

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

MEETING AGENDA

Regular Meeting
B Building Room 29
July 23, 2015

8:15 a.m.

ADDENDUM
PAGE NO.

- I. GENERAL COMMUNICATIONS FUNCTIONS
 1. Call to order – Stacey Lewis
 2. Renewal of Pledge of Allegiance to the Flag of the United States of America
 3. Roll
 4. **APPROVE** Minutes of the Regular Meeting of July 9, 2015 1-3
 5. **RECEIVE** correspondence and refer to the proper order of Business or to the Interim Executive Officer, Personnel Commission for processing
 6. **HEAR** public on items not listed on the agenda
 7. **HEAR** report from the Interim Executive Officer
- II. CONSENT AGENDA
 1. **RATIFY** job announcement bulletin for Accounting Technician 4-5
 2. **RATIFY** job announcement bulletin for Purchasing Assistant 6-7
 3. **RATIFY** job announcement bulletin for Speech-Language Pathology Assistant 8-9
 4. **RATIFY** job announcement bulletin for Speech-Language Pathology Assistant - Bilingual Spanish 10-11
 5. **APPROVE** the certification of Instructional Aide - Special eligibility list 15-0161-0448 established July 16, 2015 12
 6. **APPROVE** the certification of Instructional Aide - Special eligibility list 15-0162-0448 established July 16, 2015 12
 7. **APPROVE** the certification of Laborer eligibility list 15-0179-0204 established July 23, 2015 12
 8. **APPROVE** the certification of Mail Delivery Driver eligibility list 15-0147-0219 established June 11, 2015 12
 9. **APPROVE** the certification of Personnel Analyst eligibility list 15-0175-0236 established July 22, 2015 12
 10. **APPROVE** the certification of Plant Supervisor II eligibility list 15-0156-5027 established July 7, 2015 12

	11. APPROVE the certification of School Safety Operations Supervisor eligibility list 15-0157-5188 established July 24, 2015	12
III.	OLD BUSINESS	
IV.	NEW BUSINESS	
	1. APPROVE the recommendation to remove from eligibility list ID 20267447	13-31
	2. APPROVE the recommendation to remove from eligibility list ID 22234036	32-46
V.	OTHER ITEMS	
VI.	NEXT REGULAR MEETING	
	August 6, 2015, at 8:15 a.m. In Building B Room 29	
VII.	CLOSED SESSION	
	1. Appeal of disqualified applicant 7701484	47-66
	2. Appeal of disqualified applicant 6373822	67-86
	3. Public employee performance evaluation – Interim Executive Officer, Personnel Commission and Classified Employment	
VIII.	ADJOURNMENT	

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

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

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

MINUTES

Regular meeting

July 9, 2015

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey Lewis, Chairperson, on Thursday, July 9, 2015 at 8:15 a.m. in B Building, 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 Stacey Lewis

ROLL

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

Present: Stacey Lewis
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS PRESENT

Marilyn Balmer, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Adriana Araujo, Staff Secretary; Susan Brister, Human Resources Technician; Ericka Emery, Human Resources Technician; Judith Lopez, Human Resources Technician; Kasey Noble, Human Resources Technician; Shelley Scott, Human Resources Technician.

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Paul Bailey, Director of Transportation; Juan Garcia, CSEA Chief Job Steward; Ramona Hyde, Plant Supervisor II; Johnathan Mendoza, Plant Supervisor High School; Valeeta Pharr, CSEA Chapter 2 President; and John Relch, Risk Management Benefits Coordinator.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried unanimously, to approve the minutes of the Regular Meeting of June 25, 2015.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM INTERIM EXECUTIVE OFFICER

Marilyn Balmer, Interim Executive Officer, reported that on July 1, 2015, she met with the Superintendent who authorized the increase of Senior Administrative Secretary position from 37.5% to 50% FTE. Recruitment for this position will occur when the new Executive Officer arrives.

Ms. Balmer also provided an update on the painting project; announcing that a meeting with Arash Mir, Project Manager - Contractor, will meet with staff on Friday, July 10, 2015 to address any concerns.

Dale Culton, Certification Services Manager reported on the Food Bio Terrorism session he attended hosted by Nutrition Services. He explained Nutrition Service's process in ensuring food safety, including how for each batch of food that is prepared, one tray is saved for four months for analysis purposes if individuals become ill.

CONSENT AGENDA

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify and approve the consent agenda.

1. **RATIFY** job announcement bulletin for Senior Systems Analyst
2. **APPROVE** the certification of Custodian eligibility list 15-0141-0139 established July 10, 2015
3. **APPROVE** the certification of Health Assistant eligibility list 15-0172-5170 established June 30, 2015
4. **APPROVE** the certification of Risk Management Technician eligibility list 15-0149-5106 established July 10, 2015
5. **APPROVE** the certification of Senior Health Assistant eligibility list 15-0171-5174 established July 6, 2015

OLD BUSINESS

None

NEW BUSINESS

Ms. Balmer explained the background and purpose of the creation of the Benefits Analyst classification. Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the creation and allocation of the following:

Create the classification of Benefits Analyst
Allocate the classification of Benefits Analyst to salary range 35 CO

Ms. Balmer explained the background and purpose of the High School Grounds Supervision reorganization. Discussion followed including comments from Jonathan Mendoza, Plant Supervisor High School and Ramona Hyde, Plant Supervisor II, expressing concern on how the reorganization would affect the custodial staff at the high schools. Paul Bailey, Transportation Director, explained the role of the Grounds Supervision and the reason for the change. Following the discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the following High School Grounds Supervision Reorganization items:

Adopt the revised classification specification for Grounds Crew Supervisor
Reclassify the Grounds Supervisor – High School incumbents to the Grounds Crew Supervisor classification.
Abolish the classification of Grounds Supervisor – High School

OTHER ITEMS

Mr. Ulaszewski reported an offer was extended to the new Executive Officer, Personnel Commission and Classified Employment, Mr. Ken Kato, current Director of Classified Human Resources at Downey Unified School District. Mr. Kato has accepted the offer, effective August 3, 2015.

Ms. Lewis encouraged individuals to take advantage of the Movies on the Beach put on by the Port of Long Beach. Movies begin at Dusk at Granada Beach in Long Beach.

Ms. Pharr brought a concern of a summer school assignment to the attention of the Personnel Commission Staff. Mr. Culton ensured Ms. Pharr that he would look into the matter.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be July 23, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:56 a.m. in accordance with provisions of the Government Code (Section 54957) to consider a Public Employee Performance Evaluation.

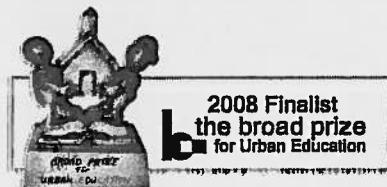
OPEN SESSION

The Regular Meeting of the Personnel Commission was declared adjourned at 9:15 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

Stacey Lewis, Chairperson

Marilyn Balmer, Interim Executive Officer



Promotional Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
4400 Ladoga Ave., Lakewood, CA 90713 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main Offices/Personnel Commission/

ACCOUNTING TECHNICIAN – 0750

Final Filing Date: 4:30 p.m., Tuesday, August 4, 2015.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
MONTHLY:	\$4,155	\$4,383	\$4,625	\$4,879	\$5,146
HOURLY:	\$23.98	\$25.29	\$26.69	\$28.15	\$29.69

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

JOB INFORMATION: Permanent 100% 12 months position. The current vacancy is located in the Accounting office.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main Offices/Personnel Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

JOB SUMMARY: An Accounting Technician is assigned difficult and complex clerical and technical accounting work. An Accounting Technician is expected to reconcile accounts and post to the General Ledger and to solve difficult and complex accounting problems by searching and finding data from several sources requiring considerable knowledge of District financial record keeping. An incumbent prepares financial statements for an assigned program including a statement of operations for review by superiors. An incumbent has ongoing contact with other agencies such as the Los Angeles County Office of Education to exchange information about accounts and provides others with information on District accounting, regulations, procedures and practices. An incumbent uses computerized on-line data entry and reporting systems to extract and manipulate data and perform calculations; and perform related duties as assigned.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Equivalent to completion of two years from an accredited four-year college or university or community college with at least fifteen units in accounting and statistics.

EXPERIENCE: Four years of full-time financial or statistical record keeping work, two of which are in a public agency.

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

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

LBUSD Employees, please see reverse side for important information

Exam 16-0010-0750
Promotional Examination

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.



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Classified Promotional Opportunity



APPLY TO:
Personnel Commission, Long Beach Unified School District
4400 Ladoga Ave., Lakewood, CA 90713 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission/

PURCHASING ASSISTANT - 5129

Final Filing Date: Monday, August 3, 2015 at 4:30 pm

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ¼ YEARS</u>	<u>3 ½ YEARS</u>
MONTHLY:	\$3,255	\$3,434	\$3,624	\$3,823	\$4,032
HOURLY:	\$18.78	\$19.81	\$20.91	\$22.06	\$23.27

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

JOB INFORMATION: Permanent 12-months, 100% position. The current vacancy is located in Purchasing.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

JOB SUMMARY: Under general supervision, Purchasing Assistants provide complex and varied clerical support in the procurement, receipt, distribution and payment for supplies, materials, food, equipment and services District-wide. Purchasing Assistants are typically assigned to a specialized commodity area under the leadership of a Purchasing Agent, or are assigned to support the Contracts or Warehouse divisions; and perform related duties as assigned.

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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Graduation from High School or equivalent.

EXPERIENCE: Two years of clerical experience, preferably involving purchasing of supplies, contracts or basic accounting.

WORKING ENVIROMENT: Office and warehouse environment. Constant interruptions.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate a computer keyboard and office equipment. Hearing and speaking to exchange information in person and on the telephone. Seeing to read a variety of materials. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching to file materials. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing or pulling objects weighing up to 25 pounds.

SPECIAL: (1) May be required to travel from one school location to another. (2) Accepting employment in a position in this classification requires the individual to either join the union or pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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.

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.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VI/MERIT SYSTEM EMPLOYER

Exam 16-0008-5129 dp
Promotional Examination

Handwritten signature

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.**
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- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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Classified Employment Opportunity

APPLY TO:

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4400 Ladora Avenue, Lakewood, CA 90713 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main Offices/Personnel Commission

SPEECH-LANGUAGE PATHOLOGY ASSISTANT – 5024

Final Filing Date: 4:30 p.m. Monday, August 3, 2015.

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$3,830	\$4,041	\$4,264	\$4,497	\$4,745
HOURLY:	\$22.10	\$23.32	\$24.60	\$25.95	\$27.38

JOB INFORMATION: 10 month flex, 75% position. The current vacancy is located in The Willows.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main Offices/Personnel Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

JOB SUMMARY: Under the supervision of a credentialed Speech-Language Specialist, assist in providing speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; perform a variety of duties in support of student case management services; maintain records and documentation on students; and perform related duties as assigned. A Speech-Language Pathology Assistant participates and collaborates as a member of an educational team, by assisting in providing student speech therapy services to special needs students in accordance with the mandates of the Individuals with Disabilities Education Act.

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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program. **Certificate must be attached to application.**

EXPERIENCE: Six months experience working with individuals with speech and language disabilities in a structured environment.

SPECIAL REQUIREMENTS: (1) Incumbents must provide proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology at the time of appointment and maintain current registration throughout employment in this classification. (2) Possession of a valid California class C driver's license at the time of appointment and the use of a personal automobile. (3) May be required to travel from one school location to another. (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

PHYSICAL DEMANDS: Lifting and positioning of students weighting 40 pounds or less in wheelchairs, or other equipment, two or more staff members will generally lift and position students weighing more than 40 pounds; hearing and speaking to exchange information; dexterity of hands and fingers to operate adaptive equipment; seeing to read a variety of materials; and bending at the waist, kneeling, crouching to assist students.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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 VI/MERIT SYSTEM EMPLOYER

Exam 16-0009-5024 EE
Dual Examination

Marie Braunstein

LBUSD Employees, please see reverse side for important information

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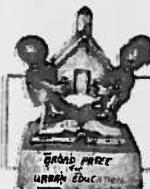
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Classified Employment Opportunity

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24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main Offices/Personnel Commission

SPEECH-LANGUAGE PATHOLOGY ASSISTANT – BILINGUAL SPANISH 5163

Final Filing Date: 4:30 p.m. Monday, August 3, 2015.

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TRAINING: Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program. **Certificate must be attached to application.**

EXPERIENCE: Six months experience working with individuals with speech and language disabilities in a structured environment.

SPECIAL REQUIREMENTS: (1) Incumbents must provide proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology at the time of appointment and maintain current registration throughout employment in this classification. (2) Possession of a valid California class C driver's license at the time of appointment and the use of a personal automobile. (3) May be required to travel from one school location to another. (4) Positions in the Speech-Language Pathology Assistant – Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test. (5) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

PHYSICAL DEMANDS: Lifting and positioning of students weighting 40 pounds or less in wheelchairs, or other equipment, two or more staff members will generally lift and position students weighing more than 40 pounds; hearing and speaking to exchange information; dexterity of hands and fingers to operate adaptive equipment; seeing to read a variety of materials; and bending at the waist, kneeling, crouching to assist students.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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 Bilingual exam consists of a language written and oral exam in English and (Khmer or Spanish) scored on a pass/fail basis only.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 16-0012-5163 EE
Dual Examination

Maria Braunter

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.

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 12

Date: July 23, 2015

Reason for
Consideration: Approval

Instructional Aide – Special Open/Continuous 15-0161-0448

List Valid: 07/16/15 – 07/16/16

Total applications received: 99 Total invited to exam: 34

No. Passed: 17 No. Failed: 3 No. Withdrew: 14 No. Screened Out: 65

Instructional Aide – Special Open/Continuous 15-0162-0448

List Valid: 07/16/15 – 07/16/16

Total applications received: 73 Total invited to exam: 32

No. Passed: 8 No. Failed: 4 No. Withdrew: 20 No. Screened Out: 41

Laborer Promotional 15-0179-0204

List Valid: 07/23/15 – 07/23/16

Total applications received: 22 Total invited to exam: 13

No. Passed: 6 No. Failed: 6 No. Withdrew: 1 No. Screened Out: 9

Mail Delivery Driver Dual 15-0147-0219

List Valid: 06/11/15 – 06/11/16

Total applications received: 357 Total invited to exam: 214

No. Passed: 10 No. Failed: 172 No. Withdrew: 32 No. Screened Out: 143

Personnel Analyst Dual 15-0175-0236

List Valid: 07/22/15 – 07/22/16

Total applications received: 90 Total invited to exam: 8

No. Passed: 3 No. Failed: 1 No. Withdrew: 4 No. Screened Out: 82

Plant Supervisor II Promotional 15-0156-5027

List Valid: 07/07/15 – 07/07/16

Total applications received: 28 Total invited to exam: 25

No. Passed: 11 No. Failed: 9 No. Withdrew: 5 No. Screened Out: 3

School Safety Operations Supervisor Dual 15-0157-5188

List Valid: 07/24/15 – 07/24/16

Total applications received: 60 Total invited to exam: 17

No. Passed: 7 No. Failed: 6 No. Withdrew: 4 No. Screened Out: 43

CERTIFIED TO BE CORRECT: Marilyn Balmer DATE: July 17, 2015

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Removal from Eligibility List

PAGES: 13-31

Date: July 23, 2015

**Reason for
Consideration:** Restricted Action

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

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

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

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Removal from Eligibility List

PAGES: 32 - 46

Date: July 23, 2015

**Reason for
Consideration: Restricted Action**

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Appeal of a Disqualified Applicant

PAGES: 47 - 66

Date: July 23, 2015

**Reason for
Consideration:** Action

Personnel Commission Rules provide that applicants, candidates or eligibles may be disqualified from an examination process for:

Rule 4.2.A.1 - Failure to meet the general qualifications of Rule 4.1.B

Rule 4.1.B.2 – Applicants must meet all requirements specified as the minimum qualifications established for the class.

Staff submits the appeal of a disqualified applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by mail 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 consider the appeal and act as it deems appropriate.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Appeal of a Disqualified Applicant PAGES: 67 - 86

Date: July 23, 2015 Reason for
Consideration: Action

Personnel Commission Rules provide that applicants, candidates or eligibles may be disqualified from an examination process for:

Rule 4.2.A.1 - Failure to meet the general qualifications of Rule 4.1.B

Rule 4.1.B.2 – Applicants must meet all requirements specified as the minimum qualifications established for the class.

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