

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
September 28, 2017

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Linda Vaughan
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Special Meeting of September 21, 2017 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Network Specialist 5-6
2. **RATIFY** job announcement bulletin for Plant Utilities Operator 7-8
3. **RATIFY** job announcement bulletin for Pool Operator 9-10
4. **RATIFY** job announcement bulletin for Risk Management Technician 11-12
5. **RATIFY** job announcement bulletin for Senior Executive Secretary (C) 13-14
6. **APPROVE** the certification of Head Start Instructional Aide 18-0010-0657 eligibility list established September 25, 2017 15
7. **APPROVE** the certification of Head Start Instructional Aide/Bilingual Spanish 18-0011-5235 eligibility list established September 25, 2017 15
8. **APPROVE** the certification of Instructional Aide-Deaf/Hard of Hearing 17-0060-3271 eligibility list established September 21, 2017 15

- 9. **APPROVE** the certification of Instructional Aide-Special 18-0014-0448 eligibility list established September 29, 2017 15
- 10. **APPROVE** the certification of Plant Supervisor II 18-0009-5027 eligibility list established September 21, 2017 15
- 11. **APPROVE** the certification of Senior Accounting Assistant 18-0019-0760 eligibility list established September 27, 2017 15
- 12. **APPROVE** the certification of Speech Language Pathology Assistant/BL Spanish 17-0015-5163 eligibility list established September 21, 2017 15

III. OLD BUSINESS

IV. NEW BUSINESS

- 1. **APPROVE** the following: 16-20
 The revised classification and title of Systems Analyst – CICS/COBOL, and direct all positions and employment lists be reclassified for the purpose of title change only

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

October 12, 2017 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

- 1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 4400 Ladoga Avenue, Lakewood, CA 90713.

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. (Government Code 54954.2 (a) 1.

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

MINUTES

Special Meeting

September 21, 2017

The Special Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, September 21, 2017 at 9:04 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Linda Vaughan.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Linda Vaughan
Terence Ulaszewski
Stacey Lewis

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Mary Cates, Human Resources Supervisor; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President and granddaughter Graceyn; and Raja Singh.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of August 31, 2017.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Linda Vaughan	X		
Terence Ulaszewski	X		
Stacey Lewis	X		

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of September 14, 2017.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Linda Vaughan	X		
Terence Ulaszewski	X		
Stacey Lewis	X		

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE
OFFICER

Kenneth Kato, Executive Officer, reported that the New Classified Employee Orientation Program will begin on September 29, 2017. New classified employees hired from February 2017 to June 2017 have been asked to attend. The orientation meetings will be held throughout the year at varying locations including the Teachers Resource Center, Personnel Commission, and the Administration Building.

Mr. Kato informed the Commission that the Personnel Commissions Association of Southern California (PCASC) is hosting an event presented by John Glaza, Consultant, "Are Leaders Born or Made?" on October 20, 2017.

Shristie Nair, Personnel Analyst, informed the Commission that Recruitment and Testing staff is currently working on approximately 30 recruitments in various stages of the process. Staff continues to work with subject matter experts in various departments including Maintenance, Transportation, Special Education, and Accounting.

Mary Cates, Human Resources Supervisor, updated the Commission on working with Special Education and Instructional Aide-Specials transfers. Ms. Cates mentioned that staff are working diligently on employee processing activities including coaches, tutors and Recreation Aides.

Susan Leaming, Personnel Analyst, notified the Commission of upcoming staff development workshops. A CalPERS Retirement Planning Workshop will be held on November 2, 2017. CPR/First Aid trainings for classified staff will be held on October 6, 2017.

CONSENT AGENDA

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify Consent Agenda items 1 and 2; and approve items 3-11.

1. **RATIFY** job announcement bulletin for Senior Health Assistant
2. **RATIFY** job announcement bulletin for Senior Payroll Accounting Technician
3. **APPROVE** the certification of ASB Financial Technician 18-0006-0751 eligibility list established September 6, 2017
4. **APPROVE** the certification of Behavior Intervention Assistant 18-0002-5216 eligibility list established September 12, 2017
5. **APPROVE** the certification of Elementary School Office Supervisor 17-0128-3345 eligibility list established September 8, 2017
6. **APPROVE** the certification of Elementary School Office Supervisor 17-0128-3345 eligibility list established September 8, 2017

7. **APPROVE** the certification of Intermediate Accounting Assistant 18-0007-0755 eligibility list established September 6, 2017
8. **APPROVE** the certification of Job Developer 18-0003-0463 eligibility list established September 1, 2017
9. **APPROVE** the certification of Laborer 18-0013-0204 eligibility list established September 7, 2017
10. **APPROVE** the certification of Nutrition Services Worker 17-0122-5068 eligibility list established September 8, 2017
11. **APPROVE** the certification of Sign Language Interpreter 17-0036-5214 eligibility list established September 14, 2017

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Linda Vaughan	X		
Terence Ulaszewski	X		
Stacey V. Lewis	X		

OLD BUSINESS None

NEW BUSINESS The Commission moved items 1 and 2 of New Business to Closed Session.

1. **APPROVE** the recommendation to remove from eligibility list ID 21502793
2. **APPEAL** of a Disqualified Applicant ID 32991449

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 28, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION The Personnel Commission retired into closed session at 9:13 a.m. to discuss New Business items 1 and 2.

OPEN SESSION The Personnel Commission returned to open session at 9:48 a.m. The following reportable actions were taken:

1. A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 21502793.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Linda Vaughan	X		
Terence Ulaszewski	X		
Stacey V. Lewis	X		

2. A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **DENY** the appeal of the Disqualified Applicant ID 32991449.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Linda Vaughan	X		
Terence Ulaszewski	X		
Stacey V. Lewis	X		

ADJOURNMENT

The Special Meeting of the Personnel Commission was declared adjourned at 9:50 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

NETWORK SPECIALIST

FINAL FILING DATE:

4:30 p.m., Wednesday, September 27, 2017

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Current vacancy is located at Information Services.

JOB SUMMARY:

Under general supervision, perform a variety of specialized duties in the installation, configuration, maintenance and operation of the District's Local (LAN) and Wide Area (WAN) networks and equipment; monitor and evaluate network systems to assure proper operation; provide assistance to network users and technical support staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in computer science or a closely related field.

Professional certification by a major vendor such as Novell, Cisco or Microsoft is highly preferred.

EXPERIENCE:

Three years of experience installing and maintaining local and wide area networks and related equipment with an organization having a minimum of 30 servers.

Two years of additional experience may be substituted for two years of the higher education.

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

SPECIAL REQUIREMENTS:

(1) Positions in this class require the use of personal automobile and possession of a valid California class C driver's license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (3) May be required to travel from one school location to another. (4) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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

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.

SALARY RANGE HOURLY:

START: \$38.57
6 MONTHS: \$40.70
1 ½ YEARS: \$42.93
2 ½ YEARS: \$45.29
3 ½ YEARS: \$47.78

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: 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.

PERSONNEL COMMISSION

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0033-5119 OL

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

PLANT UTILITIES OPERATOR

FINAL FILING DATE:

4:30 p.m., Wednesday, September 27, 2017

JOB INFORMATION:

Permanent 12 month position. Positions are 100% FTE (8 hours per day). The current vacancies are located at Jordan and Poly High School.

JOB SUMMARY:

Under general supervision, to operate and maintain low-pressure water and steam boilers and related auxiliary equipment; to maintain and perform minor repair on a variety of plant equipment at a District secondary school; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

One year operating automatic low pressure boilers and related equipment including water analysis and treatment.

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

SPECIAL REQUIREMENTS:

- (1) Possession of a valid Class C California Driver's license is required at the time of appointment and evidence of a safe driving record is required.
- (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) May be required to travel from one school to another.
- (4) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee

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

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.

SALARY RANGE HOURLY:

START: \$23.67
6 MONTHS: \$24.97
1 ½ YEARS: \$26.35
2 ½ YEARS: \$27.79
3 ½ YEARS: \$29.32

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. 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.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0035-3308 AS

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

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

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

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RECRUITMENT EXTENDED

CLASSIFIED EMPLOYMENT OPPORTUNITY

POOL OPERATOR

FINAL FILING DATE:

4:30 p.m., Friday, October 13, 2017

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located at Lakewood High School.

JOB SUMMARY:

Under general supervision, assure the safety of students by monitoring swimming activities, performing lifesaving procedures, enforcing pool rules and assuring compliance with applicable laws and regulations regarding pool maintenance and operations; clean, maintain and repair the swimming pool, surrounding areas and related equipment to assure safe and sanitary conditions at an assigned school site; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Some experience in the maintenance of a swimming pool utilized by the public or as a lifeguard.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid Red Cross Lifeguard certificate or equivalent is required at the time of application and must be maintained throughout employment in this classification. (2) Possession of a valid Aquatics Facility Operator or Certified Pool/Spa Operator certification. Renewal certification training for employees is at the District's expense. (3) Possession of a valid Los Angeles County Department of Public Health Swimming Pool Service Technician Certificate. Renewal certification training for employees is at the District's expense. (4) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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

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.

SALARY RANGE HOURLY:

START: \$22.42
6 MONTHS: \$23.66
1 ½ YEARS: \$24.95
2 ½ YEARS: \$26.33
3 ½ YEARS: \$27.78

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. 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.

SELECTION PROCEDURE:

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0016-5241 OL

LBUSD employees, please see reverse side for
important information.

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

RISK MANAGEMENT TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Wednesday, September 27, 2017

JOB INFORMATION:

Permanent 12 months position. Position is 100% FTE (8 hours per day). Current vacancy is located at Risk Management – Benefits Unit.

JOB SUMMARY:

Under general supervision, perform a variety of technical duties in support of the District's Risk Management programs including worker's compensation, employee health and welfare insurance benefits, safety and environmental health/hazards management and property and liability insurance and claims; provide information to District employees regarding assigned functions; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level course work in workers' compensation, health benefits administration, human resources management or a related field.

EXPERIENCE:

Two years of general risk management or human resources experience involving insurance benefits administration or worker's compensation claims.

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

SPECIAL REQUIREMENTS:

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

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

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.

SALARY RANGE HOURLY:

START: \$25.14
6 MONTHS: \$26.52
1 ½ YEARS: \$27.98
2 ½ YEARS: \$29.52

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: 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. The eligibility list for this classification will remain in effect for a period of 6 months.

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Promo Exam 18-0034-5106 SF

LBUSD employees, please see reverse side for
important information.

Maria Braunstein

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

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

Guidelines:

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

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

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

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



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

SENIOR EXECUTIVE SECRETARY (C)

FINAL FILING DATE:

4:30 p.m., Tuesday, October 3, 2017

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Current vacancy is located in the Office of the Deputy Superintendent of Schools.

JOB SUMMARY:

Under the direction of a senior Executive staff-level administrator, such as a Deputy Superintendent or Chief Business and Financial Officer, perform highly responsible and confidential secretarial and administrative support duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and coordinate flow of communications and information for the assigned administrator; train and evaluate the performance of assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate's degree with course work in business administration, secretarial science or a related field.

EXPERIENCE:

Five years of secretarial or administrative support experience including two years in a supervisory capacity or two years of experience at the level of Executive Secretary with 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 REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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.

SALARY RANGE HOURLY:

START: \$32.09
6 MONTHS: \$33.85
1 ½ YEARS: \$35.71
2 ½ YEARS: \$37.68

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: 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 an unranked eligibility list.

Incumbents in this classification are members of the classified service, but by action of the Board of Education on 12/14/1995 are exempt from obtaining permanent status in their positions per the provisions of Education Code Section 45272(b).

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline:(562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Promo Exam 18-0036-0679 OL

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 15

Date: September 28, 2017

Reason for
Consideration: Approval

Head Start Instructional Aide

Dual

18-0010-0657

List Valid: 09/25/17-09/28/18

Total applications received: 75

Total invited to exam: 11

No. Passed: 7 No. Failed: 0

No. Withdrew: 4 No. Screened Out: 64

Head Start Instructional Aide/Bilingual

Dual

18-0011-5235

List Valid: 09/25/17-09/25/18

Total applications received: 26

Total invited to exam: 7

No. Passed: 2 No. Failed: 3

No. Withdrew: 2 No. Screened Out: 19

Instructional Aide-Deaf/Hard of Hearing

Dual

17-0060-3271

List Valid: 09/21/17-09/21/18

Total applications received: 44

Total invited to exam: 5

No. Passed: 5 No. Failed: 0

No. Withdrew: 0 No. Screened Out: 39

Instructional Aide-Special

Open

18-0014-0448

List Valid: 09/29/17-09/29/18

Total applications received: 127

Total invited to exam: 42

No. Passed: 30 No. Failed: 1

No. Withdrew: 11 No. Screened Out: 85

Plant Supervisor II

Promotional

18-0009-5027

List Valid: 09/21/17-09/21/18

Total applications received: 41

Total invited to exam: 21

No. Passed: 10 No. Failed: 7

No. Withdrew: 4 No. Screened Out: 20

Senior Accounting Assistant

Dual

18-0019-0760

List Valid: 09/27/17-09/27/18

Total applications received: 70

Total invited to exam: 40

No. Passed: 11 No. Failed: 15

No. Withdrew: 14 No. Screened Out: 30

**Speech Language Pathology
Assistant/BL Spanish**

Dual

17-0015-5163

List Valid: 09/21/17-09/21/18

Total applications received: 23

Total invited to exam: 6

No. Passed: 0 No. Failed: 4

No. Withdrew: 2 No. Screened Out: 17

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: September 22, 2017



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

September 22, 2017

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

Background and Findings

In May 2017, minor revisions to the Systems Analyst classification were approved by the Commission prior to initiating recruitment activities. The recently completed recruitment did not yield an ample pool of candidates with experience working with programming languages such as CICS and COBOL. The class specification is written broadly; however, the current need requires attracting candidates with this specific knowledge.

The Executive Director, Information and Technology Systems worked with Commission Staff to revise the class specification and title to include specific programming languages that candidates will need knowledge of to be successful in the position.

Attached is a copy of the revised description showing proposed deletions annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification and title of Systems Analyst – CICS/COBOL, and direct all positions and employment lists be reclassified for the purpose of title change only

Prepared by:

Susan Leaming
Personnel Analyst

Approved and Recommended:

Kenneth Kato
Executive Officer

PERSONNEL COMMISSION CORE VALUES

16 Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork



PERSONNEL COMMISSION

Class Code 5107
Salary Range 42 (C1)

SYSTEMS ANALYST – CICS/COBOL

JOB SUMMARY

Under general direction, develop, modify, test and implement the District's mainframe based business software application systems; develop and provide user training on application systems; query, extract, manipulate and analyze data; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Evaluate user requests and needs for new or modified mainframe application systems used in the daily operation of schools and departments such as business software applications and related systems. **E**
- Perform feasibility studies to determine appropriate resolution of user needs, compatibility with current systems and computer capabilities and cost and time required; evaluate requests for modifications to determine specific tasks and effects on existing programs and systems. **E**
- Create project specifications based on user objectives; meet with end users to discuss design and requirements. **E**
- Develop software and enhancements based on specifications including design of DB2 relational database structure, definitions of data elements and logical steps for coding CICS, COBOL, batch and JavaScript on a mainframe; run tests, correct errors and confer with users to evaluate results. **E**
- Develop and write documentation for in-house and third-party software programs to describe program development, logic, coding, updates and corrections; design, develop and maintain HTML interfaces. **E**
- Analyze DB2 database records to support daily operations; create, maintain and monitor batch jobs; design data input and output forms. **E**
- Write and execute DB2 queries to verify integrity of data; analyze input and output data, file contents, reports and source code to identify and resolve user issues; assure database backups are performed. **E**
- Debug production errors in CICS, COBOL, batch and JavaScript processes reported by users and recommend appropriate corrections. **E**
- Troubleshoot user operating issues and test possible solutions; contact software vendors as necessary to troubleshoot operating issues. **E**

- Maintain a variety of records and files related to assigned activities; extract and prepare data for a variety of reports. *E*
- Develop and provide individual and group training on application systems; demonstrate computer programs; develop training and reference manuals, procedural guides and materials. *E*
- Provide technical expertise and information to Information Services management regarding assigned functions and participate in the formulation of policies, procedures and programs; advise management of unusual trends or problems and recommend appropriate corrective action. *E*
- Prepare and maintain project status reports and track activities in a work management system; modify projects and adjust efforts to meet management and department priorities and goals. *E*
- Attend and participate in a variety of meetings to maintain current knowledge of technological advances in the field; learn new operating systems, utilities and programming languages and remain current with evolving computer technologies. *E*
- Participate in the evaluation and testing of software applications for purchase by the District; provide recommendations to management regarding the purchase of new applications. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work and visit sites. *E*
- Provide support to other departments regarding specialized software needs and computerized systems as assigned; provide work direction to consultants and temporary employees as assigned.
- ~~Design, develop and maintain web interfaces as assigned by the position.~~
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A Systems Analyst applies a thorough knowledge of CICS, COBOL, batch and JavaScript programming techniques and computer system capacity in designing, selecting and modifying software programs to provide effective service to users of the District's business software application systems and related DB2 databases. Incumbents identify and resolve user issues related to computer applications and provide training to end-users.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices and techniques of computer programming in CICS, COBOL, batch and JavaScript on a mainframe client/server environments with an emphasis on business systems including payroll, benefits, and retirement processing.

Computer hardware systems, software applications, databases and programming languages utilized by the District such as HTML, JavaScript, COBOL, CICS, and DB2.
Oracle.

Principles and techniques of systems analysis.
Relational database design, support and manipulation.
Database query, interface and web-multimedia design.
User interface issues, navigation and computer software architecture.
Documentation methods for programs, files and databases.
Oral and written communication skills.
Technical aspects of field of specialty.
Mathematical computations.

Ability to:

Develop, modify, test and implement the District's business software applications and related CICS, COBOL, batch and JavaScript systems.
Create software and data specifications based on user objectives.
Develop code in a consistent manner with proper supporting documentation.
Perform systems analysis.
Write new and revised technical documentation to support software including manuals and user guides.
Analyze and detect errors in data and program structure, logic and coding.
Test and debug programs for accuracy and reliability.
Analyze DB2 database records to support operations.
Develop and provide individual and group training on application systems.
Analyze situations accurately and adopt an effective course of action.
Create and utilize forms for data collection.
Apply web programming languages and technologies.
Learn and transition to new technology quickly and easily.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and deliver oral presentations.
Maintain confidentiality of sensitive and privileged information.
Work independently with little direction.
Maintain current knowledge of technological advances in the field.
Adjust to changing priorities and work assignments.
Communicate effectively both orally and in writing.

Education and Training:

Bachelor's degree in computer science, information technology, business administration, finance, accounting or a closely related field.

Experience:

Three years of experience in applications systems, programming, testing, modification and maintenance of CICS, COBOL, batch and JavaScript based systems on a mainframe. Experience working with financial or payroll systems is preferred.

Two years of additional experience may be substituted for two years of higher education.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office environment.
Extended viewing of a computer monitor.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and make presentations.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

DATE: 6/14/2007
Revised: 5/11/2017
Revised: