



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

September 4, 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
 - 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 August 21, 2014 Action
- 7. ITEMS FOR DISCUSSION AND/OR ACTION
 - 7.1 Classification/Restructure Recommendations per Education Code 45246 None
 - 7.2 Appeal of Disqualified Applicant Restricted Action
 - 7.3 Appeal of Disqualified Applicant Restricted Action
 - 7.4 Recommendation to Remove from Eligibility List per P.C. Rule 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

Present _____
Present _____
Present _____

7.7 Recommendation to Remove from Eligibility List per
P.C. Rule 4.2.A.8

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>
Assistant Maintenance Director	Dual	15-0029-0504
College and Career Specialist	Dual	15-0028-5177
Goundskeeper	Dual	15-0033-0172

8.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B

Action

Braille Transcriber	Dual	15-0019-3340
List Valid: 08/18/14 – 08/18/15		
Chief Business & Financial Officer	Dual	14-0113-0689
List Valid: 08/28/14 – 08/28/15		
Chief Business & Financial Officer	Dual	15-0004-0689
List Valid: 08/28/14 – 08/28/15		
Instructional Aide – Bilingual Spanish	Dual	14-0098-0442
List Valid: 08/28/14 – 08/28/15		
Instructional Aide - Special	Open	15-0026-0448
List Valid: 08/06/14 – 08/06/15		
Instructional Aide - Special	Open	15-0027-0448
List Valid: 08/14/14 – 08/14/15		
Instructional Assistant Mathematics	Dual	15-0023-5172
List Valid: 08/14/14 – 08/14/15		
Intermediate Office Assistant	Dual	15-0013-0673
List Valid: 08/19/14 – 08/19/15		
Intermediate Office Assistant Bilingual Spanish	Dual	15-0015-5050
List Valid: 08/25/14 – 08/25/15		
Intermediate Office Assistant - Schools	Dual	15-0014-3354
List Valid: 08/19/14 – 08/19/15		
Intermediate Office Assistant - Schools Bilingual Spanish	Dual	15-0016-5052
List Valid: 08/25/14 – 08/25/15		
Library/Media Assistant	Dual	15-0022-0465
List Valid: 08/18/14 – 08/18/15		
Senior ASB Financial Technician(Amended)	Dual	15-0001-0761
List Valid: 08/7/14 – 08/7/15		
Stage Technician	Dual	15-0024-0379
List Valid: 08/15/14 – 08/15/15		
Senior Office Assistant	Promotional	15-0009-0677
List Valid: 08/20/14 – 08/20/15		
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		

9. OTHER ITEMS
10. The next regular scheduled meeting of the Personnel Commission will be held on September 18, 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 August 21, 2014

PAGES: 6.1.1 – 6.1.3

Date: September 4, 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 8:15 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
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
Esther Martinez, Human Resources Technician
Paula Smith, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Ann Culton, Administrative Coordinator – Human Resource Services; James Murray; William Murray; Kirt Hopson; Anthony DeMarco and Patricia Barrett.

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

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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, asked Personnel Analyst Marilyn Balmer to provide the Commission an update on the extensive recruitment activities. Ms. Balmer reported over 400 hundred individuals were tested in a two day period the previous week. Additionally, several new recruitments

are in progress. Dr. McMahon reported the recruitment for the Chief Business and Financial Officer has closed and a list will be available for the Superintendent soon.

Dale Culton, Certification Services Manager, reported staff has sent several lists to sites in an effort to have vacancies filled before the start of school. Approximately 30 offers have been made to fill Instructional Aide-Special vacancies and an additional 29 interviews are scheduled. Mr. Culton also reported on the status of the abolishment and reduction of positions approved by the Board of Education, stating the 21 actions will result in 1 layoff and 2 reductions in FTE.

HEARING

HEARING

Consideration of the Peremptory Writ of Administrative Mandate for Disciplinary Hearing of Employee # E00177750 and take action on employee's appeal from Dismissal. The Personnel Commission moved this item to closed session.

MINUTES

MINUTES

The Commission approved the minutes of the August 7, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Chairperson Lewis seconded the motion.

The motion carried. Chairperson Lewis and Commissioner Ulaszewski voting aye. Vice-Chairperson Vaughan abstained.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

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

RECLASSIFICATION REQUEST

Angela Rivers From: Administrative Secretary Salary Range 26 S1
To: Executive Secretary Salary Range 30 CO

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the reclassification request.

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

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 bulletin. Vice-Chairperson Vaughan seconded the motion.

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Supervising Food Production Equipment Technician	Dual	15-0032-0499

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:

ASB Financial Technician	Dual	15-0002-0751
List Valid: 08/11/14 – 08/11/15		
Nutrition Services Worker (Amended)	Open	14-0105-5068
List Valid: 06/27/14 – 06/27/15		

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, September 4, 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 8:29 a.m. to consider the Preemptory Writ of Administrative Mandate for Disciplinary Hearing of Employee # E00177750 and take action on employee's appeal from dismissal.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:51 a.m. The following reportable action was taken during Closed Session:

The Commission determined they would take additional testimony and further consider the disciplinary appeal of Employee # E00177750 on a future date.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:52 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

SUBJECT: Appeal of a Disqualified Applicant PAGES: 7.2.1 – 7.2.39

Date: September 4, 2014 Reason for
Consideration: Action

Personnel Commission Rules provide that applicants, candidates or eligibles may be disqualified from an examination process.

Staff disqualified an applicant from continuing in the examination process based on a decision by the Personnel Commission on March 28, 2013. The applicant was disqualified from the examination process for:

Rule 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.

Rule 4.2.A.7 – Criminal, infamous, dishonest, immoral, or disgraceful conduct according to standards approved by the Commission.

Staff submits the appeal of a disqualified applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by mail 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 consider the appeal and act as it deems appropriate.

Because of the sensitive and confidential nature of the reference material on this agenda item, 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: Appeal of a Disqualified Applicant PAGES: 7.3.1 – 7.3.11

Date: September 4, 2014 Reason for
Consideration: Action

Personnel Commission Rules provide that applicants, candidates or eligibles may be disqualified from an examination process for:

Rule 4.2.A.1 - Failure to meet the general qualifications of Rule 4.1.B

Rule 4.1.B.2 – Applicants must meet all requirements specified as the minimum qualifications established for the class.

Staff submits the appeal of a disqualified applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by mail 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 consider the appeal and act as it deems appropriate.

Because of the sensitive and confidential nature of the reference material on this agenda item, 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: 7.4.1-7.4.13

Date: September 4, 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: 7.5.1 – 7.5.12

Date: September 4, 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: 7.6.1-7.6.14

Date: September 4, 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 – 7.7.15

Date: September 4, 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: Bulletins

PAGE: 8.1.1 – 8.1.7

Date: September 4, 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>
Assistant Maintenance Director	Dual	15-0029-0504	2
College and Career Specialist	Dual	15-0028-5177	4
Groundskeeper	Dual	15-0033-0172	6

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 8,000 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.

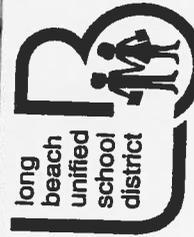
DUAL EXAM 15-0029-0504 DP *Nami Braunstein*

An Exciting Career Opportunity Awaits You At

LONG BEACH UNIFIED SCHOOL DISTRICT

ASSISTANT MAINTENANCE DIRECTOR

\$84,444 – \$99,144
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 Maintenance Director. Under the direction of the Maintenance Director, assist in the planning, organization and direction of the activities and operations of the Maintenance Branch including facilities maintenance, construction and repair, energy conservation and environmental health and safety programs; and supervise and evaluate the performance of assigned personnel. Incumbents oversee and direct the daily activities of the maintenance trades shops including carpentry, painting, electrical, heating, ventilation and air conditioning, plumbing, glazing, electronics, and equipment repair, and perform related duties as assigned.

The salary is \$84,444 to \$99,144 annually, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

This is a 12-month, 100% FTE position. The current vacancy is located in Maintenance.

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

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in engineering, architecture, construction management or a closely related field.

Additionally, candidates will have four years of experience in the administration of one or more of the building trades including the maintenance and renovation and repair of buildings and facilities in a large organization.

Other combinations of training and/or experience that could likely provide the desired skills, knowledge, or abilities may be considered.

SPECIAL REQUIREMENTS

Candidates 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 appointment.

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.

Licensure as registered architect or engineer is desirable.

WORKING ENVIRONMENT

Indoor and outdoor environment. Noise from equipment operation. Exposure to fumes, dust and odors. Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information. Sitting or standing for extended periods of time. Seeing to inspect work in progress and read a variety of materials. Reaching overhead, above the shoulders and horizontally.

OUR QUALIFYING PROCESS

The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience and evaluation of responses on a supplemental application; a technical exercise and interview and a qualifications appraisal oral interview 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.

HOW TO APPLY

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

4:30 p.m. Monday, September 15, 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, 3rd Floor
Long Beach, California 90813
(562) 435-5708 FAX: (562) 435-1018
www.lbschools.net/Main_Offices/Personnel_Commission/



2008 Finalist
the broad prize
for Urban Education

Classified Employment Opportunity



APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

[www.bschools.net/Main_Offices/Personnel Commission/](http://www.bschools.net/Main_Offices/Personnel_Commission/)

COLLEGE AND CAREER SPECIALIST (5177)

Applications will be accepted online for **two days ONLY**, on Tuesday, August 26, 2014 and Wednesday, August 27, 2014

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>
<u>MONTHLY:</u>	\$4,684	\$4,941	\$5,214	\$5,500
<u>HOURLY:</u>	\$27.02	\$28.51	\$30.08	\$31.74

JOB INFORMATION: To fill future 10-months vacancies as they occur..

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

JOB SUMMARY: Under general supervision, a College and Career Specialist will collaborate with students, teachers, counselors, educational institutions, community agencies and businesses to develop college and career opportunities; provide college and career guidance to students and serve as a resource for career and college readiness information for students and staff; plan, develop and implement appropriate activities and services within the college and career center; train and supervise the performance of assigned staff; 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: Bachelor's degree in the social sciences, education or a closely related field. A college counseling certificate or enrollment in a masters program in counseling is highly desirable.

EXPERIENCE: Two years of experience in college and career development, work experience programs or school-to-career programs, preferably in a high school setting.

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

WORKING ENVIRONMENT Office and classroom environment. Evening, weekend or varied hours. Driving a vehicle to conduct work.

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. Reaching overhead and above the shoulders. Lifting, carrying, pushing or pulling objects weighing up to 20 pounds.

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 15-0028-5177 EMMB
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. Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

Guidelines:

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

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

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

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



2008 Finalist
the broad prize
for Urban Education



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

GROUNDSKEEPER - 0172

Final Filing Date: 4:30 p.m. Wednesday, September 17, 2014

APPLICATIONS WILL BE ACCEPTED FOR TWO DAYS ONLY, SEPTEMBER 16 – 17, 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>	\$2,936	\$3,098	\$3,268	\$3,448	\$3,637
<u>HOURLY:</u>	\$16.94	\$17.88	\$18.86	\$19.89	\$20.99

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

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

JOB SUMMARY: Under immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; 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: Completion of the eight 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 Regional Occupational Program (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. (3) Accepting permanent 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: Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate grounds maintenance equipment. Bending at the waist, kneeling, stooping or crouching. Walking or standing for extended periods of time. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Heavy physical labor. Seeing to perform grounds work. Digging.

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

15-0033-0172 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 years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists PAGES: 8.2.1- 8.2.2

Date: September 4, 2014 Reason for
Consideration: Action

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:

Braille Transcriber Dual 15-0019-3340

List Valid: 08/18/14 – 08/18/15

Total applications received: 6 Total invited to exam: 3

No. Passed: 3 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 3

Chief Business & Financial Officer Dual 14-0113-0689

List Valid: 08/28/14 – 08/28/15

Total applications received: 13 Total eligible: 6

No. Passed: 6 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 7

Chief Business & Financial Officer Dual 15-0004-0689

List Valid: 08/28/14 – 08/28/15

Total applications received: 9 Total eligible: 4

No. Passed: 4 No. Failed: 0 No. Withdrew: 1 No. Screened Out: 4

Instructional Aide – Bilingual Spanish Dual 14-0098-0442

List Valid: 08/28/14 – 08/28/15

Total applications received: 50 Total invited to exam: 34

No. Passed: 11 No. Failed: 14 No. Withdrew: 9 No. Screened Out: 16

Instructional Aide - Special Open 15-0026-0448

List Valid: 08/06/14 – 08/06/15

Total applications received: 102 Total invited to exam: 71

No. Passed: 38 No. Failed: 5 No. Withdrew: 28 No. Screened Out: 31

Instructional Aide - Special Open 15-0027-0448

List Valid: 08/14/14 – 08/14/15

Total applications received: 153 Total invited to exam: 56

No. Passed: 41 No. Failed: 4 No. Withdrew: 11 No. Screened Out: 97

Instructional Assistant Mathematics Dual 15-0023-5172

List Valid: 08/14/14 – 08/14/15

Total applications received: 164 Total invited to exam: 56

No. Passed: 37 No. Failed: 6 No. Withdrew: 13 No. Screened Out: 108

Intermediate Office Assistant Dual 15-0013-0673

List Valid: 08/19/14 – 08/19/15

Total applications received: 258 Total invited to exam: 179

No. Passed: 97 No. Failed: 36 No. Withdrew: 46 No. Screened Out: 79

**Intermediate Office Assistant
Bilingual Spanish**

Dual 15-0015-5050

List Valid: 08/25/14 – 08/25/15

Total applications received: 77

Total invited to exam: 60

No. Passed: 23 No. Failed: 28 No. Withdrew: 9 No. Screened Out: 17

Intermediate Office Assistant - Schools Dual

15-0014-3354

List Valid: 08/19/14 – 08/19/15

Total applications received: 200

Total invited to exam: 147

No. Passed: 70 No. Failed: 28 No. Withdrew: 49 No. Screened Out: 53

**Intermediate Office Assistant - Schools
Bilingual Spanish**

Dual 15-0016-5052

List Valid: 08/25/14 – 08/25/15

Total applications received: 64

Total invited to exam: 44

No. Passed: 15 No. Failed: 24 No. Withdrew: 5 No. Screened Out: 20

Library/Media Assistant

Dual 15-0022-0465

List Valid: 08/18/14 – 08/18/15

Total applications received: 147

Total invited to exam: 16

No. Passed: 11 No. Failed: 3 No. Withdrew: 2 No. Screened Out: 131

Senior ASB Financial Technician(Amended) Dual

15-0001-0761

List Valid: 08/7/14 – 08/7/15

Total applications received: 37

Total invited to exam: 25

No. Passed: 12 No. Failed: 6 No. Withdrew: 7 No. Screened Out: 12

Stage Technician

Dual 15-0024-0379

List Valid: 08/15/14 – 08/15/15

Total applications received: 37

Total invited to exam: 6

No. Passed: 3 No. Failed: 1 No. Withdrew: 2 No. Screened Out: 31

Senior Office Assistant

Promotional 15-0009-0677

List Valid: 08/20/14 – 08/20/15

Total applications received: 31

Total invited to exam: 24

No. Passed: 9 No. Failed: 11 No. Withdrew: 4 No. Screened Out: 7

Senior Office Assistant

Bilingual Spanish

Promotional 15-0011-5089

List Valid: 08/26/14 – 08/26/15

Total applications received: 26

Total invited to exam: 18

No. Passed: 6 No. Failed: 9 No. Withdrew: 3 No. Screened Out: 8

Senior Office Assistant - Schools

Promotional 15-0010-3363

List Valid: 08/20/14 – 08/20/15

Total applications received: 27

Total invited to exam: 22

No. Passed: 8 No. Failed: 8 No. Withdrew: 6 No. Screened Out: 5

Senior Office Assistant – Schools

Bilingual Spanish

Promotional 15-0012-5091

List Valid: 08/26/14 – 08/26/15

Total applications received: 22

Total invited to exam: 17

No. Passed: 7 No. Failed: 7 No. Withdrew: 3 No. Screened Out: 5

CERTIFIED TO BE CORRECT:

Gail McMahon

DATE: August 29, 2014