

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
February 2, 2017

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Terence Ulaszewski
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 January 19, 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 Instructional Aide-Instrumental Music 6-7
2. **RATIFY** job announcement bulletin for Nutrition Services Operations Coordinator 8-9
3. **RATIFY** job announcement bulletin for Nutrition Services Worker 10-11
4. **RATIFY** job announcement bulletin for Purchasing Agent 12-13
5. **APPROVE** the certification of Educare Family Support Specialist 17-0053-5203 eligibility list established February 3, 2017 14
6. **APPROVE** the certification of Instructional Aide – Special 17-0057-0448 eligibility list established January 30, 2017 14
7. **APPROVE** the certification of Intermediate Office Assistant 17-0032-0673 eligibility list established January 26, 2017 14
8. **APPROVE** the certification of Intermediate Office Assistant – BL Spanish 17-0033-5050 eligibility list established January 26, 2017 14
9. **APPROVE** the certification of Intermediate Office Assistant – Schools 17-0034-3354 eligibility list established January 26, 2017 14

10. **APPROVE** the certification of Intermediate Office Assistant – Schools BL Spanish 17-0035-5052 eligibility list established January 26, 2017

III. OLD BUSINESS

IV. NEW BUSINESS

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

February 16, 2017 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

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

January 19, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, January 19, 2017 at 8:18 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 Terence Ulaszewski.

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; Dale Culton, Certification Services Manager; Maria Braunstein, Personnel Analyst; Mary Cates, Human Resources Supervisor; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Susan Brister, Human Resources Technician; Susan Follmuth, Human Resources Technician; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President-Unit A; Juan Garcia, CSEA Chief Job Steward; and Carmela Tyson.

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of December 22, 2016.

<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 on attending the Association of Long Beach Educational Managers & Confidential Employees (ALBEM) meeting on January 10, 2017 where he presented on substitute pools and other staffing topics. Mr. Kato informed the Commission that he and Commissioner Vaughan

will be attending the California School Personnel Commissioners Association (CSPCA) annual conference being held on January 26-29, 2017 in San Francisco.

Maria Braunstein, Personnel Analyst, reported the Recruitment and Testing staff is currently working on 13 recruitments in various stages of the process. Ms. Braunstein informed the Commission that staff is working on opening an additional 5 to 8 recruitments next week. Ms. Braunstein continues to meet with subject matter experts. Ms. Braunstein noted that she has met with employees to provide displacement services.

Susan Leaming, Personnel Analyst, notified the Commission of upcoming staff development workshops. CPR/First Aid trainings for classified staff will be held on January 24, 2017 and March 3, 2017. A CalPERS Retirement Planning Workshop will be offered on March 10, 2017.

Dale Culton, Certification Services Manager, informed the Commission that the Department of Justice conducted an audit on the Personnel Commission's fingerprint machine. Mr. Culton reported on presenting on certification procedures and summer school applications at the K-12 school secretary workshop that was held at the Monroe cafeteria on January 12, 2017.

Mary Cates, Human Resources Supervisor, reported that as of next Monday, summer school applications will be available on the Personnel Commission website and on the District Portal. Ms. Cates explained that a user guide will be available on how to utilize the District Portal. Summer school paper applications will also be available. The deadline for submitting ESY/Summer applications is March 17, 2017 at 4:30 p.m. Ms. Cates extended her appreciation to Information Services and Judith Lopez, Human Resources Technician, on the development and completion of the online application.

CONSENT AGENDA

Following discussion, a motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1-17.

1. **RATIFY** job announcement bulletin for Human Resources Assistant
2. **RATIFY** job announcement bulletin for Instructional Aide-Instrumental Music
3. **RATIFY** job announcement bulletin for Instructional Assistant-School for Adults
4. **RATIFY** job announcement bulletin for Telecommunications Technician
5. **APPROVE** the certification of Assistant Facilities Project Manager 17-0056-5104 eligibility list established January 5, 2017
6. **APPROVE** the certification of Building Maintenance Worker 17-0028-0625 eligibility list established December 23, 2016

7. **APPROVE** the certification of Building Maintenance Worker-Driver 17-0026-0880 eligibility list established December 23, 2016
8. **APPROVE** the certification of Building Maintenance Worker-Driver 17-0026-0880 eligibility list established December 23, 2016
9. **APPROVE** the certification of Instructional Assistant-Mathematics 17-0051-5172 eligibility list established December 23, 2016
10. **APPROVE** the certification of Instructional Aide-Special 17-0052-0448 eligibility list established December 21, 2016
11. **APPROVE** the certification of Office Assistant-Bilingual Spanish 17-0042-5158 eligibility list established December 23, 2016
12. **APPROVE** the certification of School Safety Officer 17-0023-5014 eligibility list established December 29, 2016
13. **APPROVE** the certification of School Safety Supervisor 17-0047-5016 eligibility list established December 28, 2016
14. **APPROVE** the certification of Senior Office Assistant 17-0043-0677 eligibility list established December 29, 2016
15. **APPROVE** the certification of Senior Office Assistant-Bilingual Spanish 17-0044-5089 eligibility list established December 29, 2016
16. **APPROVE** the certification of Senior Office Assistant-Schools 17-0045-3363 eligibility list established December 29, 2016
17. **APPROVE** the certification of Senior Office Assistant-Schools Bilingual Spanish 17-0046-5091 eligibility list established December 29, 2016

<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 revisions to the following classification specifications:
Intermediate Office Assistant
Intermediate Office Assistant – BL Spanish
Intermediate Office Assistant – Schools
Intermediate Office Assistant – Schools BL Spanish

Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, 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 revisions to the following classification specifications:
 Educational Research Analyst I
 Educational Research Analyst II

Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, 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 revised classification and title of Strategic Data Project Analyst, and direct all positions and employment lists be reclassified for the purpose of title change only

Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business Item 3.

4. **DISCUSS** the concern of candidate Carmela Tyson regarding the accommodation for the Accountant examination

The candidate Carmela Tyson was present to discuss an accommodation for the Accountant examination. Mr. Ulaszewski explained the difference between open and closed session to Ms. Tyson. Ms. Tyson requested to discuss in closed session. The Commission moved Item 4 of New Business to closed session.

OTHER ITEMS

Commissioner Stacey Lewis announced the 2017 Port of Long Beach Summer High School Internship Program and invited interested parents and high school students in grades 11 through 12 to their open house on January 30, 2017.

Commissioner Ulaszewski congratulated the elected CSEA officers. Valeeta Pharr, CSEA Chapter 2 President introduced Adrianne Rambo as the CSEA Vice President-Unit A, Juan Garcia as the CSEA Chief Job Steward and thanked Ken Kato, Executive Officer, for attending the swearing in ceremony.

Valeeta Pharr, CSEA Chapter 2 President, notified the Commission that she will be attending the California School Personnel Commissioners Association (CSPCA) conference in San Francisco.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for February 2, 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 8:56 a.m. to discuss New Business Item 4.
OPEN SESSION	The Personnel Commission returned to open session at 9:23 a.m. No reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:26 a.m. with the consent of the members.



RECRUITMENT EXTENDED CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE-INSTRUMENTAL MUSIC

FINAL FILING DATE:

EXTENDED DEADLINE: 4:30 p.m., Monday, February 6, 2017

JOB INFORMATION:

Permanent 10 month position. Position is 47.5% FTE. Current vacancy is located at Jordan High School.

JOB SUMMARY:

Under immediate supervision, assist and participate in the instruction, rehearsal and performance of students in band, choir, orchestra and other music education classes; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must also show proof of completion of one college-level course in music.

EXPERIENCE:

One year of experience playing an instrument in a band, orchestra or as a soloist. Experience in charting field formations for marching bands is desired.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS:

- (1) Some positions in this classification may require the use of personal automobile and possession of a valid California Class C driver's license.
- (2) 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:	\$16.76
6 MONTHS:	\$17.68
1 ½ YEARS:	\$18.66
2 ½ YEARS:	\$19.68
3 ½ YEARS:	\$20.76

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

Long Beach Unified School District
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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 17-0063-0447 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.

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!

Dual Exam 17-0059-5063 AM



RECRUITMENT EXTENDED



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES OPERATIONS COORDINATOR

\$33.21 – \$39.00 Hourly

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 Nutrition Services Operations Coordinator. Under general supervision, plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services Branch and administrators; research, analyze and prepare complex reports and records; train and supervise assigned staff; perform related duties as assigned.

The current opening will primarily collaborate with various groups and departments to continuously move the Nutrition Services operational activities forward. This includes utilizing research and statistical analysis, allocating resources and commodities, maintaining inventory, and keeping a global perspective on all operations by connecting purchasing, menu planning, production, and warehouse entities. The incumbent will also need to have excellent communication and organizational skills, have the ability to build and maintain positive working relationships, juggle between multiple projects and be action and results focused.

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

The current vacancy is a 10 month flex position. Position is 100% FTE (8 hours per day). Current vacancy is located at the Nutrition Services Branch.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in institutional food management, human resources, public administration, business administration or a related field.

Additionally candidates will have two years of supervisory experience involving analyzing data and preparing reports and recommendations regarding business processes and functions such as budgets, procurement, organizational efficiency, project management, staffing or records management. Experience in a large-scale institutional food service operation is preferred.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license and use of a personal automobile.

Some positions may require a valid Food Safety Manager certificate issued from an authorized agency.

SALARY AND BENEFITS

The hourly salary for Nutrition Services Operations Coordinator is \$33.21 to \$39.00, 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:

Application Deadline: 4:30 p.m. Friday, January 13, 2017

Extended Deadline: 4:30 p.m. Monday, February 6, 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.

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Monday, February 6, 2017
SUBSTITUTE SALARY: \$13.86

JOB INFORMATION:

POSITIONS IN THIS ENTRY 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 PERMANENT 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.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

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

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.

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.

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SALARY RANGE HOURLY:

START: \$13.86
6 MONTHS: \$14.62
1 ½ YEARS: \$15.42
2 ½ YEARS: \$16.28
3 ½ YEARS: \$17.18

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 Exam 17-0068-5068 AM

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.**
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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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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

PURCHASING AGENT

FINAL FILING DATE:

4:30 p.m., Thursday, February 9, 2017

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, perform a variety of specialized duties related to the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services; coordinate ordering and follow-up activities to assure efficient, fiscally sound and timely purchases; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in public administration, business administration or a related field.

EXPERIENCE:

One year of procurement experience including writing specifications. Experience in a public agency is preferred.

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 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. (3) Positions in this classification assigned to the Nutrition Center require applicants 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. (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: \$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

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

Dual Exam 17-0070-5128 OL

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 14

Date: February 2, 2017

Reason for
Consideration: Approval

Educare Family Support Specialist

Dual

17-0053-5203

List Valid: 02/03/17-02/03/18

Total applications received: 130

Total invited to exam: 33

No. Passed: 4 No. Failed: 22

No. Withdrew: 7 No. Screened Out: 97

**Educare Family Support Specialist -
Bilingual Spanish**

Dual

17-0054-5204

List Valid: 02/03/17-02/03/18

Total applications received: 62

Total invited to exam: 19

No. Passed: 2 No. Failed: 11

No. Withdrew: 6 No. Screened Out: 43

Instructional Aide Special

Open

17-0057-0448

List Valid: 01/30/17-01/30/18

Total applications received: 92

Total invited to exam: 52

No. Passed: 23 No. Failed: 1

No. Withdrew: 28 No. Screened Out: 40

Intermediate Office Assistant

Dual

17-0032-0673

List Valid: 01/26/17-01/26/18

Total applications received: 160

Total invited to exam: 134

No. Passed: 71 No. Failed: 31

No. Withdrew: 32 No. Screened Out: 26

**Intermediate Office Assistant – Bilingual
Spanish**

Dual

17-0033-5050

List Valid: 01/26/17-01/26/18

Total applications received: 78

Total invited to exam: 44

No. Passed: 9 No. Failed: 18

No. Withdrew: 17 No. Screened Out: 34

Intermediate Office Assistant – Schools

Dual

17-0034-3354

List Valid: 01/26/17-01/26/18

Total applications received: 133

Total invited to exam: 113

No. Passed: 63 No. Failed: 27

No. Withdrew: 23 No. Screened Out: 20

**Intermediate Office Assistant – Schools
Bilingual Spanish**

Dual

17-0035-5052

List Valid: 01/26/17-01/26/18

Total applications received: 66

Total invited to exam: 42

No. Passed: 10 No. Failed: 19

No. Withdrew: 13 No. Screened Out: 24

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: January 26, 2017