

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

MEETING AGENDA

Regular Meeting  
Building B, Room 29  
May 11, 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 April 27, 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 Administrator, Construction 5-6
2. **RATIFY** job announcement bulletin for Administrator, Facilities, Development and Planning 7-8
3. **RATIFY** job announcement bulletin for Assistant Facilities Project Manager 9-10
4. **RATIFY** job announcement bulletin for Health Assistant 11-12
5. **RATIFY** job announcement bulletin for Instructional Aide-Educare BL Spanish; Instructional Aide-Educare BL Khmer 13-14
6. **RATIFY** job announcement bulletin for Nutrition Services Worker 15-16
7. **RATIFY** job announcement bulletin for Senior ASB Financial Technician 17-18
8. **RATIFY** job announcement bulletin for Senior Health Assistant 19-20
9. **APPROVE** the certification of Educare Family Support Specialist 17-0083-5203 eligibility list established May 1, 2017 21

10. **APPROVE** the certification of Educare Family Support Specialist BL Spanish 17-0084-5204 eligibility list established April 27, 2017 21
11. **APPROVE** the certification of Human Resources Assistant 17-0064-3350 eligibility list established May 5, 2017 21
12. **APPROVE** the certification of Instructional Aide-Special 17-0092-0448 eligibility list established May 1, 2017 21
13. **APPROVE** the certification of Instructional Aide-Special 17-0100-0448 eligibility list established May 1, 2017 21
14. **APPROVE** the certification of Intermediate Nutrition Services Worker 17-0077-5058 eligibility list established April 26, 2017 21
15. **APPROVE** the certification of Library/Media Assistant 17-0090-0465 eligibility list established May 5, 2017 21
16. **APPROVE** the certification of Mail Delivery Driver 17-0082-0219 eligibility list established May 3, 2017 22
17. **APPROVE** the certification of Senior Nutrition Services Worker 17-0078-5071 eligibility list established April 26, 2017 22
18. **APPROVE** the certification of Transportation Scheduler 17-0081-5040 eligibility list established May 10, 2017 22
19. **APPROVE** the extension of Kids' Club Supervisor I 16-0087-3266 eligibility list established May 20, 2016 22
20. **APPROVE** the extension of Kids' Club Supervisor II 16-0088-3267 eligibility list established May 20, 2016 22
21. **APPROVE** the extension of Kids' Club Supervisor III 16-0089-3268 eligibility list established May 20, 2016 22

### III. OLD BUSINESS

### IV. NEW BUSINESS

1. **APPROVE** the abolishment of the following classifications: 23-30  
 Broadcast/Master Control Associate  
 Senior Architectural Drafting Technician
2. **APPROVE** the following: 31-35  
 Adopt the revised class specification for the classification of Systems Analyst
3. **APPROVE** the recommendation to remove from eligibility list ID 29199107 36-40

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

May 25, 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

April 27, 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, April 27, 2017 at 8:17 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Terence Ulaszewski.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present:           Stacey V. Lewis  
                          Terence Ulaszewski  
                          Linda Vaughan

STAFF MEMBERS PRESENT.

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

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; 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 13, 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. The event will have games, food, and entertainment. The Classified Employee of the Year will be announced at the event.

Maria Braunstein, Personnel Analyst, reported that 32 recruitments are currently in progress. Ms. Braunstein informed the Commission that a successful performance exam was implemented for the Mail Delivery Driver position.

Susan Leaming, Personnel Analyst, informed the Commission that CPR/First Aid training will be offered on May 8, 2017 at the Teacher Resource Center (TRC).

Dale Culton, Certification Services Manager, reported staff is preparing seniority lists to determine summer school placements. Employees will be notified of their status by the end of May.

**CONSENT AGENDA**

Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 3-6; with a correction made to item 3; Consent Agenda items 1 and 2 were pulled for further discussion.

3. **APPROVE** the certification of Accompanist 17-0031-5213 eligibility list established April 18, 2017
4. **APPROVE** the certification of Administrative Dietitian 17-0091-0537 eligibility list established April 24, 2017
5. **APPROVE** the certification of Carpenter 17-0080-0114 eligibility list established April 20, 2017
6. **APPROVE** the certification of Instructional Aide-Alternative Schools 17-0089-0221 eligibility list established April 18, 2017

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

Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1 and 2.

1. **RATIFY** job announcement bulletin for Assistant Director-Fiscal Services
2. **RATIFY** job announcement bulletin for Executive Director, Equity, Access, and College & Career Readiness

<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**

1. **APPROVE** the following:  
Revision to the Rules and Regulations of the Classified Service, Chapter X (Second Reading)

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

**NEW BUSINESS**

1. **APPROVE** the following:  
Reallocate the classifications of Administrator, Construction and Administrator, Facilities Development and Planning from salary range 51 (M2) to salary range 53 (M2)

Susan Leaming, Personnel Analyst, provided an overview of the report. 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 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 recommendation to remove from eligibility list ID 30880222

The Commission moved New Business item 1 to closed session.

**OTHER ITEMS**

Mr. Ulaszewski thanked everyone for the celebration at the last meeting of the Commission's 75<sup>th</sup> anniversary and his 20<sup>th</sup> anniversary as a Commissioner.

Juan Garcia, CSEA Chief Job Steward, reported CSEA attended the New Employee Orientation and suggested the New Employee Orientation video include the Personnel Commission and CSEA.

Ms. Valeeta Pharr, CSEA Chapter 2 President, informed the Commission that CSEA offers education and training opportunities for classified employees through their headquarters.

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for May 11, 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 8:38 a.m.

**OPEN SESSION**

The Personnel Commission returned to open session at 8:51 a.m. The following action was taken.

1. The Commission acted to sustain staff's recommendation to remove candidate 30880222 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 April 2018.

<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 8:53 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 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!

*Maria Braunstein*

# RECRUITMENT EXTENDED



**An Exciting Career  
Opportunity  
Awaits You At**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**ADMINISTRATOR, CONSTRUCTION**

**\$112,565 – \$132,186  
Annually**

---

---

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Administrator Construction. Under administrative direction of the Executive Director, plan, coordinate, administer and oversee the construction activities and day-to-day operations of the Facilities Development and Planning Branch; 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 Administrator, Construction.

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

## **THE IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field. A Master's degree in one of the above-mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired.

Additionally, candidates will have Four years of management-level experience in construction. Experience in educational construction is preferred.

Any other combination of training and/or experience which demonstrates that an applicant is likely to possess the required skills, knowledge, and 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

## **SALARY AND BENEFITS**

The annual salary for Administrator, Construction is \$112,565 - \$132,186 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:

## **EXTENDED DEADLINE 4:30 PM- 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

## 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 17-0038-5210 AS

*Maria Braunstein*

# RECRUITMENT EXTENDED



## An Exciting Career Opportunity Awaits You At **LONG BEACH UNIFIED SCHOOL DISTRICT**

## **ADMINISTRATOR, FACILITIES, DEVELOPMENT AND PLANNING**

**\$112,565 – \$132,186  
Annually**

---

---

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Administrator, Facilities, Development and Planning. Under administrative direction, plan, coordinate, administer and oversee the planning activities, phases of design and day-to-day operations of the Facilities Planning and Management Branch; 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 Administrator, Planning, Engineering and Construction, then Administrator, Facilities, Development and Planning.

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

## **THE IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field. A Master's degree in one of the above-mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired.

Additionally, candidates will have four years of management-level experience in construction, urban studies or facilities planning. Experience in educational facility planning and construction is preferred. Any other combination of training and/or experience which demonstrates that an applicant is likely to possess the required skills, knowledge, and 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.

## **SALARY AND BENEFITS**

The annual salary for Administrator, Facilities, Development and Planning is \$112,565 - \$132,186 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.lbusd.k12.ca.us/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:

**EXTENDED DEADLINE 4:30 PM- 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.lbusd.k12.ca.us/Departments/Personnel Commission/>  
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

## ABOUT OUR DISTRICT

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

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

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

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

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

Dual Exam 17-0114-5104 SF *Maria Braunstein*



# An Exciting Career Opportunity Awaits You at

## LONG BEACH UNIFIED SCHOOL DISTRICT

### ASSISTANT FACILITIES PROJECT MANAGER

**\$69,072 - \$81,108 Annually**

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Assistant Facilities Project Manager. Under general direction, perform a variety of increasingly complex and technical duties related to the District's facilities planning and construction program; provide project coordination and management support to department activities and projects; collect and account for developer fees; prepare and maintain a variety of records related to facilities planning and construction; 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 Assistant Facilities Project Manager.

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, construction management, architecture or a related field.

Additionally, candidates will have two years of professional experience in construction or facilities planning. Experience in educational facility planning and construction 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. May be required to travel from one school location to another.

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.

## **SALARY AND BENEFITS**

The annual salary for Assistant Facilities Project Manager is \$69,072 to \$81,108, 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., Thursday, May 11, 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

## HEALTH ASSISTANT

### FINAL FILING DATE:

4:30 p.m., Tuesday, May 9, 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 Lakewood High School.

### 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) May be required to travel from one school location to another. (4) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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

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

### SALARY RANGE HOURLY:

START:	\$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

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 17-0108-5170 AS

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 EMPLOYMENT  
OPPORTUNITY  
RECRUITMENT EXTENDED**

**INSTRUCTIONAL AIDE - EDUCARE BL SPANISH  
INSTRUCTIONAL AIDE - EDUCARE BL KHMER**

**FINAL FILING DATE:**

Open Continuous

**JOB INFORMATION:**

Permanent 12 month positions. Positions are 100% FTE (8 hours per day).

**JOB SUMMARY:**

Under general and reflective supervision, assist Educare teachers in providing quality, comprehensive child development services to children and families; assist teachers in case managing specific needs with families, advocating for parents and encouraging parent involvement in the program; perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND TRAINING:**

Graduation from high school or equivalent and one of the following valid Child Development Permit issued by the California Commission on Teacher Credentialing:

- Child Development Associate Teacher Permit
- Child Development Teacher Permit
- Child Development Master Teacher Permit
- Child Development Site Supervisor Permit
- Child Development Program Director Permit

An Associate's degree in Early Childhood Education, Child Development or a related field is preferred.

**EXPERIENCE:**

Six months of experience working in an early childhood program.

**SPECIAL REQUIREMENTS:**

(1) To remain employed in this classification, an incumbent must meet the respective Child Development Permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (2) Positions in the Instructional Aide – Educare, BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test. (3) Positions in the Instructional Aide – Educare, BL Khmer classification require the ability to communicate effectively, both orally and in writing, in Khmer. Candidates must successfully pass the District's bilingual/biliterate test. (4) Accepting employment in a position in this classification requires the individual to either, join the union and pay union dues or to pay the union an agency fee.

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

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

**SALARY RANGE HOURLY:**

START:	\$15.87
6 MONTHS:	\$16.75
1 ½ YEARS:	\$17.67
2 ½ YEARS:	\$18.63
3 ½ YEARS:	\$19.66

**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, 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*

Open/Continuous 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

## NUTRITION SERVICES WORKER

### FINAL FILING DATE:

Open Continuous  
SUBSTITUTE SALARY: \$13.86

### JOB INFORMATION:

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

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

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

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

### SPECIAL REQUIREMENTS:

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

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

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

### APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

### SELECTION PROCEDURE:

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

### 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 Continuous 17-0122-5068 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.**

**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

## SENIOR ASB FINANCIAL TECHNICIAN

### FINAL FILING DATE:

4:30 p.m., Friday, May 19, 2017

### JOB INFORMATION:

Permanent 10 month position. Position is 100% FTE. Current vacancy is located at Lakewood High School.

### JOB SUMMARY:

Under general supervision, perform financial duties in accounting for the receipt and disbursement of student body monies at a large comprehensive high school; advise school administrators and student body officers on proper accounting policies and procedures of student body funds; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

#### EXPERIENCE:

Three years of clerical accounting work preferably one of which is in a public agency.

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

#### SPECIAL REQUIREMENTS:

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

**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:	\$22.59
6 MONTHS:	\$23.83
1 ½ YEARS:	\$25.14
2 ½ YEARS:	\$26.52
3 ½ YEARS:	\$27.98

### 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 17-0123-0761 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 cases by case basis by the administrator of the Personnel Commission.*



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SENIOR HEALTH ASSISTANT

### FINAL FILING DATE:

4:30 p.m., Tuesday, May 9, 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.

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

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

**Guidelines:**

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report*, which is a payroll report that can be printed by your site payroll clerk. Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

---

SUBJECT: Eligibility Lists

PAGE: 21-22

Date: May 11, 2017

Reason for  
Consideration: Approval

---

**Educare Family Support Specialist**

**Dual**

**17-0083-5203**

List Valid: 05/01/17-05/01/18

Total applications received: 157

Total invited to exam: 38

No. Passed: 9            No. Failed: 19

No. Withdrew: 10    No. Screened Out: 119

**Educare Family Support Specialist BL  
Spanish**

**Dual**

**17-0084-5204**

List Valid: 04/27/17-04/27/18

Total applications received: 69

Total invited to exam: 15

No. Passed: 1            No. Failed: 10

No. Withdrew: 4    No. Screened Out: 54

**Human Resources Assistant**

**Dual**

**17-0064-3350**

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

Total applications received: 208

Total invited to exam: 50

No. Passed: 7            No. Failed: 24

No. Withdrew: 19    No. Screened Out: 158

**Instructional Aide-Special**

**Open**

**17-0092-0448**

List Valid: 05/01/17-05/01/18

Total applications received: 55

Total invited to exam: 18

No. Passed: 10            No. Failed: 3

No. Withdrew: 5    No. Screened Out: 37

**Instructional Aide-Special**

**Open**

**17-0100-0448**

List Valid: 05/01/17-05/01/18

Total applications received: 18

Total invited to exam: 2

No. Passed: 2            No. Failed: 0

No. Withdrew: 0    No. Screened Out: 16

**Intermediate Nutrition Services Worker**

**Dual**

**17-0077-5058**

List Valid: 04/26/17-04/26/18

Total applications received: 169

Total invited to exam: 143

No. Passed: 45            No. Failed: 64

No. Withdrew: 34    No. Screened Out: 26

**Library/Media Assistant**

**Dual**

**17-0090-0465**

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

Total applications received: 92

Total invited to exam: 14

No. Passed: 9            No. Failed: 3

No. Withdrew: 2    No. Screened Out: 78

**Mail Delivery Driver**

List Valid: 05/03/17-05/03/18

Total applications received: 370

No. Passed: 9            No. Failed: 64

**Dual**

**17-0082-0219**

Total invited to exam: 106

No. Withdrew: 33    No. Screened Out: 264

**Senior Nutrition Services Worker**

List Valid: 04/26/17-04/26/18

Total applications received: 69

No. Passed: 11            No. Failed: 36

**Dual**

**17-0078-5071**

Total invited to exam: 59

No. Withdrew: 12    No. Screened Out: 10

**Transportation Scheduler**

List Valid: 05/10/17-05/10/18

Total applications received: 89

No. Passed: 4            No. Failed: 8

**Dual**

**17-0081-5040**

Total invited to exam: 16

No. Withdrew: 4    No. Screened Out: 73

**EXTEND ELIGIBILITY LIST**

**Kids' Club Supervisor I**

Extended list expiration date: 05/20/18

Total applications on list: 7

No. of current eligible: 4

**Dual**

**16-0087-3266**

Extended List Period: 1 Year

No. of waivers or removals: 3

**Kids' Club Supervisor II**

Extended list expiration date: 05/20/18

Total applications on list: 5

No. of current eligible: 3

**Dual**

**16-0088-3267**

Extended List Period: 1 Year

No. of waivers or removals: 2

**Kids' Club Supervisor III**

Extended list expiration date: 05/20/18

Total applications on list: 5

No. of current eligible: 4

**Dual**

**16-0089-3268**

Extended List Period: 1 Year

No. of waivers or removals: 1

CERTIFIED TO BE CORRECT:           Kenneth Kato              DATE:   May 5, 2017



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

May 4, 2017

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

### Background and Findings

While reviewing the District's overall classification plan, Staff found several classifications that will no longer be utilized:

- Broadcast/Master Control Associate (vacant since September 2010)
- Senior Architectural Drafting Technician (vacant since August 1991)

Staff contacted the appropriate administrators who support the abolishment of these classifications. No staff will be impacted by this action.

### Recommendations

Staff recommends the Personnel Commission:

1. Abolish the following classifications:

- Broadcast/Master Control Associate
- Senior Architectural Drafting Technician

Prepared by:

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 5149  
Salary Range: 16 (C1)

### BROADCAST/MASTER CONTROL ASSOCIATE

#### JOB SUMMARY

Under general supervision, assist in assuring uninterrupted high-quality broadcasting of planned programming for the District's multiple television channel system; receive, process, inventory and circulate multi-media requests from District schools; 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 assuring uninterrupted high-quality broadcasting of planned programming for the District's multiple television channel system; turn on monitors and transmitters; format, print and sort program logs, program video server; load media onto the video server. **E**
- Operate television master controls and equipment to meet schedules; operate and accurately type and program District information using the cable channel character generator for cable transmission. **E**
- Receive, process, inventory and circulate multi-media requests from District schools; verify necessary forms and information; operate a variety of office equipment including a computer and assigned software, update information, process order forms and media requests. **E**
- Prepare and mark materials for deliveries; generate shipping lists and labels; utilize shipping cards and pull media requests from library shelves to assure timely deliveries; assemble and package orders for delivery. **E**
- Inspect returned materials and assure that materials are in proper containers and rewound; file cards and return media materials to library; notify sites of overdue items. **E**
- Generate booking schedules and confirmation notices; resolve scheduling conflicts and incorrect deliveries; request copies of media materials as necessary to fill orders; duplicate media materials as requested and assure compliance with copyright laws. **E**
- Communicate with faculty, staff and others to provide information regarding equipment operation, media availability and circulation procedures. **E**
- Assist during production shoots by moving props, setting up lighting and operating cameras as directed; drive a District vehicle to conduct work and transport equipment as directed. **E**
- Assist in duplicating various types of media for distribution as directed.

*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 Broadcast/Master Control Associate works in the master control room, assisting in assuring uninterrupted high-quality broadcasting of planned programming for the District's multiple television channel system. Incumbents also work in the media circulation library receiving, processing, inventorying and circulating multi-media requests from District schools.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- General television and cablecast programming, equipment and operational techniques.
- General operation of audio, video, lighting and other technical production equipment in the studio and field.
- Modern office practices, procedures and equipment.
- Inventory methods and practices.
- Record-keeping procedures.
- Operation of a computer, assigned software and data entry techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

**Ability to:**

- Learn audio-visual equipment and modern media materials.
- Learn to operate television master controls and equipment to meet schedules.
- Receive, process, inventory and circulate multi-media requests from District schools.
- Meet schedules and time lines.
- Learn basic copyright laws.
- Maintain records, lists and catalogs related to multi-media materials.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

Graduation from high school and completion of 12 college-level units in television production, broadcast technology or a closely related field or completion of the LBUSD's Regional Occupational Program (ROP) courses in Television/Media Production.

**Experience:**

Six months experience or one semester as an intern in television station production and technical operations.

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

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

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.

*SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:*

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.

**WORKING ENVIRONMENT**

Television studio and office environment.  
Working outdoors on location and at heights.  
Driving a vehicle to conduct work.  
Evening or variable hours.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting or standing for extended periods of time.  
Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.  
Seeing to read a variety of materials.  
Reaching overhead, above the shoulders and horizontally to shelve materials.  
Bending at the waist, kneeling or crouching to shelve materials.  
Climbing ladders or scaffolding.

*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 (6) 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: 4/1/2010



## PERSONNEL COMMISSION

Class Code: 0270  
Salary Range: 37 (C2)

### SENIOR ARCHITECTURAL DRAFTING TECHNICIAN

#### JOB SUMMARY

Under direction of the Construction Director, but with the exercise of considerable independent judgment, to prepare sketches, drawings, and specifications of construction projects; to supervise other Architectural Drafting Technicians; to carry out specific assignments involving the planning of construction of proposed buildings or the alteration or repair of existing structures; and to do related 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.*

- Prepares, and supervises other drafting technicians in the preparation of preliminary and working drawings, calculations, estimates, and specifications for the construction, alteration, or repair of school buildings or facilities. Revamps existing drawings and specifications to meet the needs of other sites and situations. Confers with school officials, engineers, architects, contractors and government representatives concerning project plans and details. *E*
- May make field investigations to determine existing conditions as related to project planning. *E*
- Prepares work schedules and reports. *E*
- Supervises the updating of as-built plans, working drawings, specifications and calculations and maintenance of plans files.

*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 work performed in this classification will be of the same general nature as that done by the Architectural Drafting Technician except that the Senior Architectural Drafting Technician is a supervisor and will be assigned the more difficult and involved work which requires a higher level of ability, knowledge and the exercise of independent judgment to complete.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Architectural and civil engineering nomenclature; materials; symbols; customs; practices; applicable engineering, building, sanitary and safety regulations and codes.

**Ability to:**

Detail and make architectural and civil engineering drawings.  
Make field investigations.  
Supervise and review the work of subordinates.  
Work effectively with others.

**Education and Training:**

Equivalent to completion of high school.

**Experience:**

At least five years recent paid experience in the preparation of plans and specifications for building projects (not to include residential or minor commercial buildings). This experience is to be under the supervision of a licensed architect or registered professional engineer.

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

**SPECIAL REQUIREMENTS**

Possession of a valid class C California driver license.

**WORKING CONDITIONS**

Office environment.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials and draw architectural plans.  
Sitting for extended periods of time.  
Walking to conduct field inspections.

*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 (6) 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.

Rev 3/25/04



**PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

May 4, 2017

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Revisions to a Class Specification

Background and Findings

The Executive Director, Information and Technology Systems recently reviewed the class specification for the Systems Analyst classification while initiating recruitment activities and worked with Commission Staff to make minor revisions to the specification. Specifically, references to working with student information systems were removed as the Research Office has separate classifications that work with these systems.

Attached is a copy of the revised description showing proposed deletions annotated with strikethroughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification for the classification of Systems Analyst

Prepared by:

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code 5107  
Salary Range 42 (C1)

### SYSTEMS ANALYST

#### JOB SUMMARY

Under general direction, develop, modify, test and implement the District's ~~student information and business software application systems~~; develop and provide user training on application systems ~~and related databases~~; query, extract, manipulate and analyze data; 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.*

- Evaluate user requests and needs for new or modified application systems used in the daily operation of schools and departments such as ~~student information and business software applications and related systems~~. **E**
- Perform feasibility studies to determine appropriate resolution of user needs, compatibility with current systems and computer capabilities and cost and time required; evaluate requests for modifications to determine specific tasks and effects on existing programs and systems. **E**
- Create project specifications based on user objectives; meet with end users to discuss design and requirements. **E**
- Develop software and enhancements based on specifications including design of database structure, definitions of data elements and logical steps for coding; run tests, correct errors and confer with users to evaluate results. **E**
- Develop and write documentation for in-house and third-party software programs to describe program development, logic, coding, updates and corrections. **E**
- ~~Analyze~~ Load, update and cleanup database records to support daily operations; create, maintain and monitor ~~database~~ batch jobs; design data input and output forms. **E**
- Write and execute queries to verify integrity of data; analyze input and output data, file contents, reports and source code to identify and resolve user issues; assure database backups are performed. **E**
- Debug production errors reported by users and recommend ~~make~~ appropriate corrections. **E**
- Troubleshoot user operating issues and test possible solutions; contact software vendors as necessary to troubleshoot operating issues. **E**
- Maintain a variety of records and files related to assigned activities; extract and prepare data for a variety of reports; ~~modify database table structures and data as necessary~~. **E**

- Develop and provide individual and group training on application systems ~~and related databases~~; demonstrate computer programs; develop training and reference manuals, procedural guides and materials. *E*
- Provide technical expertise and information to Information Services management regarding assigned functions and participate in the formulation of policies, procedures and programs; advise management of unusual trends or problems and recommend appropriate corrective action. *E*
- Prepare and maintain project status reports; modify projects and adjust efforts to meet management and department priorities and goals. *E*
- Attend and participate in a variety of meetings to maintain current knowledge of technological advances in the field; learn new operating systems, utilities and programming languages and remain current with evolving computer technologies. *E*
- Participate in the evaluation and testing of software applications for purchase by the District; provide recommendations to management regarding the purchase of new applications. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work and visit sites. *E*
- Provide support to other departments regarding specialized software needs and computerized systems as assigned; provide work direction to consultants and temporary employees as assigned.
- Design, develop and maintain web interfaces as assigned by the position.

*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 Systems Analyst applies a thorough knowledge of programming techniques and computer system capacity in designing, selecting and modifying software programs to provide effective service to users of the District's student information and business software application systems and related databases. Incumbents identify and resolve user issues related to computer applications ~~and databases~~ and provide training to end-users.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles, practices and techniques of ~~database structures and computer programming~~ in client/server environments with an emphasis on business systems including payroll, benefits and retirement processing.

Computer hardware systems, software applications, databases and programming languages utilized by the District such as HTML, COBOL, CICS, C#.net, Visual Basic, and Oracle, DB2 and SQL.

Principles and techniques of systems analysis.

Relational database design, support~~implementation~~ and manipulation.

Database query, interface and web-multimedia design.  
User interface issues, navigation and computer software architecture.  
Documentation methods for programs, files and databases.  
Oral and written communication skills.  
Technical aspects of field of specialty.  
Mathematical computations.

**Ability to:**

Develop, modify, test and implement the District's ~~student information and business~~ software applications and related systems.  
Create software and data specifications based on user objectives.  
Develop code in a consistent manner with proper supporting documentation.  
Perform systems analysis.  
Write new and revised technical documentation to support software including manuals and user guides.  
Analyze and detect errors in data and program structure, logic and coding.  
Test and debug programs for accuracy and reliability.  
~~Design, modify and implement~~ Analyze databases records to support operations.  
Develop and provide individual and group training on application systems, ~~and related databases.~~  
Analyze situations accurately and adopt an effective course of action.  
Create and utilize forms for data collection.  
Apply web programming languages and technologies.  
Learn and transition to new technology quickly and easily.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Prepare and deliver oral presentations.  
Maintain confidentiality of sensitive and privileged information.  
Work independently with little direction.  
Maintain current knowledge of technological advances in the field.  
Adjust to changing priorities and work assignments.  
Communicate effectively both orally and in writing.

**Education and Training:**

Bachelor's degree in computer science, information technology, business administration or a closely related field.

**Experience:**

Three years of experience in applications systems ~~and database development,~~ programming, testing, modification and maintenance.

Two years of additional experience may be substituted for two years of higher education.

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

**WORKING ENVIRONMENT**

Office environment.  
Extended viewing of a computer monitor.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information and make presentations.  
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 six (6) 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.

DATE: 6/14/2007

Revised:

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

---

SUBJECT: Removal from Eligibility List

PAGES: 36-40

Date: May 11, 2017

Reason for  
Consideration: Restricted Action

---

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

4.2.A.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.