

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

REGULAR MEETING AGENDA

Regular Meeting  
Building B, Room 29  
January 16, 2020

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
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 December 19, 2019
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

1-4

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Bus Driver – Avalon 5-6
2. **RATIFY** job announcement bulletin for Campus Security Officer - Avalon 7-8
3. **RATIFY** job announcement bulletin for Child Care Worker 9-10
4. **RATIFY** job announcement bulletin for Custodian – Avalon 11-12
5. **RATIFY** job announcement bulletin for Custodian Assistant 13-14
6. **RATIFY** job announcement bulletin for District Security Officer 15-16
7. **RATIFY** job announcement bulletin for Head Start Instructional Aide 17-18
8. **RATIFY** job announcement bulletin for Head Start Instructional Aide-Bilingual Spanish 17-18
9. **RATIFY** job announcement bulletin for High School Office Supervisor 19-20

10. <b>RATIFY</b> job announcement bulletin for Instructional Aide – Special	21-22
11. <b>RATIFY</b> job announcement bulletin for Instructional Aide – Special – Avalon	23-24
12. <b>RATIFY</b> job announcement bulletin for Middle School Office Supervisor	25-26
13. <b>RATIFY</b> job announcement bulletin for Nutrition Services Worker	27-28
14. <b>RATIFY</b> job announcement bulletin for Recreation Aide-Kids' Club	29-30
15. <b>RATIFY</b> job announcement bulletin for Recreation Aide-WRAP Expanded Learning	31-32
16. <b>RATIFY</b> job announcement bulletin for Senior Office Assistant Schools	33-34
17. <b>RATIFY</b> job announcement bulletin for Senior Office Assistant Schools Bilingual Spanish	33-34
18. <b>RATIFY</b> job announcement bulletin for Stage Technician	35-36
19. <b>RATIFY</b> job announcement bulletin for HVAC Technician	37-38
20. <b>RATIFY</b> job announcement bulletin for School Safety Officer	39-40
21. <b>APPROVE</b> the certification of Campus Security Officer eligibility list 20-0076-5011 established 01/06/20	41
22. <b>APPROVE</b> the certification of Child Care Worker eligibility list 20-0069-5258 established 12/20/19	41
23. <b>APPROVE</b> the certification of Custodian eligibility list 20-0070-0139 established 01/03/20	41
24. <b>APPROVE</b> the certification of Custodian eligibility list 20-0054-0139 established 01/03/20	41
25. <b>APPROVE</b> the certification of District Security Officer eligibility list 20-0079-52021 established 01/06/20	41
26. <b>APPROVE</b> the certification of Groundskeeper eligibility list 20-0075-0172 established 12/26/19	41
27. <b>APPROVE</b> the certification of HVAC Technician eligibility list 20-0058-5103 established 01/13/20	42
28. <b>APPROVE</b> the certification of Instructional Aide - Special eligibility list 20-0073-0448 established 12/20/19	42

29. <b>APPROVE</b> the certification of Kids' Club Assistant eligibility list 20-0071-0694 established 01/03/20	42
30. <b>APPROVE</b> the certification of Kids' Club Lead Assistant eligibility list 20-0072-0515 established 01/06/20	42
31. <b>APPROVE</b> the certification of Landscape Irrigation Worker eligibility list 20-0074-0617 established 12/23/19	42
32. <b>APPROVE</b> the certification of Maintenance Director eligibility list 20-0033-0083 established 12/27/19	47
33. <b>APPROVE</b> the certification of Maintenance Manager eligibility list 20-0067-0567 established 01/06/20	43-44
34. <b>APPROVE</b> the certification of Nutrition Services Worker eligibility list 20-0064-5068 established 12/24/19	43-44
35. <b>APPROVE</b> the certification of Recreation Aide eligibility list 20-0065-5355 established 12/30/19	43-44
36. <b>APPROVE</b> the certification of School Safety Officer eligibility list 20-0068-5014 established 1/06/20	43-44
III. OLD BUSINESS	
None	
IV. NEW BUSINESS	
1. <b>APPROVE</b> the recommendation to remove from eligibility list ID 14699461	45-66
V. OTHER ITEMS	
VI. NEXT REGULAR MEETING	
January 30, 2020 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 Personnel 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)).

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

MINUTES  
Regular Meeting

December 19, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, December 19, 2019 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 Chairperson, Sheryl Bender.

ROLL

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

Present:                Sheryl Bender  
                              Terence Ulaszewski  
                              Linda Vaughan

STAFF MEMBERS  
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Learning, Personnel Analyst; Dale Culton, Certification Services Manager; Gregg Robinson, Associate Personnel Analyst; Connie Ballew, Acting Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judy Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Oralia Leyva, Human Resources Technician; and Ashleigh Fernando, Human Resources Assistant.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President; Chester Davidson, CSEA Chapter 2 Vice-President-Unit B; Ann Culton, Administrative Coordinator, Human Resource Services; Michael Browning; Jerry Wilson; and Nick Altenhofen.

MINUTES OF REGULAR  
MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of December 5, 2019.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that he attended the Board Workshop on Tuesday, December 17 and the Board of

Education meeting on December 18, 2019. Mr. Kato announced that the Board unanimously voted to approve the nomination of Linda Vaughan as Personnel Commissioner for another three (3) years. Mr. Kato thanked CSEA for their support of Ms. Vaughan's nomination.

Mr. Kato informed the Commission that Christopher Steinhauser, Superintendent of Schools, announced that he will be retiring at the end of the 2019-2020 school year.

Maria Braunstein, Personnel Analyst, thanked the Recruitment and Testing team for their teamwork, positive attitudes, and the work that they do. The team is on track to complete the most recruitments in more than a decade as they have opened 102 recruitments this fiscal year. Ms. Braunstein also thanked Mr. Kato and the Commissioners for their support.

Jesus Rios Jr., Employment Services Supervisor, thanked Aaron Dominguez, Human Resources Technician, for assisting Nutrition Services by restructuring their classified substitute desk and providing training. Mr. Rios Jr. informed the Commission that Mr. Dominguez created and presented a training program for Nutrition Services staff and the feedback was positive.

Dale Culton, Certification Services Manager, thanked Mr. Rios Jr. and Mr. Dominguez for their work with Nutrition Services and mentioned that the Nutrition Services Management called him to thank Mr. Rios Jr. and Mr. Dominguez for their professionalism and support. Mr. Culton also thanked Oralia Leyva, Human Resources Technician, for her work to fill Instructional Aide-Special vacancies. Ms. Leyva provided the Commission an overview of recent Instructional Aide-Special recruitment activities.

Susan Leaming, Personnel Analyst, reported that she is working with CSEA and Employee Relations to resolve some issues related to the Instructional Aide-Special job study. Once the issues are resolved, the study will be brought forward to the Commission for review and approval.

Ms. Leaming announced two sessions of CPR/First Aid certification training were held on December 13, 2019 at the Teacher Resource Center (TRC) and 115 employees attended. Ms. Leaming also shared that there will be another CPR/First Aid training on Friday, February 7, 2020 and a CalPERS retirement planning workshop will be held on February 5, 2020 in the auditorium at the Personnel Commission.

## CONSENT AGENDA

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

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

1. **RATIFY** job announcement bulletin for Plant Supervisor I
2. **RATIFY** job announcement bulletin for Plant Supervisor II
3. **APPROVE** the certification of Educare Family Support Specialist-Spanish Bilingual eligibility list 20-0060-5204 established 12/17/2019
4. **APPROVE** the certification of Educare Family Support Specialist eligibility list 20-0061-5203 established 12/17/2019
5. **APPROVE** the certification of Recreation Aide-WRAP eligibility list 20-0047-5261 established 12/19/2019
6. **APPROVE** the certification of Recreation Aide-Kids' Club eligibility list 20-0046-5257 established 12/19/2019
7. **APPROVE** the certification of ASB Financial Technician eligibility list 20-0053-0751 established 12/20/2019

OLD BUSINESS                      None

NEW BUSINESS                      1. **APPROVE** the recommendation to remove from eligibility list ID 36119639.

   2. **APPROVE** the recommendation to remove from eligibility list ID 39980164.

   3. **APPEAL** of disqualified applicant ID 0020264.

Appellant 36119639 was in attendance and presented their appeal to the Commission in open session. Appellant 0020264 was in attendance and presented their appeal to the Commission in open session.

The Commission moved New Business item 2 to closed session.

OTHER ITEMS                      None

NEXT REGULAR MEETING                      The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 16, 2020 at 8:00 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 8:43 a.m.

OPEN SESSION                      The Personnel Commission returned to open session at 9:25 a.m. and the following action was taken:

1. A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's

recommendation to remove candidate 36119639 from the current eligibility list and allow to reapply in 6 months.

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

2. A motion was made by Ms. Vaughan and seconded by Mr. Ulaszewski and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate 39980164 from the current eligibility list and allow to reapply in 6 months.

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

3. A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **DENY** the appeal of disqualified applicant E0020264.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at: 9:30 a.m.



long beach unified school district



# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## BUS DRIVER – AVALON

### FINAL FILING DATE:

Open Continuous

Catalina Island employees receive an additional \$3.46 per hour.

### JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

Eligibility list is being created to establish a Bus Driver – Catalina Island substitute pool.

THE POSITION BEGINS AT APPROXIMATELY 5:30 A.M. IN TWO HARBORS AND IS RESPONSIBLE FOR TRANSPORTING STUDENTS THROUGHOUT THE ISLAND TO AND FROM THE AVALON SCHOOL AND TO AND FROM FIELD TRIPS ON CATALINA ISLAND. CATALINA ISLAND IS LOCATED 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.

### JOB SUMMARY:

Under the direction of a Transportation Supervisor, drive a school bus to transport students safely and efficiently to locations along designated routes; perform daily safety inspections; prepare a variety of records and reports related to assigned activities; Bus Drivers assigned to Santa Catalina Island drive school buses of approximately 19 and 42 passenger capacity; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school.

#### EXPERIENCE:

One year of experience driving a bus of approximately 78 passenger capacity.

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 passenger and air brake endorsements. (2) Valid unrestricted California Special Driver Certificate for school bus operation. (3) Valid Medical Card. (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.

**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:	\$24.38
6 MONTHS:	\$25.72
1 ½ YEARS:	\$27.14
2 ½ YEARS:	\$28.62
3 ½ YEARS:	\$30.20

### APPLICATION:

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

### SELECTION PROCEDURE:

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

THE EXAMINATION FOR THIS POSITION  
WILL BE AT THE AVALON SCHOOL ON  
CATALINA ISLAND.

### 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 20-0030-0260 AT

LBUSD employees, please see reverse side for  
important information.

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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## CAMPUS SECURITY OFFICER-AVALON

### FINAL FILING DATE:

Open Continuous

Catalina Island employees receive an additional \$3.46 per hour.

### JOB INFORMATION:

PLEASE NOTE: THIS POSITION IS FOR CATALINA ISLAND POSITIONS ONLY.

Testing for this position will take place ONLY at the Avalon School located on Catalina Island. AVALON IS LOCATED ON CATALINA ISLAND, 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND. The current need is for substitutes at the Avalon School but this list may also be used to fill future vacancies as they occur.

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

#### EXPERIENCE:

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

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

### SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License is required at the time of appointment. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (4) Some incumbents may be required to work adjustable work schedules that will include evenings and weekend assignments. (5) American Red Cross standard first aid and cardio-pulmonary resuscitation certification upon the completion of the probationary period.

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 contact the agency for more information. Reasonable accommodation will be

### SALARY RANGE HOURLY:

START:	\$19.24
6 MONTHS:	\$20.30
1 ½ YEARS:	\$21.42
2 ½ YEARS:	\$22.59
3 ½ YEARS:	\$23.84

### 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.

THE EXAMINATION FOR THIS POSITION  
WILL BE AT THE AVALON SCHOOL ON  
CATALINA ISLAND.

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VII/MERIT SYSTEM EMPLOYER

Dual 20-0090-5011 AT

LBUSD employees, please see reverse side for  
important information.

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

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

**Guidelines:**

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

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

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

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



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### CHILD CARE WORKER

#### FINAL FILING DATE:

Open Continuous.

#### JOB INFORMATION:

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

#### JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for children enrolled in the Child Development Center (CDC) program; organize and oversee recreational, meal periods and playground activities; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

OR

Proof of enrollment in an accredited California college.

##### EXPERIENCE:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with children in an instructional, extended day care or similar recreation program is highly desirable.

##### WORKING ENVIRONMENT

Playground, indoor and outdoor environment.

Evening and varied hours.

Seasonal heat and cold or adverse weather conditions.

##### PHYSICAL DEMANDS

Walking or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.

Twisting and turning to monitor activities of children.

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

Dexterity of hands and fingers to operate playground and office equipment.

Seeing to monitor activities of children.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required 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: \$13.00**

#### 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. Paper applications must be completed on an official LBUSD 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.

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

Open Continuous OL

LBUSD employees, please see reverse side for  
important information.

*Maria Braunstein*

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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## CUSTODIAN-AVALON

### FINAL FILING DATE:

Open Continuous

Catalina Island employees receive an additional \$3.46 per hour.

### JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITION ONLY.

The current need is for a 100% (8 hours per day), 12 month position with full benefits and for substitutes at the Avalon School. Testing for this position will take place only at the Avalon School located on Catalina Island. AVALON IS LOCATED ON CATALINA ISLAND, 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.

### JOB SUMMARY:

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience.

OR

Proof of enrollment in or successful completion of the Building Maintenance/Custodial Services class offered by the Long Beach School For Adults shall substitute for the required education, training and experience.

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

### SPECIAL REQUIREMENTS:

(1) Positions assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to weekend schedule.

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

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

### SALARY RANGE HOURLY:

START:	\$18.59
6 MONTHS:	\$19.61
1 ½ YEARS:	\$20.68
2 ½ YEARS:	\$21.82
3 ½ YEARS:	\$23.02

### 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. Paper applications 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.

THE EXAMINATION FOR THIS POSITION  
WILL BE AT THE AVALON SCHOOL ON  
CATALINA ISLAND.

### 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 20-0086-0139 AT

LBUSD employees, please see reverse side for  
important information.

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

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**Guidelines:**

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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**4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE.** *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

### CUSTODIAN ASSISTANT

#### FINAL FILING DATE:

4:30 p.m. Wednesday, December 18, 2019  
Applications Accepted December 16-18, 2019 and December 26, 2019

#### TENTATIVE WRITTEN EXAM DATE:

THURSDAY, JANUARY 9, 2020.

#### JOB INFORMATION:

Permanent 12-month position. Position is 100% FTE (8 hours per day).  
Eligibility list is being created to fill current and future vacancies as they occur.

#### JOB SUMMARY:

Under close supervision, perform routine custodial tasks in a program or site such as a Child Development Center; maintain buildings and adjacent grounds areas in a clean and orderly condition; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION:

Equivalent to completion of the eighth grade.

##### TRAINING:

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

#### SPECIAL REQUIREMENTS:

(1) Some positions require the use of a personal automobile and possession of a valid California class C Driver's license at the time of appointment. (2) Some applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

#### WORKING ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals.

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: \$14.56  
6 MONTHS: \$15.37  
1 ½ YEARS: \$16.21  
2 ½ YEARS: \$17.11  
3 ½ YEARS: \$18.05

#### 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. Paper applications must be completed on an official LBUSD 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.

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Open Examination 20-0087-5025 JA

LBUSD employees, please see reverse side  
for important information.

*Maria Braunstein*

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

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**Guidelines:**

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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## CLASSIFIED EMPLOYMENT OPPORTUNITY

### DISTRICT SECURITY OFFICER

#### FINAL FILING DATE:

Continuous

#### JOB INFORMATION:

Permanent 12-month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

#### JOB SUMMARY:

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

#### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

#### EXPERIENCE:

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

OR

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

#### SPECIAL REQUIREMENTS:

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

**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: \$24.38  
6 MONTHS: \$25.73  
1 ½ YEARS: \$27.14  
2 ½ YEARS: \$28.63  
3 ½ YEARS: \$30.21

#### PHYSICAL DEMANDS:

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

#### APPLICATION:

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#### SELECTION PROCEDURE:

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#### PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Continuous 5202 JA

LBUSD employees, please see reverse side for important information.

*Maria Braunstein*

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

### HEAD START INSTRUCTIONAL AIDE HEAD START INSTRUCTIONAL AIDE- BILINGUAL SPANISH

#### FINAL FILING DATE:

Continuous

#### JOB INFORMATION:

Permanent 10 month position. Position is 100% FTE (8 hours per day).  
Eligibility list is being created to fill current and future vacancies as they occur.

#### JOB SUMMARY:

Under close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K - 12 schools; and to do related work as required.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Graduation from high school or equivalent and a valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

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

#### SPECIAL REQUIREMENTS:

(1) If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification. (2) To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (3) Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment. (4) Positions in the Head Start Instructional Aide - BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/biliterate test.

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

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

#### SALARY RANGE HOURLY:

START:	\$15.38
6 MONTHS:	\$16.22
1 ½ YEARS:	\$17.12
2 ½ YEARS:	\$18.05
3 ½ YEARS:	\$19.04

#### APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Continuous 20-0104-0657 AA  
Dual Continuous 20-0105-5235 AA

LBUSD employees, please see reverse side for  
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*Maria Braunstein* 17

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

### HIGH SCHOOL OFFICE SUPERVISOR

#### FINAL FILING DATE:

4:30 p.m., Thursday, January 16, 2020

#### JOB INFORMATION:

Permanent 100% FTE (8 hours a day).

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

#### JOB SUMMARY:

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

#### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

#### EXPERIENCE:

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

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

#### SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

#### SALARY RANGE HOURLY:

START:	\$27.34
6 MONTHS:	\$28.84
1 ½ YEARS:	\$30.43
2 ½ YEARS:	\$32.11

#### 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:

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VII/MERIT SYSTEM EMPLOYER

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*Maria Braunstein*

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

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

**Guidelines:**

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

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

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

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





## CLASSIFIED EMPLOYMENT OPPORTUNITY

### INSTRUCTIONAL AIDE – SPECIAL

#### FINAL FILING DATE:

Open Continuous

#### JOB INFORMATION:

Eligibility list is being created to fill future vacancies as they occur. Positions are part time (3.8 hours) only. Substitute positions are also available.

#### JOB SUMMARY:

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

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

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

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

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

\*Verification will be required for high school graduation, college units & degrees.

\*Official transcripts of units must be attached at time of application. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned).

##### EXPERIENCE:

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

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

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required 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:	\$17.61
6 MONTHS:	\$18.58
1 ½ YEARS:	\$19.60
2 ½ YEARS:	\$20.67
3 ½ YEARS:	\$21.81

#### SPECIAL REQUIREMENTS:

1) Some positions may require the use of a personal automobile and the possession of a valid California class C driver's license. (2) Some assignments will require the successful completion of district-provided training to administer specialized physical health care services to meet student needs.

#### 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 will be comprised of an, evaluation of responses on a supplemental application; and an occupational written examination (100%). 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  
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*Maria Braunstein*

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

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

**Guidelines:**

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

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

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

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



## CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

### INSTRUCTIONAL AIDE-SPECIAL - AVALON

#### FINAL FILING DATE:

Open Continuous

Catalina Island employees will receive an additional \$3.46 per hour.

#### JOB INFORMATION:

AVALON IS LOCATED ON CATALINA ISLAND, 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.

#### JOB SUMMARY:

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

#### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

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

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

#### EXPERIENCE:

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

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

#### SPECIAL REQUIREMENTS:

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

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

#### SALARY RANGE HOURLY:

START: \$17.61  
6 MONTHS: \$18.57  
1 ½ YEARS: \$19.60  
2 ½ YEARS: \$20.67  
3 ½ YEARS: \$21.81

#### 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.

THE EXAMINATION FOR THIS POSITION  
WILL BE AT THE AVALON SCHOOL ON  
CATALINA ISLAND.

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

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

### MIDDLE SCHOOL OFFICE SUPERVISOR

#### FINAL FILING DATE:

4:30 p.m., Thursday, January 16, 2020

#### JOB INFORMATION:

Permanent 10-month position, 100% FTE (8 hours a day).  
Eligibility list is being created to fill current and future vacancies as they occur.

#### JOB SUMMARY:

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

#### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

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

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

#### SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

#### SALARY RANGE HOURLY:

START:	\$25.90
6 MONTHS:	\$27.32
1 ½ YEARS:	\$28.83
2 ½ YEARS:	\$30.41

#### APPLICATION:

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

#### SELECTION PROCEDURE:

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

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

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**Guidelines:**

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

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

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

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



# NUTRITION SERVICES WORKER

**FINAL FILING DATE:**  
Open Continuous  
**SUBSTITUTE SALARY: \$14.56**

**JOB INFORMATION:**  
The current need is substitutes. Positions in this class generally range from 1-3 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.  
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:	\$14.56
6 MONTHS:	\$15.37
1 ½ YEARS:	\$16.21
2 ½ YEARS:	\$17.11
3 ½ YEARS:	\$18.05

**SPECIAL REQUIREMENTS:**  
Valid Food Handler's certificate is desirable.

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

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*Maria Braunstein*

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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.*

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

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





## CLASSIFIED EMPLOYMENT OPPORTUNITY

### RECREATION AIDE-KIDS' CLUB

**FINAL FILING DATE:**

Open Continuous

**JOB INFORMATION:**

**PLEASE NOTE:** Eligibility list may be used to fill future vacancies as they occur.

**JOB SUMMARY:**

Under immediate supervision, provide for and assure a safe, clean and secure environment for children enrolled in the Kids' Club program; organize and oversee recreational and playground activities; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****TRAINING AND EXPERIENCE:**

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with children in an instructional, extended day care or similar recreation program is highly desirable.

**SPECIAL REQUIREMENTS:**

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

**WORKING ENVIRONMENT:**

Playground, indoor and outdoor environment. Evening and varied hours. Seasonal heat and cold or adverse weather conditions.

**PHYSICAL DEMANDS:**

Walking or standing for extended periods of time. Bending at the waist, kneeling or crouching. Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds. Twisting and turning to monitor activities of children. Hearing and speaking to exchange information in person and on the telephone. Dexterity of hands and fingers to operate playground and office equipment. Seeing to monitor activities of children.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required 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:**

\$13.81

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

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**Guidelines:**

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

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

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



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### RECREATION AIDE – WRAP EXPANDED LEARNING

#### FINAL FILING DATE:

Open Continuous.

#### JOB INFORMATION:

**PLEASE NOTE:** Eligibility list may be used to fill future vacancies as they occur. The current vacancies are located at WRAP sites.

#### JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for students enrolled in the Winners Reaching Amazing Potential (WRAP) program; assist in providing youth opportunities in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

Candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:  
Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education;

OR

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.

College level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

#### TRAINING AND EXPERIENCE:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with students in an instructional, expanded learning or similar program is highly desirable.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required 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: \$13.81

#### SPECIAL REQUIREMENTS:

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

#### APPLICATION:

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

#### SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Continuous - AF

LBUSD employees, please see reverse side for important information.

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

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**Guidelines:**

- ❖ It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.
- ❖ 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.*

*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.*

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SENIOR OFFICE ASSISTANT - SCHOOLS SENIOR OFFICE ASSISTANT - SCHOOLS BILINGUAL SPANISH

### FINAL FILING DATE

3:30 p.m. Thursday, December 26, 2019  
Applications Accepted December 17 – December 26, 2019

### JOB INFORMATION:

The current vacancies are 100% FTE (8 hours per day), 12 Months. Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under the direction of an assigned supervisor, perform complex and varied clerical support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at a school site; greet and assist visitors; assist in assuring smooth and efficient office operations; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

### EDUCATION AND TRAINING:

Graduation from high school.

### EXPERIENCE:

Either two years of clerical experience involving public contact or one year of experience at the level of Intermediate Office Assistant - Schools.

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

### SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**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: \$21.30  
6 MONTHS: \$22.46  
1 ½ YEARS: \$23.70  
2 ½ YEARS: \$25.00  
3 ½ YEARS: \$26.37

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0097-3363 OL  
Dual Exam 20-0098-5091 OL

*Maria BTD*

LBUSD employees, please see reverse side for important information.

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

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**Guidelines:**

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

### STAGE TECHNICIAN

#### FINAL FILING DATE:

Open Continuous

#### JOB INFORMATION:

Permanent 10 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

#### JOB SUMMARY:

Under general supervision, perform a variety of technical duties in the planning, design, construction, operation and maintenance of theater sets, materials and equipment including stage, sound and lighting systems; train and provide work direction and guidance to students in the technical operation of the theater and equipment; 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 coursework, training or certification in various aspects of theater production and staging such as scenic design, construction, art, lighting and carpentry.

#### EXPERIENCE:

Two years of experience in stage design and operation.

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

#### SPECIAL REQUIREMENTS:

- (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

**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

#### SALARY RANGE HOURLY:

START:	\$23.09
6 MONTHS:	\$24.37
1 ½ YEARS:	\$25.71
2 ½ YEARS:	\$27.12
3 ½ YEARS:	\$28.61

#### 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:

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

Open Continuous 20-0062-0379 OL

LBUSD employees, please see reverse side for  
important information.

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

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

### HVAC TECHNICIAN

#### FINAL FILING DATE:

Continuous

#### JOB INFORMATION:

Permanent 12-month positions. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

#### JOB SUMMARY:

Under general supervision, perform skilled journey-level work in the installation, repair and maintenance of heating, ventilation, refrigeration and air conditioning equipment systems; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Graduation from high school and completion of a recognized four-year apprenticeship program, degree or certificate program in the HVAC trade.

OR

##### EXPERIENCE:

Four-years experience installing, repairing and maintaining heating, ventilation, refrigeration and air conditioning equipment systems.

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 C driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal). (4) Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list. (5) May be required to travel from one location to another.

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

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

#### SALARY RANGE HOURLY:

START: \$31.98  
6 MONTHS: \$33.74  
1 ½ YEARS: \$35.59  
2 ½ YEARS: \$37.56  
3 ½ YEARS: \$39.62

#### 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:

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Continuous 5103 JA

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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.

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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 (8 hours per day).  
Eligibility list is being created to fill current and future vacancies as they occur.

#### 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. to complete the P.O.S.T. Requalification Course. Proof of completion of requalification must be attached 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.

**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: \$29.48  
6 MONTHS: \$31.10  
1 ½ YEARS: \$32.81  
2 ½ YEARS: \$34.62  
3 ½ YEARS: \$36.52

#### PHYSICAL DEMANDS:

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

#### APPLICATION:

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#### SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Continuous 5014 JA

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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.*

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 41

Date: January 16, 2020

Reason for Consideration: Approval

**CAMPUS SECURITY OFFICER**

**DUAL**

**20-0076-5011**

List Valid: 01/06/20-01/06/21

Total Applications Received: 20

No. Passed: 5

No. Failed: 1

Total Invited to Exam: 10

No. Withdrew: 4

No. Screened Out: 10

**CHILD CARE WORKER**

**OPEN CONTINUOUS**

**20-0069-5258**

List Valid: 12/20/19-12/20/20

Total Applications Received: 23

No. Passed: 10

No. Failed: 0

Total Invited to Exam: 17

No. Withdrew: 7

No. Screened Out: 6

**CUSTODIAN**

**OPEN**

**20-0070-0139**

List Valid: 01/03/20-01/03/21

Total Applications Received: 82

No. Passed: 29

No. Failed: 12

Total Invited to Exam: 55

No. Withdrew: 14

No. Screened Out: 27

**CUSTODIAN**

**OPEN**

**20-0054-0139**

List Valid: 01/03/20-01/03/21

Total Applications Received: 116

No. Passed: 26

No. Failed: 14

Total Invited to Exam: 64

No. Withdrew: 24

No. Screened Out: 52

**DISTRICT SECURITY OFFICER**

**DUAL CONTINUOUS**

**20-0079-5202**

List Valid: 01/06/20-01/06/21

Total Applications Received: 16

No. Passed: 5

No. Failed: 1

Total Invited to Exam: 7

No. Withdrew: 1

No. Screened Out: 9

**GROUNDSKEEPER**

**DUAL**

**20-0075-0172**

List Valid: 12/26/19-12/26/20

Total Applications Received: 42

No. Passed: 8

No. Failed: 8

Total Invited to Exam: 27

No. Withdrew: 11

No. Screened Out: 15

LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 42

Date: January 16, 2020

Reason for Consideration: Approval

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**HVAC TECHNICIAN**

**DUAL**

**20-0058-5103**

List Valid: 01/13/20-01/13/21

Total Applications Received: 24

No. Passed: 2                      No. Failed: 5

Total Invited to Exam: 14

No. Withdrew: 7

No. Screened Out: 10

**INSTRUCTIONAL AIDE - SPECIAL**

**OPEN CONTINUOUS**

**20-0073-0448**

List Valid: 12/27/19-12/27/20

Total Applications Received: 38

No. Passed: 7                      No. Failed: 1

Total Invited to Exam: 11

No. Withdrew: 3

No. Screened Out: 27

**KIDS' CLUB ASSISTANT**

**DUAL**

**20-0071-0694**

List Valid: 01/03/20-01/03/21

Total Applications Received: 28

No. Passed: 8                      No. Failed: 2

Total Invited to Exam: 16

No. Withdrew: 6

No. Screened Out: 12

**KIDS' CLUB LEAD ASSISTANT**

**DUAL**

**20-0072-0515**

List Valid: 01/06/20-01/06/21

Total Applications Received: 14

No. Passed: 2                      No. Failed: 3

Total Invited to Exam: 6

No. Withdrew: 1

No. Screened Out: 8

**LANDSCAPE IRRIGATION WORKER**

**DUAL**

**20-0074-0617**

List Valid: 12/23/19-12/27/20

Total Applications Received: 23

No. Passed: 6                      No. Failed: 5

Total Invited to Exam: 13

No. Withdrew: 2

No. Screened Out: 10

**MAINTENANCE DIRECTOR**

**DUAL**

**20-0033-0083**

List Valid: 12/26/19-12/26/20

Total Applications Received: 32

No. Passed: 4                      No. Failed: 4

Total Invited to Exam: 10

No. Withdrew: 2

No. Screened Out: 22

LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 43-44

Date: January 16, 2020

Reason for Consideration: Approval

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**MAINTENANCE MANAGER**

**DUAL**

**20-0067-0567**

List Valid: 01/06/20-01/06/21

Total Applications Received: 36

No. Passed: 9                      No. Failed: 13

Total Invited to Exam: 27

No. Withdrew: 5                      No. Screened Out: 9

**NUTRITION SERVICES WORKER**

**DUAL**

**20-0064-5068**

List Valid: 12/24/19-12/24/20

Total Applications Received: 42

No. Passed: 6                      No. Failed: 2

Total Invited to Exam: 34

No. Withdrew: 25                      No. Screened Out: 9

**RECREATION AIDE**

**DUAL**

**20-0065-5255**

List Valid: 12/30/19-12/30/20

Total Applications Received: 52

No. Passed: 17                      No. Failed: 2

Total Invited to Exam: 40

No. Withdrew: 21                      No. Screened Out: 12

**SCHOOL SAFETY OFFICER**

**DUAL CONTINUOUS**

**20-0068-5014**

List Valid: 01/06/20-01/06/21

Total Applications Received: 15

No. Passed: 2                      No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 1                      No. Screened Out: 12

LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:      Removal from Eligibility List ID 14699461      PAGES 45-66

Date:              January 16, 2020              Reason for Consideration: Restricted Action

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

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

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has 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.