



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

January 9, 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 December 12, 2013

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per Education Code 45246

Action

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

Discussion

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B

Action

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A

Action

10. OTHER ITEMS

11. The next regular scheduled meeting of the Personnel Commission will be held on January 23, 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
  - 12.1 Review employment eligibility of applicant
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

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SUBJECT: Minutes for December 12, 2013

PAGES: 7.1.1 – 7.1.5

Date: January 9, 2014

Reason for  
Consideration: Action

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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 10:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

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

PRELIMINARY

Guests: George Vallavanattu.

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Dr. Gail McMahon, Executive Officer, reported she has been working with Dr. Kristi Kahl as Dr. Kahl is developing leadership training for managers and supervisors in the district. The training developed for certificated staff follows standards set by the Teachers Credentialing Commission. Currently there are no set standards for Classified. In order to assure appropriate standards were set for classified staff, a group of managers was asked for their input. The result was a list of standards very similar to those of Certificated. Now that standards have been identified training will be developed.

Dr. McMahon demonstrated the new online classified employee onboarding program. The onboarding program was developed by Personnel Commission staff with the assistance of the Office of Multimedia Services. The new program will allow staff to email a link to the processing paperwork for new hires allowing the individual to complete the paperwork prior to their appointment. Dr. McMahon expects to go live with the onboarding in January. Commissioner

Lewis applauded staff for their commitment to providing quality service to applicants.

Marilyn Balmer, Personnel Analyst, reported recruitment and testing staff are currently working on 21 recruitments and ten upcoming recruitments. Ms. Balmer also reported she and a few members of staff attended training on current practices in recruitment and testing for assessing job fit of candidates and examinations.

Susan Leaming, Personnel Analyst, said one of the challenges in developing the onboarding program was the age of our Adobe software. Staff currently uses the 6.0 version and the newest version is 11.0. Once the newer software is available for staff, additional tools and tips will be added to the onboarding forms. Ms. Leaming also reported 99 employees were trained in CPR and First Aid in November. She also provided an update on the Child Care and Instructional job family study. Reporting 256 employees in 60 classifications working in 51 departments and sites will be invited to participate. The dates of the orientations will be contingent on the dates of the move of the Personnel Commission office.

Dale Culton, Certification Services Manager, reported he along with Executive Officer McMahon and Associate Personnel Analyst Maria Braunstein met with the area custodial managers to discuss and answer questions regarding the hiring process. Mr. Culton also reported staff has processed 45 substitute and probationary employees.

Mary Cates, Human Resources Supervisor, reported summer school planning is underway. Per contract, applications for summer employment will be available for classified employees by the end of January.

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

George Vallvanattu asked the Commission to review his eligibility for employment. The Commission directed the Executive Officer to place the item on the next agenda for their review.

MINUTES

MINUTES

The Commission approved the minutes of the November 14, 2013 Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Chairperson Vaughan seconded the motion. The motion was carried and approved.

STAFF REPORT: INSTRUCTIONAL ASSISTANT –  
ASSISTANT - INTENSIVE BEHAVIORAL TREATMENT

Staff Report: Instructional Assistant  
Assistant – Intensive Behavioral Treatment

At the Personnel Commission meeting of October 31, 2013 the Personnel Commission directed staff to prepare a report regarding Instructional Assistant – Intensive Behavioral Treatment. Executive Officer McMahon gave an overview of the process and reported last year there were 25 Instructional Assistant – Intensive Behavioral Treatment positions filled. Of the 25 positions filled only 2 were 100% assignments. All permanent employees may submit a transfer to be

considered for the positions with higher full time equivalency. When a vacancy occurs the names of the top 3 ranks and transfer eligible are sent to the site for their consideration.

### 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." Executive Officer McMahon noted a few changes. It was moved by Commissioner Ulaszewski to approve the revision of Chapter X with the changes. Vice-Chairperson Lewis seconded the motion. The motion was carried and approved.

### REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 1902293 was not present. The Commission moved this item to Closed Session.

### REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 16050139 was not present. The Commission moved this item to Closed Session.

### BULLETINS

BULLETINS

Personnel Commission Rule 4.6.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 was carried and the bulletins were ratified.

Carpenter	Dual	14-0058-0114
Computer Support Technician	Dual	14-0054-5108
Electrician	Dual	14-0057-0161
Elementary School Office Supervisor	Promotional	14-0052-3345
Intermediate Office Assistant–Bilingual Spanish	Dual	14-0056-5050
Intermediate Office Assistant Schools - Bilingual Spanish	Dual	14-0055-5052
Nutrition Services Director	Dual	14-0051-5060
Nutrition Services Worker	Dual	14-0061-5068
Painter	Dual	14-0053-0113
Plant Supervisor II	Promotional	14-0059-5027

### ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. Commissioner Ulaszewski moved for approval of the lists. The motion was seconded by Vice-Chairperson Lewis. The following eligibility lists were approved.

<b>Instructional Aide – Special</b> List Valid: 11/21/13 – 11/21/14 Total applications received: 127 No. Passed: 12      No. Failed: 10	<b>Open Continuous</b> <b>14-0020-0448</b>  Total invited to exam: 77 No. Withdrew: 55    No. Screened Out: 50
<b>Instructional Aide – Special</b> List Valid: 12/13/13 – 12/13/14 Total applications received: 153 No. Passed: 19      No. Failed: 5	<b>Open Continuous</b> <b>14-0024-0448</b>  Total invited to exam: 91 No. Withdrew: 67    No. Screened Out: 62
<b>Instructional Assistant – Computer Resources</b> List Valid: 12/13/13 – 12/13/14 Total applications received: 68 No. Passed: 5      No. Failed: 2	<b>Dual</b> <b>14-0033-0603</b>  Total invited to exam: 16 No. Withdrew: 9    No. Screened Out: 52
<b>Instructional Assistant – Computer Resources - Bilingual Spanish</b> List Valid: 12/13/13 – 12/13/14 Total applications received: 26 No. Passed: 3      No. Failed: 3	<b>Dual</b> <b>14-0034-0452</b>  Total invited to exam: 9 No. Withdrew: 3    No. Screened Out: 17
<b>Locker Room Attendant</b> List Valid: 12/3/13 – 12/3/14 Total applications received: 34 No. Passed: 11      No. Failed: 4	<b>Promotional</b> <b>14-0032-0208</b>  Total invited to exam: 16 No. Withdrew: 1    No. Screened Out: 18
<b>Middle School Office Supervisor</b> List Valid: 12/2/13 – 12/2/14 Total applications received: 20 No. Passed: 4      No. Failed: 2	<b>Promotional</b> <b>14-0018-3357</b>  Total invited to exam: 7 No. Withdrew: 1    No. Screened Out: 13
<b>Nutrition Services Operations Coordinator</b> List Valid: 12/6/13 – 12/6/14 Total applications received: 18 No. Passed: 10      No. Failed: 7	<b>Promotional</b> <b>14-0038-5063</b>  Total invited to exam: 17 No. Withdrew: 0    No. Screened Out: 1
<b>Receptionist</b> List Valid: 11/20/13 – 11/20/14 Total applications received: 933 No. Passed: 39      No. Failed: 106	<b>Dual</b> <b>14-0027-0674</b>  Total invited to exam: 239 No. Withdrew: 94    No. Screened Out: 694
<b>School Safety Officer</b> List Valid: 12/2/13 – 6/2/14 Total applications received: 202 No. Passed: 6      No. Failed: 8	<b>Dual</b> <b>14-0028-5014</b>  Total invited to exam: 25 No. Withdrew: 11    No. Screened Out: 177
<b>Student Store Operator</b> List Valid: 11/19/13 - 11/19/14 Total applications received: 373 No. Passed: 42      No. Failed: 35	<b>Dual</b> <b>14-0030-5176</b>  Total invited to exam: 136 No. Withdrew: 59    No. Screened Out: 237

## OTHER ITEMS

OTHER ITEMS

Commissioner Ulaszewski reported the presentation of the annual report to the Board of Education went really well. He also announced the Board of Education approved the reappointment of Commissioner Vaughan for three more years.

## NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, January 9, 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 11:12 a.m. to consider the recommendations to remove appellant: 1902293 and 16050139 from current eligibility lists.

## RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 11:19 a.m. The following reportable action was taken during Closed Session:

The Commission acted to remove candidate 1902293 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after December 2014. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to sustain staff's recommendation to remove candidate 16050139 from current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision.

## ADJOURNMENT

ADJOURNMENT

There being no further business, at 11:20 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

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SUBJECT: Classification/Restructure  
Recommendations

PAGES: 8.1.1 – 8.1.2

Date: January 9, 2014

Reason for  
Consideration: Action

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

ABOLISH A CLASSIFICATION

PAGE

Administrative Coordinator – Special Education

2



**PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

December 19, 2013

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Abolishment – Administrative Coordinator – Special Education

**Background and Findings**

Commission Staff continually reviews the District's overall classification plan, determining a need to abolish obsolete classifications, modify classifications as jobs change over time, or create new classifications to meet the needs of the District. The classification of Administrative Coordinator – Special Education (salary range 51 M2) has been vacant since the last incumbent retired in January 2011.

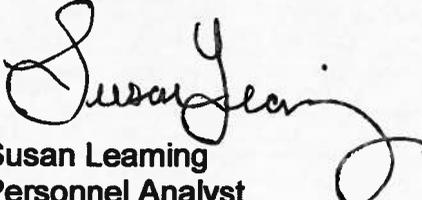
Staff spoke with the Assistant Superintendent – Office of School Support Services who supports the abolishment of the classification and does not anticipate a need for it in the future. No staff will be impacted by this action.

**Recommendations**

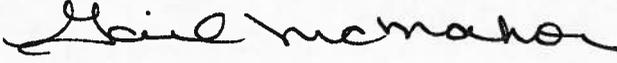
Staff recommends the Personnel Commission, in accordance with Rule 3.1.1 of *The Rules and Regulations of the Classified Service*:

1. Abolish the classification of Administrative Coordinator – Special Education

Prepared by:

  
Susan Leaming  
Personnel Analyst

Approved and Recommended:

  
Gail McMahon, Ed.D.  
Executive Officer

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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

PAGES: 8.2.1- 8.2.2

Date: January 9, 2014

Reason for  
Consideration: Discussion

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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 first reading.

REVISION OF RULES AND REGULATIONS

PAGE

Chapter 10.8.5 (First Reading)

2

CHAPTER X  
COMPENSATION

10.8.

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

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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)

## NUTRITION SERVICES SUPERVISOR I

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

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,027	\$3,194	\$3,370	\$3,554
<u>HOURLY:</u>	\$17.49	\$18.41	\$19.45	\$20.49

**JOB INFORMATION:** Eligible lists are being created to fill permanent future vacancies as they occur for these classes. Jobs are permanent 10 month positions, and the hours are normally 6 – 8 hours per day.

**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, plan, organize, and participate in the preparation and serving of hot and cold menu items to students and staff at an elementary or small specialized school site; maintain the kitchen and serving area in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

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

**MINIMUM QUALIFICATIONS INCLUDE:**

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

**TRAINING:** Graduation from high school or equivalent.

**EXPERIENCE:** Two years of quantity food preparation and service experience including one year in lead capacity or one year as a Senior Nutrition Services Worker. Supervisory experience is desirable.

**DESIRABLE:** Completion of, or enrollment in the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

**SPECIAL:** (1) Incumbents must obtain a valid Food Handler’s certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

**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.

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

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

**Guidelines:**

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

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

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

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



2008 Finalist  
the broad prize  
for Urban Education



# 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

## NUTRITION SERVICES SUPERVISOR II & III

**Final Filing Date: Both positions will be open until 4:30 p.m. Thursday, January 23, 2014.**

**JOB INFORMATION:**

Eligible lists are being created to fill permanent future vacancies as they occur for these classes. Jobs are permanent 10 month positions, and the hours are normally 6 – 8 hours per day.

**PROMOTIONAL:**

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

**APPLICATION:**

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

**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.

### NUTRITION SERVICES SUPERVISOR II

SALARY RANGE	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS
MONTHLY:	\$3,375	\$3,559	\$3,756	\$3,963
HOURLY:	\$19.47	\$20.51	\$21.66	\$22.88

**JOB SUMMARY:** Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned middle, K-8 or the Avalon school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

**MINIMUM QUALIFICATIONS FOR NUTRITION SERVICES SUPERVISOR II 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.

**EXPERIENCE:** Three years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor I.

**DESIRABLE:** Completion of, or enrollment, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

### NUTRITION SERVICES SUPERVISOR III

SALARY RANGE	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS
MONTHLY:	\$3,761	\$3,968	\$4,187	\$4,417
HOURLY:	\$21.71	\$22.91	\$24.16	\$25.46

**JOB SUMMARY:** Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned comprehensive high school site; maintain kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

**MINIMUM QUALIFICATIONS FOR NUTRITION SERVICES SUPERVISOR III 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.

**EXPERIENCE:** Four years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor II.

**DESIRABLE:** Completion of, or enrollment, in the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

**SPECIAL REQUIREMENT:** Incumbents must obtain a valid Food Handler's certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in these classifications.

**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.*

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

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SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: January 9, 2014

Reason for  
Consideration: Action

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

**Custodian – Avalon**

**Dual**

**14-0046-0139**

List Valid: 12/23/13 – 12/23/14

Total applications received: 27

No. Passed: 3            No. Failed: 0

Total invited to exam: 7

No. Withdrew: 4            No. Screened Out: 20

**Food Production Equipment Technician**

**Dual**

**14-0042-0476**

List Valid: 12/30/13 – 12/30/14

Total applications received: 31

No. Passed: 5            No. Failed: 6

Total invited to exam: 16

No. Withdrew: 5            No. Screened Out: 15

**Instructional Aide – Special- Avalon**

**Dual**

**14-0049-0448**

List Valid: 12/23/13 – 12/23/14

Total applications received: 9

No. Passed: 2            No. Failed: 0

Total invited to exam: 6

No. Withdrew: 4            No. Screened Out: 3

**Intermediate Office Assistant - Schools  
Avalon**

**Dual**

**14-0048-3354**

List Valid: 12/23/13 – 12/23/14

Total applications received: 31

No. Passed: 1            No. Failed: 1

Total invited to exam: 19

No. Withdrew: 17            No. Screened Out: 12

**Job Developer- BL Spanish**

**Dual**

**14-0036-5168**

List Valid: 12/19/13 – 12/19/14

Total applications received: 41

No. Passed: 4            No. Failed: 1

Total invited to exam: 5

No. Withdrew: 0            No. Screened Out: 36

**Nutrition Services Worker - Avalon**

**Dual**

**14-0050-5068**

List Valid: 12/23/13 – 12/23/14

Total applications received: 19

No. Passed: 5            No. Failed: 0

Total invited to exam: 12

No. Withdrew: 7            No. Screened Out: 7

CERTIFIED TO BE CORRECT: *Gail McMahon*    DATE: December 20, 2013

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Review employment eligibility of  
applicant

PAGES: 12.1.1 – 12.1.12

Date: January 9, 2014

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At the December 12, 2013 Personnel Commission meeting an applicant requested his eligibility for employment be reviewed.

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.