

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
December 7, 2017

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION 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 November 9, 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 Nutrition Services Worker 7-8
3. **RATIFY** job announcement bulletin for Transportation Supervisor (Extended Deadline) 9-10
4. **RATIFY** job announcement bulletin for Truck Driver 11-12
5. **APPROVE** the certification of District Security Officer 18-0026-5202 eligibility list established December 8, 2017 13
6. **APPROVE** the certification of Instructional Aide-Special 18-0025-0448 eligibility list established December 5, 2017 13
7. **APPROVE** the certification of Instructional Aide-Special 18-0044-0448 eligibility list established December 5, 2017 13
8. **APPROVE** the certification of Plant Utilities Operator 18-0035-3308 eligibility list established October 20, 2017 13

9. **APPROVE** the certification of School Security Officer 18-0005-5014 eligibility list established December 8, 2017 13

III. OLD BUSINESS

IV. NEW BUSINESS

1. **DISCUSS** the seniority conversion of classified seniority to date of hire
2. **APPROVE** the recommendation to remove from eligibility list ID 11641523 14-21

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

December 21, 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

November 9, 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, November 9, 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: Linda Vaughan
 Stacey Lewis
 Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Learning, Personnel Analyst; Shristie Nair, Personnel Analyst; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; Susan Brister, Human Resources Technician; Oralia Leyva, Human Resources Technician; and Judith Lopez, Human Resources Technician.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Juan Garcia, CSEA Chief Job Steward; and John Egan.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of October 26, 2017.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that he attended the Nutrition Services staff meeting which included discussion on seniority changes from hours worked to date-of-hire in accordance with the agreement with the District and CSEA.

Mr. Kato informed the Commission that he will be presenting the Annual Report to the Board of Education at their workshop on November 15, 2017 at 9:30 a.m.

Mr. Kato informed the Commission that the California School Personnel Commissioners Association (CSPCA) annual conference will be held on February 1-4, 2018 in San Diego.

Mr. Kato notified the Commission that the Personnel Commission will have their annual end of year celebration after the Personnel Commission meeting on December 7, 2017.

Mr. Kato provided the Commission posters with the new Personnel Commission logo, vision, mission, and value statements. Mr. Kato concluded by thanking Susan Leaming, Personnel Analyst, for her assistance in the development of the banners and posters.

Maria Braunstein, Personnel Analyst, reported that she and Oralia Leyva, Human Resources Technician, attended a Personnel Testing Council of Southern California conference (PTC-SC). Ms. Leyva stated she enjoyed the discussions and the presentation by key note speaker, Jackie Goldberg.

Mary Cates, Human Resources Supervisor, reported that she and staff are working diligently on employee processing activities including transfers and coaches due to fall sports and changing payroll deadlines.

Susan Leaming, Personnel Analyst, reported that 60 classified employees attended the CalPERS Retirement Planning Workshop on November 2, 2017. Ms. Leaming stated that upcoming classified staff development opportunities will be held in Spring 2018.

CONSENT AGENDA

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 Consent Agenda items 1-8.

1. **RATIFY** job announcement bulletin for Senior Systems Analyst
2. **RATIFY** job announcement bulletin for Systems Analyst-CICS/COBOL
3. **RATIFY** job announcement bulletin for Transportation Supervisor
4. **APPROVE** the certification of Electronics Technician 18-0027-0110 eligibility list established October 31, 2017
5. **APPROVE** the certification of Instructional Aide-Instrumental Music 17-0063-0447 eligibility list established November 1, 2017
6. **APPROVE** the certification of Risk Management Technician 18-0034-5106 eligibility list established November 1, 2017
7. **APPROVE** the certification of Senior Executive Secretary (C) 18-0036-0679 eligibility list established November 9, 2017

8. **APPROVE** the certification of Senior Payroll Accounting Technician 18-0031-0762 eligibility list established November 1, 2017

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Linda Vaughan	X		
Stacey Lewis	X		
Terence Ulaszewski	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 17695909
2. **APPROVE** the recommendation to remove from eligibility list ID 23531717

Staff submitted a recommendation to remove a name from the current eligibility lists per Personnel Commission Rule 4.2.A.8. The individual was present to appeal the recommendation. The individual requested to be heard in Closed Session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, December 7, 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 8:24 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:02 a.m. The following action was taken:

1. A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 17695909.

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

2. A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 23531717.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:05 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

NETWORK SPECIALIST

FINAL FILING DATE:

4:30 p.m., Friday, December 15, 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), Wide (WAN) and Wireless (WLAN) Area 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 certifications by major vendors such as Novell, Cisco or Microsoft are highly preferred.

EXPERIENCE:

Three years of experience installing and maintaining local, wide or wireless networks and related equipment for an organization with multiple locations and a minimum of 500 users.

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.

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www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0055-5119 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

NUTRITION SERVICES WORKER

FINAL FILING DATE:

Open Continuous
SUBSTITUTE SALARY: \$14.14

JOB INFORMATION:

Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes.

The Eligible List of successful candidates may also be used to fill future vacancies as they occur

JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

Required job knowledge include: standard kitchen utensils and equipment; general kitchen sanitation and safety practices; basic food preparation methods including washing, cutting and assembling food items; basic math and cashiering skills; basic record-keeping techniques; and more.

Required job abilities include: assist in maintaining nutrition service equipment and areas in a clean and sanitary condition; operate standard kitchen utensils and equipment; wash, cut, mix and assemble ingredients and food items; and more.

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

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:	\$14.14
6 MONTHS:	\$14.92
1 ½ YEARS:	\$15.73
2 ½ YEARS:	\$16.60
3 ½ YEARS:	\$17.52

SPECIAL REQUIREMENTS:

- (1) Valid Food Handler's certificate is desirable.
- (2) Accepting employment in a permanent (non-substitute) position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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

Open Continuous 18-0057-5068 AM

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Guidelines:

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RECRUITMENT EXTENDED
CLASSIFIED EMPLOYMENT OPPORTUNITY

TRANSPORTATION SUPERVISOR

FINAL FILING DATE:

EXTENDED DEADLINE: 4:30 p.m., Monday, December 11, 2017.

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located in Transportation Department.

JOB SUMMARY:

Under the direction of the Transportation Director, plan, coordinate and oversee the routing, scheduling and daily transportation services and trucking operations of the department; assure compliance with time schedules and applicable laws, codes, rules and regulations; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. An Associate's degree with coursework in business administration, management or a related field is desired.

EXPERIENCE:

Three years of student transportation experience and two years experience dispatching school buses on fixed and variable route assignments.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) Incumbents in this classification must obtain a valid California Class B driver's license with passenger and air brake endorsements, a valid unrestricted California Special Driver Certificate for school bus operation and a valid Medical Card within six months of employment. (3) May be required to travel from one school location to another. (4) Applicant 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 record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (5) Under federal law, those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

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: \$ 33.88
 6 MONTHS: \$ 35.75
 1 ½ YEARS: \$ 37.71
 2 ½ YEARS: \$ 39.78

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0037-0886 SF

LBUSD employees, please see reverse side for important information.

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CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

TRUCK DRIVER

FINAL FILING DATE:

4:30 p.m., Monday, November 27, 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 10 month position. Position is 100% FTE (8 hours per day). The current vacancy is located at Head Start.

JOB SUMMARY:

Under the direction of an assigned supervisor, drive a District vehicle to provide District-wide service for the delivery, transfer and placement of food, supplies, furniture, mail and equipment; transport freight in a safe and efficient manner; maintain records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

One year of recent experience driving trucks in delivery work or in a warehouse environment.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) Some positions in this classification may require forklift certification within six months of employment. (3) 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 of the applicant regardless of any other standing. (4) May be required to travel from one school location to another. (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:	\$23.04
6 MONTHS:	\$24.30
1 ½ YEARS:	\$25.64
2 ½ YEARS:	\$27.05
3 ½ YEARS:	\$28.54

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. Paper applications must be completed on an official LBUSD 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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VII/MERIT SYSTEM EMPLOYER

Promo Exam 18-0041-0392 SF

LBUSD employees, please see reverse side for
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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 cases by case basis by the administrator of the Personnel Commission.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 13

Date: December 7, 2017

Reason for
Consideration: Approval

District Security Officer

Dual

18-0026-5202

List Valid: 12/08/17-06/08/18

Total applications received: 91

Total invited to exam: 20

No. Passed: 6 No. Failed: 0

No. Withdrew: 14 No. Screened Out: 71

Instructional Aide-Special

Open

18-0025-0448

List Valid: 12/05/17-12/05/18

Total applications received: 105

Total invited to exam: 26

No. Passed: 17 No. Failed: 1

No. Withdrew: 8 No. Screened Out: 79

Instructional Aide-Special

Open

18-0044-0448

List Valid: 12/05/17-12/05/18

Total applications received: 38

Total invited to exam: 12

No. Passed: 8 No. Failed: 0

No. Withdrew: 4 No. Screened Out: 26

Plant Utilities Operator

Dual

18-0035-3308

List Valid: 10/20/17-10/20/18

Total applications received: 41

Total invited to exam: 22

No. Passed: 2 No. Failed: 7

No. Withdrew: 13 No. Screened Out: 19

School Security Officer

Open

18-0005-5014

List Valid: 12/08/17-06/08/18

Total applications received: 71

Total invited to exam: 13

No. Passed: 3 No. Failed: 1

No. Withdrew: 9 No. Screened Out: 58

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: December 1, 2017

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT:	Removal from Eligibility List	PAGES: 14-21
Date:	December 1, 2017	Reason for Consideration: Restricted Action

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

4.2.A.13 – “Previous dismissal from Long Beach Unified School District unless the District waives this subsection.”

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

It is recommended the Commission act to approve this recommendation.

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