



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

October 2, 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 Present _____
Linda Vaughan, Vice-Chairperson Present _____
Terry Ulaszewski, Member 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
 - 5.1 Discuss possible dates for a hearing in the matter of Employee E00177750 Action
6. MINUTES
 - 6.1 Approval of Minutes for September 18, 2014 Action
7. ITEMS FOR DISCUSSION AND/OR ACTION
 - 7.1 Classification/Restructure Recommendations per Education Code 45246 Action

REVISION OF A CLASSIFICATION
ASB Financial Technician
Senior ASB Financial Technician
Head Start Instructional Aide
 - 7.2 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.8 Restricted Action
 - 7.3 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.8 Restricted Action

- 7.4 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.6 and 4.2.A.8 Restricted Action
- 7.5 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.8 Restricted Action
- 7.6 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.8 Restricted Action
- 7.7 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.8 and 4.2.A.9 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>
	Campus Security Officer (Avalon)	Dual	15-0047-5011
	Custodian (Avalon)	Dual	15-0040-0139
	Grounds Equipment Operator I (Avalon)	Dual	15-0051-0175
	Groundskeeper (Avalon)	Dual	15-0041-0172
	Instructional Aide – Instrumental Music	Dual	15-0049-0447
	Instructional Aide – Mobile Classroom	Dual	15-0048-0601
	Instructional Aide – Special (Avalon)	Dual	15-0042-0448
	Instructional Assistant – Intensive Behavioral Treatment (Avalon)	Dual	15-0050-5035
	Intermediate Accounting Assistant	Dual	15-0052-0755
	Intermediate Office Assistant – Schools (Avalon)	Dual	15-0043-3354
	Middle School Office Supervisor	Promo	15-0037-3357
	Nutrition Services Worker (Avalon)	Dual	15-0044-5068
	School/Community Liaison-Bilingual Spanish (Avalon)	Dual	15-0045-5178
	School/Community Liaison-Bilingual Spanish	Dual	15-0039-5178
	Senior Accounting Assistant	Dual	15-0053-0760

8.2	Eligibility Lists – Per Personnel Commission Rule 5.1.B		Action
	College and Career Specialist	Dual	15-0028-5177
	List Valid: 09/24/14 – 09/24/15		
	Health Assistant	Dual	15-0021-5170
	List Valid: 09/30/14 – 09/30/15		
	Office Assistant Bilingual Spanish	Dual	15-0018-5158
	List Valid: 09/08/14 – 09/08/15		
	School Safety Officer	Dual	15-0005-5014
	List Valid: 09/29/14 – 09/29/15		
	<u>EXTEND ELIGIBILITY LIST</u>		
	School Support Secretary	Dual	14-0029-3361
	Extended list expiration date: 02/18/15		

9. OTHER ITEMS

10. The next regular scheduled meeting of the Personnel Commission will be held on October 16, 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

SUBJECT: Minutes for September 18, 2014

PAGES: 6.1.1 – 6.1.4

Date: October 2, 2014

Reason for Consideration: Action

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

Chairperson Stacey Lewis called the meeting of the Personnel Commission to order at 8:16 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

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
Marilyn Balmer, 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

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President and Ann Culton, Administrative Coordinator – Human Resource Services.

**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 project to streamline the seniority calculation process. The current process requires approximately seven steps. The new program developed by Information Services allows for the process to be completed in one step. This information was recently shared with the District and CSEA.

Staff provided a brief update of their unit activities.

BULLETINS

BULLETINS

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

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Contract Analyst	Promotional	15-0031-0624
Educational Research Analyst II	Promotional	15-0030-3302
Nutrition Services Worker	Open	15-0035-5068
Instructional Aide-Special	Dual	15-0034-0448

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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

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

Campus Security Officer (Substitutes) List Valid: 09/09/14 – 09/09/15	Dual	15-0007-5011
Custodian List Valid: 09/19/14 – 09/19/15	Dual	14-0116-0139
Instructional Aide Interpreter-Deaf / Hard of Hearing List Valid: 09/08/14 – 09/08/15	Dual	15-0025-3272
Instructional Assistant Mathematics (Amended) List Valid: 08/14/14 – 08/14/15	Dual	15-0023-5172
Intermediate Office Assistant (Amended) List Valid: 08/19/14 – 08/19/15	Dual	15-0013-0673
Intermediate Office Assistant - Schools (Amended) List Valid: 08/19/14 – 08/19/15	Dual	15-0014-3354
Nutrition Services Assistant Director List Valid: 09/12/14 – 09/12/15	Dual	15-0008-5059
Office Assistant Bilingual Spanish List Valid: 09/08/14 – 09/08/15	Dual	15-0018-5158
Senior Office Assistant List Valid: 08/20/14 – 08/20/15	Promotional	15-0009-0677

Senior Office Assistant

Bilingual Spanish

Promotional 15-0011-5089

List Valid: 08/26/14 – 08/26/15

Senior Office Assistant - Schools Promotional 15-0010-3363

List Valid: 08/20/14 – 08/20/15

Senior Office Assistant – Schools

Bilingual Spanish

Promotional 15-0012-5091

List Valid: 08/26/14 – 08/26/15

OTHER ITEMS

None

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 2, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:11 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
Recommendations

PAGES: 7.1.1 – 7.1.16

Date: October 2, 2014

Reason for
Consideration: Action

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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<u>REVISION OF A CLASSIFICATION</u>	
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PERSONNEL COMMISSION

"Supporting student achievement through quality service."

September 24, 2014

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revisions to Class Specifications

Background and Findings

McBride High School recently created an ASB Financial Technician position to maintain their student body financial records. The current class specification states that ASB Financial Technicians (Salary Range 19 C1) are assigned to middle schools while Senior ASB Financial Technicians (Salary Range 23 C1) are assigned to high schools.

A review of high school staffing found that the large comprehensive high schools (Wilson, Poly, Millikan, Jordan, Cabrillo and Lakewood) are assigned a Senior ASB Financial Technician. Smaller, thematic high schools such as Renaissance High School of the Arts are staffed with an ASB Financial Technician. The comprehensive high schools are given the higher-level Senior classification due to the fact they have extensive sports programs and have highly responsible duties related to the financial recordkeeping for the large sport programs including ticket sales, inventory, bus transportation, and hiring and payroll of walk on coaches. In addition, there is a greater scope of campus clubs and activities existing at the comprehensive high schools.

Since the district is moving towards opening several smaller, specialized high schools in the coming years, staff modified the class specifications to clarify that ASB Financial Technicians may be assigned to middle, K-8 or small specialized high schools while the Senior ASB Financial Technicians are assigned to large, comprehensive high schools.

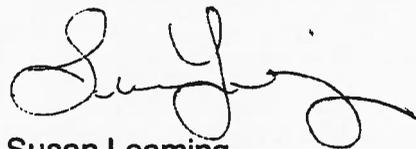
The Executive Director – Fiscal Services has reviewed and is in agreement with the recommended modifications to the class specifications. No staff will be impacted by this action.

Recommendations

Staff recommends the Personnel Commission adopt the revised class specifications of:

- ASB Financial Technician
- Senior ASB Financial Technician

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.
Executive Officer



PERSONNEL COMMISSION

Class Code: 0751
Salary Range: 19 (C1)

ASB FINANCIAL TECHNICIAN

JOB SUMMARY

Under general supervision, maintain financial accounts for student body activities at a District—middle, K-8 or small specialized high school; advise school administrators, sponsors and student council members on proper accounting policies and procedures; perform varied clerical duties in support of school functions; 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.

- Participate with student sponsors, student club members and/or student council members in preparing for fund raising activities such as candy sales or similar items in the school; collect money, write receipts, post to accounts, record payments and follow up on delinquent accounts. **E**
- Deposit monies in bank from fundraisers and other activities such as school dances, yearbook sales, and camping trip; prepare monthly bank reconciliation's and trial balances; post transactions to the proper journal and ledger. **E**
- Issues checks, obtaining proper signatures, for payment of obligations on behalf of the student body. **E**
- Keep revolving cash fund from which to reimburse school staff for buy-out purchases. **E**
- Prepare monthly financial statements of student body transactions for internal audit. **E**
- Collect money owed by students. **E**
- Advise teachers on completing forms for club activities, collecting fees from and refunding deposits to students. **E**
- Prepare and send sales tax to State Board of Equalization. **E**
- Perform other duties such as prepare correspondence, answer school office telephone, complete employee payroll timesheets, call for substitute employees and receive and review student re-admits. **E**
- Attempt to collect on returned checks; communicate with originators to obtain payment. **E**
- Keep calendar of student body activities and events in order to plan and coordinate the financial activities as required. **E**

- Operate modern office machines and equipment such as ten key adding machine, personal computer, keyboard and multi-line telephone. ***E***

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

An ASB Financial Technician accounts for student body financial receipts and disbursements at a middle, K-8 or small specialized high school. The nature of the work requires attention to detail in reviewing forms and documents for accuracy and completeness and involves basic numeric calculations and clerical work according to prescribed procedures and regulations. An ASB Financial Technician computes, credits and debits accounts, checks forms and documents, identifies discrepancies and makes adjustments to accounts as needed. An incumbent participates and assists in other support function activities such as greeting parents and the public at the school office counter to answer questions, processing student re -admits or preparing correspondence.

EMPLOYMENT STANDARDS

Knowledge of:

Accounting, bookkeeping and budgeting principles, and practices including tax regulations.

Financial record keeping techniques.

Double entry bookkeeping.

Modern office machines and equipment including computer terminal.

Collection and disposition of cash.

Ability to:

Make arithmetic calculations quickly and accurately.

Meet schedules and timelines.

Plan and organize work.

Prepare, monitor and maintain financial statements and reports.

Adjust to changing priorities.

Communicate effectively both orally and in writing.

Operate office machines and equipment such as computer terminal, personal computer and ten key adding machine.

Establish and maintain effective working relationships with others.

Education and Training:

Equivalent to graduation from high school. Course work in accounting or finance in an institution of higher education is desirable.

Experience:

Two years of clerical accounting work preferably one of which is in a public agency.

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

WORKING ENVIRONMENT

School office environment.
Frequent interruptions

PHYSICAL DEMANDS

Seeing to read, review and assure accuracy of financial statements and reports.
Hand written notes and receipts and documents of poorly printed quality.
Communicate in a noisy environment.
Dexterity of hands and fingers to operate a computer keyboard and handle cash and paper.
Sitting and standing for extended periods of time.
Hearing and speaking to exchange information in person and telephonically.

SPECIAL REQUIREMENTS

Some positions in this class require the use of personal automobile and possession of a valid California class C driver's license at the time of appointment.

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.

PCA 01-08-98 ~~BOE 01-20-98~~

Revised: 2/1/01

Revised:



PERSONNEL COMMISSION

Class Code: 0761
Salary Range: 23 (C1)

SENIOR ASB FINANCIAL TECHNICIAN

JOB SUMMARY

Under general supervision, perform financial duties in accounting for the receipt and disbursement of student body monies at a large comprehensive District High Schools; advise school administrators and student body officers on proper accounting policies and procedures of student body funds; 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.

- Receive and reconcile cash and checks for student body transactions and accounts; prepare receipts and compile periodic summaries; prepare and verify bank deposits and reconcile bank statements. **E**
- Review school purchases orders for accuracy, completeness and signatures; check for availability of funds; issue warrant and maintain records of purchase orders and invoices. **E**
- Prepare payroll checks for student body employment (e.g. at sporting events) including appropriate deductions and disbursement of state and federal taxes; provide quarterly report to District payroll. **E**
- Set up and distribute cash boxes for ticket sales at events such as sports' games, musical events, dances or club activities; reconcile accounts and maintain ticket inventory. **E**
- Process student applications for insurance; provide and update student lists to the carrier; answer questions about the insurance for students and parents. **E**
- Collects, receipt, balance and prepare listings for fees collected for events and activities or student fines. **E**
- Assist in the sale of student body items such as cards, tickets, yearbooks and other fund raising activities. **E**
- Maintain accounts for a variety of student activities and events such as trust accounts, clubs, yearbooks, special events such as a faire and graduation; work with students, sponsors, teachers, parents and school administrators to ensure proper procedures are followed in collecting, signing for, and disbursing money; make entries to journals and ledgers; balance accounts and prepare and distribute financial statements on accounts. **E**
- Maintain accurate tax records for State sales tax and prepare report for the State Board of Equalization. **E**

- Attempt to collect on returned checks; communicate with originators to obtain payment. *E*
- Operate modern office machines and equipment such as ten key adding machine, personal computer and check writer. *E*

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

A Senior ASB Financial Technician maintains a variety of financial accounts in support of student activities and events at a large comprehensive District High Schools. There is a high volume of transactions at a comprehensive High Schools and the requirement for preparing monthly financial statements and reports for a high number of accounts. An incumbent demonstrates independence and initiative in this single position at each High School where receiving, selling, balancing, issuing checks, and meeting timelines is required. The Senior ASB Financial Technician is distinguished from the ASB Financial Technician class (Middle School) by the greater scope of the kinds of activities existing at the high schools including extensive sports programs, the payroll duties and complexity of ongoing working relationships with administrators, coaches, teachers, students, parents, and vendors.

EMPLOYMENT STANDARDS

Knowledge of:

Accounting, bookkeeping and budgeting principles, and practices including tax regulations.

Financial record keeping techniques.

Double entry bookkeeping.

Modern office machines and equipment including computer terminal.

Collection and disposition of cash.

Ability to:

Maintain a complete set of financial books and accounts of High School student body funds.

Make arithmetic calculations quickly and accurately.

Meet schedules and timelines.

Plan and organize work.

Prepare, monitor and maintain financial statements and reports.

Adjust to changing priorities.

Answer complaints and deal tactfully with students and others in explaining the rules and practices governing student body accounts or vendor inquiries regarding invoices.

Communicate effectively both orally and in writing.

Operate office machines and equipment such as computer terminal, personal computer and ten key adding machines.

Establish and maintain effective working relationships with others.

Education and Training:

Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.

Experience:

Three years of clerical accounting work preferably one of which is in a public agency.

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.

WORKING ENVIRONMENT

School office environment.
Frequent interruptions

PHYSICAL DEMANDS

Seeing to read, review and assure accuracy of financial statements and reports, hand written notes and receipts and documents of poorly printed quality.

Communicate in a noisy environment.

Working at an open window.

Dexterity of hands and fingers to operate a computer keyboard, handle cash and paper.

Sitting and standing for extended periods of time.

Hearing and speaking to exchange information in person and telephonically.

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.

PCA 01/08/98 BOE 01/20/98

Revised:



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

September 18, 2014

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to Head Start Instructional Aide Class Specification

Background and Findings

In June 2013, the Personnel Commission approved revisions to the education and training requirements of the Head Start Instructional Aide classification. Those changes were necessitated by the federal "Improving Head Start for School Readiness Act of 2007" which increased the "Statutory Degree and Credentialing Requirements for Head Start Teaching Staff." Head Start Instructional Aides needed to meet the requirements no later than September 30, 2013. Head Start management, Employee Relations and CSEA met and negotiated the impact of the standards on employees and agreed upon the education and training requirements in the Memorandum of Understanding dated June 4, 2013.

In the staff report to the Commission regarding the education and training changes, it was stated that "due to the recency of the revised aide requirements at the federal level, and dependent upon upcoming recruitment results, staff may find a need to revisit the requirements in the future."

The Head Start Act states aides must have an associate's or bachelor's degree or be enrolled in a program leading to one of those degrees. No field of study is specified. In the fall of 2013 a recruitment opened using the new education and training requirements and an eligible list was provided to Head Start management. After conducting interviews with the top three ranks they found many individuals on the list possessed college degrees but did not possess early childhood education units or child development permits.

In order to meet both the federal Head Start Act and California requirements, Staff is proposing removing language relating to a "Child Development Associate Credential" (CDA) because that certification is not offered in California. In California the equivalent of a CDA would be the "Child Development Associate Teacher Permit." This equivalency has been recognized by the federal Office of Head Start.

Staff is also proposing removing the associate's or bachelor's degree requirement because the degree is irrelevant. Applicants would only be screened in if they possessed or have applied for a California Child Development Permit as listed in the revised class description which requires units in early childhood education.

Lastly, staff is proposing removal of the experience and "any combination of experience and training" statements because the California permit approval process requires applicants to provide proof of their experience. Therefore, if an applicant has a valid permit, they have met California experience requirements and there are no other combinations of experience and training which will make an applicant eligible for employment in the classification.

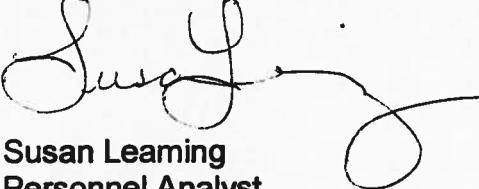
The Head Start Director reviewed the proposed changes and is in agreement. No current staff will be impacted by this action.

Recommendations

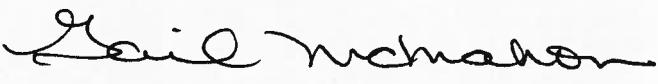
Staff recommends the Personnel Commission:

1. Adopt the revised class specification for Head Start Instructional Aide

Prepared by:


Susan Leaming
Personnel Analyst

Approved and Recommended:


Gail McMahon, Ed.D.
Executive Officer



PERSONNEL COMMISSION

Class Code: 0657
Salary Range: 07 (C1)

HEAD START INSTRUCTIONAL AIDE

JOB SUMMARY

Under close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

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.

- Assist teacher in implementing safety rules and supervise activities of children to insure their safety. **E**
- Conduct daily inspection of indoor and outdoor facilities and remove debris and hazardous and unsafe equipment and materials. **E**
- Observe the daily health condition of the children and report results to the teacher. **E**
- Set up and prepare to serve food, clean up following meals or snack. **E**
- Assist children during snack and meal times and demonstrate appropriate dental and personal hygiene. **E**
- Accept or receive food or food products and store in an appropriate manner. **E**
- Assist teacher in straightening up and maintaining an orderly learning environment. **E**
- Discuss assigned teaching area with teacher to coordinate instructional efforts. **E**
- Prepare lesson outline and plan in assigned area and submit to teacher for review. **E**
- Plan, prepare and develop various teaching aids. **E**
- Help develop the social learning and physical skills of the children during free play periods. **E**
- Demonstrate use of equipment and educational materials and assist in supervising children in their use. **E**
- Teach arts, crafts, songs, and games. **E**
- Act out stories with children in large group, small group and individualized activities. **E**
- Participate in activities designed to involve parents of children in the program to enhance their role as the principal influence on the child's education and development. **E**

- Help to plan, attend and participate on field trips. *E*
- Assist in or lead individual, large and small group activities that reinforce children's concepts related to space, time, numbers, colors, etc. *E*
- Supervise children during transition from one activity to another. *E*
- Provide evaluative information to teachers on the progress and the development status of each child, including verbal and written anecdotal notations, to support required Desired Results Developmental Profile (DRDP) documentation. *E*
- Provide verbal evaluative information to teachers on the progress and development status of each child including those identified by Individual Development Plans, Individual Education Plans and lesson plans; implement the Individualized Educational Program for designated children. *E*
- Listen to parents and interpret their concerns to the teacher. *E*
- Attend Head Start Center committee meetings. *E*
- Assist teacher in designing and planning daily classroom activities, programs and schedules. *E*
- Participate in meetings of student teaching teams, which may include parents, teachers, caseworkers, Head Start administrators, consultants, and others. *E*
- Attend orientations, in-service training, educational programs, conferences and workshops as required. *E*
- Take attendance and report absences to the teacher. *E*
- May accompany teacher on home visits.
- May supervise children for brief periods when the teacher is on the site but away from the classroom.
- May explain to parents the goals and methods of the classroom program.

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

Positions in this class are in the Educational Service component of the Head Start Program. Incumbents assist in the planning of individual and group activities to stimulate learning, according to the ages and needs of the children. They assist in integrating the pre-school educational aspects of the various Head Start components in the daily program of activities.

EMPLOYMENT STANDARDS

Knowledge of:

Practical learning patterns and behavior of young children.

Basic concepts of child development and of behavior.

Number concepts.

English usage, spelling, grammar, and punctuation.

Basic math.

Simple record keeping.
Reading and writing.

Ability to:

Communicate orally and in writing.
Motivate young children to participate in learning activities.
Maintain emotional control under difficult situations.
Apply knowledge and practice with judgment.
Establish and maintain a continuing relationship with 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.
Do routine clerical work, such as posting figures, sorting, measuring, cutting, filing and duplicating.
Maintain a clean and pleasant appearance as it relates to setting an example for personal hygiene for the student.
Learn to operate educational office machines or devices that aid the student or the instructional program.
Present classroom materials.
Work well with children.
Read, write, and speak English.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Training:

~~Graduation from high school or equivalent and: a valid Child Development Permit A valid Child Development Associate Teacher Permit issued by the California Commission on Teacher Credentialing or proof of application for a Child Development Associate Teacher Permit~~ one of these permits:

- Child Development Associate Teacher Permit
- Child Development Teacher Permit
- Child Development Master Teacher Permit
- Child Development Site Supervisor Permit
- Child Development Program Director Permit

OR

~~A valid Child Development Associate Credential issued by the Council for Early Childhood Professional Recognition or proof of application for a Child Development Associate Credential.~~

OR

~~An associate's or bachelor's degree. A copy of transcripts or a diploma is required.~~

Experience:

~~Some experience working with children in structured circumstances or situations is desired.~~

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

SPECIAL REQUIREMENTS

If applying with proof of application for a Child Development Associate Teacher Permit or Child Development Associate Credential, a valid permit or credential must be submitted prior to appointment in this classification.

To remain employed in this classification with a valid Child Development Associate Teacher Permit, an incumbent must complete, within five years of date of Associate Teacher Permit issuance, an additional fifteen (15) units towards a Child Development Teacher Permit, and meet the respective Teacher Permit renewal requirements within ten (10) years as established by the California Commission on Teacher Credentialing. Completion of these additional units permit renewal requirements is at the employee's expense.

~~To remain employed in this classification with a Child Development Associate Credential, an incumbent must meet the requirements to renew their credential as established by the Council for Professional Recognition.~~

Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment.

WORKING ENVIRONMENT

Pre-school classroom, office, playground environment, off-campus locations offering pre-school activities.

Travel to/from student homes and other off-site locations may be required.

PHYSICAL DEMANDS

**Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.**

Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Lifting and carrying or restraining children weighing approximately 30-40 pounds in classroom or playground emergency situations.

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

Revised 1/21/2001

Revised: 6/14/2007

Revised: 7/11/2013

Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 7.2.1-7.2.22

Date: October 2, 2014

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A.8 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 "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

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

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 7.3.1 – 7.3.12

Date: October 2, 2014

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A.8 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 "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

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

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 7.4.1-7.4.12

Date: October 2, 2014

Reason for
Consideration: Restricted Action

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

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

4.2.A.8 "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

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

SUBJECT: Removal from Eligibility List

PAGES: 7.5.1 – 7.5.14

Date: October 2, 2014

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A.8 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 "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

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

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 7.6.1 – 7.6.17

Date: October 2, 2014

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A.8 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 "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

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

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 7.7.1-7.7.31

Date: October 2, 2014

Reason for
Consideration: Restricted Action

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.8 - "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

4.2.A.9 - "practicing any deception of fraud in connection with the Employment Application or in securing examination, certification, or appointment."

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

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 8.1.1 – 8.1.17

Date: October 2, 2014

Reason for
Consideration: None

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>
Campus Security Officer (Avalon)	Dual	15-0047-5011	2
Custodian (Avalon)	Dual	15-0040-0139	2
Grounds Equipment Operator I (Avalon)	Dual	15-0051-0175	4
Groundskeeper (Avalon)	Dual	15-0041-0172	2
Instructional Aide – Instrumental Music	Dual	15-0049-0447	5
Instructional Aide – Mobile Classroom	Dual	15-0048-0601	7
Instructional Aide – Special (Avalon)	Dual	15-0042-0448	2
Instructional Assistant – Intensive Behavioral Treatment (Avalon)	Dual	15-0050-5035	4
Intermediate Accounting Assistant	Dual	15-0052-0755	9
Intermediate Office Assistant – Schools (Avalon)	Dual	15-0043-3354	2
Middle School Office Supervisor	Promo	15-0037-3357	11
Nutrition Services Worker (Avalon)	Dual	15-0044-5068	2
School/Community Liaison-Bilingual Spanish (Avalon)	Dual	15-0045-5178	13
School/Community Liaison-Bilingual Spanish	Dual	15-0039-5178	15
Senior Accounting Assistant	Dual	15-0053-0760	9



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Classified Employment Opportunity ON CATALINA ISLAND



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

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

<u>SUBSTITUTE SALARY HOURLY:</u>	<u>CAMP SEC OFFCR</u>	<u>CUSTODIAN</u>	<u>GROUNDSKEEPER</u>	<u>INT OFFICE ASST -SCH</u>	<u>I A SPECIAL</u>	<u>NUTRITION SVCS WORKER</u>
	\$16.94	\$18.05	\$18.94	\$18.48	\$15.20	\$12.57

***Catalina Island employees receive an additional \$2.91 per hour**

JOB INFORMATION: THE CURRENT NEED IS FOR SUBSTITUTES ON AN AS - NEEDED BASIS. PERMANENT POSITIONS MAY ALSO BE HIRED FROM THESE ELIGIBILITY LISTS. Avalon is located on Catalina Island, 22, miles southwest of the Los Angeles Harbor Breakwater. Employees must live on the island, and/or arrange for their own transportation to and from the island. Working hours can range from 3 to 8 hours per day and/or split shifts. Accepting employment in a permanent position requires the individual to either join the union and pay union dues or to pay the union an agency fee.

APPLICATION: All application must be submitted online via the Personnel Commission's website : 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 misdemeanor convictions.

MINIMUM QUALIFICATIONS:	
For each individual position, 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:	CAMPUS SECURITY OFFICER: Dual (15-0047-5011) Equivalent to graduation from high school. College level-courses in psychology, administration of justice, ethnic studies and child development are highly desirable. In accordance with Education Code 38001.5, a certificate of completion of a 24-hour "School Security Guard Training" course must be provided at the time of application. <u>A copy must be attached to your application in order to be considered.</u>
EXPERIENCE:	One year of full-time experience working with adolescents or young adults in a structured environment such as an education center, counseling center, community based social service agency, etc. Work with at risk youth is desirable. Verifiable volunteer experience may be considered.
SPECIAL:	(1) Possession of a valid Class C California Driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.
TRAINING:	CUSTODIAN: Dual (15-0040-0139) Equivalent to completion of the 8 th grade.
EXPERIENCE:	Six months of recent full-time paid janitorial or custodial experience or successful completion of the Building Maintenance Custodial Training course of at least 60 hours conducted by the Long Beach School For Adults.
TRAINING:	GROUNDSKEEPER: Dual (15-0041-0172) Equivalent to completion of eighth grade.
EXPERIENCE:	Any combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered or successful completion of the Sports Turf course conducted by the Long Beach ROP.
SPECIAL:	(1) Possession of a valid Class C California Driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.
TRAINING:	INTERMEDIATE OFFICE ASSISTANT - SCHOOLS: Dual (15-0043-3354) Equivalent to graduation from High School. Completion of LBUSD Regional Occupational Program (ROP) Clerical/Office Occupations (CC/CVE) training class is desirable.
EXPERIENCE:	One year of clerical experience involving public contact.
SELF-CERTIFICATION:	All candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute.
TRAINING:	INSTRUCTIONAL AIDE – SPECIAL: Dual (15-0042-0448) 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. A passing score in the California Community College or California State University entrance examination; OR 4. Obtaining a passing score in a special examination administered by the District or Personnel Commission which demonstrates a rigorous standard of quality through a formal academic assessment - knowledge of and ability to assist in instructing reading, writing, and mathematics; or knowledge of, and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate. 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 is required. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal time basis.
TRAINING:	NUTRITION SERVICES WORKER: Dual (15-0044-5068) Equivalent to completion of eighth grade.

SELECTION PROCEDURE Examinations and interviews will be held at Avalon School on Tuesday, October 28, 2014. Exams will only be scored for applicants who meet the minimum qualifications. 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 their competitive examinations.

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

WE ARE AN EQUAL OPPORTUNITY TITLE VI/MERIT SYSTEM EMPLOYER

LBUSD Employees, please see reverse side for important information

1/B

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.



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

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

INSTRUCTIONAL AIDE – INSTRUMENTAL MUSIC - 0447

Final Filing Date: 4:30 pm Wednesday, October 15, 2014.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>	<u>3 1/2 YEARS</u>
MONTHLY:	\$2,635	\$2,779	\$2,933	\$3,093	\$3,263
HOURLY:	\$15.20	\$16.04	\$16.92	\$17.85	\$18.83

JOB INFORMATION: Permanent 10 month, Part-time 47.5% position. The current vacancy is located at Jordan High School.

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 Instructional Aide – Instrumental Music assists in training and directing band and orchestra units. Incumbents work in a classroom or learning center, providing instructional support to the teacher/specialist and are present to reinforce the learning capabilities of students. Incumbents in this classification occasionally work with students possessing a physical disability or impairment. The pushing or pulling of a student in a wheelchair, the setting up and/or removing books or other instructional materials on desks or tables, providing incidental hygienic or diapering support characterizes just some of the additional support which may be required; 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 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.

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.

In addition to the above standards, applicants must also show proof of completion of one college-level course of instrumental activity.

EXPERIENCE: One year of playing an instrument in a band, orchestra, or as a soloist. Experience in charting field formations for marching bands is desired.

WORKING ENVIRONMENT: Music classroom on a high school campus, standard office and outdoor stadium. May be exposed to various types of inclement weather conditions. The employee may occasionally assist in the cleaning and personal hygiene of students.

PHYSICAL DEMANDS: May include pushing, pulling, lifting, stretching, crouching, squatting, kneeling, bending and climbing.

SPECIAL: (1) Some positions in this classification may require the use of personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one school location to another. (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 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.

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LBUSD Employees, please see reverse side for important information

Exam 15-0049-0447 dp
Dual Examination

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

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

Guidelines:

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

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

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

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 LA, the matter will be considered on a case by case basis by the administrator of the Personnel Commission.



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APPLY TO:

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

INSTRUCTIONAL AIDE – MOBILE CLASSROOM - 0601

Final Filing Date: 4:30 p.m., Thursday, October 16, 2014.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>	<u>3 1/2 YEARS</u>
MONTHLY:	\$2,635	\$2,779	\$2,933	\$3,093	\$3,263
HOURLY:	\$15.20	\$16.04	\$16.92	\$17.85	\$18.83

JOB INFORMATION: Permanent 10 month, FTE 50% position. The current vacancy is located in Equity Access/College and Career Readiness.

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, drive and operate a vehicle under the guidelines and requirements set forth by the Transportation Branch, designed for use as a mobile classroom to various non-District assigned locations for instructional purposes, and under the immediate supervision of the Project Administrator (Special Projects Services) perform a variety of instructional and clerical duties to free the instructor from routine work related to the implementation of educational programs; reinforce lesson plans and assist students in reaching established educational goals and objectives; perform related duties as assigned. 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 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.

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.

EXPERIENCE: Experience working with children in a structured environment is desirable. Experience operating a van, mobile home, large truck or bus is preferred.

SPECIAL: (1) Positions in this classification require possession of a valid California Class C driver's license and a driving record acceptable to the District for insurance purposes. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Successful completion of the District provided "Mobile Classroom Safety and Road Handling" course is required prior to the completion of probation. (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 15-0048-0601 dp
Dual Examination *Maria Braumstein*

LBUSD Employees, please see reverse side for important information

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

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

Guidelines:

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

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

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.



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Classified Employment Opportunity ON CATALINA ISLAND



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

24 Hour Job Hotline: (562) 491-JOBS
[www.lbschools.net/Main/4/Topic/Personnel Commission](http://www.lbschools.net/Main/4/Topic/Personnel%20Commission)

INSTRUCTIONAL ASSISTANT-INTENSIVE BEHAVIORAL TREATMENT-5035 GROUNDS EQUIPMENT OPERATOR I - 0175

Final Filing Date: 4:30 p.m., Thursday, October 9, 2014

**SUBSTITUTE
SALARY
HOURLY:**

IA - Intensive
Behavioral Treatment
\$18.88

Grounds Equipment
Operator - I
\$18.88

*Catalina Island employees receive an additional \$2.91 per hour

JOB INFORMATION: THE CURRENT NEED IS FOR SUBSTITUTES ON AN AS - NEEDED BASIS. PERMANENT POSITIONS MAY ALSO BE HIRED FROM THESE ELIGIBILITY LISTS. Avalon is located on Catalina Island, 22, miles southwest of the Los Angeles Harbor Breakwater. Employees must live on the island, and/or arrange for their own transportation to and from the island. Working hours can range from 3 to 8 hours per day and/or split shifts. Accepting employment in a permanent position requires the individual to either join the union and pay union dues or to pay the union an agency fee.

APPLICATION: All application 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%20Commission/). 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.

MINIMUM QUALIFICATIONS:

For each individual position, 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:	GROUNDS EQUIPMENT OPERATOR I: Dual (15-0051-0175) Graduation from high school.
EXPERIENCE:	One year experience operating and performing routine maintenance on various types of power groundskeeping equipment, including ride-alone mowers, edgers and dump trucks or one year as a Groundskeeper in the Long Beach Unified School District. Any combination of training and/or experience that could likely provide the desired knowledge and abilities may be considered.
SPECIAL:	(1) Valid California Class C driver's license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing
EDUCATION AND TRAINING:	INSTRUCTIONAL ASSISTANT-INTENSIVE BEHAVIORAL TREATMENT: Dual (15-0050-5035) 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.
EXPERIENCE:	One year of experience working with students with autism including some demonstrated experience implementing Applied Behavioral Analysis programs. OR One year of experience at the level of LBUSD Instructional Aide-Special, supplemented by District-provided training in the special needs requirements of students with autism.
SPECIAL:	(1) Positions in this classification require the use of a personal automobile, the possession of a valid California Class C Driver's license and proof of current and appropriate auto insurance coverage at the time of appointment. (2) Incumbents must obtain a valid First Aid and CPR certificate within the designated probationary period for this classification.

SELECTION PROCEDURE Examinations and interviews will be held at Avalon School on Tuesday, October 28, 2014. Exams will only be scored for applicants who meet the minimum qualifications. 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. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

LBUSD Employees, please see reverse side for important information

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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.



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Classified Employment Opportunity



APPLY TO:

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

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

INTERMEDIATE ACCOUNTING ASSISTANT – 0755
SENIOR ACCOUNTING ASSISTANT – 0760
Final Filing Date: 4:30 p.m., Thursday, October 9, 2014
APPLICATIONS WILL BE ACCEPTED TWO DAYS ONLY – OCTOBER 8 AND OCTOBER 9.

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

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

INTERMEDIATE ACCOUNTING ASSISTANT

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$3,188	\$3,360	\$3,548	\$3,740	\$3,945
HOURLY:	\$18.38	\$19.39	\$20.48	\$21.58	\$22.78

JOB INFORMATION: 100% FTE, 12 MONTH POSITION, THE CURRENT VACANCY IS LOCATED IN NUTRITION SERVICES.

JOB SUMMARY: Under general supervision, review, verify and maintain accounting, financial and statistical records; perform varied clerical work in processing accounting transactions; to record and maintain employee attendance sheets; perform related duties as assigned.

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

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$3,454	\$3,648	\$3,845	\$4,057	\$4,281
HOURLY:	\$19.93	\$21.04	\$22.19	\$23.41	\$24.70

JOB INFORMATION: 100% FTE, 12 MONTH POSITION, THE CURRENT VACANCIES ARE LOCATED IN NUTRITION SERVICES AND IN ACCOUNTING.

JOB SUMMARY: Under general supervision, take the lead and/or perform difficult and specialized clerical accounting, financial and statistical work in identifying discrepancies and correcting accounting records, documents and reports; make journal entries and reports and reconcile and balance accounts; perform related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:
 Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:
TRAINING: Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.
EXPERIENCE: Three years of full-time financial or statistical record keeping work one of which is preferable 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.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam #15-0052-0755
Exam #15-0053-0760 DP
Dual Examination

LBUSD Employees, please see reverse side for important information

Maria Braunstein

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 LA, the matter will be considered on a case by case basis by the administrator of the Personnel Commission.



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Promotional Employment Opportunity

APPLY TO:

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

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

MIDDLE SCHOOL OFFICE SUPERVISOR – 3357

Final Filing Date: 4:30 p.m., Monday, October 6, 2014

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
MONTHLY:	\$3,874	\$4,087	\$4,313	\$4,549
HOURLY:	\$22.35	\$23.58	\$24.88	\$26.25

JOB INFORMATION: Permanent 10 months, 100% full-time position. The current vacancy is located at Hughes Middle School.

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/ (click the "Promotional Opportunities" link). 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 a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Assistant Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned middle or K-8 school; perform public relations and communications services; train and evaluate assigned personnel; and 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: Three years of secretarial experience including one year of experience in a supervisory capacity or one year of experience at the level of Elementary School Office Supervisor 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 driver's license. (2) May be required to travel from one school location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 15-0037-3357 ss
Promotional Examination

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



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Classified Employment Opportunity



ON CATALINA ISLAND

APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission/

SCHOOL/COMMUNITY LIAISON – BILINGUAL SPANISH 5178

Final Filing Date: 4:30 p.m., Tuesday, October 7, 2014.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$2,707	\$2,855	\$3,012	\$3,179	\$3,355
<u>HOURLY:</u>	\$15.62	\$16.47	\$17.38	\$18.34	\$19.36

*Catalina Island employees receive an additional \$2.91 per hour

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

JOB INFORMATION: Permanent 10 months, 100% FTE position. The current vacancy is located at Avalon School – Catalina Island.

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

JOB SUMMARY: Under general supervision, serve as a liaison between a school site, students' homes and community organizations in matters relating to the health, welfare, attendance and education needs of students and families; provide information and refer parents to appropriate identified community services, local agencies and District resources; encourage and promote parent education and involvement in a variety of school activities and events; perform related duties as assigned.

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

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING: Graduation from high school or equivalent.

EXPERIENCE: Six months of clerical experience involving public contact and working with students and families in an educational environment or assisting families in a social work environment.

SPECIAL REQUIREMENTS:

(1) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. Positions also require proof of current and appropriate auto insurance coverage at time of appointment. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) School/Community Liaison - Bilingual Spanish requires the ability to communicate effectively, both orally and in writing, in English and Spanish. Incumbents must successfully pass the District's Bilingual exam. The Bilingual exam consists of a language written and oral exam in English and Spanish scored on a pass/fail basis. (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information in person and on the telephone. Seeing to read a variety of materials. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching. Lifting, carrying, pushing or pulling light objects and carts of supplies.

SELECTION PROCEDURE: Examinations and interviews will be held at Avalon School on **Tuesday, October 28, 2014**. Exams will only be scored for applicants who meet the minimum qualifications. 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.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER
LBUSD Employees, please see reverse side for important information

Exam 15-0045-5178 EM
Dual Examination

LBUSD Employees, please see below 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:

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Classified Employment Opportunity

APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

www.bschoools.net/Main_Offices/Personnel_Commission/

SCHOOL/COMMUNITY LIAISON – BILINGUAL SPANISH 5178

Final Filing Date: 4:30 p.m., Wednesday, October 8, 2014.

APPLICATIONS WILL BE ACCEPTED FOR TWO DAYS ONLY, OCTOBER 7 – 8, 2014

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
MONTHLY:	\$2,707	\$2,855	\$3,012	\$3,179	\$3,355
HOURLY:	\$15.62	\$16.47	\$17.38	\$18.34	\$19.36

JOB INFORMATION: Permanent 10 months, 60% and 100% FTE position. The current vacancies are located at Birney Elementary School and Garfield Elementary School.

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

JOB SUMMARY: Under general supervision, serve as a liaison between a school site, students' homes and community organizations in matters relating to the health, welfare, attendance and education needs of students and families; provide information and refer parents to appropriate identified community services, local agencies and District resources; encourage and promote parent education and involvement in a variety of school activities and events; perform related duties as assigned.

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

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING: Graduation from high school or equivalent.

EXPERIENCE: Six months of clerical experience involving public contact and working with students and families in an educational environment or assisting families in a social work environment.

SPECIAL REQUIREMENTS:

(1) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. Positions also require proof of current and appropriate auto insurance coverage at time of appointment. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) School/Community Liaison - Bilingual Spanish requires the ability to communicate effectively, both orally and in writing, in English and Spanish. Incumbents must successfully pass the District's Bilingual exam. The Bilingual exam consists of a language written and oral exam in English and Spanish scored on a pass/fail basis. (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information in person and on the telephone. Seeing to read a variety of materials. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching. Lifting, carrying, pushing or pulling light objects and carts of supplies.

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 VI/MERIT SYSTEM EMPLOYER
LBUSD Employees, please see reverse side for important information

Exam 15-0039-5178 SS
Dual Examination

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

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

Guidelines:

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

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

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

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.

