairs, ramps, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, hearing, talking and good general visual acuity are all necessary to repair, install or monitor operating equipment and systems.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. Candidates who successfully pass all examination segments for this classification have the opportunity to also be placed on the eligibility lists for Food Production Equipment Technician. Copies of classification specifications and salaries are available on request.

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

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**Guidelines:**

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**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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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 8.2.1- 8.2.2

Date: November 13, 2014

Reason for  
Consideration: Action

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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:

**Groundskeeper Dual 15-0033-0172**

List Valid: 11/03/14 – 11/03/15

Total applications received: 120

Total invited to exam: 99

No. Passed: 35 No. Failed: 34 No. Withdrew: 30 No. Screened Out: 21

**Groundskeeper (Avalon) Dual 15-0041-0172**

List Valid: 11/11/14 – 11/11/15

Total applications received: 15

Total invited to exam: 12

No. Passed: 1 No. Failed: 3 No. Withdrew: 8 No. Screened Out: 3

**Instructional Aide – Special Dual 15-0034-0448**

List Valid: 10/21/14 – 10/21/15

Total applications received: 108

Total invited to exam: 45

No. Passed: 25 No. Failed: 11 No. Withdrew: 9 No. Screened Out: 63

**Instructional Aide – Special Dual 15-0046-0448**

List Valid: 10/21/14 – 10/21/15

Total applications received: 97

Total invited to exam: 58

No. Passed: 20 No. Failed: 9 No. Withdrew: 29 No. Screened Out: 39

**Instructional Aide – Special Dual 15-0061-0448**

List Valid: 11/11/14 – 11/11/15

Total applications received: 80

Total invited to exam: 43

No. Passed: 17 No. Failed: 3 No. Withdrew: 23 No. Screened Out: 37

**Instructional Aide – Special (Avalon) Dual 15-0042-0448**

List Valid: 11/10/14 – 11/10/15

Total applications received: 6

Total invited to exam: 6

No. Passed: 2 No. Failed: 0 No. Withdrew: 4 No. Screened Out: 0

**Instructional Assistant- Intensive**

**Behavioral Treatment (Avalon)**

**Dual 15-0050-5035**

List Valid: 11/10/14 – 11/10/15

Total applications received: 17

Total invited to exam: 10

No. Passed: 1 No. Failed: 0 No. Withdrew: 9 No. Screened Out: 7

**Middle School Office Supervisor**

**Promotional 15-0037-3357**

List Valid: 10/31/14 – 10/31/15

Total applications received: 13

Total invited to exam: 13

No. Passed: 9 No. Failed: 3 No. Withdrew: 1 No. Screened Out: 4

**15-0035-5068**

**No. Passed: 26 No. Failed: 20 No. Withdrew: 79 No. Screened Out: 28**

**15-0038-5068**

**No. Passed: 55 No. Failed: 23 No. Withdrew: 122 No. Screened Out: 46**

**15-0044-5068**

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

CERTIFIED TO BE CORRECT: Gail McMahon DATE: November 6, 2014