

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
August 17, 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 July 20, 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 Groundskeeper 5-6
2. **RATIFY** job announcement bulletin for Laborer 7-8
3. **RATIFY** job announcement bulletin for Maintenance Manager 9-10
4. **RATIFY** job announcement bulletin for Plant Supervisor I (Revised) 11-12
5. **RATIFY** job announcement bulletin for Pool Operator 13-14
6. **RATIFY** job announcement bulletin for Senior Accounting Assistant 15-16
7. **RATIFY** job announcement bulletin for Stationary Engineer-Nutrition Center 17-18
8. **RATIFY** job announcement bulletin for Stationary Engineer-Nutrition Center (Extended Recruitment) 19-20
9. **APPROVE** the certification of Coordinator-Research Information Systems 17-0140-5244 eligibility list established August 2, 2017 21
10. **APPROVE** the certification of Educare Family Support Specialist-BL Khmer 17-0150-5229 eligibility list established August 17, 2017 21
11. **APPROVE** the certification of Educare Family Support Specialist-BL Spanish 17-0143-5204 eligibility list established August 17, 2017 21
12. **APPROVE** the certification of Electronics Technician 17-0107-0110 eligibility list established August 11, 2017 21

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| 13. APPROVE the certification of Head Start Instructional Aide 17-0153-0657 eligibility list established August 16, 2017 | 21 |
| 14. APPROVE the certification of Head Start Instructional Aide BL Spanish 17-0154-5235 eligibility list established August 16, 2017 | 21 |
| 15. APPROVE the certification of Health Assistant-Avalon 17-0125-5170 eligibility list established July 27, 2017 | 21 |
| 16. APPROVE the certification of HVAC Technician 17-0137-5103 eligibility list established August 11, 2017 | 21 |
| 17. APPROVE the certification of Instructional Aide Educare, BL Spanish 17-0098-5206 eligibility list established August 16, 2017 | 21 |
| 18. APPROVE the certification of Instructional Aide-Special 17-0141-0448 eligibility list established July 25, 2017 | 21 |
| 19. APPROVE the certification of Instructional Aide-Special 17-0136-0448 eligibility list established July 25, 2017 | 21 |
| 20. APPROVE the certification of Intermediate Office Assistant 17-0117-0673 eligibility list established August 2, 2017 | 21 |
| 21. APPROVE the certification of Intermediate Office Assistant-Schools 17-0119-3354 eligibility list established August 2, 2017 | 21 |
| 22. APPROVE the certification of Intermediate Office Assistant-BL Spanish 17-0118-5050 eligibility list established August 2, 2017 | 21 |
| 23. APPROVE the certification of Intermediate Office Assistant-Schools, BL Spanish 17-0120-5052 eligibility list established August 2, 2017 | 21 |

III. OLD BUSINESS

IV. NEW BUSINESS

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

August 31, 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

July 20, 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, July 20, 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: Terence Ulaszewski
 Linda Vaughan
 Stacey Lewis

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Anne Follett, Human Resources Technician; Susan Follmuth, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; Judith Lopez, Human Resources Technician; and Adriana Araujo, Staff Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; and Juan Garcia, CSEA Chief Job Steward.

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 July 6, 2017.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, announced that the Board Meeting was Monday, July 17 and the new President of the Board was elected to be Megan Kerr and the Vice-President is Diana Craighead.

Mr. Kato reported that staff participated in a promotional video recorded by the Office of Multimedia Services per request by Ruth Ashley.

Mr. Kato announced that there will be no Personnel Commission meeting for August 3, 2017. Procedures will be taken by staff to delay lists until bulletins are approved by the Commissioners at the August 17th meeting.

Mr. Kato recognized Commissioners Lewis and Ulaszewski for their upcoming birthdays.

Susan Follmuth, Human Resources Technician, reported the Recruitment and Testing unit has been working with several departments including Research, Transportation, Grounds, Maintenance and Special Education to assure vacant positions are filled before school starts. Ms. Follmuth concluded that Recruitment and Testing staff will be going to Catalina Island to test for the following positions Campus Security Officer, Nutrition Services Worker, Instructional Aide-Special, and Health Assistant.

Dale Culton, Certification Services Manager, reported staff is contacting principals to fill pending vacancies for the incoming fiscal year.

Mary Cates, Human Resources Supervisor, reported that staff is working on inputting payroll hours for regular and summer employees. Ms. Cates concluded that staff is currently working on "No Earnings" project, Vacancy Assignments "VA's" for Instructional Aide-Specials and transfer requests on-line for the incoming fiscal year.

CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify Consent Agenda items 1-8 and approve Consent Agenda items 9, 10, 11, 12, 13, 15, 16. Item 14 was pulled for further discussion.

1. **RATIFY** job announcement bulletin for ASB Financial Technician
2. **RATIFY** job announcement bulletin for Heavy Truck Driver
3. **RATIFY** job announcement bulletin for Instructional Aide-Deaf/Hard of Hearing
4. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant
5. **RATIFY** job announcement bulletin for Job Developer
6. **RATIFY** job announcement bulletin for Plant Supervisor I
7. **RATIFY** job announcement bulletin for Plant Supervisor II
8. **RATIFY** job announcement bulletin for School Safety Officer

9. **APPROVE** the certification of Administrator, Construction 17-0037-5211 eligibility list established July 17, 2017
10. **APPROVE** the certification of Administrator, Facilities, Development and Planning 17-0038-5210 eligibility list established July 17, 2017
11. **APPROVE** the certification of Building Maintenance Worker 17-0112-0625 eligibility list established July 21, 2017
12. **APPROVE** the certification of Building Maintenance Worker/Driver (Open) 17-0113-0880 eligibility list established July 21, 2017
13. **APPROVE** the certification of Building Maintenance Worker/Driver (Promotional) 17-0113-0880 eligibility list established July 21, 2017
15. **APPROVE** the certification of Campus Security Officer (Substitute Only) 17-0121-5011 eligibility list established July 21, 2017
16. **APPROVE** the certification of Senior Health Assistant 17-0109-5174 eligibility list established July 14, 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		

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 the Consent Agenda item 14

14. **APPROVE** the certification of Campus Security Officer-Avalon 17-0073-5011 eligibility list established July 17, 2017

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

OLD BUSINESS None
 NEW BUSINESS None
 OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 17, 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 8:37 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:57 a.m. No reportable actions were taken.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:59 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDSKEEPER

FINAL FILING DATE:

4:30 p.m., Thursday, August 24, 2017
Applications Accepted: August 17, 2017 – August 24, 2017

JOB INFORMATION:

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

JOB SUMMARY:

Under immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of paid residential or commercial gardening or landscaping work.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require the possession of a valid California Class C driver's license. (2) May be required to travel from one school location to another. (3) Applicants for this class 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. (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 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: \$19.05
6 MONTHS: \$20.10
1 ½ YEARS: \$21.21
2 ½ YEARS: \$22.37
3 ½ YEARS: \$23.60

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.

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/](http://www.lbschools.net/Departments/Personnel_Commission/)

**WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER**

Dual Exam 18-0018-0172 SF

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 PROMOTIONAL EMPLOYMENT OPPORTUNITY

LABORER

FINAL FILING DATE:

4:30 p.m., Tuesday, August 8, 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:

Eligibility list is being created to fill future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to assist in the collection of refuse at District sites; to drive a District vehicle for pick-up and delivery of materials, equipment and other items; to perform semi-skilled or unskilled tasks in the automotive repair shop; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to completion of the eighth grade.

EXPERIENCE:

Six months experience in general labor requiring physical work.

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.

SPECIAL REQUIREMENTS:

- (1) Possession of a valid Class C California Driver's license is required at the time of appointment and evidence of a safe driving record is required.
- (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.
- (3) 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.
- (4) Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law.

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:	\$20.11
6 MONTHS:	\$21.22
1 ½ YEARS:	\$22.39
2 ½ YEARS:	\$23.62
3 ½ YEARS:	\$24.92

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, 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

Promo Exam 18-0013-0204 SF

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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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 18-0015-0567 OL



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

MAINTENANCE MANAGER

\$85,205 – \$100,046 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 Maintenance Manager. Under administrative direction, plan, organize and manage the activities of one or more of the Maintenance Branch shops and trades including special projects and programs; prioritize, schedule, assign and inspect daily work projects; train 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 Maintenance, then Maintenance Manager.

THE IDEAL CANDIDATE

Successful candidates will have an Associate's degree including course work in business administration, engineering, construction management or a related field. Completion of an approved apprenticeship program in one or more of the maintenance trades is desirable.

Three years of supervisory experience in the delivery of services involving the maintenance, repair and construction of facilities and building equipment systems in a large organization. Direct experience in one or more of the maintenance trade is desirable.

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

SPECIAL REQUIREMENTS

Positions in this class require a valid California Class C driver's license. 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 standards. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. An incumbent in this class may be required to wear protective clothing, gear and equipment as required by law. May be required to travel from one school location to another.

SALARY AND BENEFITS

The annual salary for Technology Service Delivery Manager is \$85,205 to \$100,046, 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., Tuesday, August 29, 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 PROMOTIONAL EMPLOYMENT OPPORTUNITY (REVISED)

PLANT SUPERVISOR I

FINAL FILING DATE:

4:30 p.m., Tuesday, August 1, 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:

Eligibility list is being created to fill future vacancies as they occur.

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial activities at an assigned elementary or small middle or K-8 school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly, and secure condition; train, schedule and supervise the performance of a small custodial crew; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years of custodial experience or one year of experience as a Lead Custodian in the Long Beach Unified School District.

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

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

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: \$21.36
6 MONTHS: \$22.53
1 ½ YEARS: \$23.78
2 ½ YEARS: \$25.08

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:

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PERSONNEL COMMISSION

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24 hour job hotline:(562) 491-JOBS
[www.lbschools.net/Departments/
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*WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER*

Promo Exam 18-0008-5026 OL

LBUSD employees, please see reverse side for important information.

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

POOL OPERATOR

FINAL FILING DATE:

4:30 p.m., Thursday, August 24, 2017

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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

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SALARY RANGE HOURLY:

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

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0016-5241 OL

LBUSD employees, please see reverse side for important information.

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR ACCOUNTING ASSISTANT

FINAL FILING DATE:

4:30 p.m., Thursday, August 24, 2017

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Current vacancy is located in the Accounting Department.

JOB SUMMARY:

Under general supervision, take the lead and/or perform difficult and specialized clerical accounting, financial and statistical work in identifying discrepancies and correcting accounting records, documents and reports; make journal entries and reports and reconcile and balance accounts; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.

EXPERIENCE:

Three years of full-time financial or statistical record keeping work, one of which is preferably in a public agency.

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

SPECIAL REQUIREMENTS:

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.

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**WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER**

Dual Exam 18-0019-0760 SF

LBUSD employees, please see reverse side for important information.

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

STATIONARY ENGINEER - NUTRITION CENTER

FINAL FILING DATE:

4:30 p.m., Friday, August 4, 2017

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, to operate, repair and maintain mechanical cook and chill equipment utilized in food production at the District Nutrition Center; monitor and repair or adjust auxiliary equipment; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

Three years at the journey level operating and maintaining high pressure boilers and auxiliary equipment and at least two years journey level experience in operating and maintaining refrigeration equipment.

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.

SPECIAL REQUIREMENTS:

- (1) Steam Engineer License, 500 horsepower or higher issued by the City of Los Angeles, California or other agency authorized to issue such license.
- (2) Possession of a valid California Class C driver's license and evidence of a safe driving record is required at the time of appointment.
- (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.
- (5) 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. Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

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SALARY RANGE HOURLY:

START:	\$31.04
6 MONTHS:	\$32.75
1 ½ YEARS:	\$34.55
2 ½ YEARS:	\$36.46
3 ½ YEARS:	\$38.46

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0012-3300 AM

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

RECRUITMENT EXTENDED

STATIONARY ENGINEER - NUTRITION CENTER

FINAL FILING DATE:

4:30 p.m., Friday, August 18, 2017

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, to operate, repair and maintain mechanical cook and chill equipment utilized in food production at the District Nutrition Center; monitor and repair or adjust auxiliary equipment; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

Three years at the journey level operating and maintaining high pressure boilers and auxiliary equipment and at least two years journey level experience in operating and maintaining refrigeration equipment.

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SPECIAL REQUIREMENTS:

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- (3) May be required to travel from one school location to another.
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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 21

Date: August 17, 2017

Reason for
Consideration: Approval

**Coordinator-Research Information
Systems**

Promotional 17-0140-5244

List Valid: 8/2/17-8/2/18

Total applications received: 5

No. Passed: 2 No. Failed: 1

Total invited to exam: 3

No. Withdrew: 0 No. Screened Out: 2

**Educare Family Support Specialist-BL
Khmer**

Dual 17-0150-5229

List Valid: 8/17/17-8/17/18

Total applications received: 21

No. Passed: 0 No. Failed: 2

Total invited to exam: 4

No. Withdrew: 2 No. Screened Out: 17

**Educare Family Support Specialist-BL
Spanish**

Dual 17-0143-5204

List Valid: 8/17/17-8/17/18

Total applications received: 71

No. Passed: 7 No. Failed: 11

Total invited to exam: 24

No. Withdrew: 6 No. Screened Out: 47

Electronics Technician

Dual 17-0107-0110

List Valid: 8/11/17-8/11/18

Total applications received: 27

No. Passed: 2 No. Failed: 4

Total invited to exam: 8

No. Withdrew: 2 No. Screened Out: 19

Head Start Instructional Aide

Dual 17-0153-0657

List Valid: 8/16/17-8/16/18

Total applications received: 29

No. Passed: 3 No. Failed: 0

Total invited to exam: 12

No. Withdrew: 9 No. Screened Out: 17

Head Start Instructional Aide BL Spanish

Dual 17-0154-5235

List Valid: 8/16/17-8/16/18

Total applications received: 13

No. Passed: 1 No. Failed: 1

Total invited to exam: 6

No. Withdrew: 4 No. Screened Out: 7

Health Assistant-Avalon

Dual 17-0125-5170

List Valid: 7/27/17-7/27/18

Total applications received: 7

No. Passed: 1 No. Failed: 0

Total invited to exam: 3

No. Withdrew: 2 No. Screened Out: 4

HVAC Technician List Valid: 8/11/17-8/11/18 Total applications received: 23 No. Passed: 1 No. Failed: 7	Dual 17-0137-5103 Total invited to exam: 8 No. Withdrew: 0 No. Screened Out: 15
Instructional Aide Educare, BL Spanish List Valid: 8/16/17-8/16/18 Total applications received: 78 No. Passed: 4 No. Failed: 3	Dual 17-0098-5206 Total invited to exam: 14 No. Withdrew: 7 No. Screened Out: 64
Instructional Aide-Special List Valid: 7/25/17-7/25/18 Total applications received: 46 No. Passed: 10 No. Failed: 1	Open 17-0136-0448 Total invited to exam: 13 No. Withdrew: 2 No. Screened Out: 33
Instructional Aide-Special List Valid: 7/25/17-7/25/18 Total applications received: 19 No. Passed: 5 No. Failed: 1	Open 17-0141-0448 Total invited to exam: 8 No. Withdrew: 2 No. Screened Out: 11
Intermediate Office Assistant List Valid: 8/2/17-8/2/18 Total applications received: 223 No. Passed: 69 No. Failed: 57	Dual 17-0117-0673 Total invited to exam: 176 No. Withdrew: 50 No. Screened Out: 47
Intermediate Office Assistant-Schools List Valid: 8/2/17-8/2/18 Total applications received: 173 No. Passed: 63 No. Failed: 41	Dual 17-0119-3354 Total invited to exam: 139 No. Withdrew: 35 No. Screened Out: 34
Intermediate Office Assistant-BL Spanish List Valid: 8/2/17-8/2/18 Total applications received: 97 No. Passed: 24 No. Failed: 28	Dual 17-0118-5050 Total invited to exam: 74 No. Withdrew: 22 No. Screened Out: 23
Intermediate Office Assistant-Schools, BL Spanish List Valid: 8/2/17-8/2/18 Total applications received: 80 No. Passed: 20 No. Failed: 28	Dual 17-0120-5052 Total invited to exam: 66 No. Withdrew: 18 No. Screened Out: 14

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: August 10, 2017