

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
October 26, 2017

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION 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 October 12, 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 Facilities Project Manager-Construction 5-6
2. **RATIFY** job announcement bulletin for Nutrition Services Worker 7-8
3. **RATIFY** job announcement bulletin for Pool Operator 9-10
4. **APPROVE** the certification of Educational Research Analyst I 18-0021-3301 eligibility list established October 23, 2017 11
5. **APPROVE** the certification of Groundskeeper 18-0018-0172 eligibility list established October 16, 2017 11
6. **APPROVE** the certification of Instructional Aide-Educare Bilingual Spanish 17-0142-5206 eligibility list established October 12, 2017 11
7. **APPROVE** the certification of Nutrition Services Manager 18-0030-5061 eligibility list established October 24, 2017 11

8. **APPROVE** the certification of Nutrition Services Worker 17-0147-5068 eligibility list established October 26, 2017 11
9. **APPROVE** the certification of School Data Technician 18-0024-3360 eligibility list established October 20, 2017 11
10. **APPROVE** the certification of Senior Health Assistant 18-0020-5174 eligibility list established October 19, 2017 11
11. **APPROVE** the certification of Stationary Engineer-Nutrition Center 18-0012-3300 eligibility list established September 29, 2017 12

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the following: 13-17
Abolish the classifications of:
Transportation Aide
Transportation Aide, BL Khmer
Transportation Aide, BL Spanish
2. **REVIEW** and **ADOPT** Personnel Commission Annual Report for 2016-2017
3. **APPROVE** the recommendation to remove from eligibility list ID 32116469 18-20

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

November 9, 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

October 12, 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, October 12, 2017 at 8:18 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Linda Vaughan
Terence Ulaszewski

Absent: Stacey Lewis

STAFF MEMBERS PRESENT

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

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Matthew Woods, Executive Director, Information and Technology Systems; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President-Unit A; Juan Garcia, CSEA Chief Job Steward; Eric Larsen, Sign Maker, Maintenance.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of September 28, 2017.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that the New Classified Employee Orientation Program, coordinated by Ann Culton, Administrative Coordinator, Human Resource Services, Maria Braunstein, Personnel Analyst and Adriana Araujo, Staff Secretary, on September 29, 2017 had 45 attendees and was a success. The next orientation meeting will be held on October 19, 2017. The new

program is receiving District-wide support and all managers and supervisors are encouraged to release new employees to attend.

Mr. Kato provided an update on the process of changing classified seniority calculations from hours worked to date of hire. CSEA, Employee Relations, and Personnel Commission staff will be presenting at informational meetings scheduled at the Commission offices and the Board Building. Mr. Kato mentioned that temporary staff will be hired in early 2018 to assist with the conversion process and researching employee appeals.

Maria Braunstein, Personnel Analyst, informed the Commission that Recruitment and Testing staff are busy working on many recruitments. Ms. Braunstein reported that herself and selected staff have been invited to attend a Nutrition Services department meeting to answer questions regarding Personnel Commission functions and procedures.

Dale Culton, Certification Services Manager, reported that Certification Services recently hosted group interviews conducted by Special Education administration and as a result, 18 Instructional Aide – Special vacant positions were filled and three substitute aides were hired.

Susan Learning, Personnel Analyst, reported that two sessions of CPR/First Aid certification training were held on October 6, 2017. A total of 115 classified employees were certified, and 75 of those employees work with children with special needs.

Mr. Kato also mentioned that various improvements to the Monroe site were being made in preparation for students being housed here while air conditioning is being installed at their sites due to the passage of Measure E.

Juan Garcia, CSEA Chief Job Steward, congratulated those involved in organizing and facilitating the new Classified Employee Orientation Program.

CONSENT AGENDA

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify and approve Consent Agenda items 1-2 and 3-7.

1. **RATIFY** job announcement bulletin for Staff Secretary; Staff Secretary-BL Spanish
2. **RATIFY** job announcement bulletin for Transportation Supervisor
3. **APPROVE** the certification of Plant Supervisor I 18-0008-5026 eligibility list established October 3, 2017
4. **APPROVE** the certification of Translator-Interpreter BL Spanish 18-0022-5079 eligibility list established October 9, 2017
5. **APPROVE** the certification of Senior Translator-Interpreter BL Spanish 18-0023-5184 eligibility list established October 5, 2017

6. **APPROVE** the certification of Senior Translator-Interpreter BL Spanish 18-0023-5184 eligibility list established October 5, 2017
7. **APPROVE** the certification of Stationary Engineer-Nutrition Center 18-0012-3300 eligibility list established September 29, 2017

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

OLD BUSINESS None

NEW BUSINESS

1. **APPROVE** the following:
Abolish the classifications of:
Instructional Assistant-On Campus Suspension
Senior Electronics Technician
Electrician Manager

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, 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>
Linda Vaughan	X		
Terence Ulaszewski	X		

2. **APPROVE** the following:
Adopt the revised class specification for Maintenance Cost Estimator

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business Item 2.

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

3. **APPROVE** the following:
Adopt the revised class specification for Network Specialist

Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business Item 3.

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

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, notified the Commission that she will be contacting George Cole, Executive Director of the California School Personnel

Commissioners' Association (CSPCA) to invite them to hold the 2018 Merit Academy at McBride High School.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 26, 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 8:46 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:48 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!

Dual Exam 18-0040-5189 AS

Maria Braunstein



**An Exciting Career
Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**FACILITIES PROJECT
MANAGER –
CONSTRUCTION**

\$94,968 – \$111,504 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 Facilities Project Manager – Construction. Under general direction, perform a variety of administrative and professional duties related to the District's facilities construction program; plan and coordinate the improvement, modernization and new construction of District facilities; serve as a liaison between District personnel and outside agencies; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

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

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 construction management, architecture or a related field. Licensure as an architect or engineer is desirable.

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

Additional construction management experience may substitute for the required education on a basis of two years of additional experience for one year of 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 classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law. May be required to travel from one school location to another.

SALARY AND BENEFITS

The annual salary for Facilities Project Manager – Construction is \$94,968 to \$111,504, 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, November 9, 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

NUTRITION SERVICES WORKER REVISED

FINAL FILING DATE:

Open Continuous
SUBSTITUTE SALARY: \$14.14

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.

Required job knowledge include: standard kitchen utensils and equipment; general kitchen sanitation and safety practices; basic food preparation methods including washing, cutting and assembling food items; basic math and cashiering skills; basic record-keeping techniques; and more.

Required job abilities include: assist in maintaining nutrition service equipment and areas in a clean and sanitary condition; operate standard kitchen utensils and equipment; wash, cut, mix and assemble ingredients and food items; and more.

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

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:	\$14.14
6 MONTHS:	\$14.92
1 ½ YEARS:	\$15.73
2 ½ YEARS:	\$16.60
3 ½ YEARS:	\$17.52

SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable. (2) Accepting employment in 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.

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 18-0032-5068 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.



RECRUITMENT EXTENDED

CLASSIFIED EMPLOYMENT OPPORTUNITY

POOL OPERATOR

FINAL FILING DATE:

4:30 p.m., Friday, December 1, 2017

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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

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

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline:(562) 491-JOBS
[www.lbschools.net/Departments/
Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

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

Dual Exam 18-0016-5241 OL

LBUSD employees, please see reverse side for important information.

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

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: 11-12

Date: October 26, 2017

Reason for
Consideration: Approval

Educational Research Analyst I

List Valid: 10/23/17-10/23/18

Total applications received: 42

No. Passed: 7 No. Failed: 4

Dual

18-0021-3301

Total invited to exam: 12

No. Withdrew: 1 No. Screened Out: 30

Groundskeeper

List Valid: 10/16/17-10/16/18

Total applications received: 76

No. Passed: 16 No. Failed: 5

Dual

18-0018-0172

Total invited to exam: 35

No. Withdrew: 14 No. Screened Out: 41

**Instructional Aide-Educare Bilingual
Spanish**

List Valid: 10/12/17-10/12/18

Total applications received: 74

No. Passed: 4 No. Failed: 1

Dual

17-0142-5206

Total invited to exam: 8

No. Withdrew: 3 No. Screened Out: 66

Nutrition Services Manager

List Valid: 10/24/17-10/24/18

Total applications received: 58

No. Passed: 5 No. Failed: 6

Dual

18-0030-5061

Total invited to exam: 16

No. Withdrew: 5 No. Screened Out: 42

Nutrition Services Worker

List Valid: 10/26/17-10/26/18

Total applications received: 211

No. Passed: 33 No. Failed: 20

Open

17-0147-5068

Total invited to exam: 136

No. Withdrew: 83 No. Screened Out: 75

School Data Technician

List Valid: 10/20/17-10/20/18

Total applications received: 376

No. Passed: 4 No. Failed: 19

Dual

18-0024-3360

Total invited to exam: 36

No. Withdrew: 13 No. Screened Out: 340

Senior Health Assistant

List Valid: 10/19/17-10/19/18

Total applications received: 19

No. Passed: 4 No. Failed: 0

Dual

18-0020-5174

Total invited to exam: 6

No. Withdrew: 2 No. Screened Out: 13

Stationary Engineer-Nutrition Center

Dual

18-0012-3300

List Valid: 09/29/17-09/29/18

Total applications received: 21

Total invited to exam: 9

No. Passed: 4 No. Failed: 3

No. Withdrew: 2 No. Screened Out: 12

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: October 20, 2017



PERSONNEL COMMISSION

October 18, 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 are no longer utilized:

- Transportation Aide (vacant since June 2011)
- Transportation Aide, BL Khmer (never filled)
- Transportation Aide, BL Spanish (vacant since June 2010)

There are no reemployment lists in place for these classifications and no staff will be impacted by this action.

The Transportation Director supports the abolishment of these classifications and does not anticipate utilizing them in the future.

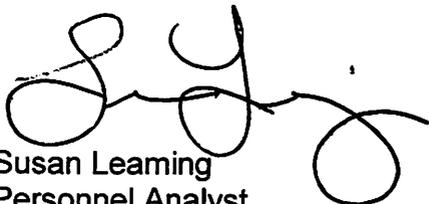
Recommendations

Staff recommends the Personnel Commission:

1. Abolish the following classifications:

- Transportation Aide
- Transportation Aide, BL Khmer
- Transportation Aide, BL Spanish

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Specification
Salary Range: 07 (C1)

CLASS CODE

TITLE

0389	TRANSPORTATION AIDE
0490	TRANSPORTATION AIDE - BILINGUAL KHMER
0491	TRANSPORTATION AIDE - BILINGUAL SPANISH

JOB SUMMARY

Under immediate supervision, assist in a variety of facets of school bus safety, including the loading of students on and off buses and the preparation of required forms/reports; perform routine clerical office work; 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 students in the boarding and disembarking from the correct bus following the safety procedures as established by the District. *E*
- Monitor the conduct of students while enroute to and from assigned schools. *E*
- Accompany students on the bus to provide emotional reassurance as they are being transported to unfamiliar environments. *E*
- Record and maintain daily log of bus arrival and departure times. *E*
- Assist the bus driver with the seating, quieting and disciplining of students; observe and note any problems that occur on the bus used to transport the students. *E*
- Prepare and send citations of unsatisfactory conduct/behavior to the parent(s) of the offender. *E*
- Provide resolution for students who miss bus and/or contact the Transportation Branch when bus is overdue. *E*
- Monitor and/or escort students to and from specific campus locations, on the playground, in "Homework Room" or "On-Campus Suspension Room" situation, cafeteria, and in a locker room setting if the assigned attendant is absent. *E*
- Operate a variety of office machines and/or instructional equipment such as, mimeograph, laminator, copy machine, typewriter, telephone, etc. *E*
- Assist in the setting up of displays and bulletin boards and written materials for distribution. *E*
- Provide oral and written translation for site personnel, students and others, whose primary language is non-English, including phone calls, bulletins, questions and written material to be sent home. *E*
- Perform a variety of classroom associated clerical work, such as typing, sorting and

distributing mail, filing, keeping accurate records, setting up and maintaining file folders, completing forms, organizing and assisting in the distribution of book rooms, collecting monies for lunch fund log/loans and duplicating, etc. *E*

- Answer the telephone in a courteous manner, take accurate messages and/or refer calls to appropriate personnel. *E*
- Conduct playground group activities for primary grade level students. *E*
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District policy. *E*
- Attend meetings, workshops and seminars as directed. *E*
- May make telephone calls to inform parents of student behavior or problems encountered during transportation and request absentee, survey or other forms.
- May assist in extra-curricular events such as, PTA programs, mini-marathons, carnivals, etc.
- May make minor repairs to office/instructional equipment.

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 Transportation Aide works in a variety of areas to assure the day-to-day safety of students while being transported throughout the District. Incumbents provide clerical support as directed by the site administrator in the office and monitor and lead student activities on the playground. Incumbents in this class occasionally work with students possessing a physical disability or impairment. The pushing or pulling of a student in a wheelchair, the setting up and/or removing books or other materials on desks or tables, providing incidental hygiene or disciplinary support characterizes just some of the additional support which may be required. The incumbent will possess patience, understanding and a flexible attitude toward the changing priorities/schedules. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

EMPLOYMENT STANDARDS

Knowledge of:

- Proper and courteous standards of behavior and conduct expected of students.
- Safety rules and regulations pertaining to the transportation of students.
- English usage, grammar, spelling and punctuation.
- Record keeping techniques.
- Office practices, procedures and equipment use.
- Child behavior and behavior modification techniques.
- Standard school sessions, year-round school calendar and multiple bus schedules relative to assigned location(s).

Playground activities.
First aid.

Ability to:

Understand and carry out oral and written instructions.
Relate effectively to students and adults in a school or community setting.
Enforce safety and disciplinary rules and procedures.
Operate a variety of office and classroom machines and equipment.
Perform a variety of clerical duties.
Give first aid or necessary physical comfort to ill or distressed students.
Establish and maintain effective relationships with those contacted in the course of work.
Demonstrate understanding and patience toward students.
Demonstrate confidence, tact, and the use of good judgement.
Adapt to changing circumstances and priorities within the learning environments.

Education and Training:

Graduation from high school or equivalent.

Experience:

Some experience working with school-age children in an organized setting.

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

SPECIAL REQUIREMENTS

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language. Selective certification in accordance with the Education Code may be effected to meet this requirement.

WORKING ENVIRONMENT

Outdoors in various types of weather conditions, playground, classroom, office, cafeteria and other locations as assigned.
May be exposed to noise, odors, pollen, dust or fumes.

PHYSICAL DEMANDS

May include lifting, bending, stooping, reaching, kneeling, pushing, pulling, twisting, or crouching.

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.

08/11/94

Revised November 2002

Revised: Sept. 24, 2003

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT:	Removal from Eligibility List	PAGES: 18-20
Date:	October 26, 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.