

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

MEETING AGENDA

Regular Meeting  
Building B, Room 29  
February 16, 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 February 2, 2017 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accompanist 5-6
2. **RATIFY** job announcement bulletin for Behavior Intervention Supervisor 7-8
3. **RATIFY** job announcement bulletin for District Security Officer 9-10
4. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker 11-12
5. **RATIFY** job announcement bulletin for School Data Technician 13-14
6. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker 15-16
7. **RATIFY** job announcement bulletin for Telecommunications Technician 17-18
8. **APPROVE** the certification Campus Security Officer-Substitutes Only 17-0058-5011 eligibility list established February 9, 2017 19
9. **APPROVE** the certification of Educare Family Support Specialist - Bilingual Khmer 17-0055-5529 eligibility list established February 3, 2017 19
10. **APPROVE** the certification of Educare Family Support Specialist - Bilingual Spanish 17-0054-5204 eligibility list established February 3, 2017 19

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the following:

Create the classification of Business Development and Marketing Specialist

Allocate the class of Business Development and Marketing Specialist to salary range 32 (C1)

20-25

2. **APPROVE** the following:

Reestablish the classification of Maintenance Storekeeper (salary range 26 C2)

Reallocate the classification of Maintenance Storekeeper to salary range 26 (C1)

Adopt the revised classification specification and title of Maintenance Materials Storekeeper

Reclassify the incumbent, Allen Silas, to the classification of Maintenance Materials Storekeeper

26-34

3. **APPROVE** the recommendation to remove from eligibility list ID 15390092

35-48

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

March 2, 2017 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a) 1.

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

MINUTES

Regular Meeting

February 2, 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, February 2, 2017 at 8:16 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: Terence Ulaszewski  
Linda Vaughan

Absent: Stacey V. Lewis

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Maria Braunstein, Personnel Analyst; Mary Cates, Human Resources Supervisor; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Susan Brister, Human Resources Technician; Adriana Araujo, Staff Secretary; and Lissa Kukahiko, Senior Administrative Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President-Unit A; and Juan Garcia, CSEA Chief Job Steward.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of January 19, 2017.

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

RECEIVE CORRESPONDENCE

None.

PUBLIC HEARD

None.

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported on attending Jackie Robinson Academy (K-8) Career Day where he discussed his position as a Human Resource professional with 6<sup>th</sup> graders. Mr. Kato informed the Commission that he and Dale Culton, Certification Services Manager, are participating in District workshops to assist principals with their Continuous Improvement Expenditure (CIE) plans for the rest of the school year and staffing of their schools.

Mr. Kato reported on attending the California School Personnel Commissioners Association (CSPCA) annual conference on January 26-29, 2017 in San Francisco. Topics included law updates, new performance evaluation systems, and new technologies. The CSPCA is considering development of a personnel director's academy.

Maria Braunstein, Personnel Analyst, reported Recruitment and Testing has been meeting with various department experts to make sure exams are current. Ms. Braunstein informed the Commission that staff is currently working on 24 recruitments in various stages of the process. Ms. Braunstein reported that staff is working on opening an additional 10 recruitments.

Susan Leaming, Personnel Analyst, informed the Commission that 69 special education classified employees were trained in CPR/First Aid on January 24, 2017 at Buffum Total Learning Center. Ms. Leaming noted that additional CPR/First Training will be offered on March 3, 2017 and a CalPERS Retirement Planning Workshop will be offered on March 10, 2017.

Dale Culton, Certification Services Manager, informed the Commission that staff received training on the new fingerprinting machine. Mr. Culton thanked Ruth Ashley, Deputy Superintendent of Education Services, and Ann Culton, Administrative Coordinator-Human Resource Services, for their support in obtaining the new machine. Mr. Culton reported that the number of vacancies for the classification of Instructional Aide-Special, has decreased from 106 to 31 vacancies.

Mary Cates, Human Resources Supervisor, reported on the influx of coach applications due to spring sports and an increase in Recreation Aide applications. Ms. Cates informed the Commission that Judith Lopez, Human Resources Technician, presented to CSEA regarding the online summer employment application that is available on the Personnel Commission website and the District Portal. Ms. Cates informed the Commission that the computer lab will be open for applicants to utilize the computers and to have assistance when applying online on March 9, 10, 16, and 17, 2017. The deadline for submitting Extended School Year (ESY)/Summer applications is March 17, 2017 at 4:30 p.m.

Juan Garcia, CSEA Chief Job Steward, reported that he was pleased with the online summer employment presentation Ms. Lopez provided. Mr. Kato thanked Dale Culton, Mary Cates and Judith Lopez for working with the Technology and Information Services department to launch the online summer employment application system.

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that approximately 20 CSEA site representatives attended their first meeting. Ms. Pharr reported on discussing Summer Employment job opportunities. Ms. Pharr received the summer employment job flyer and will be making copies for distribution.

## CONSENT AGENDA

Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1-10.

1. **RATIFY** job announcement bulletin for Instructional Aide-Instrumental Music
2. **RATIFY** job announcement bulletin for Nutrition Services Operations Coordinator
3. **RATIFY** job announcement bulletin for Nutrition Services Worker
4. **RATIFY** job announcement bulletin for Purchasing Agent
5. **APPROVE** the certification of Educare Family Support Specialist 17-0053-5203 eligibility list established February 3, 2017
6. **APPROVE** the certification of Instructional Aide – Special 17-0057-0448 eligibility list established January 30, 2017
7. **APPROVE** the certification of Intermediate Office Assistant 17-0032-0673 eligibility list established January 26, 2017
8. **APPROVE** the certification of Intermediate Office Assistant – BL Spanish 17-0033-5050 eligibility list established January 26, 2017
9. **APPROVE** the certification of Intermediate Office Assistant – Schools 17-0034-3354 eligibility list established January 26, 2017
10. **APPROVE** the certification of Intermediate Office Assistant – Schools BL Spanish 17-0035-5052 eligibility list established January 26, 2017

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

OLD BUSINESS           None

NEW BUSINESS         None

OTHER ITEMS           Commissioner Vaughan reported she enjoyed the California School Personnel Commissioners Association (CSPCA) conference in San Francisco.

Valeeta Pharr, CSEA Chapter 2 President, notified the Commission that she attended the California School Personnel Commissioners Association (CSPCA) conference in San Francisco. Ms. Pharr noted that the conference was a success.

NEXT REGULAR MEETING       The next Regular Meeting of the Personnel Commission is scheduled for February 16, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION       None

**ADJOURNMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 8:35 a.m. with the consent of the members.



**RECRUITMENT EXTENDED**  
**CLASSIFIED EMPLOYMENT OPPORTUNITY**

**ACCOMPANIST**

**FINAL FILING DATE:**

**EXTENDED DEADLINE: 4:30 p.m., Tuesday, February 21, 2017.**

**JOB INFORMATION:**

Permanent 10 months position. Position is a 67% FTE (approximately: 26.8 hours per week). The current vacancy is located at Lakewood High School.

**JOB SUMMARY:**

Under general supervision, provide piano accompaniment for soloists and dance or choral groups at a variety of performances and special events including rehearsals, graduations, festivals and competitions; 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 quarters units) at an institution of higher education; Or (2) Attainment of an Associate of Arts degree or higher degree; Or (3) Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level coursework or advanced private training in piano and music theory.

**EXPERIENCE:**

One year of experience as an accompanist.

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.

**WORKING ENVIRONMENT:**

Classroom, theater, indoor/outdoor locations including some evenings, weekends and varied hours.

**SPECIAL REQUIREMENTS:**

Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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.

**PERSONNEL COMMISSION**

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Dual Exam 17-0031-5213 SF

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 EMPLOYMENT OPPORTUNITY

## BEHAVIOR INTERVENTION SUPERVISOR

### FINAL FILING DATE:

Application deadline: 4:30 p.m., Wednesday, February 22, 2017

### JOB INFORMATION:

Permanent 10 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at Special Ed.

### JOB SUMMARY:

Under general direction, plan, design, monitor and participate in implementing Applied Behavior Analysis (ABA) programs and service delivery options to meet the needs of students diagnosed with behavior or social skills deficits; train and supervise the performance of assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Board Certified Behavior Analyst (BCBA) certification issued by the Behavior Analyst Certification Board. Experience serving in a lead or supervisory capacity is desirable.

OR

A master's degree in education, psychology, counseling, behavior analysis, behavior science, human development, social work, rehabilitation, or a related field and two years of experience designing, implementing and monitoring skill-acquisition and behavior-reduction programs. Experience serving in a lead or supervisory capacity is desirable.

#### SPECIAL REQUIREMENTS:

Positions in this classification require the use of a personal automobile and possession of a valid California Class C Driver's License.

**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:	\$36.03
6 MONTHS:	\$38.01
1 ½ YEARS:	\$40.10
2 ½ YEARS:	\$42.30

### 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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VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0076-5212 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.*

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## DISTRICT SECURITY OFFICER

### FINAL FILING DATE:

4:30 p.m. Friday, February 17, 2017

### JOB INFORMATION:

The current vacancy is located at School Safety.

### JOB SUMMARY:

Under general direction, patrol and monitor District properties to protect District property against vandalism, illegal entry, fire and theft; enforce laws and regulations; respond to emergency situations and non-emergency dispatcher calls for service; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in criminal justice or a related field is desirable.

#### EXPERIENCE:

Some experience performing security work involving patrolling buildings and property to protect against vandalism, illegal entry, fire and theft.

OR

One year as a Campus Security Officer, School Safety/Security Specialist, School Safety Communications Operator or Gang Intervention Specialist in the Long Beach Unified School District.

#### SPECIAL REQUIREMENTS:

(1) Incumbents in this class must possess and maintain a valid 832 Arrest and Firearms Certification as mandated by the California Penal Code throughout employment in this classification. (2) Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation. (3) Incumbents must obtain a certificate of completion of a school security guard training course within six months of employment. (4) Possession of a valid California Class C Driver's License is required at the time of appointment. (5) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (6) Incumbents in this classification must possess within six months of employment and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (7) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range. (8) Incumbents will be required to work evenings, swing shifts, weekend assignments and graveyard shifts. (9) May be required to travel from one school location to another. (10) 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, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

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

### PHYSICAL DEMANDS:

Visual field and depth and color. Hearing and speaking to exchange information in person and on the telephone. Seeing to read, prepare and proofread documents and perform assigned duties. Sitting and standing for extended periods of time. Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment. Lifting objects weighing up to 50 pounds. Agility and strength to make apprehensions and to protect self from attack.

### APPLICATION:

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### 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. The eligibility list for this classification will remain in effect for a period of 6 months.

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0072-5202 SF

LBUSD employees, please see reverse side for  
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*Maria Braunstein*

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

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**Guidelines:**

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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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## CLASSIFIED EMPLOYMENT OPPORTUNITY

# INTERMEDIATE NUTRITION SERVICES WORKER

### FINAL FILING DATE:

4:30 p.m., Thursday, February 23, 2017

### JOB INFORMATION:

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

### JOB SUMMARY:

Under close supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

Six months of food service experience or three months at the level of Nutrition Service Worker.

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

#### SPECIAL REQUIREMENTS:

(1) Valid Food Handler's certificate is desirable. (2) Some positions in this classification may require a valid California Class C driver's license and incumbents in these positions will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Accepting employment in 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: \$15.03  
6 MONTHS: \$15.86  
1 ½ YEARS: \$16.73  
2 ½ YEARS: \$17.65  
3 ½ YEARS: \$18.62

### 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:

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### PERSONNEL COMMISSION

Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood, CA 90713  
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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 17-0077-5068 AM

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.**

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SCHOOL DATA TECHNICIAN

### FINAL FILING DATE:

4:30 p.m., Monday, February 27, 2017

Applications Accepted: February 14, 2017 – February 27, 2017

### JOB INFORMATION:

Permanent 10 month position. Position is 70% FTE. The current vacancy is located at Cabrillo High School.

### JOB SUMMARY:

Under the direction of an assigned supervisor, perform technical duties related to the electronic data processing operations and systems at an assigned school site; assure accurate accounting of student enrollment and attendance; generate various monthly and annual ADA reports; establish, prepare and maintain accurate student records and files; communicate with staff, student, parents and others to provide information concerning student attendance and related data; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school.

#### EXPERIENCE:

Two years of clerical experience including experience involving maintaining computerized student attendance records and statistics.

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

#### SPECIAL REQUIREMENTS:

(1) 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. (2) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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

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

### SALARY RANGE HOURLY:

START:	\$19.72
6 MONTHS:	\$20.80
1 ½ YEARS:	\$21.95
2 ½ YEARS:	\$23.16
3 ½ YEARS:	\$24.43

### 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 17-0075-3360 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.**
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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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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SENIOR NUTRITION SERVICES WORKER

### FINAL FILING DATE:

4:30 p.m., Thursday, February 23, 2017

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

One year of food service experience or six months of experience at the level of Intermediate Nutrition Service Worker.

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

#### SPECIAL REQUIREMENTS:

(1) Valid Food Handler's certificate is desirable. (2) Some positions in this classification may require a valid California Class C driver's license and incumbents in these positions will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Accepting employment in 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: \$16.31  
6 MONTHS: \$17.21  
1 ½ YEARS: \$18.15  
2 ½ YEARS: \$19.15  
3 ½ YEARS: \$20.20

### 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:

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

Dual Exam 17-0078-5071 AM

LBUSD employees, please see reverse side for important information.

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

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**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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**RECRUITMENT EXTENDED**  
**CLASSIFIED EMPLOYMENT OPPORTUNITY**

**TELECOMMUNICATIONS TECHNICIAN**

**FINAL FILING DATE:**

**EXTENDED DEADLINE: 4:30 p.m., Tuesday, February 28, 2017.**

**JOB INFORMATION:**

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located in the department of Information Services.

**JOB SUMMARY:**

Under general supervision, install, test, repair, program and maintain a processor controlled digital telecommunications system and related voice mail equipment; maintain and repair Nortel and Avaya telephone and voice mail systems; perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND TRAINING:**

Equivalent to graduation from high school.

**EXPERIENCE:**

Four years of journey-level experience in telephone installation, maintenance and repair work.

Possession of a certificate of qualification in the installation, maintenance and repair of Nortel and Avaya products 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) Position in this classification requires possession of a valid California Class C driver's license. (2) May be required to travel from one school location to another. (3) 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. (4) An incumbent 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.

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**SALARY RANGE HOURLY:**

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

**APPLICATION:**

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

Dual Exam 17-0066-3309 SF

LBUSD employees, please see reverse side for important information.

*Maria Braunstein*

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 19

Date: February 16, 2017

Reason for  
Consideration: Approval

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**Campus Security Officer-Substitutes  
Only**

**Dual**

**17-0058-5011**

List Valid: 02/09/17-02/09/18

Total applications received: 33

No. Passed: 5            No. Failed: 2

Total invited to exam: 13

No. Withdrew: 6      No. Screened Out: 20

**Educare Family Support Specialist -  
Bilingual Khmer**

**Dual**

**17-0055-5529**

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

Total applications received: 17

No. Passed: 0            No. Failed: 1

Total invited to exam: 3

No. Withdrew: 2      No. Screened Out: 14

**Educare Family Support Specialist -  
Bilingual Spanish**

**Dual**

**17-0054-5204**

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

Total applications received: 62

No. Passed: 2            No. Failed: 11

Total invited to exam: 19

No. Withdrew: 6      No. Screened Out: 43

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



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

February 8, 2017

**TO:** Personnel Commission

**FROM:** Executive Officer, Personnel Commission and Classified Employment

**SUBJECT:** Creation of a New Classification

### Background and Findings

Staff received a request from the High School Office to create a new classification with responsibility to assist the Administrator, K-16 Collaborations & External Programs in planning, developing, marketing and maintaining District programs, communications and working relationships with external partners to advance the strategic priorities of the Long Beach Unified School District. Staff worked with Cynthia Bater, Program Administrator, to develop the new classification of Business Development and Marketing Specialist and identify the essential duties of the class.

### Salary Placement

For salary comparison purposes, the top ten largest school districts in California and local agencies typically utilized for salary survey purposes were surveyed for compensation comparison. In total, Staff found similarity between classification duties and minimum qualifications with eight agencies to support a compensation recommendation. The survey median of the eight agencies is \$6,255. This median is closest to LBUSD's salary range 32 (C1) with a maximum step of \$6,190 per month.

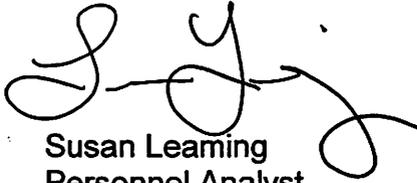
The Assistant Superintendent, High Schools is in agreement with the proposed classification specification and recommended salary placement.

### Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Business Development and Marketing Specialist
2. Allocate the class of Business Development and Marketing Specialist to salary range 32 (C1)

Prepared by:



Susan Learning  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: XXXX**  
**Salary Range: 32 (C1)**

### **BUSINESS DEVELOPMENT AND MARKETING SPECIALIST**

#### **JOB SUMMARY**

Under administrative direction, perform a variety of specialized duties to assist in planning, developing, marketing and maintaining District programs, communications and working relationships with external partners to advance the strategic priorities of the Long Beach Unified School District; 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.*

- Assist in planning and organizing business partnerships and activities including identifying funding and collaboration sources in the corporate and foundation arenas, expanding initial programs to full collaborative partnerships, and preparing grant materials. **E**
- Assist with communications and public relations for assigned programs and partnerships; produce and disseminate marketing materials including newsletters, brochures, logo items, and flyers. **E**
- Conduct online outreach and promotion of partnership and collaboration activities utilizing a variety of social media platforms such as Facebook, LinkedIn and Twitter; maintain assigned websites. **E**
- Assist in the development of campaigns for assigned programs including direct partnerships and collaboration with media, governmental agencies, corporate or other organizations and stakeholders. **E**
- Assist in coordinating roles for local employers, community-based organizations, workforce development agencies, vocational schools and post-secondary education institutions that connect school to careers and support student employability and workforce preparation through Linked Learning. **E**
- Participate in the recruitment of business partners to provide internships, mock interviews, guest speakers, career fairs, job shadows, workplace tours and other work-based learning opportunities for students; provide training to business partners to work effectively with students and staff. **E**
- Organize and schedule partnership activities that provide students with positive interactions supporting academic success, personal development and career aspirations including student interviews with business partners. **E**

- Organize and schedule a wide variety of meetings, presentations, and receptions for leadership boards and other stakeholders; maintain documentation of activities with corporate partnerships. *E*
- Communicate with District staff, administrators and a wide variety of outside public and private agencies to coordinate and schedule activities, resolve issues and exchange information related to the collaborations and programs in which the District participates. *E*
- Perform a variety of administrative duties in support of assigned programs; assist with monitoring assigned budgets, financial reporting and grant management functions; research and compile operating analyses; prepare and make bank deposits; track and process timesheets and payroll for students. *E*
- Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends. *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**

A Business Development and Marketing Specialist performs a variety of specialized duties to assist in planning, developing, marketing and maintaining District programs, communications and working relationships with external business partners to advance the strategic priorities of the Long Beach Unified School District. An incumbent participates in employer outreach services and interfaces with local businesses and partner organizations to assist in developing support for Long Beach CALL (Collaborative to Advance Linked Learning) initiatives and student internship opportunities.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Marketing techniques and strategies including online resources, social media platforms and other communication media.

General principles and methods of modern communications, public relations and marketing.

General budgeting practices regarding monitoring and control.

Research methods and report writing and record-keeping techniques.

Oral and written communication skills.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

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

**Ability to:**

Assist in planning, developing and maintaining District programs, communications and working relationships with business partners.  
Learn purposes and goals of Linked Learning and work-based learning programs.  
Produce and disseminate marketing materials including newsletters, brochures, logo items, and flyers.  
Conduct online outreach and promotion of partnership and collaboration activities utilizing a variety of social media platforms.  
Represent the Long Beach Unified School District in a professional manner.  
Adapt to changing circumstances and work quickly under pressure of deadlines.  
Speak clearly and effectively before individuals and groups.  
Monitor assigned budgets.  
Prepare and deliver effective oral presentations including the use of PowerPoint or similar computer software.  
Establish and maintain effective working relationships with external partners, higher education representatives, elected officials and others.  
Organize and schedule work.  
Work independently with little direction.  
Maintain current knowledge of educational reforms, initiatives and trends.  
Communicate effectively both orally and in writing.  
Prepare and maintain a variety of statistical and narrative reports, records and files related to assigned activities.  
Operate a computer and assigned software.

**Education and Training:**

Bachelor's degree in business or public administration, journalism, marketing, public relations, education or a related field.

**Experience**

Two years of program administration, public relations, fundraising or marketing experience. Experience in college and career development, work experience programs or school-to-career programs 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**

Positions in this class require the use of a personal automobile and possession of a valid California class C driver's license.

Positions in this class may require District paid travel throughout the United States, with varied work hours.

**WORKING ENVIRONMENT**

Office environment.  
Evening and weekend hours.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information and deliver oral presentations.  
Stamina, poise and presence sufficient to speak knowledgeably and confidently to groups.

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

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

PCA:



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

February 2, 2017

TO: Personnel Commission

FROM: Commission Staff

SUBJECT: Reclassification Request

INCUMBENT: Allen Silas

CURRENT CLASSIFICATION: Warehouse Materials Processor (salary range 21 C1)

LOCATION: Maintenance

### Background

In June 2001, incumbent Allen Silas was hired as a temporary Warehouse Materials Processor (salary range 21 C1) at the Maintenance warehouse, covering for an employee on an extended leave of absence. In November 2002, the incumbent was selected for a permanent Warehouse Materials Processor position at the Maintenance warehouse. The incumbent reported to a Warehouse Supervisor at the Maintenance warehouse.

In June 2010, the Warehouse Supervisor position was abolished and the bumping resulted in the incumbent being laid off for a six-week period. The incumbent was recalled from layoff in August 2010 and accepted a position at the District warehouse. In November 2010, he accepted placement back to the Maintenance warehouse and began reporting to a Maintenance Manager.

In November 2015, the incumbent submitted a reclassification request form to the Personnel Commission and completed a Position Description Questionnaire (PDQ). However, District management notified Commission staff that they were changing the duties assigned to the position and the job audit was placed on hold. In October 2016, staff met with the incumbent who explained that his duties had changed. Commission staff then notified District management that a job audit would begin. Staff asked the incumbent to update his original PDQ and his direct supervisor reviewed and commented on the updated PDQ. In November 2016, Commission staff reviewed the questionnaire and conducted a job audit interview with the incumbent to clarify job duties and responsibilities.

### Findings

After the incumbent returned to the Maintenance warehouse in November 2010, he continued to perform work within his current classification of Warehouse Materials Processor including:

- Receiving, unloading, and inspecting shipments for damage and conformity to purchase order specifications and packing slips; conferring with Purchasing Agents, vendors, requestors and freight companies regarding shortages, damaged goods or other discrepancies; input and update computerized records
- Storing received items in appropriate warehouse sections, shelves, bays or bins; moving stock locations as necessary
- Creating and printing bar code labels
- Processing and filling orders; verifying merchandise counts; moving merchandise to staging or will call areas; completing and submitting related paperwork
- Issuing stock; communicating with District personnel and others regarding the pickup and delivery of orders; resolving shipping errors; responding to special orders and emergency pickup requests

In addition, the incumbent has also been performing the following duties as described in his PDQ, job audit interview with Commission staff, and confirmed by his manager:

- Responsibility for planning, organizing and leading the daily operations and activities of the Maintenance Warehouse
- Responsibility for following up with vendors and District personnel regarding shipping issues; setting delivery appointments with vendors; making independent decisions to refuse shipments
- Responsibility for maintaining records, reports and files related to warehouse activities including Hazard Analysis and Critical Control Point (HACCP) records, Material Safety Data Sheets (MSDS) and vendor shipments
- Oversight of periodic and annual Maintenance warehouse inventory activities including coordinating inventory dates; overseeing the actual count process for annual inventory; assisting District accounting staff conducting inventory; assigning Maintenance staff to teams and providing support during actual count; researching and creating discrepancy explanation report for items that require explanation in accordance with District criteria; reconciling discrepancies by inputting part numbers in the work request system (TMA)
- Monitoring stock levels; establishing stock re-order points; assuring appropriate amounts of inventory; running usage reports; recommending discontinuation or purchase of new stock items; recommending purchase quantities and suggest source; expediting orders as necessary
- Introducing new parts and deactivating obsolete parts; creating new part numbers and assigning warehouse locations
- Communicating directly with Maintenance shop supervisors regarding storage space, introducing new and discontinuing old parts, and emergency jobs requiring shop supplies; following up with supervisors to obtain work order numbers for previously issued stock items
- Preparing forms and initiating transfer of Controlled Receiving Reports to the Records Management department for destruction
- Issuing and tracking floor tile distribution to flooring contractors; maintaining related records

- Tracking and closing purchase orders for stock items; reconciling irregularities; inputting purchase order information into FINSYS financial system to pay vendors; communicating with Purchasing staff regarding payment on purchase orders
- Locking and unlocking warehouse doors/gates; maintaining security of warehouse and materials
- Daily oversight of upkeep of warehouse, submitting proposals for major projects related to the warehouse such as large-scale cleaning projects and retrofit of lighting fixtures
- Training and providing work direction to temporary workers and student employees as needed

At the conclusion of the job audit interview, the incumbent indicated he believed staff had a clear understanding of the duties assigned to him. Before determining a classification recommendation, staff shared these findings with the incumbent and his direct supervisor who agreed this was an accurate representation of the duties assigned to his position.

### Conclusions

Prior to its abolishment, the Warehouse Supervisor position had responsibility for daily oversight of the warehouse and directly supervised the incumbent. The Warehouse Materials Processor performed the receiving and issuing work and received assistance from the Supervisor as needed. The incumbent was periodically temporarily upgraded to the Supervisor position when the Supervisor was on vacation or out ill.

When the incumbent returned to the Maintenance warehouse in November 2010, he continued to perform the work of a Warehouse Materials Processor but also assumed daily responsibility for planning, organizing, and leading the operations and activities of the Maintenance Warehouse without direct supervision. The incumbent receives general supervision from a Maintenance Manager. The incumbent independently makes daily decisions regarding warehouse operations within established guidelines and procedures. These duties are outside the scope of the Warehouse Materials Processor classification.

Staff recommends the subject position be allocated to a classification designed to reflect the unique needs of the Maintenance warehouse and duties assigned to the incumbent. The classification of Maintenance Storekeeper (salary range 26 C2) was created in 1970 and was active until 1994. The Maintenance Storekeeper classification was reclassified to Supervising Maintenance Storekeeper classification (salary range 26 S1) in 1994. The Maintenance Storekeeper class description is similar in scope and level to the duties and responsibilities currently assigned to the incumbent.

Therefore, staff is recommending the reestablishment of the Maintenance Storekeeper classification, change in bargaining unit, revision of duties and title change to Maintenance Materials Storekeeper, and the reclassification of the incumbent to the revised title of Maintenance Materials Storekeeper. The revised class description of Maintenance Materials Storekeeper was constructed out of the information provided by the incumbent in his PDQ and during the job audit interview. The duty statements reflect the level of responsibility, accountability, and higher-level duties that have been assumed by the incumbent through gradual accretion. The bargaining unit of the revised classification is recommended to be

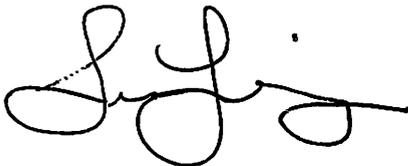
changed from Unit B to Unit A as other warehouse classifications are part of Unit A and this classification does not perform construction/repair or transportation work.

Recommendations

Staff recommends the Personnel Commission:

1. Reestablish the classification of Maintenance Storekeeper (salary range 26 C2)
2. Reallocate the classification of Maintenance Storekeeper to salary range 26 (C1)
3. Adopt the revised classification specification and title of Maintenance Materials Storekeeper
4. Reclassify the incumbent, Allen Silas, to the classification of Maintenance Materials Storekeeper

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: XXXX  
Salary Range: 26 (C1)

### MAINTENANCE MATERIALS STOREKEEPER

#### JOB SUMMARY

Under general supervision, organize, oversee and lead the daily operations and activities of the Maintenance warehouse; oversee periodic and annual Maintenance warehouse inventory activities; prepare and maintain related records and files; 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.*

- Perform a variety of duties related to the shipping, receiving, storing and issuing of materials and equipment at the Maintenance warehouse; assure compliance with applicable laws, codes, rules and regulations. **E**
- Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; confer with Purchasing Agents, vendors, requestors and freight companies to resolve shortages, damaged goods or other discrepancies; refuse shipments if necessary; process related paperwork; input and update computerized records. **E**
- Store received items in appropriate warehouse sections, shelves, bays or bins; move stock locations as necessary; create and print bar code labels; unitize merchandise. **E**
- Issue stock in accordance with approved requisitions; communicate with Maintenance staff regarding the pickup and delivery of orders; respond to special orders and emergency pickup requests. **E**
- Track and close purchase orders for stock items; reconcile irregularities; input purchase order information into financial system to pay vendors; communicate with Purchasing staff regarding payment on purchase orders. **E**
- Coordinate annual inventory dates; oversee the actual inventory count process; assist District staff conducting inventory; assign staff to teams and provide support during actual count. **E**
- Research and create inventory discrepancy explanation reports for items requiring explanation in accordance with District criteria; reconcile discrepancies by inputting part numbers in the work request system. **E**
- Monitor stock levels; establish stock re-order points; assure appropriate amounts of inventory; run usage reports; recommend discontinuation or purchase of new stock items; recommend purchase quantities and suggest sources; expedite orders as necessary. **E**

- Introduce new parts and deactivate obsolete parts; create new part numbers and assign warehouse locations. *E*
- Communicate with Maintenance staff regarding storage space, introducing new and discontinuing old parts, and emergency jobs requiring shop supplies; follow up with supervisors to obtain work order numbers for previously issued stock items. *E*
- Maintain records, reports and files related to warehouse activities including Hazard Analysis and Critical Control Point (HACCP) records, Material Safety Data Sheets (MSDS) and vendor shipments. *E*
- Issue and track the distribution of floor tile or other materials to contractors; maintain related records. *E*
- Prepare a variety of forms and initiate transfer of Controlled Receiving Reports to the Records Management department for destruction. *E*
- Lock and unlock warehouse doors/gates; maintain security of warehouse and materials. *E*
- Maintain warehouse and work areas in a clean, safe and orderly condition; empty trash, spot mop spills and sweep floors; stack pallets; submit proposals for warehouse projects such as deep cleaning projects and retrofit of lighting fixtures. *E*
- Serve as a lead in the Maintenance warehouse; train and provide work direction to others. *E*
- Operate a variety of warehouse equipment including a forklift, pallet jack, hand truck, scale, baler and shrink wrap machine; operate a variety of office equipment including a computer and assigned software. *E*
- Drive a District vehicle to conduct work as necessary. *E*
- Attend a variety of meetings and trainings. *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**

A Maintenance Materials Storekeeper performs a variety of duties related to the shipping, receiving, storing and issuing of materials and equipment at the Maintenance warehouse and is responsible for the daily operation and activities of the Maintenance warehouse.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Methods, practices and terminology used in warehouse operations.

Shipping and receiving procedures.

Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.

Operation of equipment used in the receipt, storage and shipping of materials.

General space utilization and inventory control methods and practices.

Proper storage techniques.

Operation of a computer and data entry techniques.

Record-keeping and filing techniques.  
Basic report preparation techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Principles and practices of training and providing work direction to others.  
Proper lifting techniques.  
Health and safety regulations.  
General math.

**Ability to:**

Perform physical and record-keeping duties involved in packing, storing and shipping materials and equipment.  
Receive, store, ship and deliver materials, supplies and equipment.  
Utilize space efficiently and effectively.  
Oversee and participate in maintaining and recording inventory.  
Understand and resolve issues, complaints or problems.  
Prioritize and schedule work.  
Meet schedules and time lines.  
Work independently with little direction.  
Maintain records and files and prepare reports.  
Operate a variety of warehouse equipment including a forklift.  
Operate a computer and assigned software.  
Input data at an acceptable rate of speed.  
Drive a District vehicle to conduct work.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Train and provide work direction and guidance to others.  
Observe health and safety regulations.  
Add, subtract, multiply and divide accurately.

**Education and Training:**

Graduation from high school or equivalent.

**Experience:**

Two years of warehouse experience receiving, inspecting, storing and issuing materials and supplies. Experience in a lead capacity or handling construction and maintenance materials and supplies is desirable.

Or

One year of experience as a Warehouse Materials Processor with the Long Beach Unified School District.

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

**SPECIAL REQUIREMENTS**

Valid Forklift Operator Certification within six months of employment. Certification will be provided by the District.

Valid California Class C driver's license.

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.

**WORKING ENVIRONMENT**

Warehouse environment.

Exposure to fumes, dust and odors.

Working around and with machinery having moving parts.

Driving a vehicle to conduct work.

Working at heights.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.

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

Lifting, carrying, pushing or pulling moderately heavy objects and carts weighing approximately 50 pounds, and with assistance up to approximately 100 pounds.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Seeing to read a variety of materials.

Standing for extended periods of time.

Walking.

Climbing ladders to reach supplies and equipment.

Heavy physical labor.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA:

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 35-48

Date: February 16, 2017

Reason for  
Consideration: Restricted Action

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

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

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

It is recommended the Commission act to approve this recommendation.

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