



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

October 30, 2014  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER

2. PRELIMINARY

2.1 Pledge of Allegiance to the Flag

2.2 Commissioners roll call

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

Present \_\_\_\_\_  
Present \_\_\_\_\_  
Present \_\_\_\_\_

2.3 Introduction of Guests

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

4. REPORT FROM THE EXECUTIVE OFFICER

5. HEARINGS

None

6. MINUTES

6.1 Approval of Minutes for October 16, 2014

Action

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Classification/Restructure Recommendations per  
Education Code 45246

Action

**REVISION OF A CLASSIFICATION**

Food Production Utility Worker

**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

7.2 Recommendation to Remove from Eligibility List per  
P.C. Rule 4.2.A.6

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

8.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B

Action

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

9. OTHER ITEMS

9.1 Personnel Commission Annual Report 2013 - 2014

Action

10. The next regular scheduled meeting of the Personnel Commission will be held on November 13, 2014 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.

11. CLOSED SESSION

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

11.2 Recommendation to Remove from Eligibility List

11.3 Appeal of Disqualified Applicant

11.4 Appeal to Personnel Commission

12. ADJOURNMENT

ACCESS TO PUBLIC DOCUMENTS

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

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for October 16, 2014

PAGES: 6.1.1 – 6.1.3

Date: October 30, 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 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

**COMMISSION MEMBERS PRESENT**

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

**STAFF MEMBERS PRESENT**

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

**PRELIMINARY**

Guests: Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A and Dan Ewaskey, CSEA Vice President – Unit B.

**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, provided the Commission an update on the status of Instructional Aide-Special vacancies.

Staff provided a brief update of their unit activities.

**HEARINGS**

HEARINGS

None

MINUTES

MINUTES

The Commission approved the minutes of the October 2, 2014 Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Vaughan seconded the motion.

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

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

None

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 Vice-Chairperson Vaughan to ratify the bulletins. Commissioner Ulaszewski 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>Head Start Instructional Aide</b>	Dual	15-0054-0657
<b>Kids Club Assistant</b>	Dual	15-0055-0694
<b>Kids Club Lead Assistant</b>	Dual	15-0056-0515
<b>Plumber Supervisor</b>	Promo	15-0057-0243

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 Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski 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>Assistant Maintenance Director</b> List Valid: 10/10/14 – 10/10/15	Dual	15-0029-0504
<b>Educational Research Analyst II</b> List Valid: 10/16/14 – 10/16/15	Dual	15-0030-3302
<b>Head Start Family Services Liaison</b> List Valid: 10/08/14 – 10/08/15	Dual	15-0006-5075
<b>Senior Health Assistant</b> List Valid: 10/14/14 – 10/14/15	Dual	15-0020-5174
<b>Supervising Food Production Equipment Technician</b> List Valid: 10/16/14 – 10/16/15	Dual	15-0032-0499

**OTHER ITEMS**

Dr. McMahon provided an update on the Personnel Commission office move.

**NEXT MEETING**

**NEXT MEETING**

The next regular meeting of the Personnel Commission will be held on Thursday, October 30, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

**CLOSED SESSION**

**CLOSED SESSION**

The Personnel Commission adjourned to closed session at 8:27 a.m. to review the performance of the Executive Officer, Personnel Commission and Classified Employment.

**RETURN TO OPEN SESSION**

**RETURN TO OPEN SESSION**

The Personnel Commission returned to Open Session at 8:44 a.m. No reportable action was taken during Closed Session.

**ADJOURNMENT**

**ADJOURNMENT**

There being no further business, at 8:45 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

*Gail McMahon*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb

**LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT:**    **Classification/Restructure  
Recommendations**

**PAGES:** 7.1.1 – 7.1.20

**Date:**        **October 30, 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 recommendations for the consideration of the Commission.

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**PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

October 16, 2014

**TO:** Personnel Commission  
**FROM:** Executive Officer, Personnel Commission and Classified Employment  
**SUBJECT:** Revision to Classification Specification

Background and Findings

In the Spring of 2014 the Jordan High School Renovation Project began and bungalows were added as the buildings are being renovated. These bungalows are far away from the main cafeteria and students do not have time to walk across campus and back during nutrition and lunch breaks. A remote kitchen has been set up to serve the students and staff housed in the bungalows.

Nutrition Services recently requested the creation of a Food Production Utility Worker to assist their operations at Jordan during the renovations. The current class description states incumbents are assigned to the Nutrition Center and some work may be performed at school sites.

Although the Jordan project will be completed in 2021, the description has been revised to inform applicants they may be assigned to a school site during construction periods as future Measure K projects may also necessitate the assignment of a Food Production Utility Worker.

The Nutrition Services Director has reviewed and approved the recommended changes. A copy of the revised class description is attached with additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification for Food Production Utility Worker

Prepared by:

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Gail McMahon, Ed.D.  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 0477  
Salary Range: 16 (C1)

### FOOD PRODUCTION UTILITY WORKER

#### 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; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Perform a variety of general grounds maintenance and complex cleaning and sanitation activities in support of the Nutrition Center; maintain Nutrition Center grounds and facilities in a clean, orderly and secure condition. **E**
- Maintain outside areas of the Nutrition Center including flowerbeds and parking lots; pull weeds from flowerbeds; sweep litter from walks, parking lots and driveways; pick up and dispose of trash, branches, leaves and other debris. **E**
- Clean and maintain Nutrition Center facilities including offices, conference rooms, loading docks, storerooms, lounges, elevators, stairways and kitchen and warehouse areas; clean tables, chairs, walls, windows and blinds; change light bulbs. **E**
- Sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets; spot clean, steam clean and shampoo carpets; clean floor mats; spot mop spills. **E**
- Clean, sanitize and perform preventative maintenance on central kitchen commercial equipment including ovens, slicers, cutting boards, walk-in refrigeration units, hood filters, flat bed carts, dishwashers, ice machines and freezers in accordance with established schedules and sanitation standards; clean floor drains; take and record freezer and refrigerator temperatures; remove ice buildup. **E**
- Empty garbage receptacles; separate recyclable material and place in appropriate containers; breakdown cardboard boxes and other materials for disposal or recycling; clean trash cans using a high pressure hose. **E**
- Clean and disinfect drinking fountains and restroom facilities including sinks and toilets; fill dispensers with towels, soap, toilet paper and other items; clean mirrors and tile. **E**

- Move and arrange furniture and equipment for a variety of special events and meetings; prepare conference rooms for events; dust and polish furniture and woodwork; empty trash and vacuum floors in preparation for meetings and events. *E*
- Lock and unlock doors and gates as assigned by the position; raise and lower flags; maintain security of assigned areas according to established guidelines; set alarms as appropriate. *E*
- Inspect grounds, buildings and equipment to assure the safety of staff and visitors; report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance repairs to appropriate authority. *E*
- Apply non-poisonous pest control methods to eradicate insects and other pests according to established procedures. *E*
- Inspect and maintain fire extinguishers to assure proper operation; take and record gas meter readings. *E*
- Operate a commercial washing machine and dryer; wash soiled towels, aprons and other items. *E*
- Operate and maintain a variety of cleaning and sanitation equipment including floor scrubbers, vacuums, mops, buffers, pressure washers and hand and power tools; service, lubricate and adjust cleaning and sanitation equipment; check fluid levels, inspect and replace brushes, hoses, blades and belts; change oil and filters as needed. *E*
- Wear protective clothing including air filters, masks, rubber boots and coveralls in accordance with established procedures. *E*
- Drive a District vehicle to school sites to assist with the cleaning, removal and installation of commercial kitchen equipment or make deliveries of food and supplies. *E*
- Participate in the thorough cleaning and restoration of Nutrition Center facilities during the summer months or vacation periods. *E*
- Participate in the preparation and serving of food items as necessary to assure smooth and efficient Nutrition Services operations.
- Provide assistance lifting, moving, pushing and pulling heavy items to other staff as requested.

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

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this classification perform a variety of general grounds maintenance and complex cleaning and sanitation activities in support of the Nutrition Center. Incumbents are expected to bring custodial experience into the job and learn the complex cleaning and sanitation requirements of the Nutrition Center in a timely manner. 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. Incumbents may be assigned to a school site during periods of renovation and construction. Protective clothing and related safety devices are provided to incumbents and should be worn in accordance with established procedures.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Materials, tools and equipment used in modern cleaning and sanitation work.  
Modern cleaning methods including cleaning floors, carpets, furniture, walls and fixtures.  
Basic methods, equipment and materials used in gardening work.  
Proper methods of storing equipment, materials and supplies.  
Basic health and safety regulations.  
Basic record-keeping techniques.  
Proper lifting techniques.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.

**Ability to:**

Learn and observe strict sanitation and health and safety standards of the Nutrition Center.  
Maintain Nutrition Center facilities and adjacent grounds areas in a clean, orderly and secure condition.  
Learn to perform preventative maintenance on central kitchen commercial equipment  
Use cleaning materials in a safe and efficient manner.  
Operate and maintain a variety of cleaning and sanitation equipment.  
Learn to operate a commercial washing machine and dryer.  
Observe and report health and safety hazards and need for maintenance and repair.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing.  
Work cooperatively with others.  
Observe legal and defensive driving practices.  
Maintain routine records.  
Move and arrange furniture and equipment for meetings and special events.  
Meet schedules and time lines.

**Education and 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.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

**WORKING ENVIRONMENT**

Indoor and outdoor work environment.  
Regular exposure to noise, fumes, dust and odors.  
Exposure to cleaning agents and chemicals.  
Working at heights.  
Working around and with machinery having moving parts.  
Heat from ovens and cold from refrigerators or freezers.  
Working with slicers or other sharp objects.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Standing and walking for extended periods of time.  
Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate custodial and specialized kitchen equipment.  
Lifting, carrying, pushing and pulling heavy objects weighing approximately 50 pounds and with assistance up to 100 pounds.  
Climbing ladders and stairs.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling, crouching and crawling.  
Heavy physical labor.  
Seeing to read a variety of materials, perform assigned duties and observe health and safety hazards.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

Revised: 7/1/2004

Revised:



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

October 23, 2014

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission & Classified Employment

SUBJECT: Reallocation of Classifications

Historically, the Instructional Aide Interpreter – Deaf/Hard of Hearing classification has been difficult to recruit. In 2007 the Personnel Commission approved a reallocation of the Interpreters from salary range 23 C1 to 28 C1 with advanced salary placement at Step C in order to raise the salary to the median of the market. This allowed LBUSD to remain competitive in the local market and retain current Interpreters.

Five recruitments over the course of the past year have yielded only one qualified candidate who wishes to work as a substitute employee. One other qualified candidate was not willing and able to start working until next year. Special Education administration requested Commission Staff conduct another compensation survey to determine if our salary is still competitive in the marketplace.

Staff conducted a survey of local agencies typically used for compensation comparison. In total, staff found similarity between classification duties and minimum qualifications with six agencies to support a compensation recommendation. The survey median of the six agencies is \$5,419. This median is closest to LBUSD's salary range 31 (C1) with a maximum step of \$5,465 per month. The current maximum step for Interpreters is \$5,036.

Eighteen employees hold the title of Instructional Aide Interpreter – Deaf/Hard of Hearing in the District and one employee holds the title of Supervising Instructional Aide – Deaf/Hard of Hearing. As a result of a reallocation of the Interpreters, the supervisory classification would move from salary range 32 S1 to 35 (S1), in order to comply with the *Rules and Regulations of the Classified Service*, Chapter X 10.8:

- A. Classifications in a series shall be separated by at least two salary ranges. Classifications serving in a lead capacity shall be separated by a minimum of three salary ranges above the highest-level subordinate. Supervisory, confidential and management classifications shall be separated by a minimum of four salary ranges above the highest-level subordinate. Market data may dictate differences above these minimums.

Reallocations required to conform to this policy shall be authorized simultaneously with any reallocation of an existing classification or establishment of a new classification.

Staff discussed the proposed salary placements with Special Education administration who endorse the recommendations.

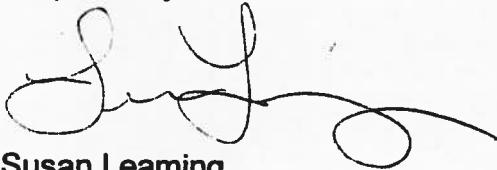
Recommendations

Staff recommends the Personnel Commission:

1. Reallocate the classification of Instructional Aide Interpreter – Deaf/Hard of Hearing from salary range 28 (C1) to salary range 31 (C1)
2. Reallocate the classification of Supervising Instructional Aide – Deaf/Hard of Hearing from salary range 32 (S1) to salary range 35 (S1).

A list of affected employees is attached.

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.  
Executive Officer

***Instructional Aide Interpreter -DHH  
Allocation Listing***

<u>Name</u>	<u>Current Salary Range/Step</u>	<u>Proposed Salary Range/Step</u>
Aldrena Rogers	28 Step E	31 Step E
Ava Barker	28 Step E	31 Step E
Suzanne Barton	28 Step E	31 Step E
Cynthia Cdebaca	28 Step E	31 Step E
Ginny Otsuka	28 Step E	31 Step E
Karen Schaller	28 Step E	31 Step E
Kristi Mock	28 Step E	31 Step E
Lauren Silva	28 Step E	31 Step E
Lena Serrano	28 Step E	31 Step E
Marva Riggins	28 Step E	31 Step E
Wendy Mertan	28 Step E	31 Step E
Holly Jenkinson	28 Step E	31 Step E
Karen Herndon	28 Step E	31 Step E
Denine Pearce	28 Step E	31 Step E
Shannon Schaller	28 Step E	31 Step E
Julie Morse	28 Step D	31 Step D
Lauren Barbosa	28 Step D	31 Step D
Lindsey Unger	28 Step C	31 Step C
 <b><u>Supervisory</u></b>		
Deona Hamilton	32 Step D	35 Step D



## PERSONNEL COMMISSION

**Class Code: 3272**  
**Salary Range: 28 (C1)**

### **INSTRUCTIONAL AIDE INTERPRETER-DEAF/HARD OF HEARING**

#### **JOB SUMMARY**

Under immediate supervision, 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; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

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

- Translate oral or written English through total (simultaneous signing and oral) manual communication to facilitate the instructional program. **E**
- Use total communication continuously while performing work assignments or on the follow up of learning activities. **E**
- Assist with the monitoring of classroom, outdoor, playground and field trip activities to direct students into safe activities and relationships. **E**
- Give guidance and provide examples for student learning in various areas, such as academic learning, vocational skills, social and leisure skills, physical development, vocational skills, social and leisure skills, physical development and fitness, and personal hygiene. **E**
- Establish and maintain contact with outside agencies for assistance in obtaining hearing aids and glasses. **E**
- In accordance with established guidelines, assist teachers with individualized instruction by matching instruction to the need of the student. **E**
- Assist with bus and transportation related tasks, including the accompaniment of students on a bus. **E**
- Set up and arrange supplies and equipment for student use. **E**
- Assist teacher in maintaining cordial relationships between home and school and parent involvement activities. **E**
- Assist children in learning to become self-reliant. **E**
- Help children learn to relate to individuals and groups who are not handicapped. **E**
- Help students learn how to sequence tasks. **E**
- Administer first aid or necessary physical assistance to ill or distressed students, may administer prescribed medication in accordance with established District

- policy. *E*
- Assist student in learning patterns of speech by helping them produce sounds, words, and sentences. *E*
  - Inform teacher or specialist of student progress and/or problems. *E*
  - Help children learn to be aware of their personal appearance and how to take care of personal needs, such as operating the auditory training equipment and their hearing aids. *E*
  - Assemble material for classroom projects. *E*
  - Make charts or tapes, and prepare displays. *E*
  - Type material and prepare masters. *E*
  - Operate duplicating equipment. *E*
  - Perform incidental housekeeping tasks, such as arranging objects, putting things away, cleaning tables, chairs and work areas. *E*
  - Assist teachers with classroom activities for students. *E*
  - Assist with lifting students in and out of wheelchairs. *E*
  - Observe and record information about student behavior and other significant data. *E*
  - Perform a variety of routine clerical and record keeping activities, such as filing, taking roll, collecting monies, filling out forms and applications, correcting papers, recording scores, keeping lesson plan booklets, and typing tests, memoranda, forms, worksheets, individual education plans, simple agendas and similar material. *E*
  - Compile lists and reports from available data. *E*
  - Decorate classrooms, resource rooms, libraries, and other student areas. *E*
  - Administer and score tests. *E*
  - Operate audio-visual equipment. *E*
  - Demonstrate use of equipment and teaching aids to students. *E*
  - May make minor adjustments on audiological/hearing aids and/or devices.
  - May assist with the training and orientation of other aides.
  - May participate in parent-teacher conferences.
  - May participate and assist in parent and staff training programs.

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

### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the related class of Instructional Aide-Deaf/Hard of Hearing by the regular responsibility to do the more difficult process of working in a regular or mixed (i.e., special class and regular class) classroom setting and interpreting or communicating complex subject matter and educational concepts to hearing impaired students, and in turn, interpreting to the teacher the student's understanding, or problems the student has in understanding the educational concepts and related primary information. The Instructional Aide Interpreter-Deaf/Hard of Hearing is responsible for translating direct information to students primarily within a special education classroom.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Sign language or manual communication.  
Practical learning patterns and behavior of students.  
Basic concepts of child development and of behavior.  
Reading, writing and English.  
Principle of colors, hues, pigments, and tints.  
Classroom management.  
English usage, spelling, grammar and punctuation.  
Basic math.  
Basic record keeping.  
First aid.

**Ability to:**

Translate sign language into visual or oral communication.  
Simultaneously translate the spoken word into manual communication using American Sign Language (ASL), finger spelling and/or Signing Exact English (SEE).  
Communicate orally and with manual communication within the core curriculum using appropriate vocabulary skills.  
Motivate children to participate in learning activities.  
Maintain emotional control under difficult situations.  
Apply knowledge and practice with judgement.  
Maintain a continuing relationship with the same students and staff over a prolonged period.  
Recognize hazards to safety.  
Learn laws, rules, practices and procedures related to the education program to which assigned.  
Perform routine clerical work; such as posting figures, typing, sorting, measuring, cutting, filing, and duplicating.  
Learn to operate educational office machines or devices which aid the student or the instructional program.  
Present classroom materials.  
Work well with children.  
Read, write and speak English, while simultaneously communicating effectively in manual or sign language.  
Understand and carry out oral and written instructions.  
Establish and maintain effective relationships with those contacted in the course of work.  
Demonstrate a willingness to work collaboratively as an educational team member.  
Administer first aid or necessary physical assistance to ill or distressed students.

**Education and 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 degree; 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.

Completion of college-level course work in Child Psychology, Early Child Care, or Child Growth and Development is preferred.

**Experience:**

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)

**SPECIAL REQUIREMENTS**

Some positions in this classification may require the use of personal automobile and the possession of a valid California Class C driver's license.

**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 student(s). May include kneeling, lifting, pushing, pulling, crouching, or crawling on the floor.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

08/11/94  
Rev 6/24/99  
Rev 10/24/02  
Rev: 5/18/06  
Rev: 8/23/2007  
Rev: 5/29/14



## PERSONNEL COMMISSION

**Class Code: 3284**  
**Salary Range: 32 (S1)**

### SUPERVISING INSTRUCTIONAL AIDE – DEAF/HARD OF HEARING

#### JOB SUMMARY

Under general supervision, organize, coordinate, participate, and supervise in the work of personnel engaged in the assignments which reinforce lessons and instruction to 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; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Review work and schedules of assigned personnel to ensure established student support standards are met; reassign workload to meet deadlines and priority assignments within established authority. **E**
- Set up and arrange supplies and equipment for deaf/hard of hearing student use. **E**
- Assist other classroom support personnel in learning more complex signs or communication patterns where difficult subject matter, ideas, or processes are involved (i.e. math, geometry, science, etc.). **E**
- Assist in the development of and make recommendations regarding classroom procedures related to hearing impaired communications. **E**
- Conduct in-service training. **E**
- Assign, train, and evaluate subordinate personnel in the proper performance of duties and responsibilities, but especially as to the technical skills in total communication. **E**
- Help others to learn how to or to better sequence tasks. **E**
- Observe and record information about student behavior and other significant data.
- Participate in parent-teacher conferences. **E**
- Participate and assist in parent or staff training and orientation programs. **E**
- Translate oral or written English through simultaneous manual signing and oral communication to facilitate the instructional program of a student or classified support person. **E**
- Use total communication continuously while performing work assignments or on the follow up learning activities. **E**

- Assist with monitoring classroom, outdoor, playground and field trip activities to direct students into safe activities and relationships. *E*
- Give guidance and provide examples for student learning in various areas, such as academic learning, vocational skills, social and leisure skills, physical development and fitness, and personal hygiene. *E*
- Establish and maintain contact with outside agencies for assistance in obtaining hearing aids and glasses. *E*
- In accordance with established guidelines, assist teachers with individualized instruction by matching instruction to the need of the student. *E*
- Assist with bus and transportation related tasks, including the accompaniment of students on a bus. *E*
- Operate a computer. *E*
- Assist children in learning to become self-reliant. *E*
- Help others to learn to relate to individuals and groups who are not handicapped. *E*
- Administer first aid or necessary physical assistance to ill or distressed students, may administer prescribed medication in accordance with established district policy. *E*
- Assist student in learning patterns of speech by helping them produce sounds, words, and sentences. *E*
- Inform teacher or specialist of student progress and/or problems. *E*
- Help children learn to be aware of their personal appearance and how to take care of personal needs, such as operating the auditory training equipment and their hearing aids. *E*
- Assemble material for classroom projects. *E*
- Make charts or tapes, and prepare displays. *E*
- Type material and prepare masters. *E*
- Operate duplicating equipment. *E*
- Perform incidental housekeeping tasks, such as arranging objects, putting things away, cleaning tables, chairs and work areas. *E*
- Assist teachers with classroom activities for students. *E*
- Assist with lifting students in and out of wheelchairs. *E*
- Perform a variety of routine clerical and record keeping activities, such as filing, taking roll, collecting monies, filling out forms and applications, correcting papers, recording scores, keeping lesson plan booklets, and typing tests, memoranda, forms, worksheets, individual education plans, simple agendas and similar material. *E*
- Compile lists and reports from available data. *E*
- Administer and score tests. *E*
- Operate audiovisual equipment. *E*
- Demonstrate use of equipment and teaching aids to students. *E*
- Adjust employee grievances. *E*
- May make minor adjustments on audiological/hearing aids and/or devices.

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

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from either of the related classes of Instructional Aide-Deaf/Hard of Hearing or Instructional Aide Interpreter-Deaf/Hard of Hearing by the responsibility to train, supervise, and evaluate subordinates who are the interpreters working in a regular or mixed (i.e., special class and regular class) classroom setting and interpret complex subject matter and educational concepts to deaf-hard of hearing students, and in turn, reverse interpret to the teacher the student's understanding, or problems the students has in understanding the educational concepts and related primary information. The Instructional Aide-Deaf/Hard of Hearing is responsible for translating direct information to students primarily within a special education classroom.

**EMPLOYMENT STANDARDS****Knowledge of:**

American Sign Language or accepted manual communication.  
Practical learning patterns and behavior of students.  
Basic concepts of child development and of behavior.  
Reading, writing and English.  
Principle of colors, hues, pigments, and tints.  
Classroom management.  
English usage, spelling, grammar and punctuation.  
Basic math.  
Basic record keeping.  
First aid.

**Ability to:**

Train, supervise, and evaluate the work of others.  
Maintain emotional control under difficult situations.  
Apply knowledge and practice with judgment.  
Maintain a continuing relationship with the same students and staff over a prolonged period.  
Learn laws, rules, practices and procedures related to the education program to which assigned.  
Establish and maintain effective relationships with those contacted in the course of work.  
Demonstrate a willingness to work collaboratively as an educational team member.  
Interpret sign language into visual or oral communication.  
Simultaneously interpret the spoken word into manual communication using American Sign Language (ASL), finger spelling and/or Signing Exact English (SEE).  
Communicate orally and/or with manual communication within the core curriculum using appropriate vocabulary skills.  
Motivate children to participate in leaning activities.  
Recognize hazards to safety.

Perform routine clerical work; such as posting figures, typing, sorting, measuring, cutting, filing, and duplicating.

Learn to operate educational office machines or devices, which aid the student or the instructional program.

Present classroom materials.

Work well with children.

Read, write and speak English, while simultaneously communicating effectively in sign language.

Understand and carry out oral and written instructions.

Administer first aid or necessary physical assistance to ill or distressed students.

### **Education and 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 degree; 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.

Some college-level course work directly related to this classification, such as Child Psychology, Early childcare, or Child Growth and Development is preferred.

### **Experience:**

Three years of interpreting experience using total communication, preferably working with children. Some lead or supervisory responsibility, preferably in a public agency, is desirable.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

### **SPECIAL REQUIREMENTS**

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)

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license.

**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.  
Must have visual acuity to work in various locations within a learning center and hearing and talking skills to support the deaf/hard of hearing student in such a setting using total communication.

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

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

7/8/99  
Rev 10/24/02  
Rev: 5/18/06  
Rev: 8/23/2007

**LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT: Removal from Eligibility List**

**PAGES: 7.2.1-7.2.13**

**Date: October 30, 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."

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 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 – 8.1.11

Date:       October 30, 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>
Accountant	Dual	15-0058-0358	2
Instructional Aide - Special	Open/Continuous	15-0061-0448	4
Intermediate Payroll Accounting Technician	Dual	15-0059-0756	6
Senior Payroll Accounting Technician	Dual	15-0060-0762	6
Staff Secretary	Promotional	15-0063-3364	8
Staff Secretary – Bilingual Spanish	Dual	15-0062-5085	10



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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  
[www2.lbusd.k12.ca.us/perscomm/web/index.htm](http://www2.lbusd.k12.ca.us/perscomm/web/index.htm)

## ACCOUNTANT - 0358

**Final Filing Date: 4:30 p.m., Thursday, November 6, 2014**

**Applications will be accepted online only: Wednesday, November 5 - Thursday, November 6, 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>3 ½ YEARS</u>
MONTHLY:	\$4,784	\$5,048	\$5,325	\$5,619	\$5,928
HOURLY:	\$27.60	\$29.12	\$30.72	\$32.42	\$34.20

**JOB INFORMATION:** Permanent 12-month, FTE 100% position. The current vacancy is located in High School Office.

**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:** An Accountant performs complex and professional accounting and budgeting work requiring the application of a thorough knowledge of governmental accounting procedures and practices. An incumbent collects and analyzes financial and statistical data for the purpose of reporting on the financial status of programs or projects. An incumbent monitors the allocation of District positions in accordance with authorized staffing patterns; and performs related duties as assigned.

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

**MINIMUM QUALIFICATIONS INCLUDE:**

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

**TRAINING:** Graduation from an accredited four year college or university with a Bachelor's degree in accounting, business administration or a closely related field.

**EXPERIENCE:** Two years of professional governmental accounting work.

**SPECIAL:** (1) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII MERIT SYSTEM EMPLOYER

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.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## INSTRUCTIONAL AIDE – SPECIAL

Open Continuously

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ¼ YEARS</u>	<u>3 ½ YEARS</u>
<u>HOURLY:</u>	\$15.20	\$16.04	\$16.92	\$17.85	\$18.83

**JOB INFORMATION:** Current need is for substitutes. List may be used to fill future vacancies as they occur.

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

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

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

**MINIMUM QUALIFICATIONS INCLUDE:**

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

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

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

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

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

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

**SPECIAL:** (1) These positions may require the use of a personal automobile and the possession of a valid California class C driver's license. (2) Some assignments will require the successful completion of district-provided training to administer specialized physical health care services to meet student needs. (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; and an occupational written examination (100%).  
\*Official transcripts of units must be attached at time of application. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned). Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by the occupational written examination. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

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.

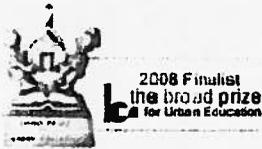
**Guidelines:**

- ❖ **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.*



# Classified Employment Opportunity



**APPLY TO:**

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

**INTERMEDIATE PAYROLL ACCOUNTING TECHNICIAN – 0756**  
**SENIOR PAYROLL ACCOUNTING TECHNICIAN – 0762**  
**Final Filing Date: 4:30 p.m., Monday, November 10, 2014**  
**APPLICATIONS WILL BE ACCEPTED FOUR DAYS ONLY – NOVEMBER 7, 8, 9 AND 10.**

**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.

**INTERMEDIATE PAYROLL ACCOUNTING TECHNICIAN**

SALARY RANGE	START	6 MONTHS	1 1/4 YEARS	2 1/4 YEARS	3 1/4 YEARS
MONTHLY:	\$3,188	\$3,360	\$3,548	\$3,740	\$3,945
HOURLY:	\$18.38	\$19.39	\$20.46	\$21.58	\$22.76

**JOB INFORMATION: TO FILL FUTURE VACANCIES AS THEY OCCUR.**

**JOB SUMMARY:** Under general supervision, perform the full range of payroll transactions of moderate difficulty for all District employees; perform related duties as assigned. Payroll assignments are moderately complex and require accuracy and attention to detail. An incumbent generally works on assigned parts of the certificated or classified payrolls for employees on traditions, year-round and twelve-month calendars. The first priority is for the Intermediate Payroll Accounting Technician to ensure that the employees' paychecks are correct and paid on time. Increasingly, an incumbent reviews and corrects computer edit reports produced after data is entered from payroll timesheets and time cards. An Intermediate Payroll Accounting Technician applies relevant knowledge of District, Federal and State rules and regulations, Personnel Commission and Board of Education administrative rules, and bargaining unit contracts in processing payroll transactions and completing the forms and documents. An incumbent is required to maintain the security and confidentiality of payroll information and must demonstrate strong interpersonal skills in contracts with district employees.

**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. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

**EXPERIENCE:** Two years of full-time financial or statistical record keeping work, preferably including payroll systems.

**SPECIAL:** (1) 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.

**SENIOR PAYROLL ACCOUNTING TECHNICIAN**

SALARY RANGE	START	6 MONTHS	1 1/4 YEARS	2 1/4 YEARS	3 1/4 YEARS
MONTHLY:	\$3,551	\$3,748	\$3,952	\$4,169	\$4,398
HOURLY:	\$20.49	\$21.61	\$22.80	\$24.06	\$25.38

**JOB INFORMATION: TO FILL FUTURE VACANCIES AS THEY OCCUR.**

**JOB SUMMARY:** Under general supervision, take the lead and/or review, verify and correct payroll and related transactions; identify and solve payroll; prepare summary payroll reports; and perform related duties as assigned. A Senior Payroll Accounting Technician reviews and corrects discrepancies and errors in certain components of the payroll cycle or process such as leave credits, retirement deductions and reconciling the reported gross calculation reports and warrant registers. An incumbent also solves payroll problems requiring extensive research of records and source documents. A Senior Payroll Accounting Technician applies a thorough knowledge of the interrelated parts of the payroll system in performing difficult and moderately complex work. An incumbent is required to maintain the security and confidentiality of payroll information and must demonstrate strong interpersonal skills in contacts with district employees and other public agencies. An incumbent may also serve in a lead capacity to other payroll staff in guiding and assisting them in their assigned duties.

**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. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

**EXPERIENCE:** Three years of full-time financial record keeping work, one year of which is preferably as a lead person in a public agency..

**SPECIAL:** (1) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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

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

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

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**Guidelines:**

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

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

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

*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  
[www.lbschools.net/Main\\_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

24 Hour Job Hotline: (562) 491-JOBS

## STAFF SECRETARY– 3364

**Final Filing Date: 4:30 p.m., Friday, November 14, 2014**

**APPLICATIONS WILL BE ACCEPTED ONLINE FOR TWO DAYS ONLY: NOVEMBER 13<sup>TH</sup> AND 14<sup>TH</sup>**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,186	\$3,360	\$3,546	\$3,740	\$3,945
<u>HOURLY:</u>	\$18.38	\$19.39	\$20.46	\$21.58	\$22.76

**JOB INFORMATION:** Eligibility list is being created to fill future vacancies as they occur.

**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.

**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 the direction of an assigned supervisor, provide varied and responsible secretarial and clerical support services to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor; perform related duties as assigned.

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

**MINIMUM QUALIFICATIONS INCLUDE:**

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

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

**EXPERIENCE:** Two years of clerical experience or one year of experience at the level of Intermediate Office Assistant with the Long Beach Unified School District.

**SPECIAL:** (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C 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) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**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. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. **SELF-CERTIFICATION:** This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

Promotional Examination  
Exam 15-0063-3364 DP

LBSD 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:**

Personnel Commission, Long Beach Unified School District  
999 Atlantic Avenue, 3<sup>rd</sup> Floor, Long Beach, CA 90813 Office: (562)435-5708  
[www.lbschools.net/Main\\_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

24 Hour Job Hotline: (562) 491-JOBS

## STAFF SECRETARY – BILINGUAL SPANISH – 5085

**Final Filing Date: 4:30 p.m., Friday, November 14, 2014**

**APPLICATIONS WILL BE ACCEPTED ONLINE FOR TWO DAYS ONLY: NOVEMBER 13<sup>TH</sup> AND 14<sup>TH</sup>**

<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>
<b>MONTHLY:</b>	\$3,188	\$3,360	\$3,546	\$3,740	\$3,945
<b>HOURLY:</b>	\$18.38	\$19.39	\$20.46	\$21.58	\$22.76

**JOB INFORMATION:** The current vacancy is a 100% 10 month; Staff Secretary Bilingual – Spanish position located in Special Education.

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

**JOB SUMMARY:** Under the direction of an assigned supervisor, provide varied and responsible secretarial and clerical support services to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor; perform related duties as assigned.

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

**MINIMUM QUALIFICATIONS INCLUDE:**

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

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

**EXPERIENCE:** Two years of clerical experience or one year of experience at the level of Intermediate Office Assistant with the Long Beach Unified School District.

**SPECIAL:** (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C 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) Positions in the Staff Secretary – Bilingual classification require the ability to communicate effectively, both orally and in writing, in a designated second language. Incumbents must successfully pass the District’s bilingual/biliterate test. (4) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**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. The Bilingual exam consists of a language written and oral exam in English and Spanish scored on a pass/fail basis only. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

**SELF-CERTIFICATION:** This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 8.2.1- 8.2.1

Date: October 30, 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:

**Contract Analyst** **Dual** **15-0031-0624**

List Valid: 10/21/14 – 10/21/15

Total applications received: 5 Total invited to exam: 5

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

**Instructional Aide – Special** **Dual** **15-0036-0448**

List Valid: 10/21/14 – 10/21/15

Total applications received: 100 Total invited to exam: 32

No. Passed: 17 No. Failed: 6 No. Withdrew: 9 No. Screened Out: 68

CERTIFIED TO BE CORRECT:     *Gail McMahon*     DATE:     October 24, 2014