

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
June 22, 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 Regular Meeting of June 8, 2017 1-5
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 Coordinator – Research Information Systems 6-7
2. **RATIFY** job announcement bulletin for HVAC Technician 8-9
3. **RATIFY** job announcement bulletin for Systems Analyst 10-11
4. **RATIFY** job announcement bulletin for Technology Service Delivery Manager 12-13
5. **APPROVE** the certification of Custodian – Avalon 17-0074-0139 eligibility list established June 23, 2017 14
6. **APPROVE** the certification of Executive Director, Equity, Access, and College and Career Readiness 17-0105-5238 eligibility list established June 19, 2017 14
7. **APPROVE** the certification of Health Assistant 17-0108-5170 eligibility list established June 21, 2017 14

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| 8. | APPROVE the certification of Instructional Aide – Educare 17-0097-5205 eligibility list established June 23, 2017 | 14 |
| 9. | APPROVE the certification of Instructional Aide – Special 17-0126-0448 eligibility list established June 23, 2017 | 14 |
| 10. | APPROVE the certification of Instructional Aide – Special 17-0135-0448 eligibility list established June 23, 2017 | 14 |
| 11. | APPROVE the certification of Kids’ Club Assistant 17-0110-0694 eligibility list established June 23, 2017 | 14 |
| 12. | APPROVE the certification of Kids’ Club Lead Assistant 17-0111-0515 eligibility list established June 23, 2017 | 15 |
| 13. | APPROVE the certification of Senior ASB Financial Technician 17-0123-0761 eligibility list established June 22, 2017 | 15 |
| III. OLD BUSINESS | | |
| 1. | APPROVE the revision to the Rules and Regulations of the Classified Service, Chapter VI (Second Reading) | 16-17 |
| IV. NEW BUSINESS | | |
| 1. | APPROVE the following:
Adopt the revised classification of Pool Operator | 18-22 |
| V. OTHER ITEMS | | |
| VI. NEXT REGULAR MEETING | | |
| July 6, 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

Regular Meeting

June 8, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, June 8, 2017 at 8:15 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: Stacey V. Lewis
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Cuiton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Oralia Leyva, Human Resources Technician; Judith Lopez, Human Resources Technician; Angela Stenberg, Human Resources Technician; and Andrea Armas, Human Resources Assistant.

GUESTS

Frank Gutierrez, Principal Liaison, Operations; John Glaza, Consultant; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice-President Unit A; Juan Garcia, CSEA Chief Job Steward and Dianne Spears, Nutrition Services.

MINUTES OF REGULAR MEETING APPROVED

Following a correction to the minutes in regards to the titles of guests present, a motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of May 25, 2017.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that approximately 550 employees attended the Classified Employee Celebration on Friday, May 26, 2017. The event was successful and the winner for Classified Employee of the Year was

Angela Rivers, Executive Secretary, in the Office of School Support Services. Mr. Kato will present Ms. Rivers to the Board of Education at their meeting on Monday, June 12, 2017. Commissioner Lewis commented that she observed how excited and happy the audience was when Ms. Rivers was announced as the Employee of the Year.

Mr. Kato reported that he and Commissioner Ulaszewski attended the Most Inspiring Student Awards on Thursday, June 1, 2017 at the Long Beach Hilton and expressed what an amazing event it was. Mr. Kato suggested the Commission should continue to support this important event.

Mr. Kato reported that he, Commissioner Vaughan, and staff attended the Personnel Commissions Association of Southern California (PCASC) one-day conference on Friday, June 2, 2017. The event had approximately 140 attendees from 38 school districts.

Mr. Kato notified the Commission that the Personnel Commission's 2017-2018 budget was approved by the Los Angeles County Office of Education.

Shristie Nair, Personnel Analyst, reported on current recruitment and testing activities. Ms. Nair reported approximately 40 recruitments are in progress with an additional nine recruitments upcoming. Ms. Nair introduced Andrea Armas as a newly hired Human Resources Assistant. Ms. Armas will be working in the front lobby greeting and assisting visitors to the Personnel Commission.

Dale Culton, Certification Services Manager, reported that Certification Services is receiving classified staffing selections for the new Educare school at Barton Elementary. Mr. Culton reported that he and staff are working on placing individuals affected by work hour reductions in their new assignments so they will receive notification before the summer and any remaining vacancies can be filled.

Mary Cates, Human Resources Supervisor, reported that on June 16th employees will receive their 2% retroactivity paychecks.

PUBLIC HEARD

Valeeta Pharr, CSEA Chapter 2 President, thanked Dale Culton and Mary Cates for their efforts to implement layoffs and reductions. Ms. Pharr expressed her support of moving calculation of classified seniority from hours worked to date of hire.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis and the motion carried with a unanimous vote of those present to revise item #1 to read "Manager" instead of "Director" and approve the Consent Agenda items 1-3. Items 4-6 were pulled for further discussion.

1. **APPROVE** the certification of Assistant Facilities Project Manager 17-0144-5104 eligibility list established June 5, 2017
2. **APPROVE** the certification of Head Start Instructional Aide BL Spanish 17-0095-5253 eligibility list established June 2, 2017

3. **APPROVE** the certification Head Start Instructional Aide 17-0096-0657 established June 2, 2017

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

4. **APPROVE** the certification of High School Office Supervisor 17-0102-3349 eligibility list established June 8, 2017

5. **APPROVE** the certification of Middle School Office Supervisor 17-0103-3357 eligibility list established June 8, 2017-

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a vote of those present to approve Consent Agenda items 4 & 5.

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

6. **APPROVE** the certification of Senior Nutrition Services Worker 17-0078-5071 revised eligibility list established April 26, 2017

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve Consent Agenda item 6.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the abolishment of the following classifications:
 Electronic Supervisor
 Locksmith Supervisor
 Skilled Maintenance Worker – Hi Hill

Susan Leaming, Personnel Analyst, provided a brief overview of the report. Following discussion, a motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business item 1.

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

2. **APPROVE** the following:
Create the classification of Custodial Crew Supervisor classification to salary range 18 (S1)

Susan Learning, Personnel Analyst, provided a brief overview of the report. Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 2.

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

3. **APPROVE** the following:
Adopt the revised class specification of Custodian

Susan Learning, Personnel Analyst, provided a brief overview of the report. Following discussion, a motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business item 3.

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

4. **DISCUSS** the following:
Revision to the Rules and Regulations of the Classified Service, Chapter VI (First Reading)

Following discussion, a motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business item 4 for a second reading and approval.

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

5. **DISCUSS** and **APPROVE** the following:
Vision, Mission, and Values for the Personnel Commission

Mr. Kato provided an overview of the timeline and process used to develop the Vision, Mission, and Values for the Personnel Commission and introduced John Glaza, Consultant, who facilitated the visioning sessions and guided the overall process. The new Vision, Mission and Values were presented to the Commission by Shristie Nair, Personnel Analyst; Judith Lopez, Human Resources Technician; Oralia Levya, Human Resources Technician; and Anne Follett, Human Resources Technician. Following discussion, a motion was made by Mr.

Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 5.

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

6. Appeal of disqualified applicant 5158097

New Business item 6 was moved into closed session at the request of the applicant.

OTHER ITEMS

Ms. Pharr thanked the Commission and staff for their work on preparing for the Classified Employee Celebration and spoke about how wonderful the event was.

Juan Garcia, CSEA Chief Job Steward, spoke about how much employees enjoyed the Classified Employee Celebration and thanked the planning committee for their efforts to make the event such a success.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for June 22, 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 9:27 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:52 a.m. The following reportable actions for New Business item 6 were taken:

1. The Commission acted to sustain staff's recommendation to disqualify applicant ID 5158097. They instructed the Executive Officer to notify the applicant of the decision.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:54 a.m. with the consent of the members.

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 and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also 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 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 is a five-time finalist for the prize.

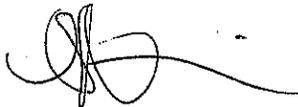
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

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, USA Today, 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 an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Promotional Exam 17-0140-5244 AT



**An Exciting PROMOTIONAL
Career Opportunity Awaits
You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**COORDINATOR – RESEARCH
INFORMATION SYSTEMS**

\$94,970 – \$111,504 Annually

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Coordinator - Research Information Systems. Under administrative direction, plan, develop, and coordinate and the use of technology products and information systems within the Research, Planning, Evaluation and School Improvement department; recommend computer systems hardware and software acquisitions; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Research, Planning and Evaluation, then Coordinator - Research Information Systems.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in education, psychology, information systems, behavioral or social science or a related field with course work in statistics, research methodology and psychological testing is required.

A Master's degree or beyond is desirable.

Four years of management or supervisory experience in the research design and analysis of administrative and evaluation studies utilizing computer technology systems in a school system, university or other institution conducting social science research.

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

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.

SALARY AND BENEFITS

The annual salary for Coordinator - Research Information Systems is \$94,970 to \$111,504, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/> The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

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

4:30 p.m., Wednesday, July 5, 2017

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

HVAC TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Thursday, June 29, 2017

JOB INFORMATION:

Permanent 10 month flex calendar position. Position is 100% FTE (8 hours per day). Current vacancy is located at Maintenance.

JOB SUMMARY:

Under general supervision, perform skilled journey-level work in the installation, repair and maintenance of heating, ventilation, refrigeration and air conditioning equipment systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school and completion of a recognized four-year apprenticeship program, degree or certificate program in the HVAC trade.

OR

EXPERIENCE:

Four-years experience installing, repairing and maintaining heating, ventilation, refrigeration, and air conditioning equipment systems.

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

SPECIAL REQUIREMENTS:

(1) 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) May be required to travel from one school location to another. (4) Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal). (5) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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: \$30.43
6 MONTHS: \$32.11
1 ½ YEARS: \$33.87
2 ½ YEARS: \$35.75
3 ½ YEARS: \$37.71

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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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

Dual Exam 17-0137-5103 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

SYSTEMS ANALYST

FINAL FILING DATE:

4:30 p.m., Wednesday, July 5, 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 direction, develop, modify, test and implement the District's business software application systems; develop and provide user training on application systems; query, extract, manipulate and analyze data; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

Three years of experience in applications systems, programming, testing, modification and maintenance.

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:

(1) Valid Class C California Driver's License. (2) May be required to travel from one school location to another. (3) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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.

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0138-5107 OL

LBUSD employees, please see reverse side for important information.

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Guidelines:

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- ❖ **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.

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 and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also 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 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 is a five-time finalist for the prize.

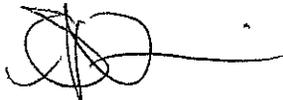
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

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, USA Today, Sports Illustrated and other national news media.

These are the hallmarks of one of Americas 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 an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Dual Exam 17-0139-5242 OL



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

TECHNOLOGY SERVICE DELIVERY MANAGER

\$94,970 – \$111,504 Annually

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Technology Service Delivery Manager. Under administrative direction, plan, organize and manage technology service delivery resources and activities within the District's operational support groups including the Help Desk, Network Support and Data Center; analyze and manage the District's workflow systems for service tickets and projects to assign resources and escalate issues within the organization; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Information Services, then Technology Service Delivery Manager.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in computer science, information technology, business administration or a closely related field.

Four years of supervisory or management experience involving technology service delivery for a help desk, network support group or mainframe based data center. Experience in an educational environment is preferred.

Two years of additional experience may be substituted for two years of the required 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 a personal automobile and possession of a valid California Class C driver's license.

SALARY AND BENEFITS

The annual salary for Technology Service Delivery Manager is \$94,970 to \$111,504, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

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

4:30 p.m., Wednesday, July 5, 2017

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 14-15

Date: June 22, 2017

Reason for
Consideration: Approval

Custodian - Avalon

Dual

17-0074-0139

List Valid: 06/23/17-06/23/18

Total applications received: 15

No. Passed: 4 No. Failed: 1

Total invited to exam: 11

No. Withdrew: 6 No. Screened Out: 4

**Executive Director, Equity, Access, and
College and Career Readiness**

Dual

17-0105-5238

List Valid: 06/19/17-06/19/18

Total applications received: 11

No. Passed: 4 No. Failed: 0

Total invited to exam: 5

No. Withdrew: 1 No. Screened Out: 6

Health Assistant

Dual

17-0108-5170

List Valid: 06/21/17-06/21/18

Total applications received: 62

No. Passed: 4 No. Failed: 4

Total invited to exam: 11

No. Withdrew: 3 No. Screened Out: 51

Instructional Aide - Educare

Dual

17-0097-5205

List Valid: 06/23/17-06/23/18

Total applications received: 51

No. Passed: 8 No. Failed: 1

Total invited to exam: 12

No. Withdrew: 3 No. Screened Out: 39

Instructional Aide – Special

Open

17-0126-0448

List Valid: 06/23/17-06/23/18

Total applications received: 33

No. Passed: 6 No. Failed: 2

Total invited to exam: 9

No. Withdrew: 1 No. Screened Out: 24

Instructional Aide – Special

Open

17-0135-0448

List Valid: 06/23/17-06/23/18

Total applications received: 26

No. Passed: 6 No. Failed: 0

Total invited to exam: 8

No. Withdrew: 2 No. Screened Out: 18

Kids' Club Assistant

Dual

17-0110-0694

List Valid: 06/23/17-06/23/18

Total applications received: 116

No. Passed: 27 No. Failed: 11

Total invited to exam: 62

No. Withdrew: 24 No. Screened Out: 54

Kids' Club Lead Assistant

List Valid: 06/23/17-06/23/18

Total applications received: 54

No. Passed: 14 No. Failed: 0

Dual

17-0111-0515

Total invited to exam: 24

No. Withdrew: 10 No. Screened Out: 30

Senior ASB Financial Technician

List Valid: 06/22/17-06/22/18

Total applications received: 57

No. Passed: 5 No. Failed: 15

Dual

17-0123-0761

Total invited to exam: 26

No. Withdrew: 6 No. Screened Out: 31

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: June 16, 2017



PERSONNEL COMMISSION

June 9, 2017

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revisions to the *Rules and Regulations of the Classified Service*

Background and Findings

California Education Code 45260 Rules; Standards; Authority of Commission states, in part,

"The Commission shall prescribe; amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness".

The attached rules are being submitted for a second reading for approval with the following rationale:

Rule 6.1.C.4 ELIGIBLES: Increases the number of calendar days required before a manager must interview a candidate again for another vacant position in the same classification from ninety (90) days to one hundred and twenty (120) days to mirror current CSEA Unit A and Unit B contract language.

Rule 6.1.D SELECTIVE CERTIFICATION DURING HIRING FREEZE: Staff recommends deletion of this rule as the education code is specific that appointments may only be made from other than the first three ranks of applicants when the ability to speak, read, or write in a language other than English or possession of a valid driver's license is required.

Deletions to the rules are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission approve the revised version of these rules.

Prepared by:

Approved and Recommended:


Susan Leaming
Personnel Analyst


Kenneth Kato
Executive Officer

**CHAPTER VI
CERTIFICATION AND APPOINTMENT**

6.1 ORDER OF PRECEDENCE IN CERTIFICATION TO FILL VACANCIES

...

C. ELIGIBLES

1. Number of eligible candidates to be certified.

The Personnel Commission staff shall certify the names of the first three ranks of eligibles on an eligibility list as well as all applicants for transfer or change of location who have been determined to be available.

2. Number of eligible candidates to be interviewed.

When there are three (3) or fewer than three (3) District promotional candidates within the first three (3) ranks on an eligibility list, each District promotional candidate will be interviewed. When there are more than three (3) District promotional candidates within the first three (3) ranks on an eligibility list, the person responsible for filling the position will select at least three (3) District promotional candidates to be interviewed.

For Transfers, when there are fewer than three (3) transfer requests on the eligibility list, each employee requesting a transfer will be interviewed for the available position. When there are more than three (3) transfer requests on the eligibility list, the person responsible for filling the position will select at least three (3) employees requesting a transfer to be interviewed.

3. When a manager is interviewing concurrently to fill more than one vacant position in the same classification, a single interview of a candidate shall fulfill the requirements of interviewing for all such positions.
4. A manager shall not be required to interview a candidate again if that manager has interviewed that candidate for another vacant position in the same classification within the previous ~~ninety (90)~~ one hundred twenty (120) calendar days.

~~D. SELECTIVE CERTIFICATION DURING HIRING FREEZE. When a freeze in classified hiring is imposed by the district because of financial difficulties, or prospective financial difficulties, for at least a three month or longer duration, the district may elect to request up to the first three ranks only of promotional eligible candidates be certified from an existing eligibility list, regardless of the fact the bulletin for the exam announced that it would result in a dual certified list. Selection and appointment from the first three ranks of such certified eligible candidates remains at the discretion of the board of education only until the freeze is terminated, at which time the original status of the list shall be restored in accordance with the rules.~~



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

June 16, 2017

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revision of a Classification

Background and Findings

The Employee Relations Office and the High School Office requested staff revise the Pool Operator classification description to address a concern brought to them by the Pool Operators in a recent meeting.

Specifically, the Distinguishing Characteristics section is being revised to clarify that incumbents must be present when there are bathers in the pool during their regularly scheduled workday in the absence of accredited lifeguard staff, not on a round-the-clock basis.

The Assistant Superintendent of High Schools has reviewed and approved the proposed modification.

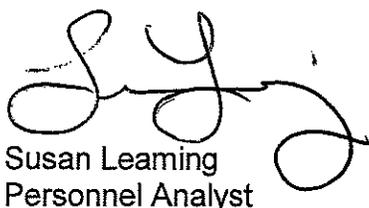
A copy of the revised description is attached showing proposed deletions to the spec annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification of Pool Operator

Prepared by:


Susan Leaming
Personnel Analyst

Approved and Recommended:


Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5241
Salary Range: 22 (C1)

POOL OPERATOR

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.

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.

- 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. **E**
- Respond to swimmer accidents and emergencies and rescue swimmers in danger according to established procedures; administer first aid and CPR as necessary. **E**
- Clean, maintain and repair the swimming pool, surrounding areas and related equipment on a regular basis; brush and vacuum pools, hose down surrounding decks and backwash filters for water clarity; clear pool drains, gutters and deck drains. **E**
- Conduct daily inspections of pool water for proper chemical balances, bacteria levels and pH; conduct chemical tests of water; apply chemicals as appropriate to maintain proper pH and chemistry levels; assure safety of pool water; test temperature of heated pool water. **E**
- Prepare swimming pool and surrounding areas for swim meets and other athletic events; set up swim lanes, scoreboards and other athletic equipment. **E**
- Maintain pool facility areas in a clean and orderly condition including signs, showers, toilets, dressing facilities, drinking fountains, chairlifts, diaper-changing stations, floors, walls, partitions, doors and lockers; empty trash. **E**
- Operate a variety of hand and power tools used in pool maintenance; operate chemical testing equipment; operate Americans with Disabilities Act (ADA) chairlifts. **E**
- Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns. **E**
- Monitor inventory levels and assure proper storage and disposal of chemicals and other pool maintenance supplies; order supplies as appropriate. **E**
- Maintain daily records related to pool maintenance, pool repairs, safety incidents, water test results and other assigned activities. **E**

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

DISTINGUISHING CHARACTERISTICS

Pool Operators typically work at an assigned senior high school and must be present when there are bathers in the pool or aquatic facility during their regularly assigned workday in the absence of accredited lifeguarding staff. Incumbents test for proper chemical balance, chlorine content, bacteria counts and pH values of pool water samples and maintain related data and records.

EMPLOYMENT STANDARDS

Knowledge of:

Pool safety practices, procedures, rules and regulations.
Methods, procedures, materials, tools and equipment used in the maintenance, cleaning and repair of swimming pools.
Practices, procedures and techniques of rescuing swimmers from accidents and emergency situations.
First aid and CPR procedures.
Proper methods of storing equipment, materials and supplies.
Proper storage and disposal of chemicals.
Principles of water flow.
Health and safety regulations related to assigned activities.
Proper chemistry, bacteria levels and pH of swimming pool water.
Oral and written communication skills.
Record-keeping techniques.

Ability to:

Assure the safety of students by monitoring swimming activities, performing lifesaving procedures and enforcing pool rules and regulations.
Clean, maintain and repair the swimming pool, surrounding areas and related equipment to assure safe and sanitary conditions at an assigned school site.
Respond to swimmer accidents and emergencies and rescue swimmers in danger according to established procedures.
Maintain proper chemistry, bacteria levels and pH of swimming pool water.
Administer first aid and CPR.
Operate a variety of hand and power tools.
Observe applicable health and safety regulations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain rules, regulations, policies and procedures.

Monitor inventory levels, order and assure proper storage and disposal of chemicals and other pool maintenance supplies.

Maintain records related to assigned activities.

Meet schedules and time lines.

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

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.

Possession of a valid Aquatics Facility Operator or Certified Pool/Spa Operator certification. Renewal certification training for employees is at the District's expense.

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.

WORKING ENVIRONMENT

Outdoor work environment.

Regular exposure to fumes and odors.

Hazardous chemicals and fumes.

Working around and with machinery having moving parts.

May include evening, weekend and varied hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate swimming pool maintenance tools and equipment.

Hearing and speaking to exchange information.

Seeing to observe swimming activities and perform pool maintenance and repairs.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.
Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position.
Climbing ladders.
Swimming.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 4/13/2017

Revised: