



**PERSONNEL COMMISSION**

**PLEASE POST**

**MEETING AGENDA**

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

**JULY 24, 2014  
THURSDAY  
8:15 A.M.**

**1. CALL TO ORDER**

**2. PRELIMINARY**

2.1 Pledge of Allegiance to the Flag

2.2 Commissioners roll call

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

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

2.3 Introduction of Guests

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

**4. REPORT FROM THE EXECUTIVE OFFICER**

**5. HEARINGS**

None

**6. MINUTES**

6.1 Approval of Minutes for July 10, 2014

Action

**7. ITEMS FOR DISCUSSION AND/OR ACTION**

7.1 Classification/Restructure Recommendations per Education Code 45246

None

7.2 Revision to the Rules and Regulations of the Classified Service, Chapter XVI, XVII, XVIII, XIX & XX (Second Reading)

Discussion/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 (Substitute)	Dual	15-0007-5011
Nutrition Services Assistant Director	Dual	15-0008-5059
School Safety Officer	Dual	15-0005-5014

8.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B

Action

**Senior Administrative Secretary**      **Dual 14-0104-3362**  
List Valid: 07/21/14 – 07/21/15

9. OTHER ITEMS

10. The next regular scheduled meeting of the Personnel Commission will be held on August 7, 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 Receive information on Employee # E00177750, Hearing  
for Disciplinary Matter

12. ADJOURNMENT

**ACCESS TO PUBLIC DOCUMENTS**

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

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for July 10, 2014

PAGES: 6.1.1 – 6.1.4

Date: July 24, 2014

Reason for  
Consideration: Action

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

Chairperson Stacey Lewis called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

**COMMISSION MEMBERS PRESENT**

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

**STAFF MEMBERS PRESENT**

Gail McMahon, Ed.D., Executive Officer  
Marilyn Balmer, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Damaris Padilla, Human Resources Technician

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Juan Garcia, CSEA Chief Job Steward and Frank Gutierrez, Principal Liaison, Operations.

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

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

None

**REPORT FROM THE EXECUTIVE OFFICER**

REPORT FROM THE EXECUTIVE OFFICER

Dr. Gail McMahon, Executive Officer reported the initial recruitment for Chief Business and Financial Officer yielded very few applicants. In an effort to increase the applicant pool, *School Services of California* has been enlisted to assist in the recruitment.

Dr. McMahon announced due to the success of the mini conference recently held by the *Personnel Commissioners Association of Southern California (PCASC)* they are exploring future trainings to be offered.

Executive Officer McMahon asked the Personnel Commission Division heads to give a brief update of activity within their units. Each manager/supervisor gave a brief report on the current activities of their units.

MINUTES

MINUTES

The Commission approved the minutes of the June 26, 2014, Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Ulaszewski seconded the motion.

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

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

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

REVISION OF CLASSIFICATION SPECIFICATIONS

Lead Custodian  
Custodian

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the revision of the classification specifications.

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

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

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

Vice-Chairperson Vaughan made a motion to discuss the first reading of the Rules and Regulations of the Classified Service, Chapter XVI, XVII, XVIII, XIX and XX. Commissioner Ulaszewski seconded the motion. A second reading and action is scheduled for July 24, 2014.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.6 and 4.2.A.8. Appellant 11113013 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.11. Appellant 16279660 was not present. The Commission moved this item to Closed Session.

**BULLETINS**

BULLETINS

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

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

Chief Business and Financial Officer	Dual	15-0004-0689
Facilities Project Manager – Construction	Dual	15-0003-5189

**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:

<b>Accounting Technician</b>	<b>Promotional</b>	<b>14-0101-0750</b>
List Valid: 07/03/14 – 07/03/15		
Total applications received: 19	Total invited to exam: 13	
No. Passed: 6	No. Failed: 6	No. Withdrew: 1
		No. Screened Out: 6

<b>Administrative Coordinator – Construction</b>	<b>Dual</b>	<b>14-0111-5187</b>
List Valid: 07/09/14 – 07/09/15		
Total applications received: 43	Total invited to exam: 9	
No. Passed: 1	No. Failed: 6	No. Withdrew: 2
		No. Screened Out: 34

<b>Assistant Purchasing &amp; Contracts Director</b>	<b>Dual</b>	<b>14-0095-0777</b>
List Valid: 07/03/14 – 07/03/15		
Total applications received: 50	Total invited to exam: 8	
No. Passed: 1	No. Failed: 6	No. Withdrew: 1
		No. Screened Out: 42

<b>Nutrition Services Worker</b>	<b>Open</b>	<b>14-0110-5068</b>
List Valid: 06/30/14 – 06/30/15		
Total applications received: 155	Total invited to exam: 119	
No. Passed: 44	No. Failed: 6	No. Withdrew: 69
		No. Screened Out: 36

<b>Plant Supervisor I</b>	<b>Promotional</b>	<b>14-0108-5026</b>
List Valid: 07/11/14 – 07/11/15		
Total applications received: 29	Total invited to exam: 27	
No. Passed: 22	No. Failed: 4	No. Withdrew: 1
		No. Screened Out: 2

**OTHER ITEMS**

OTHER ITEMS

Les Leahy, Business Services Administrator reported the Monroe site is scheduled to have the necessary modifications completed by the end of July.

**NEXT MEETING**

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, July 24, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

**CLOSED SESSION**

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:57 a.m. to consider the recommendations to remove appellant: 11113013 and 16279660 from current eligibility lists.

**RETURN TO OPEN SESSION**

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:34 a.m. The following reportable action was taken during Closed Session:

The Commission acted to remove appellant 11113013 from the eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the appellant to apply following the completion of probation. They instructed the Executive Officer to notify the appellant of the decision and encourage the appellant to reveal all facts on future applications so as to avoid a cause for rejection.

The Commission acted to grant the appeal of candidate 16279660 due to the current employment information and education plan documents presented. They instructed the Executive Officer to notify the candidate of the decision and to encourage the candidate to reveal all facts on future applications so as to avoid a cause for rejection.

**ADJOURNMENT**

ADJOURNMENT

There being no further business, at 9:36 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

*Gail McMahon*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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**SUBJECT:** Revisions to the Rules and Regulations of the Classified Service, Chapter XVI, XVII, XVIII, XIX, XX (Second Reading)      **PAGES:** 7.2.1- 7.2.12

**Date:** July 24, 2014      **Reason for Consideration:** Discussion

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

	<u>PAGE</u>
<u>REVISION OF RULES AND REGULATIONS</u>	
Chapter XVI, XVII, XVIII, XIX, XX (Second Reading)	2

CHAPTER XV  
POLITICAL ACTIVITIES

15.1 POLITICAL ACTIVITY

A. **EVIDENCE OF POLITICAL ACTIVITY.** The following will be evidence of political activity ~~as that term is used in the Act:~~

1. Candidacy for any public office, the duties of which either by their nature or by the time required to perform them, are inconsistent with employment with the School District.
2. The use of any District property, equipment, or facility for any political purpose.
3. The use of or attempt to use the fact of District employment as an influence on behalf of any candidate for public office.
4. The support or advancement of the candidacy of any person in return for any favor or advantage, monetary gain, threat, or other consideration, either actual or implied.
5. Engagement in active campaigning on behalf of any candidate for public office, whether by speaking, soliciting funds or support, distributing hand bills, or otherwise, during his assigned hours of service.

B. **CANDIDACY FOR MEMBERSHIP ON BOARD OF EDUCATION.** An employee who is a candidate for membership on the Board of Education shall be required to take a leave of absence without pay from the date of filing and including the duration of his campaign. Upon request, a leave of absence shall be granted to an employee wishing to run for any other public office. Persons on leave of absence are still employees under the terms of Section 7053 of the Education Code, prohibiting coercion upon any fellow officer or employee to support or refrain from supporting any political group or any political purpose whatever.

Reference: California Education Code 7052, 7053, 7054, 7054.1, 7055, 7056, 7057, 7058

**CHAPTER XVI  
RETRAINING AND STUDY**

**16.1 TUITION REIMBURSEMENT**

- A. PROCEDURE FOR REIMBURSEMENT.** With the approval of his department head, the Assistant Superintendent, Human Resources, and ratification by [GD1] the Personnel Commission, a permanent classified employee may be granted tuition reimbursement of the costs, including tuition fees, after having satisfactorily completed approved training to improve job knowledge, ability, or skill.
- B. PROGRAMS ELIGIBLE FOR REIMBURSEMENT.** Programs eligible for tuition reimbursement shall include:
1. Course of study at approved academic institutions.
  2. Seminars and training institutes conducted by recognized professional associations.
  3. Conferences, meetings, and other such training programs as are designed to upgrade the classified service and to encourage retraining of employees who may otherwise be subject to layoff as the result of technological changes.
- C. LIMITATIONS ON ELIGIBILITY.** Programs will be eligible for reimbursement only if:
1. They are within the occupational field of the employee; or,
  2. They are within the occupational hierarchy of the employee.
- D. EMPLOYEE ELIGIBILITY FOR REIMBURSEMENT.** Permanent classified employees shall be eligible for tuition reimbursement provided that:
1. The employee has rendered paid service to the District for not less than 75 percent of his regular assigned time in each of the two and one-half consecutive years prior to the approval of his program for tuition reimbursement.
  2. The employee's program is job related, or upgrades his skills for possible promotion within the same occupational hierarchy.
  3. The employee satisfactorily completes the approved program. In those programs issuing formal grades, "satisfactory" is intended to mean a 'C' average (or 2.0 on a four point scale, i.e., A=4.0, B=3.0, C=2.0, D=1.0.)
  4. The employee's request is approved by his division head, department head, and the Assistant Superintendent, Human Resources and ratified by the [GD2] Personnel Commission.

5. The employee's service ratings for the two years prior to approval of tuition reimbursement are above "unsatisfactory" and are maintained at that level or higher while engaged in the approved program.
6. The priority for approving employee programs for tuition reimbursement shall be based on the following criteria:
  - a. **Availability of funds.**[GD3]
  - b. Scarcity of critical skills needed by the District to fulfill its personnel programs.
  - c. New knowledge needed by the District to develop an impending project, or to keep personnel aware of new developments in their field.
  - d. Upgrading of general knowledge or skills.
    - (1) To avoid possible layoff due to technological changes.
    - (2) To gain more sophisticated job-related knowledges and skills.
  - e. Seniority.

E. **IMPLEMENTATION OF TUITION REIMBURSEMENT.** Rule 17.1 shall become effective and will be implemented upon the governing board allocating funds for the program.

## 16.2 RETRAINING AND STUDY LEAVE OF ABSENCE

- A. **EMPLOYEE ELIGIBILITY.** With the approval of his division head, department head, the Assistant Superintendent, Human Resources, and **ratification by**[GD4] the Personnel Commission, a permanent classified employee may be granted a paid leave of absence not to exceed one year for the purpose of study or retraining, provided that:
1. The employee has rendered paid service to the District for not less than 75 percent of his regular assigned time in each of the seven consecutive years prior to the granting of study leave. For purposes of this rule, study leave is defined as leave granted employees for the purpose of maintaining and improving skills used in the service of the District.
  2. The employee has rendered paid service to the District for not less than 75 percent of his regular assigned time in each of the three consecutive years prior to the granting of retraining leave. The purposes of this rule, retraining leave is defined as leave granted employees for the purpose of acquiring new skills required as a result of changes in the District's organization and methods.

3. The employee's program of study or training, while on study leave, is job-related or within the same occupational hierarchy.
  4. The employee's service ratings for the past two years prior to approval of leave are above "unsatisfactory."
- B. **COMPENSATION FOR STUDY OR RETRAINING LEAVE.** Compensation provided an employee on study or retraining leave shall be not less than one-half of his regular rate of pay. Compensation in excess of one-half of the employee's regular rate of pay shall be subject to the approval of the governing board. The compensation may be paid in two equal annual installments as provided in Education Code 45384, or in the same manner as if the employee were working for the District, provided that the employee:
1. Furnishes the District with suitable bond against loss in the event the employee fails to render at least two years of service following return from leave of absence,  
  
or
  2. Furnishes the District with such other assurance against loss as the governing board may elect to permit.
- C. **TERMINATION OF LEAVE.** The Assistant Superintendent, Human Resources, may terminate the leave of any employee on evidence of his failure to pursue or accomplish the purpose of such leave, provided that an immediate report in writing is sent to the Personnel Commission.
- D. **BREAK IN SERVICE.** Any study or retraining leave of absence granted under this rule shall not be deemed a break in service for any purpose, except that such leave shall not be included as service in computing time for the granting of subsequent study leaves.
- E. **ASSIGNMENT ON RETURN FROM LEAVE.** Upon completion of leave of absence, the employee will be assigned, unless he otherwise consents, to the same unit or section to which assigned at the time the leave was granted, provided that no conditions have developed during the period of leave or at the time of return which would have changed the employee's location or duties had he remained in active service.
- F. **REIMBURSEMENT OF COMPENSATION BY EMPLOYEE.** Employees who do not complete the approved leave objectives shall reimburse the District for compensation paid during the period following discontinuance of the leave-study program, or failure to maintain adequate study standards.
- G. **EMPLOYMENT WHILE ON LEAVE.** Employees may, while on leave of absence, provided there is no conflict in hours, continue existing multiple assignments or previously held outside employment. Acceptance of new additional employment while on leave of absence which would interfere with the achievement of the objectives for

which the leave was granted will constitute a basis for termination of the employee's leave of absence.

H. **PRIORITY FOR LEAVE.** The priority for approving study and retraining leaves shall be based on the following criteria:

1. **Availability of funds.**

2. **New knowledge needed by the District to develop an impending project or to keep personnel aware of new developments in their fields.**
3. **Retraining to avoid impending layoff due to technological changes or District reorganization.**
4. **Scarcity of critical skills needed by the District and proven inability to recruit and obtain qualified candidates in the current labor market.**
5. **Upgrading of general knowledge and skills within the employee's occupation.**
6. **Seniority.**

I. **IMPLEMENTATION OF RETRAINING AND STUDY LEAVES.** This rule 16.2 shall become effective and will be implemented upon the governing board allocating the funds for the program.

### **16.3 CAREER INCENTIVE PAY**

Upon the recommendation of the Assistant Superintendent, Human Resources, and with the endorsement of the Personnel Commission, the governing board may grant a one step advancement to the next highest salary increment to any permanent classified employee provided the following criterion are met:

1. **The employee has reached the top step of his salary schedule.**
2. **The employee has successfully completed a planned sequence of course work leading to the achievement of goals of benefit to the District; and this course work has previously been approved by his department head and the Executive Officer of the Personnel.**
3. **The employee has successfully completed a study or retraining leave of absence comprised of a planned sequence of course work leading to the achievement of goals of benefit to the District.**
4. **The employee's service ratings for the two years prior to such recommendation are above "unsatisfactory" in every column.**

**CHAPTER XVII  
MISCELLANEOUS PROVISIONS**

**17.1 REPORTING NAMES AND ADDRESSEES**

Each employee shall when initially employed file his/her name, address, and telephone number on forms provided by the district. Each employee shall report any change in name, address, or telephone number on forms available at each pay location. An employee who maintains an unlisted telephone number and/or post office box number shall provide his administrative head with his telephone number and/or home address for use in emergencies.

**CHAPTER XVIII  
GRIEVANCE PROCEDURE**

**18.1 LONG BEACH UNIFIED SCHOOL DISTRICT PROCEDURE. (The provisions of this section shall apply only to the employees of the Long Beach Unified School District.)**

**A. DEFINITION OF TERMS**

**1. Grievance. A grievance is an allegation by a classified employee that a written District rule, policy, or administrative procedure has been violated.**

**Matters excluded from the grievance procedure shall be:**

- a. Matters specifically reserved for action or review by the Personnel Commission under Personnel Commission rules in effect at the time the events leading to the grievance occurred. Such matters shall be processed through normal channels by the Personnel Commission**
- b. Accusatory charges relating to the moral professional fitness of an employee. Such charges shall be processed pursuant to Section 11.23 of the Rules and Regulations of the Classified Service.**
- c. Complaints about the subject matter of a District rule or policy or administrative procedure, rather than the administration of the District rule or policy or procedure. An employee with such a complaint should direct his suggestions for change through administrative channels to the administrator, commission, or board which established it.**
- d. Matters for which a specific method or review is provided by law, by the rules and regulations of the District, or by administrative procedures of the District.**

- 2. Grievant. A classified employee of the District who files a grievance under this procedure.**
- 3. Immediate supervisor. The person who normally approves the employee's time record, evaluates his work performance, and plans and assigns his work.**
- 4. Classified employee. A member of the classified service of the Long Beach Unified School District in either probationary or permanent status.**
- 5. Day. Any day that is a duty day for both parties to the grievance.**
- 6. Conferee. A person who has been requested by either party involved to participate in a grievance conference.**

## B. GRIEVANCE PROCEDURE

### 1. Step 1.

- a. An employee shall make known to the immediate supervisor the existence of a grievance and the facts relating thereto within five working days of the specific or documented incident or after the recognition of a nonspecific occurrence. If more than one employee shares in the allegation, one grievance shall be processed on their behalf.
- b. Informal discussion between the employee and the immediate supervisor shall take place to attempt to resolve the grievance. The conference shall be confined to the parties immediately concerned. An examination of the facts to reach a satisfactory solution shall when possible be attempted within five working days after the grievance has been presented. The immediate supervisor shall communicate his decision to the employee involved within five working days of the informal discussion.
- c. If the grievance has not been resolved through the informal discussion with the immediate supervisor, the employee may within five working days of receipt of the supervisor's decision file on official District forms with the immediate supervisor a written statement of the grievance, containing a clear, concise statement of the grievance; the circumstances involved; citation of the specific policy, rule or regulation alleged to have been violated; the decision rendered at the informal conference; and the specific remedy sought. A copy of the written grievance shall be filed with the Office of Employee Relations. The immediate supervisor shall within five working days after receipt of the written grievance give a written decision. Copies of such written decision shall be given to the parties involved, to the next higher level supervisor, and to the Office of Employee Relations.
- d. In the absence of the immediate supervisor, the next higher supervisor in whom authority exists to take corrective action may, at his discretion, take action on a grievance as provided in Step 1.

### 2. Step 2.

- a. If the grievant is not satisfied with the decision at Step 1, he may within five working days of receipt of the written decision appeal in writing on the appropriate form to the next level of supervisor in whom authority exists to take corrective action. In the case of school-assigned employees, this supervisor would be the site administrator unless the proceedings in Step 1 were between the site administrator and the employee.

- b. The appeal shall include the relevant particulars, reasons for the appeal, and the remedy sought. A copy of the original grievance and of the immediate supervisor's response shall be attached. A copy of the appeal shall be filed with the Office of Employee Relations.
  - c. The supervisor shall within five working days of receipt of the appeal, or as soon thereafter as possible, hold a conference to discuss the grievance.
  - d. The employee shall be in attendance. He may present his own case or may be represented by a person of his own choosing at this and any subsequent stage of the grievance procedure. The supervisor and the grievant may each have a representative at this and any subsequent stage of the grievance procedure. Any employee of the Long Beach Unified School District may serve as a representative without prejudice or loss of salary, provided that he notified his supervisor in advance. So far as possible, conferences will be scheduled at times that are least disruptive to the District's operation.
  - e. After completion of the conference, and such other investigation as may be necessary, the supervisor shall within five working days give his decision in writing to the grievant, the immediate supervisor involved, to the appropriate branch, division, and/or department heads, and to the Office of Employee Relations.
3. Step 3.
- a. Either party involved in the grievance procedure not satisfied with the decision rendered in Step 2, may within five working days of receipt of the decision appeal to the appropriate assistant superintendent, in the case of employees assigned to the Education Department, or in the case of employees assigned to the Business Department, to the Deputy Superintendent through the appropriate branch, division, or other intermediate administrators, unless these were the supervisors referred to in Step 2. In such a case, the grievant may proceed as provided in Step 4.
  - b. The Step 3 appeal shall be presented in writing on the appropriate form and shall include a clear, concise statement of the grievance; the act or condition on which it is based; the remedy desired; the persons involved; and the course of action that has been followed, including the decisions rendered in Steps 1 and 2, the reasons why the decision(s) is/are being appealed, and the name of the party's representative, if any. A copy shall be provided the other party, and a copy shall be filed with the Office of Employee Relations for circulation to appropriate administrators.

- c. The reviewing administrator or his designee shall hold such conferences and make such investigations as may be necessary to reach a decision. In case of conferences, the parties may be represented as provided in Step 2.
  - d. Within ten working days of the conclusion of the aforementioned investigation, the reviewing administrator shall give the parties his decision in writing. A copy of the decision shall be provided the Superintendent of Schools, and a copy shall be filed with the Office of Employee Relations for circulation to appropriate administrators.
4. Step 4.
- a. If the grievant is not satisfied with the decision at Step 3, he may within five working days of receipt of the decision appeal the decision to the Superintendent of Schools or his designee. This appeal shall be in writing and shall include a copy of the original grievance, the decisions previously rendered, and the reasons for the appeal.
  - b. The Superintendent or his designee shall give his decision in writing to the grievant within ten working days of receipt of the appeal, or as soon thereafter as possible. A copy of the decision shall be filed with the Office of Employee Relations for circulation to appropriate administrators.
5. Step 5.
- a. If the grievant is not satisfied with the decision of the Superintendent, he may within five working days of receipt of the decision appeal the decision in writing to the Board of Education. The appeal shall contain a copy of the original grievance, the decisions previously rendered, and the reasons for the appeal.
  - b. The Board of Education shall within 30 days of receipt of the appeal give their decision in writing to the grievant. A copy shall be filed with the Office of Employee Relations for circulation to appropriate administrators for such follow-up action as may be required.
  - c. The Board of Education review shall be the final step in the grievance procedure and its decision shall be final and binding upon the parties.

**C. OPERATING PROCEDURES**

- 1. Every effort shall be made to resolve the grievances at the lowest possible level in the administrative hierarchy.
- 2. Any employee of the Long Beach Unified School District required to absent himself from his duties for attendance at meetings or conferences called under the

provisions of the grievance procedure shall do so without prejudice or loss of pay. So far as possible, meetings and conferences will be scheduled at times that are least disruptive to the District's operation. All meetings and conferences the grievant has with conferees, employee organization representatives and/or legal advisors will be held outside of duty time.

3. The grievance procedure shall be administered through the Office of Employee Relations. Forms and documents necessary to the grievance procedure shall be provided by the Office of Employee Relations. The parties involved may obtain assistance from this office throughout the course of the grievance procedure.
4. During the pendency of any proceeding and until a final decision has been made, all proceedings shall be private and any preliminary disposition will not be made public without the agreement of all parties involved.
5. A decision rendered at any step in the procedure shall be final unless appealed within the time limit specified.
6. If a decision is not given within the time limit specified for each step, an appeal may be taken directly to the next step. Time limits specified may be modified by agreement of the parties involved.
7. Fees of conferees or representatives shall be paid by the party employing them.
8. All records of proceedings and findings shall be retained in the Office of Employee Relations separate from personnel files and shall be considered confidential.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:   Bulletins

PAGE: 8.1.1 – 8.1.7

Date:       July 24, 2014

Reason for  
Consideration: None

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Campus Security Officer (substitute)	Dual	15-0007-5011	2
Nutrition Services Assistant Director	Dual	15-0008-5059	4
School Safety Officer	Dual	15-0005-5014	6



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

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

24 Hour Job Hotline: (562) 481-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

**CAMPUS SECURITY OFFICER – 5011 (SUBSTITUTE)**  
**APPLICATIONS WILL BE ACCEPTED FOR TWO DAYS: AUGUST 4 & 5, 2014 ONLY**

**SUBSTITUTE HOURLY: \$16.94**

**JOB INFORMATION:** The eligibility list will be created to fill substitute positions only. List may be used to fill future vacancies as they occur.

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

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

**JOB SUMMARY:** Under general supervision, a Campus Security Officer, working closely with administrators and staff, is charged with providing security and safety for students and staff at District schools. An incumbent becomes knowledgeable of students behavior and attitudes and familiarizes him/herself with individual students, taking preventive action against disruptive or illegal acts and promoting safe student practices. An incumbent attempts to gain the trust and confidence of students and advises them on the observance of school procedures and rules; and perform related duties as assign.

**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. 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. A copy must be attached to your application in order to be considered.

**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 is required at the 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) Some positions in this class may require the ability to communicate effectively in a language other than English. Selective certification in accordance with the Education Code to meet these requirements may be effected. (4) Some incumbents may be required work adjustable work schedules that will include evenings and weekend assignments. (5) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues, or to pay the union an agency fee.

**WORKING ENVIRONMENT:** Urban school campus, indoors and outdoors; occasional inclement weather; driving a car on city streets; occasional visits to residences within District boundaries; event crowds; verbal abuse from students and parents; some light lifting; with occasional loads of up to 50 pounds; occasional violence or threat of violent behavior by students.

**PHYSICAL DEMANDS:** Strength to break up fights between and among youth; strength to restrain youth from committing violence; standing for extended periods of time and walking for long periods of time; running; crouching; bending; carrying objects weighing up to 50 pounds; reading hand and typed notes and memoranda; hear normal voice-range frequencies and communicates on a two-way radio; speaking to exchange information in person and on the telephone.

**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

Exam 15-0007-5011 ss  
Dual examination

LBUSD Employees, please see reverse side for important information

*Handwritten signature/initials*

Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 14, 2013.

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of Regulations of the Classified Service. One of the major changes to the chapter was the addition of Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible for an additional 5 points on 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 of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Log* which is a payroll report that can be printed by your site payroll clerk. Only the three most recent years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, 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 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 one or more occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. The most recent fiscal years can be used to earn attendance incentive points. An occurrence in this context is 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, seminars or training 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 receive shall be five (5) points. Promotional candidates are responsible for providing proof of their attendance at classes, training and seminars at the time of application but in no event no later than the application deadline. Multiple instances of sick leave use for FMLA, CFRA and LA, shall be considered on a case by case basis by the administrator of the Personnel Commission.*

**ABOUT OUR DISTRICT**

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national model of excellence. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also has been a five-time finalist for the prize.

LBUSD educates 81,000 students in 84 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 1,700 Head Start pupils in 21 Head Start centers. The third largest school district in California, it serves the most diverse large city in the United States, with dozens of languages spoken by local students. The district employs more than 3,000 people, making it the largest employer in Long Beach.

LBUSD is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, Sports Illustrated and other national news media.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

Long Beach, the international City and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of approximately 492,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access to several major freeways, airports and seaports, and the many famous recreational and cultural sites throughout the Southern California area.

**An Exciting Career  
Opportunity  
Awaits You At**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**NUTRITION SERVICES  
ASSISTANT DIRECTOR**

**\$84,452 – \$99,154  
Annually**



## JOIN THE TOP URBAN SCHOOL DISTRICT IN THE NATION

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a proactive, visionary to fill the position of Assistant Nutrition Services Director. Under the direction of the Nutrition Services Director, assist in planning and directing the operations and activities of the District's Nutrition Services department including the review of school site cafeterias, nutritional education programs, sanitation, storage, transport and delivery of food products and purchasing and accounting functions; assures compliance with Federal and State laws, regulations and policies; supervises and evaluates the performance of assigned staff; performs related duties as assigned.

The salary is \$84,452 to \$99,154 annually, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

For full details regarding the position, go to our website, select Class Specifications; choose Nutrition Services then Assistant Nutrition Services Director.

### THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in institutional food service management, dietetics, business administration or a closely related field.

Additionally, candidates will have three years of supervisory or management experience in a large institutional food service operation.

Additional supervisory or managerial food service experience in a large institutional setting may be substituted for up to two years of required education.

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

### SPECIAL REQUIREMENTS

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

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 disqualification and/or rejection of the eligible regardless of any other standing.

## OUR QUALIFYING PROCESS

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 will 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.

## HOW TO APPLY

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.

A resume will not substitute for the required forms. Completed forms must be received no later than:

**4:30 p.m. Wednesday, August 6, 2014**

Applicants with disabilities who need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Long Beach Unified School District  
Personnel Commission Office  
999 Atlantic Avenue, 3<sup>rd</sup> Floor  
Long Beach, California 90813  
(562) 435-5708 FAX: (562) 435-1018  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

**APPLY TO:**

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

24 Hour Job Hotline: (562) 491-JOBS

## SCHOOL SAFETY OFFICER – 5014

**FINAL FILING DATE:** 4:30 p.m., Wednesday, August 6, 2014.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$4,410	\$4,653	\$4,910	\$5,180	\$5,464
<u>HOURLY:</u>	\$25.45	\$26.85	\$28.33	\$29.89	\$31.53

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

**APPLICATION:**

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

**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.

**DISTINGUISHING CHARACTERISTICS:** Under general supervision a School Safety Officer, in uniform and armed, is on patrol throughout the District on or near District sites to provide security for and prevent crime against students, faculty, staff and District property. An incumbent acquires sensitivity to and awareness of the behavior and perceptions of adolescents in communicating and enforcing school District rules and regulations and California codes. In addition to routine patrol in the District, an incumbent works closely with site administrators by assisting with calming individual or groups of unruly students or parents and responding to emergency calls from sites, and perform related duties as assigned.

**MINIMUM QUALIFICATIONS INCLUDE:**

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

**TRAINING:**

Equivalent to graduation from high school. Graduation from or enrollment in a Police Officers Standard and Training (P.O.S.T.) basic academy is required. Successful completion one year from the date of appointment to the position is required. Possession of an Associate of Arts degree, or equivalent (60 units), with a major in Administration of Justice, Business, or Public Administration is desirable. Must provide proof of graduation from or current enrollment in a Police Officers Standard and Training (P.O.S.T.). A copy must be attached to your application.

**EXPERIENCE:**

Security work in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Previous experience working with adolescents is highly desirable.

OR

One year as a Campus Security Officer, School Safety/Security Specialist, or Gang Intervention Specialist in the Long Beach Unified School District. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL:**

- (1) Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation.
- (2) Possession of a valid Class C California Driver's License is required at time of appointment.
- (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at 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.
- (4) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range.
- (5) Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and graveyard shifts.
- (6) American Red Cross standard first aid and cardio-pulmonary resuscitation certification.
- (7) Some positions in this class may require the ability to communicate effectively in a language other than English. Selective certification in accordance with the Education Code to meet these requirements may be effected.
- (8) 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:**

Visual field and depth and color. Hearing and speaking to exchange information in person and on the telephone. Seeing to read, prepare and proofread documents and perform assigned duties. Sitting and standing for extended periods of time. Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment. Lifting objects weighing up to 50 pounds. Agility and strength to make apprehensions and to protect self from attack.

**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 15-0005-5014 EM

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 Regulations of the Classified Service. One of the major changes to the chapter was the addition of Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible for an additional five (5) points based on 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 of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lo* which is a payroll report that can be printed by your site payroll clerk. Only the three most recent years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, 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 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 used sick leave for each fiscal year up to a maximum of three (3) total points. The most recent fiscal years can be used to earn attendance incentive points. An occurrence in this context is 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 receive is five (5) points. Promotional candidates are responsible for providing proof of their attendance at classes, training and seminars at the time of application but in no event no later than the application deadline. Multiple instances of sick leave use for FMLA, CFRA and IA, shall be considered on a case by case basis by the administrator of the Personnel Commission.*

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 8.2.1

Date: July 24, 2014

Reason for  
Consideration: Action

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

**Senior Administrative Secretary Dual**

**14-0104-3361**

List Valid: 07/21/14 – 07/21/15

Total applications received: 44

Total invited to exam: 13

No. Passed: 4 No. Failed: 3 No. Withdrew: 6 No. Screened Out: 31

CERTIFIED TO BE CORRECT: Gail McMahon DATE: July 17, 2014

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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**SUBJECT:** Closed Session

**PAGES:** 11.1 – 11.18

**Date:** July 24, 2014

**Reason for  
Consideration:** Review/Action

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**Closed Session materials:** Due to the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.