

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
July 20, 2017

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Linda Vaughan
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of July 6, 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 ASB Financial Technician 5-6
2. **RATIFY** job announcement bulletin for Heavy Truck Driver 7-8
3. **RATIFY** job announcement bulletin for Instructional Aide-Deaf/Hard of Hearing 9-10
4. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant 11-12
5. **RATIFY** job announcement bulletin for Job Developer 13-14
6. **RATIFY** job announcement bulletin for Plant Supervisor I 15-16
7. **RATIFY** job announcement bulletin for Plant Supervisor II 17-18
8. **RATIFY** job announcement bulletin for School Safety Officer 19-20
9. **APPROVE** the certification of Administrator, Construction 17-0037-5211 eligibility list established July 17, 2017 21
10. **APPROVE** the certification of Administrator, Facilities, Development and Planning 17-0038-5210 eligibility list established July 17, 2017 21
11. **APPROVE** the certification of Building Maintenance Worker 17-0112-0625 eligibility list established July 21, 2017 21

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| 12. APPROVE the certification of Building Maintenance Worker/Driver (Open) 17-0113-0880 eligibility list established July 21, 2017 | 21 |
| 13. APPROVE the certification of Building Maintenance Worker/Driver (Promotional) 17-0113-0880 eligibility list established July 21, 2017 | 21 |
| 14. APPROVE the certification of Campus Security Officer-Avalon 17-0073-5011 eligibility list established July 17, 2017 | 21 |
| 15. APPROVE the certification of Campus Security Officer (Substitute Only) 17-0121-5011 eligibility list established July 21, 2017 | 21 |
| 16. APPROVE the certification of Senior Health Assistant 17-0109-5174 eligibility list established July 14, 2017 | 21 |

III. OLD BUSINESS

IV. NEW BUSINESS

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

August 17, 2017 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

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

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

MINUTES

Regular Meeting

July 6, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, July 6, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Linda Vaughan.

ROLL

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

Present: Terence Ulaszewski
 Linda Vaughan
 Stacey Lewis

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Maria Braunstein, Personnel Analyst; Angela Stenberg, Human Resources Technician; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Susan Follmuth, Human Resources Technician; Oralia Leyva, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; Asghar Tootla, Human Resources Technician; Andrea Armas, Human Resources Assistant; and Adriana Araujo, Staff Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; and Juan Garcia, CSEA Chief Job Steward.

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of June 22, 2017.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE
OFFICER

Kenneth Kato, Executive Officer, reported that the Personnel Commission is closing the fiscal year and preparing for the future arrival of students who will be temporarily housed at the Monroe site in 2018.

Mr. Kato explained that while the Commission will lose the use of the cafeteria for testing when students are on site, we will be provided the use of two portable units outside the "C" building. The tables and chairs will be moved from the cafeteria into the portables. Mr. Kato also reported that the Winners Reaching Amazing Potential (WRAP) program will be moving into two portables on the site.

Maria Braunstein, Personnel Analyst, reported on current recruitment and testing activities.

Dale Culton, Certification Services Manager, reported staff contacted principals that have vacancies to fill before they go on summer break.

CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify Consent Agenda items 1-12 and approve Consent Agenda items 13-19.

1. **RATIFY** job announcement bulletin for Campus Security Officer-Avalon
2. **RATIFY** job announcement bulletin for Custodial Crew Supervisor
3. **RATIFY** job announcement bulletin for Educare Family Support Specialist - BL Spanish
4. **RATIFY** job announcement bulletin for Educare Family Support Specialist - BL Khmer
5. **RATIFY** job announcement bulletin for Head Start Instructional Aide
6. **RATIFY** job announcement bulletin for Head Start Instructional Aide-BL Spanish
7. **RATIFY** job announcement bulletin for Health Assistant-Avalon
8. **RATIFY** job announcement bulletin for Instructional Aide-Special-Avalon
9. **RATIFY** job announcement bulletin for Nutrition Services Worker
10. **RATIFY** job announcement bulletin for Nutrition Services Worker-Avalon
11. **RATIFY** job announcement bulletin for Plant Supervisor-Avalon
12. **RATIFY** job announcement bulletin for Warehouse Manager

13. **APPROVE** the certification of Administrator, Research Information Systems 17-0130-5239 eligibility list established July 10, 2017
14. **APPROVE** the certification of Facilities Project Manager-Planning 17-0116-5190 eligibility list established July 3, 2017
15. **APPROVE** the certification of High School Office Supervisor (Open) 17-0133-3349 eligibility list established July 5, 2017
16. **APPROVE** the certification of High School Office Supervisor (Promotional) 17-0133-3349 eligibility list established July 5, 2017
17. **APPROVE** the certification of Middle School Office Supervisor (Open) 17-0127-3357 eligibility list established July 5, 2017
18. **APPROVE** the certification of Middle School Office Supervisor (Promotional) 17-0127-3357 eligibility list established July 5, 2017
19. **APPROVE** the certification of Nutrition Services Worker – Avalon 17-0069-5068 eligibility list established June 28, 2017

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

NEW BUSINESS

1. **DISCUSS** the Personnel Commission Employee of the Year.

Mr. Kato announced that each year the Personnel Commission recognizes one of its staff members as Employee of the Year. Mr. Kato read a summary of this person's accomplishments and presented Oralia Leyva Leonor as the 2017 Personnel Commission Employee of the Year.

OTHER ITEMS

Juan Garcia, CSEA Chief Job Steward and Valeeta Pharr, CSEA Chapter 2 President, congratulated Ms. Leyva. Mr. Garcia inquired when and where the pictures of the Classified Employee of the Year will be posted on the District's web page.

Ms. Leaming explained that a picture of the winner, along with a short biography and a list of all winners dating back to 2002 are posted on the Personnel Commission's intranet web page which can be accessed through the portal.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 20, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

Chairperson Vaughan announced that the Thursday, August 3, 2017 Personnel Commission meeting will be cancelled due to lack of a quorum.

CLOSED SESSION The Personnel Commission retired into closed session at 8:44 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:50 a.m. No reportable actions were taken.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:55 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

ASB FINANCIAL TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Monday, July 31, 2017

JOB INFORMATION:

Permanent 10 months flex position. Position is 50% FTE (20 hours per week). Current vacancy is located at CAMs

JOB SUMMARY:

Under general supervision, maintain financial accounts for student body activities at a middle, K-8 or small specialized high school; advise school administrators, sponsors and student council members on proper accounting policies and procedures; perform varied clerical duties in support of school functions; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. Coursework in accounting or finance in an institution of higher education is desirable

EXPERIENCE:

Two 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:

(1) Some positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. (2) May be required to travel from one school location to another. (3) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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

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

SALARY RANGE HOURLY:

START: \$20.67
6 MONTHS: \$21.80
1 ½ YEARS: \$23.01
2 ½ YEARS: \$24.27
3 ½ YEARS: \$25.60

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0006-0751 SF

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

HEAVY TRUCK DRIVER

FINAL FILING DATE:

4:30 p.m., Monday, July 31, 2017

REQUIREMENTS TO APPLY:

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

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of an assigned supervisor, drive a District vehicle to provide District-wide service for the delivery, transfer and placement of food, supplies, furniture, mail, trash and equipment; transport freight in a safe and efficient manner; maintain records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

One year of recent experience driving trucks of at least 26,001 pounds gross vehicular weight in delivery work or in a warehouse environment.

OR

One year of recent experience serving as a regular or substitute Truck Driver with Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class B driver's license with airbrake endorsement. (2) Some positions in this classification may require forklift certification within six months of employment. (3) Some positions assigned to the Transportation Branch may be required to qualify for a California Special Driver certificate for school bus operation by completion of the probationary period or after six months if transferring from another department. (4) 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 of the applicant regardless of any other standing. (5) Under federal law, those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing. (6) May be required to travel from one school location to another. (7) 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:	\$23.67
6 MONTHS:	\$24.97
1 ½ YEARS:	\$26.35
2 ½ YEARS:	\$27.79
3 ½ YEARS:	\$29.32

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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VII/MERIT SYSTEM EMPLOYER

Promo Exam 18-0004-0187 OL

LBUSD employees, please see reverse side for
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Maria Brauerstein

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE-DEAF/HARD OF HEARING

FINAL FILING DATE:

4:30 p.m., Friday, July 21, 2017

JOB INFORMATION:

Permanent 10 month positions. Positions are 75% FTE. The current vacancies are located at Cleveland Elementary School and International Elementary School.

JOB SUMMARY:

Under immediate supervision, assist a certificated teacher in reinforcing instruction to individual or small groups of deaf and hard of hearing students in a classroom or other learning environment; perform a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

In addition to the above standards, applicants must provide proof of completion of college-level course work relating to total communication as used in this class such as, American Sign Language or Signing Exact English. Completion of course work in Deaf Studies, Early Child Education or a related field is preferred

EXPERIENCE:

Six months of experience using total communication, preferably working with children.

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

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

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

SALARY RANGE HOURLY:

START:	\$19.05
6 MONTHS:	\$20.10
1 ½ YEARS:	\$21.21
2 ½ YEARS:	\$22.37
3 ½ YEARS:	\$23.60

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and the possession of a valid California Class C driver's license. (2) May be required to travel from one school location to another. 3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or pay the union an agency fee.

APPLICATION:

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SELECTION PROCEDURE:

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Personnel_Commission

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 17-0060-3271 AS

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE ACCOUNTING ASSISTANT

FINAL FILING DATE:

4:30 p.m., Monday, July 31, 2017

JOB INFORMATION:

Permanent 10 months flex position. Position is 100% FTE (8 hours per day). Current vacancy is located at Nutrition Services.

JOB SUMMARY:

Under general supervision, review, verify and maintain accounting, financial and statistical records; perform varied clerical work in processing accounting transactions; to record and maintain employee attendance sheets; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. Coursework at an accredited institution in accounting and/or financial record keeping is desirable

EXPERIENCE:

Two years of full-time financial or statistical record keeping work.

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

SPECIAL REQUIREMENTS:

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0007-0755 AM

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

JOB DEVELOPER

FINAL FILING DATE:

4:30 p.m., Thursday, July 27, 2017

JOB INFORMATION:

Permanent 10 month position. Position is 100% FTE (8 hours per day).

JOB SUMMARY:

Under general direction, perform a variety of duties related to the job placement and case management of students participating in the Transition Partnership Program or similar program; identify and develop prospective employment opportunities and internships; provide employment skill training to students; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate's degree including course work in business, social services, human resources, career development or a related field. A bachelor's degree is preferred.

EXPERIENCE:

One year of experience in career development, job search and placement, work experience programs or school-to-career programs, preferably in a high school setting.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one school location to another. (3) 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: \$21.23
6 MONTHS: \$22.40
1 ½ YEARS: \$23.63
2 ½ YEARS: \$24.94
3 ½ YEARS: \$26.31

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0003-0463 OL

LBUSD employees, please see reverse side for
important information.

Maria Braunstein

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

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Guidelines:

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- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
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4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

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CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

PLANT SUPERVISOR I

FINAL FILING DATE:

4:30 p.m., Tuesday, August 1, 2011

REQUIREMENTS TO APPLY:

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

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

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

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

PHYSICAL DEMANDS:

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

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

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

SALARY RANGE HOURLY:

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

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Promo Exam 18-0008-5026 OL

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

PLANT SUPERVISOR II

FINAL FILING DATE:

4:30 p.m., Tuesday, August 1, 2017

REQUIREMENTS TO APPLY:

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

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial activities at an assigned large middle school, K-8 school, elementary school, or other assigned District site; assure buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Three years of custodial experience including one year of experience in a supervisory capacity or one year of experience as a Plant Supervisor I in the Long Beach Unified School District.

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

PHYSICAL DEMANDS:

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

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

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

SALARY RANGE HOURLY:

START: \$23.17
6 MONTHS: \$24.45
1 ½ YEARS: \$25.79
2 ½ YEARS: \$27.20

APPLICATION:

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SELECTION PROCEDURE:

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PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Promo Exam 18-0009-5027 OL

LBUSD employees, please see reverse side for
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Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL SAFETY OFFICER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE. The current vacancy is located at School Safety.

JOB SUMMARY:

Under general supervision, patrol District sites and adjacent areas to protect students, staff, equipment and property from criminal activity; respond to security alarms and calls for assistance at District sites; report criminal activity; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

Graduation from or enrollment in a Police Officers Standard and Training (P.O.S.T.) basic academy is required. Successful completion within one year from the date of appointment to the position is required.

Associate of Arts degree, or equivalent (60 units), with a major in administration of justice, business, or public administration is desirable.

Must provide proof of graduation from or current enrollment in a Police Officers Standard and Training (P.O.S.T.). **A copy must be attached to your application.**

*Note: If you have had a three year or longer break in service, you are required by P.O.S.T. Standards to complete the P.O.S.T. Requalification course. **Proof of completion of requalification must be uploaded to your application.**

EXPERIENCE:

Security work in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Previous experience working with adolescents is highly desirable.

OR

One year as a Campus Security Officer, School Safety/Security Specialist or Gang Intervention Specialist in the Long Beach Unified School District. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

(1) Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation. (2) Possession of a valid California Class C Driver's License is required at the time of appointment. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range. (5) Incumbents will be required to work adjustable work schedules that will include evenings, weekend assignments and graveyard shifts. (6) May be required to travel from one school location to another. (7) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

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

SALARY RANGE HOURLY:

START: \$28.62
6 MONTHS: \$30.19
1 ½ YEARS: \$31.86
2 ½ YEARS: \$33.61
3 ½ YEARS: \$35.46

PHYSICAL DEMANDS:

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

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PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0005-5014 AT

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 21

Date: July 20, 2017

Reason for
Consideration: Approval

Administrator, Construction

Dual

17-0037-5211

List Valid: 07/17/17-07/17/18

Total applications received: 56

Total invited to exam: 16

No. Passed: 4 No. Failed: 8

No. Withdrew: 4 No. Screened Out: 40

Administrator, Facilities, Development and Planning

Dual

17-0038-5210

List Valid: 07/17/17-07/17/18

Total applications received: 37

Total invited to exam: 12

No. Passed: 4 No. Failed: 5

No. Withdrew: 3 No. Screened Out: 25

Building Maintenance Worker

Dual

17-0112-0625

List Valid: 07/21/17-07/21/18

Total applications received: 130

Total invited to exam: 60

No. Passed: 11 No. Failed: 29

No. Withdrew: 20 No. Screened Out: 70

Building Maintenance Worker/Driver

Open

17-0113-0880

List Valid: 07/21/17-07/21/18

Total applications received: 76

Total invited to exam: 39

No. Passed: 6 No. Failed: 13

No. Withdrew: 20 No. Screened Out: 37

Building Maintenance Worker/Driver

Promotional

17-0113-0880

List Valid: 07/21/17-07/21/18

Total applications received: 22

Total invited to exam: 12

No. Passed: 2 No. Failed: 6

No. Withdrew: 4 No. Screened Out: 10

Campus Security Officer-Avalon

Dual

17-0073-5011

List Valid: 07/17/17-07/17/18

Total applications received: 23

Total invited to exam: 1

No. Passed: 0 No. Failed: 0

No. Withdrew: 1 No. Screened Out: 22

Campus Security Officer (Substitute Only)

Dual

17-0121-5011

List Valid: 07/21/17-07/21/18

Total applications received: 41

Total invited to exam: 12

No. Passed: 8 No. Failed: 2

No. Withdrew: 2 No. Screened Out: 29

Senior Health Assistant

Dual

17-0109-5174

List Valid: 07/14/17-07/14/18

Total applications received: 16

Total invited to exam: 6

No. Passed: 2 No. Failed: 1

No. Withdrew: 3 No. Screened Out: 10