

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

MEETING AGENDA

Regular Meeting  
Building B, Room 29  
May 25, 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 May 11, 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 Administrator, Research Information Systems 6-7  
8-9
2. **RATIFY** job announcement bulletin for Campus Security Officer
3. **RATIFY** job announcement bulletin for Electronics Technician 10-11
4. **RATIFY** job announcement bulletin for Elementary School Office Supervisor 12-13
5. **RATIFY** job announcement bulletin for Facilities Project Manager - Planning 14-15
6. **RATIFY** job announcement bulletin for Health Assistant - Avalon 16-17
7. **RATIFY** job announcement bulletin for High School Office Supervisor 18-19
8. **RATIFY** job announcement bulletin for Instructional Aide – Special - Avalon 20-21
9. **RATIFY** job announcement bulletin for Intermediate Office Assistant 22-23

10. <b>RATIFY</b> job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish	22-23
11. <b>RATIFY</b> job announcement bulletin for Intermediate Office Assistant-Schools	24-25
12. <b>RATIFY</b> job announcement bulletin for Intermediate Office Assistant – Schools- Bilingual Spanish	24-25
13. <b>RATIFY</b> job announcement bulletin for Middle School Office Supervisor	26-27
14. <b>RATIFY</b> job announcement bulletin for Plant Supervisor - Avalon	28-29
15. <b>RATIFY</b> job announcement bulletin Senior Health Assistant	30-31
16. <b>RATIFY</b> job announcement bulletin for Student Evaluation Technician	32-33
17. <b>APPROVE</b> the certification of Assistant Director – Fiscal Services 17-0104-5136 eligibility list established May 26, 2017	34
18. <b>APPROVE</b> the certification of Educare Family Support Specialist BL Khmer 17-0134-5229 eligibility list established May 26, 2017	34
19. <b>APPROVE</b> the certification of Educational Research Analyst II 17-0094-3302 eligibility list established May 30, 2017	34
20. <b>APPROVE</b> the certification of Electrician 17-0093-0161 eligibility list established May 23, 2017	34
21. <b>APPROVE</b> the certification of Nutrition Services Supervisor I 17-0085-5064 eligibility list established May 17, 2017	34
22. <b>APPROVE</b> the certification of Nutrition Services Supervisor II 17-0086-5065 eligibility list established May 17, 2017	34
23. <b>APPROVE</b> the certification of Nutrition Services Supervisor III 17-0087-5066 eligibility list established May 17, 2017	34
24. <b>APPROVE</b> the certification of School Safety Officer 17-0101-5014 eligibility list established May 23, 2017	35
<b>III. OLD BUSINESS</b>	
<b>IV. NEW BUSINESS</b>	
1. <b>APPROVE</b> the abolishment of the following classifications: Accounting Director Audits Director Budget Director Principal Auditor	36-46

- |  |       |
|--|-------|
| 2. <b>APPROVE</b> the following:<br>Adopt the revised classification and title of Coordinator, Research Information Systems and direct all positions and employment lists be reclassified for the purpose of title change only | 47-56 |
| 3. <b>APPROVE</b> the Adoption of Resolution Regarding Classified Employee Week  | 57    |
| 4. Annual Election of Officers per P.C. Rule 2.6   | 58    |

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

June 8, 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.

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

MINUTES

Regular Meeting

May 11, 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, May 11, 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; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Adriana Araujo, Staff Secretary; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

David Zaid, Director, Employee Relations and Community Engagement; Matthew Woods, Executive Director, Information and Technology Systems; Adrienne Rambo, CSEA Vice President-Unit A; and Juan Garcia, CSEA Job Steward.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of April 27, 2017.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that the annual Classified Employee Celebration will be held on Friday, May 26, 2017. Mr. Kato reported that the seven finalists for Classified Employee of the Year will be announced in the Blue Bulletin and the winner will be announced at the Classified Employee Celebration.

Maria Braunstein, Personnel Analyst, reported on current recruitment and testing activities. Ms. Braunstein reported that she and Mr. Kato presented at the recent K-12 secretaries meeting regarding the New Employee Orientation Program.

Mary Cates, Human Resources Supervisor, reported that summer school seniority lists have been completed and employee placements have begun. Employees will be notified of their status no later than June 5th. Ms. Cates thanked Information Services staff for the successful roll out of the online application for summer school.

Susan Leaming, Personnel Analyst, informed the Commission that two CPR/First Aid trainings were held on May 8, 2017 at the Teacher Resource Center (TRC) and 112 classified employees received their certification.

**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 1-3, 5-7, and 9-21; Consent Agenda items 4 and 8 were pulled for further discussion.

1. **RATIFY** job announcement bulletin for Administrator, Construction
2. **RATIFY** job announcement bulletin for Administrator, Facilities, Development and Planning
3. **RATIFY** job announcement bulletin for Assistant Facilities Project Manager
5. **RATIFY** job announcement bulletin for Instructional Aide-Educare BL Spanish; Instructional Aide-Educare BL Khmer
6. **RATIFY** job announcement bulletin for Nutrition Services Worker
7. **RATIFY** job announcement bulletin for Senior ASB Financial Technician
9. **APPROVE** the certification of Educare Family Support Specialist 17-0083-5203 eligibility list established May 1, 2017
10. **APPROVE** the certification of Educare Family Support Specialist BL Spanish 17-0084-5204 eligibility list established April 27, 2017
11. **APPROVE** the certification of Human Resources Assistant 17-0064-3350 eligibility list established May 5, 2017
12. **APPROVE** the certification of Instructional Aide-Special 17-0092-0448 eligibility list established May 1, 2017
13. **APPROVE** the certification of Instructional Aide-Special 17-0100-0448 eligibility list established May 1, 2017

14. **APPROVE** the certification of Intermediate Nutrition Services Worker 17-0077-5058 eligibility list established April 26, 2017
15. **APPROVE** the certification of Library/Media Assistant 17-0090-0465 eligibility list established May 5, 2017
16. **APPROVE** the certification of Mail Delivery Driver 17-0082-0219 eligibility list established May 3, 2017
17. **APPROVE** the certification of Senior Nutrition Services Worker 17-0078-5071 eligibility list established April 26, 2017
18. **APPROVE** the certification of Transportation Scheduler 17-0081-5040 eligibility list established May 10, 2017
19. **APPROVE** the extension of Kids' Club Supervisor I 16-0087-3266 eligibility list established May 20, 2016
20. **APPROVE** the extension of Kids' Club Supervisor II 16-0088-3267 eligibility list established May 20, 2016
21. **APPROVE** the extension of Kids' Club Supervisor III 16-0089-3268 eligibility list established May 20, 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		

Following discussion regarding the ratification of bulletins after the application period has closed, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the Consent Agenda items 4 and 8.

4. **RATIFY** job announcement bulletin for Health Assistant
8. **RATIFY** job announcement bulletin for Senior Health Assistant

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

OLD BUSINESS           None

- NEW BUSINESS
1. **APPROVE** the abolishment of the following classifications:  
Broadcast/Master Control Associate  
Senior Architectural Drafting Technician

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, 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 revised class specification for the classification of:  
Systems Analyst

Susan Leaming, Personnel Analyst, provided a brief overview of the report. Following discussion, Chairperson Ulaszewski put item 2 to vote and the item 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 recommendation to remove from eligibility list ID  
29199107

The Commission moved New Business item 3 to closed session.

#### OTHER ITEMS

Ms. Lewis spoke regarding the Education Celebration event sponsored by the Port of Long Beach at the new Global Logistics Academy at Cabrillo High School. Speakers included Christopher J. Steinhauser, Long Beach Unified Superintendent of Schools, Robert Garcia, Mayor of Long Beach, and Roberto Uranga, Long Beach City Councilmember.

Juan Garcia, CSEA Chief Job Steward, spoke of the opportunity to volunteer to serve as a judge at the annual LBUSD Science Fair.

#### NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for May 25, 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 8:39 a.m.

#### OPEN SESSION

The Personnel Commission returned to open session at 8:48 a.m. The following action was taken.

1. The Commission acted to sustain staff's recommendation to remove candidate 29199107 from current eligibility list but determined that this would not be a permanent bar from future employment with the District and will allow the candidate to reapply after May 2020.

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

**ADJOURNMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 8:50 a.m. with the consent of the members.

## ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems – and one of the top three in the U.S. – in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also is a five-time finalist for the prize.

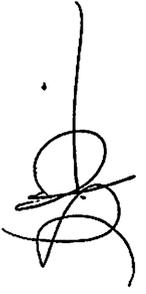
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school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

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

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

Promotional Exam 17-0130-5239 OL



# An Exciting PROMOTIONAL Career Opportunity Awaits You at

## LONG BEACH UNIFIED SCHOOL DISTRICT

### ADMINISTRATOR, RESEARCH INFORMATION SYSTEMS

**\$112,560 – \$132,180 Annually**

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## **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 Administrator, Research Information Systems. Under administrative direction, plan, organize, control and administer the use of technology products and information systems within the Research, Planning and Evaluation and School Improvement department; plan, coordinate and oversee the data collection, analysis and reporting of District, State and federal assessment programs and administrative research and evaluation studies; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

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

## **THE IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in computer science, business administration, research, education or a closely related field including course work in statistics, research methodology or psychological testing.

Microsoft Certification in SQL is highly desirable.

Five years of management experience in the research design and analysis of administrative and evaluation studies, utilizing information systems in an educational environment.

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

## **REQUIREMENTS TO APPLY**

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

## **SPECIAL REQUIREMENTS**

Positions in this class require the use of a personal automobile and possession of a valid California class C Driver's license at the time of appointment. May be required to travel from one school location to another.

## **SALARY AND BENEFITS**

The annual salary for Administrator, Research Information Systems is \$112,560 to \$132,180, 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., Monday, June 5, 2017**

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## CAMPUS SECURITY OFFICER

### FINAL FILING DATE:

4:30 p.m., Wednesday, June 7, 2017

### JOB INFORMATION:

Current need is for substitutes.

### JOB SUMMARY:

Under general supervision, survey and patrol District school sites to prevent unruly and disruptive student behavior or damage to equipment or property; promote a safe and secure environment and advise students of appropriate standards of behavior; and to perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school. College-level courses in psychology, administration of justice, ethnic studies and child development are highly desirable.

#### EXPERIENCE:

One year of full-time experience working with adolescents or young adults in a structured environment such as an education center, counseling center, community based social service agency, etc. Work with at risk youth is desirable. Verifiable volunteer experience may be considered.

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

#### SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License is required at the time of appointment. (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) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (4) Some incumbents may be required to work adjustable work schedules that will include evenings and weekend assignments. (5) American Red Cross standard first Aid and cardio-pulmonary resuscitation certification upon the completion of the probationary period. (6) 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:	\$18.68
6 MONTHS:	\$19.71
1 ½ YEARS:	\$20.79
2 ½ YEARS:	\$21.93
3 ½ YEARS:	\$23.14

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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[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 17-0121-5011 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 EMPLOYMENT OPPORTUNITY

## ELECTRONICS TECHNICIAN

### FINAL FILING DATE:

4:30 p.m., Thursday, June 8, 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, install, repair, test and service electronic equipment, devices, components and circuits; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school and completion of a recognized apprentice training program of four years duration.

OR

#### EXPERIENCE:

Four years journey-level installation and repair of electronic equipment and devices.

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

#### SPECIAL REQUIREMENTS:

(1) Valid Class C California Driver's License. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) May be required to travel from one school location to another. (4) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law. (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: \$28.06  
6 MONTHS: \$29.60  
1 ½ YEARS: \$31.23  
2 ½ YEARS: \$32.95  
3 ½ YEARS: \$34.76

### 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.

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0107-0110 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.

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- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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



# CLASSIFIED OPEN / PROMOTIONAL EMPLOYMENT OPPORTUNITY

## ELEMENTARY SCHOOL OFFICE SUPERVISOR

### FINAL FILING DATE:

4:30 p.m., Friday, June 2, 2017

### JOB INFORMATION:

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

### JOB SUMMARY:

Under direction of a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Vice-Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned elementary school; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable.

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

#### SPECIAL REQUIREMENTS:

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

#### SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**THE WRITTEN TEST IS TENTATIVELY SCHEDULED FOR JUNE 8, 2017. THE ORAL EXAM IS TENTATIVELY SCHEDULED FOR JUNE 23, 2017.**

### SALARY RANGE HOURLY:

START: \$23.34  
6 MONTHS: \$24.62  
1 ½ YEARS: \$25.98  
2 ½ YEARS: \$27.41

### 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. This is an open/promotional recruitment with promotional taking precedence. There will be two eligibility lists established: one list for promotional (in-house) candidates and a second list for open (outside) candidates.

### 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**

Open / Promo Exam 17-0128-3345 AT

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 case by case basis by the administrator of the Personnel Commission.*

## ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also is a five-time finalist for the prize.

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

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

These are the hallmarks of one of Americas finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

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

Dual Exam 17-0116-5190 SF *Maria Braunstein*



**An Exciting Career  
Opportunity  
Awaits You at**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**FACILITIES PROJECT  
MANAGER – PLANNING**

**\$93,108 – \$109,317 Annually**

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## **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 Facilities Project Manager – Planning. Under general direction, perform a variety of administrative and professional duties related to the District's facilities planning and construction program; plan and coordinate the improvement, modernization and new construction of District facilities; serve as a liaison between District personnel and outside agencies; conduct a variety of analytical studies and prepare reports; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Facilities, Planning, Engineering and Construction, then Facilities Project Manager – Planning.

The current vacancy is a 12 month permanent position. Position is 100% FTE (8 hours per day). Current vacancy is located at the Facilities Branch.

## **THE IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in planning, architecture or a related field. Licensure as an architect or engineer is desirable.

Additionally, candidates will have three years of professional experience in facilities planning. Experience in educational facility planning is preferred.

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

## **SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. 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.

An incumbent in this classification 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.

Occasional evening and variable hours.

## **SALARY AND BENEFITS**

The annual salary for Facilities Project Manager – Planning is \$93,108 to \$109,317, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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

## **HOW TO APPLY**

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

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

**4:30 p.m., Wednesday, May 31, 2017**

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## ON CATALINA ISLAND

### HEALTH ASSISTANT-AVALON

#### FINAL FILING DATE:

4:30 p.m., Thursday, June 1, 2017

Catalina Island employees receive an additional \$3.29 per hour.

#### JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

CURRENT VACANCY IS 47.5% FTE, 10 MONTH POSITION AND IS LOCATED AT AVALON SCHOOL. AVALON IS LOCATED ON CATALINA ISLAND, 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.

#### JOB SUMMARY:

Under general direction, provide a variety of health services to students at an assigned school site; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Graduation from high school. College-level coursework in the medical field or completion of a certified nurse's aide, medical assistant or related health care program is desirable.

##### EXPERIENCE:

One year of experience at the level of Office Assistant is required. Experience working in a health care service environment and with children is highly desired.

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

##### SPECIAL REQUIREMENTS:

(1) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (2) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (3) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

#### SALARY RANGE HOURLY:

START:	\$18.17
6 MONTHS:	\$19.18
1 ½ YEARS:	\$20.23
2 ½ YEARS:	\$21.34
3 ½ YEARS:	\$22.51

#### 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.

**TESTING FOR THIS POSITION WILL TAKE PLACE ONLY AT THE AVALON SCHOOL LOCATED ON CATALINA ISLAND ON JUNE 1 AND JUNE 2, 2017.**

#### 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 17-0125-5170 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.*



# CLASSIFIED OPEN / PROMOTIONAL EMPLOYMENT OPPORTUNITY

## HIGH SCHOOL OFFICE SUPERVISOR

### FINAL FILING DATE:

4:30 p.m., Friday, June 2, 2017

### JOB INFORMATION:

Positions are 10-month/10-month flex and are 100% FTE. The current vacancies are located at Renaissance and CAMS High Schools.

### JOB SUMMARY:

Under direction of a Co-Principal or Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the administrator of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned high school or a special school such as adult school or the Avalon school site; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

#### EXPERIENCE:

Four years of secretarial experience including two years in a supervisory capacity or two years of experience at the level of Middle School Office Supervisor with the Long Beach Unified School District.

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

#### SPECIAL REQUIREMENTS:

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

#### SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

THE WRITTEN TEST IS TENTATIVELY  
SCHEDULED FOR JUNE 9, 2017. THE  
ORAL EXAM IS TENTATIVELY  
SCHEDULED FOR JUNE 21, 2017.

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### SALARY RANGE HOURLY:

START: \$26.02  
6 MONTHS: \$27.45  
1 ½ YEARS: \$28.96  
2 ½ YEARS: \$30.56

### 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. This is an open/promotional recruitment with promotional taking precedence. There will be two eligibility lists established: one list for promotional (in-house) candidates and a second list for open (outside) candidates.

### PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Open / Promo Exam 17-0133-3349 AT

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.**
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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 case by case basis by the administrator of the Personnel Commission.*



**CLASSIFIED EMPLOYMENT  
OPPORTUNITY  
ON CATALINA ISLAND**

**INSTRUCTIONAL AIDE-SPECIAL - AVALON**

**FINAL FILING DATE:**

4:30 p.m., Thursday, June 1, 2017

Catalina Island employees will receive an additional \$3.29 per hour.

**JOB INFORMATION:**

**PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY. CURRENT NEED IS FOR SUBSTITUTES. LIST MAY BE USED TO FILL FUTURE VACANCIES AS THEY OCCUR. THE POSITION IS LOCATED AT AVALON SCHOOL. AVALON IS LOCATED ON CATALINA ISLAND, 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.**

**JOB SUMMARY:**

Under immediate supervision, follow the lead of the teacher/specialist in providing instruction to students having an Individualized Education Program (IEP), or Section 504 Service Plan (SP); assist in the supervision, discipline and behavior modification of students; assist in their physical care and hygienic needs; 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.

**EXPERIENCE:**

Six months of experience working with children in a structured environment. Experience working with children requiring a specialized learning environment is preferred. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal basis.

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 a personal automobile and possession of a valid California Class C driver's license. (2) Some assignments will require the successful completion of District-provided training to administer specialized physical health care services to meet student needs. (3) After an employee in this class has been given initial training to work with a student or students with specialized physical health care needs and feels the need for additional training, he/she may request it. Requests shall be in writing to their respective site administrator who shall arrange for the needed training with the Program Specialist, Nursing Services. The employee will be notified of the schedule for training. (4) Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language. Selective certification in accordance with the Education Code may be effected to meet this requirement. (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: \$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.

**TESTING FOR THIS POSITION WILL TAKE PLACE ONLY AT THE AVALON SCHOOL LOCATED ON CATALINA ISLAND ON JUNE 1 AND JUNE 2, 2017.**

**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**

Open Exam 17-0132-0448 AT

LBUSD employees, please see reverse side for important information.

*Maria Braunstein*

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

## INTERMEDIATE OFFICE ASSISTANT INTERMEDIATE OFFICE ASSISTANT – BILINGUAL SPANISH

### FINAL FILING DATE:

4:30 p.m., Thursday, May 25, 2017

### Applications Accepted

Intermediate Office Assistant: May 18 to 25, 2017

Intermediate Office Assistant/Bilingual Spanish: May 18 to 25, 2017

### JOB INFORMATION:

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

### JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned District office or program; serve as receptionist answering phones and greeting and assisting visitors; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school. Completion of Long Beach Unified School District Regional Occupational Program (ROP) Clerical/Office Occupations (CC/CVE) training class is desirable.

#### EXPERIENCE:

Either one year of clerical experience involving public contact or one year of experience at the level of Office Assistant. Completion of the Long Beach Unified School District ROP Clerical/Office Occupations (CC/CVD) training class may substitute for up to six months of the required experience. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

#### SPECIAL REQUIREMENTS:

- (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.
- (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.
- (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or 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:	\$18.17
6 MONTHS:	\$19.18
1 ½ YEARS:	\$20.23
2 ½ YEARS:	\$21.34
3 ½ YEARS:	\$22.51

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0117-0673 SF  
Dual Exam 17-0118-5050 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.*

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## INTERMEDIATE OFFICE ASSISTANT - SCHOOLS INTERMEDIATE OFFICE ASSISTANT - SCHOOLS- BILINGUAL SPANISH

### FINAL FILING DATE:

4:30 p.m., Thursday, May 25, 2017

### Applications Accepted

Intermediate Office Assistant - Schools: May 18 to 25, 2017

Intermediate Office Assistant - Schools Bilingual Spanish:

May 18 to 25, 2017

### JOB INFORMATION:

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

### JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned school office; answer phones and greet and assist students, parents and visitors; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school. Completion of Long Beach Unified School District Regional Occupational Program (ROP) Clerical/Office Occupations (CC/CVE) training class is desirable.

#### EXPERIENCE:

Either one year of clerical experience involving public contact or one year of experience at the level of Office Assistant. Completion of the Long Beach Unified School District ROP Clerical/Office Occupations (CC/CVD) training class may substitute for up to six months of the required experience. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

#### SPECIAL REQUIREMENTS:

- (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.
- (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.
- (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or 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: \$18.17  
6 MONTHS: \$19.18  
1 ½ YEARS: \$20.23  
2 ½ YEARS: \$21.34  
3 ½ YEARS: \$22.51

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0119-3354 SF  
Dual Exam 17-0120-5052 SF

*Maria Braunstein*

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 case by case basis by the administrator of the Personnel Commission.*



# CLASSIFIED OPEN / PROMOTIONAL EMPLOYMENT OPPORTUNITY

## MIDDLE SCHOOL OFFICE SUPERVISOR

### FINAL FILING DATE:

4:30 p.m., Friday, June 2, 2017

### JOB INFORMATION:

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

### JOB SUMMARY:

Under direction of a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Assistant Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned middle or K-8 school; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

Three years of secretarial experience including one year of experience in a supervisory capacity or year of experience at the level of Elementary School Office Supervisor with the Long Beach Unified School District.

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

#### SPECIAL REQUIREMENTS:

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

#### SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**THE WRITTEN TEST IS TENTATIVELY SCHEDULED FOR JUNE 9, 2017. THE ORAL EXAM IS TENTATIVELY SCHEDULED FOR JUNE 21, 2017.**

### SALARY RANGE HOURLY:

START: \$24.64  
6 MONTHS: \$26.00  
1 ½ YEARS: \$27.43  
2 ½ YEARS: \$28.94

### 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. This is an open/promotional recruitment with promotional taking precedence. There will be two eligibility lists established: one list for promotional (in-house) candidates and a second list for open (outside) candidates.

### PERSONNEL COMMISSION

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

Open / Promo Exam 17-0127-3357 AT

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

## ON CATALINA ISLAND

### PLANT SUPERVISOR-AVALON

**FINAL FILING DATE:**

4:30 p.m., Thursday, June 1, 2017

Catalina Island employees receive an additional \$3.29 per hour.

**JOB INFORMATION:**

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

CURRENT VACANCY IS A 100% FTE (8 hours per day), 12 MONTH POSITION AND IS LOCATED AT AVALON SCHOOL. AVALON IS LOCATED ON CATALINA ISLAND, 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.

**JOB SUMMARY:**

Under general supervision, plan, supervise and participate in custodial, grounds and general maintenance activities at the Avalon 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 assigned personnel; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Graduation from high school.

**EXPERIENCE:**

Two years of custodial experience and two years of general building maintenance experience including carpentry, painting, plumbing and electrical work.

Experience in a lead or supervisory capacity is highly desirable.

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

For full details regarding the position, go to our website, select Class Specifications; choose Operations, then Plant Supervisor-Avalon.

**SPECIAL REQUIREMENTS:**

(1) 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.

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: \$26.02  
6 MONTHS: \$27.45  
1 ½ YEARS: \$28.96  
2 ½ YEARS: \$30.56

**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.

**TESTING FOR THIS POSITION WILL TAKE PLACE ONLY AT THE AVALON SCHOOL LOCATED ON CATALINA ISLAND ON JUNE 1 AND JUNE 2, 2017.**

**PERSONNEL COMMISSION**

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

Dual Exam 17-0124-5081 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

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**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  
RECRUITMENT EXTENDED**

**SENIOR HEALTH ASSISTANT**

**FINAL FILING DATE:**

4:30 p.m., Tuesday, June 6, 2017

**JOB INFORMATION:**

Permanent 10 month position. Position is 47.5% FTE (3.8 hours a day/19 hours a week). Current vacancy is located at Nursing Services.

**JOB SUMMARY:**

Under general direction, provide a variety of specialized health services to students at assigned school sites; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND TRAINING:**

Graduation from high school supplemented at a minimum by completion of a Licensed Vocational Nurse program approved by the California Board of Vocational Nursing and Psychiatric Technicians.

**EXPERIENCE:**

One year of experience working in a health care service environment. Experience working with school-aged children is highly desired.

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

**SPECIAL REQUIREMENTS:**

(1) Incumbents in this classification at a minimum must possess and maintain licensure to practice in California as a Licensed Vocational Nurse throughout employment in this classification. (2) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (3) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (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:	\$23.20
6 MONTHS:	\$24.48
1 ½ YEARS:	\$25.83
2 ½ YEARS:	\$27.25
3 ½ YEARS:	\$28.75

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

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

Dual Exam 17-0109-5174 AS

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 cases by case basis by the administrator of the Personnel Commission.*



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## STUDENT EVALUATION TECHNICIAN

**- TEMPORARY FALL POSITIONS ONLY -**

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

This recruitment is for CELDT Student Evaluation Technicians with the Long Beach Unified School Districts. Assignments are in temporary part-time positions working from August 31, 2017 to October 6, 2017. Candidates should apply immediately to be considered for available opportunities. Employment in these assignment is temporary and does not result in permanent employment. All candidates will be required to attend one day training scheduled late-August to early-September.

### JOB SUMMARY:

Under general supervision, administer and score assessments and examinations for new and current students to determine competency in areas such as English and primary language listening, speaking, reading, writing and comprehension; translate written materials and serve as interpreters for telephone calls, parent conferences, IEP's, Special Education screenings and assessments such as Occupational Therapy, Adaptive Physical Education, Vision-Hearing, psycho-educational and a variety of other meetings; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school and training or coursework in language acquisition education, a designated second language or child growth and development.

#### EXPERIENCE:

Some experience working with students in an educational environment including experience involving test administration or experience administering personnel employment testing. Experience translating written documents and providing oral interpretation services in a designated second language is preferred.

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

#### SPECIAL REQUIREMENTS:

(1) 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. (2) Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license. (3) May be required to travel from one school location to another.

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

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

### SALARY RANGE HOURLY:

HOURLY SALARY: \$20.81

### 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

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4400 Ladoga Avenue, Lakewood, CA 90713  
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**WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER**

Dual Continuous 17-0129-0399 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.*

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 34-35

Date: May 25, 2017

Reason for  
Consideration: Approval

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**Assistant Director – Fiscal Services**

**Dual**

**17-0104-5136**

List Valid: 05/26/17-05/26/18

Total applications received: 19

Total invited to exam: 6

No. Passed: 4            No. Failed: 1

No. Withdrew: 1    No. Screened Out: 13

**Educare Family Support Specialist BL  
Khmer**

**Dual**

**17-0134-5229**

List Valid: N/A

Total applications received: 21

Total invited to exam: 3

No. Passed: 0            No. Failed: 2

No. Withdrew: 1    No. Screened Out: 18

**Educational Research Analyst II**

**Promotional**

**17-0094-3302**

List Valid: 05/30/17-05/30/18

Total applications received: 2

Total invited to exam: 2

No. Passed: 2            No. Failed: 0

No. Withdrew: 0    No. Screened Out: 0

**Electrician**

**Dual**

**17-0093-0161**

List Valid: 05/23/17-05/23/18

Total applications received: 80

Total invited to exam: 57

No. Passed: 7            No. Failed: 37

No. Withdrew: 13    No. Screened Out: 23

**Nutrition Services Supervisor I**

**Dual**

**17-0085-5064**

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

Total applications received: 46

Total invited to exam: 34

No. Passed: 15            No. Failed: 16

No. Withdrew: 3    No. Screened Out: 12

**Nutrition Services Supervisor II**

**Dual**

**17-0086-5065**

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

Total applications received: 30

Total invited to exam: 28

No. Passed: 16            No. Failed: 10

No. Withdrew: 2    No. Screened Out: 2

**Nutrition Services Supervisor III**

**Dual**

**17-0087-5066**

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

Total applications received: 26

Total invited to exam: 24

No. Passed: 8            No. Failed: 13

No. Withdrew: 3    No. Screened Out: 2

**School Safety Officer**

**Dual**

**17-0101-5014**

List Valid: 05/23/17-11/23/18

Total applications received: 29

Total invited to exam: 4

No. Passed: 3      No. Failed: 0

No. Withdrew: 1      No. Screened Out: 25

CERTIFIED TO BE CORRECT:     Kenneth Kato          DATE:     May 19, 2017



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

May 18, 2017

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Abolishment of Classification Specifications

### Background and Findings

Staff spoke with the Financial Services Officer regarding several classifications in the Accounting and Budgeting job family that have not been recently utilized by the District.

The classification of Accounting Director (salary range 55 M2) has been vacant since September 2008.

The classification of Audits Director (salary range 55 M2) has been vacant since July 2013.

The classification of Budget Director (salary range 55 M2) has been vacant since July 2008.

The classification of Principal Auditor (salary range 46 M2) has been vacant since July 2013.

The Chief Business and Financial Officer and Financial Services Officer support the abolishment of these classifications.

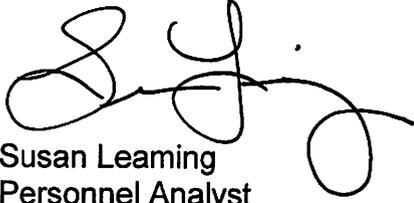
### Recommendations

Staff recommends the Personnel Commission:

1. Abolish the following classifications:

- Accounting Director
- Audits Director
- Budget Director
- Principal Auditor

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: 0120**  
**Salary Range: 55 (M2)**

### ACCOUNTING DIRECTOR

#### JOB SUMMARY

Under administrative direction, plan, organize, manage and supervise the assigned functions of the Accounting Branch in the collection, disbursement, accounting and reporting of all District funds; perform related duties as assigned

#### EXAMPLES OF DUTIES

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

- Plan, assign and supervise the work of assigned staff in the Accounting Branch. **E**
- Plan and direct accounting activities including posting to and maintaining the general ledger, program accounting, accounts payable and the central student body account. **E**
- Prepare financial reports on the condition of the District for District management or mandated reports for local, state or federal agencies; issue bulletins and memoranda to District departments and programs on accounting and financial practices and procedures, as needed. **E**
- Confer with and advise administrators and managers on financial management reporting requirements and related Board policies and regulations. **E**
- Direct the annual physical inventory of District equipment. **E**
- Review and authorize the disbursement of district funds in accordance with the availability of funds, Board of Education policies and accounting requirements. **E**
- Direct, review and report on complex accounting matters using the computerized financial management system. **E**
- Maintain expenditure records of the District. **E**
- Assure the accuracy of and approve payment vouchers in accordance with established procedures. **E**
- Review and approve year-end closing account activities. **E**
- Analyze and implement rules and regulations concerning fiscal administration and reporting and set up procedures to meet mandated requirements. **E**
- Keep current on changes and modifications in regulations and rulings on accounting practices, which may require adjustments, and changes in District accounting functions. **E**
- Make presentations before groups. **E**

- Operate office equipment such as multi-line telephone, personal computer, terminal and keyboard. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

An Accounting Director plans, coordinates and supervises District accounting activities which include accounts payable, accounts receivable, program accounting, preparing reports, student body accounts and maintaining financial records. An incumbent directs and supervises a professional, paraprofessional staff, secretarial and clerical support staff.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Generally accepted professional accounting and auditing principles, practices and procedures.

Financial and statistical record-keeping techniques.

Preparation of comprehensive financial reports.

Applicable sections of the Education Code and state financial management regulations.

The application of electronic data processing to financial transactions including on-line applications.

Organization, work management and personnel supervision.

Maintenance of financial and statistical records.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Office equipment such as computer, keyboard, and multi-line telephone.

Modern office practices and procedures.

#### **Ability to:**

Plan, organize, and supervise the financial and statistical record keeping activities.

Prepare reports and summarize findings for District management.

Perform difficult and complex accounting work.

Maintain or direct the maintenance of financial and statistical records.

Interpret, apply and explain rules, regulations and District policies to employees and others.

Analyze situations accurately and adopt an effective course of action.

Operate a personal computer including keyboard and a financial computing system.

Meet schedules and timelines.

Make presentations before groups.

Operate a variety of office equipment such as a computer, related software applications, keyboard, multi-line telephone.

Establish and maintain effective working relationships with other employees of the District, vendors and other public agencies as appropriate.

Speak and administer effectively with initiative and tact.

**Education and Training:**

Graduation from an accredited four year college or university with a bachelors degree in accounting or business administration or a closely related field.

**Experience:**

At least five years of professional financial or accounting experience, preferably in a public agency, involving operation of accounting systems and preparing claims and management reports. Such experience should be in an organization with an annual budget approximating \$100 million.

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.

**WORKING ENVIRONMENT**

Office environment.

Occasional visits to school sites.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.

Sitting for extended periods of time.

Seeing to review and analyze financial or other records and reports.

Hearing and speaking to exchange information in person or telephonically.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.



## PERSONNEL COMMISSION

**Class Code: 0860**  
**Salary Range: 55 (M2)**

### AUDITS DIRECTOR

#### JOB SUMMARY

Under administrative direction, plan, organize, direct and supervise assigned personnel in meeting the objectives and performing the functions and activities of the internal audit branch of the District; analyze proposed legislation; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Develop a work plan with the audit team to establish dates and timelines for the conduct of audits of the financial operations, activities and conditions of the District including student body accounts, revolving cash funds and pupil attendance records; conduct or direct organizational or management studies of other District operations and activities as directed; develop or modify existing accounting and internal control procedures; confer with District administrators to explain the objectives of audits and gain support for effecting changes in accountability of operations and programs; monitor or direct the monitoring of programs and operations to ensure implementation and compliance with recommended changes. **E**
- Analyze and recommend District policy positions on proposed State or Federal legislation having potential effect on District finances or fiscal operations. **E**
- Prepare reports or edit reports of subordinate staff for District management concerning the scope of audits, financial conditions found and application of funds and review staff reports for the feasibility of recommendations. **E**
- Analyze and evaluate the criteria and formulas used for projections of student enrollment; evaluate the factors used in long range financial projections; create a data base for use in support of long range enrollment and financial planning and projections. **E**
- Evaluate computer software dedicated to District financial systems and recommend improvements. **E**
- Serve as liaison with and maintain ongoing contact with auditors from local, State and Federal agencies in addressing and meeting funding and financial reporting requirements. **E**
- Conduct special surveys or special legal initiatives involving extensive search of files and records to assess the District's position, obligations or recovery of funds from other agencies such as State government or a Federal program. **E**
- Make presentations before groups. **E**

- Operate office equipment such as multi-line telephone, personal computer, terminal and keyboard. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

The Audits Director plans and directs extensive and complex audits of District financial and accounting systems. By means of the team audits conducted by the Branch staff, the Director establishes and monitors the standards for internal controls of financial reporting and accounting systems. The incumbent also conducts and directs others in organizational and/or management studies to identify and recommend the most efficient methods of accomplishing work.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Fiscal control procedures and methods.

Legal requirements governing accounting, budgeting, and auditing, preferably as applied to school district operations as found in the Education Code, Administrative Code and Government Code.

The application of electronic data processing to financial transactions including on-line applications.

Organization, work management and personnel supervision.

Fiscal and budgeting principles and practices.

Standards established for internal auditing.

Modern office practices and procedures.

#### **Ability to:**

Plan, organize and direct extensive and complex financial and management audits.

Analyze data and prepare clear and concise reports with recommendations.

Speak and write clearly and concisely.

Organize and direct the activities of an audit team.

Analyze and interpret proposed legislation with potential impact on the fiscal or financial condition of the District.

Develop, implement and monitor modified or new accounting methods.

Make presentations before groups.

Meet schedules and timelines.

Establish and maintain effective working relationships with others.

#### **Education and Training:**

Graduation from an accredited four year college or university with a bachelors degree in accounting or business administration or a closely related field.

**Experience:**

At least five years of financial or accounting management experience, preferably in a public agency, involving analysis of accounting and budgeting systems and writing reports. Such experience should be in an organization with an annual budget of no less than \$130 million.

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.

**WORKING ENVIRONMENT**

Office environment.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.

Sitting for extended periods of time, seeing to review and analyze financial or other records and reports.

Hearing and speaking to exchange information in person or telephonically.

Agility sufficient to perform professional examining of records and materials which may include bending, kneeling, stooping, climbing a ladder and lifting and carrying up to 40 pounds.

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.



## PERSONNEL COMMISSION

Class Code: 0098  
Salary Range: 55 (M2)

### BUDGET DIRECTOR

#### JOB SUMMARY

Under administrative direction, direct and organize District fiscal planning and budget preparation and administration activities; develop and recommend Board policies and administrative regulations for fiscal services; manage and supervise assigned budget functions such as position control, classification of accounts and student attendance accounting; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Plan, assign and supervise the work of assigned staff in the Budget Branch. *E*
- Prepare financial planning guidelines and assumptions and confer with District administrators and managers during the budget development cycle to clarify projections and rationales for budget requests; plan and direct the Budget Branch staff in the budget preparation process; administer and supervise appropriation control once the budget becomes operational. *E*
- Design and supervise the account coding system (Chart of Accounts). *E*
- Supervise the position control and student attendance accounting systems. *E*
- Work with District administrators in forecasting enrollments, average daily attendance (ADA) and future financial requirements. *E*
- Advise administrators and program managers on the development, implementation, and control of program budgets. *E*
- Prepare reports or edit reports of subordinate staff for District management or the Board of Education concerning subjects such as specific program expenditures, financial status or mandated reports for local, state or federal agencies. *E*
- Approve and authorize a variety of financial transactions and budget transfers and maintain positive control of all appropriation transfers. *E*
- Review District revenues and initiate adjustments to the budget as needed. *E*
- Serve as financial resource person on District collective bargaining team. *E*
- Make presentations before groups. *E*
- Operate office equipment such as multi-line telephone, personal computer, terminal and keyboard. *E*

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

**DISTINGUISHING CHARACTERISTICS**

A Budget Director plans and coordinates District fiscal activities which include budget preparation and administration, position control, attendance accounting, classification of accounts, expenditure projections and revenue estimating, mandated reporting, appropriation transfers and advising District administrators on the development and administration of site budgets. An incumbent directs and supervises a professional and paraprofessional staff.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Budget control and revenue projections including student attendance accounting.

Fiscal and budgeting principles and practices.

Generally accepted accounting principles, practices and procedures and related regulations.

Financial analysis and projection techniques, and financial reporting procedures.

Collective bargaining agreements and related fiscal impacts.

The application of electronic data processing to financial transactions including on-line applications.

Organization, work management and personnel supervision.

Applicable sections of the Education Code and state financial management regulations.

Modern office practices and procedures.

**Ability to:**

Manage and direct assigned functions relating to fiscal control and analysis.

Design and implement complex account coding systems.

Conduct studies, analyze complex statistical and financial data and prepare clear, concise oral and written reports.

Develop, control and monitor budgets and accounts.

Maintain or direct the maintenance of financial and statistical records.

Analyze situations accurately and adopt an effective course of action.

Operate a personal computer including keyboard and a financial management system.

Meet schedules and timelines.

Operate office equipment such as personal computer, keyboard and multi-line telephone.

Make presentations before groups.

Establish and maintain effective relationships with others.

**Education and Training:**

Graduation from an accredited college or university with a degree in accounting, financial management, business administration or a closely related field.

**Experience:**

At least five years of varied and responsible administrative and financial experience, preferably in a public agency, which includes complex accounting and budgeting systems and preparing reports. Two years must have been in an advisory, regulatory, supervisory or managerial position. Such experience should be in an organization with an annual budget approximating \$100 million.

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.

**WORKING ENVIRONMENT**

Office environment.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.

Sitting for extended periods of time.

Seeing to review and analyze financial or other records and reports.

Hearing and speaking to exchange information in person or telephonically.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.



**PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

May 17, 2017

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

Background and Findings

The Assistant Superintendent of Research, Planning and Evaluation and School Improvement recently reviewed the Coordinator-Research and Evaluation Studies (salary range 46 M2) class specification while initiating recruitment activities and worked with staff to update the title and duties. The classification was last updated in 1996.

Duties in this class description were reorganized to prioritize and reflect the current technology and syntax of the classification. Copies of the specification with and without tracked changes are provided for review.

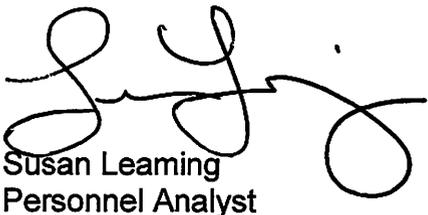
The Assistant Superintendent, Research, Planning and Evaluation and School Improvement has reviewed and approved the proposed modifications to the classification specifications.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification and title of Coordinator, Research Information Systems, and direct all positions and employment lists be reclassified for the purpose of title change only

Prepared by:

  
Susan Learning  
Personnel Analyst

Approved and Recommended:

  
Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 0565  
Salary Range: 46 (M2)

### COORDINATOR - RESEARCH INFORMATION SYSTEMS AND EVALUATION STUDIES

#### JOB SUMMARY

Under administrative direction, ~~to plan, develop, and coordinate~~ organize, design and supervise the data collection, analysis and reporting of the District's assessment program and administrative research and evaluation studies the use of technology products and information systems within the Research, Planning and Evaluation and School Improvement department; recommend computer systems hardware and software acquisitions; supervise and evaluate the performance of assigned staff; ~~and to perform related duties as assigned. work as required.~~

#### EXAMPLES OF DUTIES

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

- ~~Direct and supervise the collection of data and the compilation, analysis and interpretation of the results of the District's assessment program and administrative research and evaluation studies. E~~
- Oversee and manage daily operations and activities related to assigned departmental information systems; monitor and verify documentation; document procedures; providing training to staff for the implementation of new systems and technologies. E
- Plan, design, implement, coordinate and modify information systems; develop and maintain data processing and collection procedures; analyze existing systems and define issues; design and implement system enhancements and corrections. E
- ~~Design reports for the District's standards-based assessment system. E~~
- ~~Direct and supervise the scoring and reporting of District and state mandated testing program. E~~
- Monitor the performance of information systems; resolve performance issues and Design and supervise/oversee the production of programs to automate reports for a variety of purposes and stakeholder groups Title I and other categorical program compliance. E
- Plan and implement the automation of recurring administrative studies such as California Basic Educational Data Survey (CBEDS), racial-ethnic, Ryan ratio and enrollment projections. E
- ~~Direct the application of appropriate statistical tests and procedures for studies conducted by staff. E~~

## **Coordinator - Research and Evaluation Studies Information Systems - Continued**

### **Page 2**

- Recommend and participate in the development of policies and procedures related to information systems; assure that development procedures comply with accepted accounting principles and local, State and federal requirements. *E*
- Consult with District staff, administrators and school personnel on data analyses and interpretation. *E*
- ~~Design the systems for the management, storage, and retrieval of research and survey data; plan and design the office network applications and maintenance of the network. *E*~~
- ~~Train and supervise division staff in data entry, creation of reports (e.g. Excel), production runs of statistical packages such as SPSS and other duties in support of research and evaluation functions. *E*~~
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Facilitate trainings and focus groups for District staff in the operation of information systems; coordinate regular meetings of site users to provide updates regarding system information and architectural changes. *E*
- ~~Evaluate research proposals for their feasibility and value of results; respond to and resolve difficult and sensitive inquiries regarding research and evaluation projects. *E*~~
- Work with the Assistant Superintendent ~~in to~~ identifying policy implications in the reports and quality of data produced by the ~~division~~ department. *E*
- Participate in the production and distribution of data used in a variety of school and District publications. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging technology trends; make presentations as requested. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
- Perform related duties as assigned.
- ~~Select and supervise the maintenance of a variety of computer software to input and retrieve data and manipulate data for statistical analyses and generating reports.~~
- ~~Plan, direct and evaluate the work of assigned staff. *E*~~

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

### **DISTINGUISHING CHARACTERISTICS**

~~An incumbent in this classification formulates, designs and supervises the conduct of and reviews the results of recurring and special District administrative research and evaluation studies. An incumbent directs and exercises quality control over the district assessment program. An incumbent plans and coordinates the management and maintenance of the Research, Planning, Evaluation and School Improvement's information systems and assures mandated data confidentiality, audit and archiving requirements are met. An incumbent trains and supervises assigned staff and provides technical assistance and training to District staff in the use of information systems and other related applications.~~

## **Coordinator - Research and Evaluation Studies Information Systems - Continued**

### **Page 3**

An incumbent also has both a broad and in-depth knowledge of computer systems including network systems, data-bases, and software applications for inputting and manipulating data and producing reports.

~~An Educational Research Analyst conducts administrative and evaluation studies and prepares reports and is knowledgeable of computer applications but does not develop and design computer systems.~~

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

General principles of management and organization.

~~Technical aspects of student assessment including psychometric issues associated with norm and criterion referenced tests, data clean up, answer sheet design.~~

School district organization and organizational relationships

Computer systems design and networks.

Database management including mainframe, midrange and personal computer systems.

Computer programming languages such as SQL, COBOL and FORTRAN.

~~Software such as Excel, Access, dbase and SPSS.~~ Operation of a computer and assigned software.

~~School Administration Student Information (SASI).~~

~~Personal computer productivity.~~

Descriptive and inferential statistics.

Principles of supervision and training.

Strategic planning and project management techniques.

Public speaking techniques.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Supervisory practices and techniques.

#### **Ability to:**

~~Supervise the analysis of research and evaluation studies and surveys.~~

Oversee and manage the daily operations and activities related to departmental information systems.

Analyze research information system needs and collaborate with internal and external agencies to maintain the integrity and reliability of applications and data systems.

Plan, design, implement, coordinate and modify information systems.

Design and prepare assessment and evaluation reports of quantitative data.

Design and implement computer systems for inputting, retrieving and reporting data.

~~Supervise the work of assigned staff.~~

Interpret, apply and explain rules, regulations, policies and procedures.

**Coordinator - Research and Evaluation Studies Information Systems - Continued**  
**Page 4**

Analyze situations accurately and adopt an effective course of action.  
Adapt to changing priorities and work assignments.  
Work on multiple projects simultaneously.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain confidentiality of sensitive and privileged information.  
Train, supervise and evaluate the performance of assigned personnel.  
Operate a variety of office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.  
Work independently with little direction.  
Prepare and deliver oral presentations.  
Maintain current knowledge of technological advances in the field.

~~Operate office equipment such as multiline telephone, personal computer and calculator.~~  
~~Establish and maintain effective collaborative working relationships with others.~~  
~~Communicate clearly with District personnel about research objectives and results.~~

**Education and Training:**

~~Graduation from an accredited four-year college or university with a b~~Bachelors degree in education, psychology, information systems, behavioral or social science or a related field with course work in statistics, research methodology and psychological testing is required.

A Masters degree or beyond is desirable.

**Experience:**

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

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

**WORKING ENVIRONMENT**

Office environment.

Driving a vehicle to conduct work.

~~;- some light lifting and carrying; interruptions; changing priorities; sitting for long periods of time.~~

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person or on the telephone.

**Coordinator - Research and Evaluation Studies Information Systems - Continued**

**Page 5**

Sitting for extended periods of time.

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

06/13/1996

Revised:



## PERSONNEL COMMISSION

Class Code:  
Salary Range: 46 (M2)

### COORDINATOR - RESEARCH INFORMATION SYSTEMS

#### JOB SUMMARY

Under administrative direction, plan, develop, and coordinate and the use of technology products and information systems within the Research, Planning, Evaluation and School Improvement department; recommend computer systems hardware and software acquisitions; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Oversee and manage daily operations and activities related to assigned departmental information systems; monitor and verify documentation; document procedures; provide training to staff for the implementation of new systems and technologies. **E**
- Plan, design, implement, coordinate and modify information systems; develop and maintain data processing and collection procedures; analyze existing systems and define issues; design and implement system enhancements and corrections. **E**
- Monitor the performance of information systems; resolve performance issues and Design and oversee the production of programs to automate reports for a variety of purposes and stakeholder groups. **E**
- Plan and implement the automation of recurring administrative studies such as California Basic Educational Data Survey (CBEDS), racial-ethnic, Ryan ratio and enrollment projections. **E**
- Recommend and participate in the development of policies and procedures related to information systems; assure that development procedures comply with accepted accounting principles and local, State and federal requirements. **E**
- Consult with District staff, administrators and school personnel on data analyses and interpretation. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Facilitate trainings and focus groups for District staff in the operation of information systems; coordinate regular meetings of site users to provide updates regarding system information and architectural changes. **E**

- Work with the Assistant Superintendent to identify policy implications in the reports and quality of data produced by the department. *E*
- Participate in the production and distribution of data used in a variety of school and District publications. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging technology trends; make presentations as requested. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
- Perform related duties as assigned.

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

### **DISTINGUISHING CHARACTERISTICS**

An incumbent plans and coordinates the management and maintenance of the Research, Planning, Evaluation and School Improvement's information systems and assures mandated data confidentiality, audit and archiving requirements are met. An incumbent trains and supervises assigned staff and provides technical assistance and training to District staff in the use of information systems and other related applications. An incumbent also has both a broad and in-depth knowledge of computer systems including network systems, databases, and software applications for inputting and manipulating data and producing reports.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

General principles of management and organization.  
School district organization and organizational relationships  
Computer systems design and networks.  
Database management including mainframe, midrange and personal computer systems.  
Computer programming languages such as SQL.  
Operation of a computer and assigned software.  
Descriptive and inferential statistics.  
Principles of supervision and training.  
Strategic planning and project management techniques.  
Public speaking techniques.  
Operation of a computer and assigned software.  
Record-keeping and report preparation techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Technical aspects of field of specialty.

**Ability to:**

Oversee and manage the daily operations and activities related to departmental information systems.

Analyze research information system needs and collaborate with internal and external agencies to maintain the integrity and reliability of applications and data systems.

Plan, design, implement, coordinate and modify information systems.

Design and prepare assessment and evaluation reports of quantitative data.

Design and implement computer systems for inputting, retrieving and reporting data.

Interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Adapt to changing priorities and work assignments.

Work on multiple projects simultaneously.

Establish and maintain cooperative and effective working relationships with others.

Maintain confidentiality of sensitive and privileged information.

Train, supervise and evaluate the performance of assigned personnel.

Operate a variety of office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Work independently with little direction.

Prepare and deliver oral presentations.

Maintain current knowledge of technological advances in the field.

**Education and Training:**

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

A Master's degree or beyond is desirable.

**Experience:**

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

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

**WORKING ENVIRONMENT**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person or on the telephone.

Sitting for extended periods of time.

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

06/13/1996

Revised:

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Adoption of Resolution regarding Classified School Employee Week      PAGE: 57  
Date: May 25, 2017      Reason for Consideration: Approval

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**RESOLUTION  
CLASSIFIED SCHOOL EMPLOYEE WEEK**

- WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and
- WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and
- WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and
- WHEREAS, the Chapter 2 of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and
- WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and
- WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it
- RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 21-27, 2017 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

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Stacey V. Lewis  
Member

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Linda Vaughan  
Vice-Chairperson  
Personnel Commission

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Terry Ulaszewski  
Chairperson

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Annual Election of Officers  
2017-2018

PAGE: 58

Date: May 25, 2017

Reason for  
Consideration: Approval

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Personnel Commission Rule 2.6 *Election of Officers* states:

“The Commission shall elect one of its members as chairperson and another as vice-chairperson at the first meeting of each May.”

In accordance with this rule it is recommended that a new chairperson and vice-chairperson be elected at this time.