

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

MEETING AGENDA

Regular Meeting  
B Building Room 29

8:15 a.m.  
April 30, 2015

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 April 16, 2015 1-3
5. **RECEIVE** correspondence and refer to the 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 Interim Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Plant Supervisor II 4-5
2. **RATIFY** job announcement bulletin for School Safety Operations Supervisor 6-7
3. **RATIFY** job announcement bulletin for Technology Support Representative 8-9
4. **APPROVE** the certification of Building Maintenance Worker eligibility list established April 30, 2015 10
5. **APPROVE** the certification of Building Maintenance Worker/Driver eligibility list established April 30, 2015 10
6. **APPROVE** the certification of Child Nutrition Specialist eligibility list established April 24, 2015 10
7. **APPROVE** the certification of Custodian eligibility list established May 1, 2015 10
8. **APPROVE** the certification of Executive Director – Fiscal Services eligibility list established April 27, 2015 10
9. **APPROVE** the certification of Instructional Aide - Special eligibility list established April 20, 2015 10
10. **APPROVE** the certification of Instructional Aide - Special eligibility list established April 20, 2015 10
11. **APPROVE** the certification of Intermediate Payroll Accounting Technician eligibility list established April 15, 2015 10

- |       |   |    |
|-------|---|----|
| 12.   | <b>APPROVE</b> the certification of Nutrition Services Supervisor I eligibility list established April 24, 2015                                 | 10 |
| 13.   | <b>APPROVE</b> the certification of Nutrition Services Worker (Avalon) eligibility list established May 1, 2015                                 | 11 |
| 14.   | <b>APPROVE</b> the certification of Plumber eligibility list established April 27, 2015   | 11 |
| 15.   | <b>APPROVE</b> the certification of Senior Payroll Accounting Technician eligibility list established April 22, 2015                            | 11 |
| III.  | <b>OLD BUSINESS</b>   |    |
| 1.    | <b>APPROVE</b> the Public Hearing date for Proposed Personnel Commission Budget for 2015-2016   | 12 |
| IV.   | <b>NEW BUSINESS</b>   |    |
| 1.    | <b>APPROVE</b> the recommendation to remove from eligibility list ID 18220949   | 13 |
| 2.    | <b>APPROVE</b> the recommendation to remove from eligibility list ID 1614463  | 13 |
| 3.    | <b>APPROVE</b> the recommendation to remove from eligibility list ID 18123018   | 13 |
| 4.    | <b>APPROVE</b> the recommendation to remove from eligibility list ID 17884117   | 13 |
| 5.    | <b>APPROVE</b> the recommendation to remove from eligibility list ID 22627170   | 13 |
| V.    | <b>OTHER ITEMS</b>  |    |
| VI.   | <b>NEXT REGULAR MEETING</b><br><br>May 14, 2015, at 8:15 a.m. in Building B Room 29   |    |
| VII.  | <b>CLOSED SESSION</b><br><br>Public employee performance evaluation – Interim Executive Officer, Personnel Commission and Classified Employment |    |
| VIII. | <b>ADJOURNMENT</b>  |    |

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

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

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

MINUTES  
Regular Meeting

April 16, 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, April 16, 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

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 April 2, 2015.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

No public comments were heard.

REPORT FROM INTERIM  
EXECUTIVE OFFICER

Ms. Heineke announced the Open House for the Personnel Commission Office has been scheduled for May 14, following the Commission meeting, and will be held jointly with the Child Development Office and Leadership Development.

Dale Culton, Certification Services Manager, reported the Board of Education will take action on April 21, to abolish 8 and reduce 1 position. Following the Board's action staff will prepare seniority lists and notify each individual of their rights. At this time we are unable to determine how many employees may be displaced.

Mary Cates, Human Resources Supervisor, reported staff is working on summer school staffing. Once assignments have been made all employees who submitted applications will be notified.

Maria Lynn Braunstein, Personnel Analyst, reported on current recruitment activities including examinations taking place and upcoming recruitments staff is working on opening. Additionally, staff is visiting Long Beach City College campuses to publicize all the positions for which we are currently accepting applications.

## CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify and approve the consent agenda items. Discussion: Ms. Heineke provided the Commission a visual diagram of the Custodian recruitment completed on April 6, 2015. Of the 262 applications received, 16 individuals made it to the eligible list. Ms. Braunstein explained the reasons applications are screened out and the efforts staff has made to decrease the number of individuals who failed to appear to exams.

1. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
2. **RATIFY** job announcement bulletin for Mail Delivery Driver
3. **RATIFY** job announcement bulletin for Plant Supervisor High School
4. **RATIFY** job announcement bulletin for Risk Management Technician
5. **APPROVE** the certification of Custodian eligibility list established April 17, 2015
6. **APPROVE** the certification of Custodian eligibility list established April 17, 2015
7. **APPROVE** the certification of Intermediate Nutrition Services Worker eligibility list established April 15, 2015
8. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list established April 15, 2015
9. **APPROVE** the certification of Nutrition Services Supervisor III eligibility list established April 15, 2015
10. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list established April 15, 2015

## OLD BUSINESS

1. **RESCIND** the action taken on March 19, 2015 to remove Person ID 5904164 from eligibility list. The Commission moved this item to closed session.

## NEW BUSINESS

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 revisions to the Rules and Regulations of the Classified Service Rule 10.1.C and Rule 10.9

## REVIEW / PUBLIC HEARING PERSONNEL COMMISSION BUDGET 2015 - 2016

Prior to the opening of the budget hearing, Ms. Heineke explained the background and process used in preparing the Personnel Commission budget. She explained the proposed budget reflects the establishment of two Human Resources Technicians and the proposed technology purchases to upgrade currently outdated systems in use. Ms. Heineke said she distributed the budget materials to the Commissioners and the Superintendent. According to Ms. Heineke, the Superintendent expressed his support for establishing one new Human Resources Technician position and the one time expenditure for technology. After discussion the Commission asked Ms. Heineke to update the budget to include the items the Superintendent expressed his support for and to include the increase in FTE to the Senior Administrative Secretary as this would not be a new position as it is a current position included in the budget.

Mr. Ulaszewski made a motion to reschedule the budget hearing with the requested changes. The motion was seconded by Ms. Vaughan. The motion carried with a unanimous vote of those present to reschedule New Business Item 2, "REVIEW and ADOPT Personnel Commission Budget for 2015-2016".

**OTHER ITEMS**

Mr. Ulaszewski on behalf of the Commission and as a veteran expressed his sincere thanks to Mr. Culton for raising the flag each day.

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission will be April 30, 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 8:44 a.m. to consider Old Business Item 1.

**OPEN SESSION**

The Personnel Commission returned to open session at 9:09 a.m. The following reportable action was taken:

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **RESCIND** the action taken on March 19, 2015, to remove Person ID 5904164 from eligibility list.

**ADJOURNMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 9:10 a.m. with the consent of the members.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

---

Stacey Lewis, Chairperson

---

Patricia Heineke, Interim Executive Officer



2008 Finalist  
the broad prize  
for Urban Education



# 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/Personel Commission/](http://www.lbschools.net/Main_Offices/Personel_Commission/)

## PLANT SUPERVISOR II – 5027

**Final Filing Date:** 4:30 p.m., Monday, May 11, 2015

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<b>MONTHLY:</b>	\$3,750	\$3,957	\$4,173	\$4,402
<b>HOURLY:</b>	\$21.64	\$22.83	\$24.08	\$25.40

**PROMOTIONAL:** Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" **AND** who meet the education and experience requirements are eligible to compete.

**JOB INFORMATION:** Permanent 12 months 100% position. The current vacancy is located at Hudson School K-8. Eligibility list is being created to fill future vacancies as they occur.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://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, plan, supervise and participate in custodial activities at an assigned large middle school, K-8 school, elementary school, or other assigned District site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; 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:** Graduation from high school.

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

**WORKING ENVIRONMENT:** Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

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

**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

*Bohn*

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.*



2008 Finalist  
the broad prize  
for Urban Education



# Classified 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/

## SCHOOL SAFETY OPERATIONS SUPERVISOR - 5188

**Final Filing Date: 4:30 p.m., Tuesday, May 12, 2015.**

SALARY RANGE	START	6 MONTHS	1 ½ YEARS	2 ½ YEARS
MONTHLY:	\$5,482	\$5,785	\$6,103	\$6,437
HOURLY:	\$31.63	\$33.38	\$35.21	\$37.14

**JOB INFORMATION:** 100% 10 month flex position. The current vacancy is located in School Safety and Emergency Preparedness.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main Offices/Personnel Commission/](http://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, plan, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness; develop and schedule School Safety personnel work shifts; research, analyze and prepare complex reports and records; train and evaluate the performance of assigned staff; 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:** Associate's degree including coursework in criminal justice, public administration, business administration, emergency management or a related field. Completion of a P.O.S.T approved Background Investigation Course is desired.

**EXPERIENCE:** Two years of experience performing P.O.S.T background investigations or analyzing data and preparing reports and recommendations regarding business processes such as budgets, organizational efficiency, project management, staffing, or records management. Supervisory experience is desirable.

**SPECIAL:** (1) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation. (2) Valid California Class C driver's license and use of a personal automobile. (3) 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. (4) Incumbents in this classification not possessing P.O.S.T Background Investigation training must complete District-provided training within one year of employment. (5) May be required to travel from one school site to another.

**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

Exam 15-0157-5188 EE  
Dual Examination

LBUSD Employees, please see reverse side for important information

*Balmer*

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 case by case basis by the administrator of the Personnel Commission.*



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

**APPLY TO:**

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

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

## TECHNOLOGY SUPPORT REPRESENTATIVE - 5113

Applications will be accepted online for two days ONLY: Wednesday, May 13, 2015 and Thursday, May 14, 2015 at 4:30 PM.

<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:	\$4,178	\$4,407	\$4,650	\$4,908	\$5,177
HOURLY:	\$24.11	\$25.43	\$26.83	\$28.31	\$29.87

**JOB INFORMATION:** 12 month 100% position. The current vacancy is located in Information Services.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main Offices/Personnel Commission/](http://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, a Technology Support Representative receives and reports computer system user calls and through diagnostic procedures, resolves service requests. An incumbent is the first point of contact in troubleshooting and solving end user problems. Incumbents in this class assigned to the Help Desk respond to a high volume of telephone calls on a daily basis and apply knowledge of hardware and software packages that operate the various District computerized systems in finance, student information, payroll, e-mail and the Internet. Incumbents may be assigned to the District's Help Desk, provide dedicated Help Desk support to an assigned system such as the student information software system, order and distribute technology parts and software licenses or any combination of these functions; 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 supplemented by college-level coursework in computer science or a closely related field.

**EXPERIENCE:** Two years of experience at a help desk assisting computer users or two years of experience in the installation, maintenance and repair of computer hardware, software and peripheral equipment in a networked environment. Experience working with student attendance and information systems software is preferred.

Two years of experience as a School Data Technician with the Long Beach Unified School District may substitute for the required experience.

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

**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 VI/VIIMERT SYSTEM EMPLOYER

Exam 15-0155-5113 DP  
Dual Examination

LBUSD Employees, please see reverse side for important information

*Belmer*

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: New Business: Eligibility Lists

PAGE: 10-11

Date: April 30, 2015

Reason for  
Consideration: Approval

---

**Building Maintenance Worker** Dual 15-0129-0625

List Valid: 04/30/15 – 04/30/16

Total applications received: 117 Total invited to exam: 61

No. Passed: 6 No. Failed: 39 No. Withdrew: 16 No. Screened Out: 56

**Building Maintenance Worker / Driver** Promotional 15-0117-0880

List Valid: 04/30/15 – 04/30/16

Total applications received: 14 Total invited to exam: 6

No. Passed: 2 No. Failed: 4 No. Withdrew: 0 No. Screened Out: 8

**Child Nutrition Specialist** Dual 15-0138-3322

List Valid: 04/24/15 – 04/24/16

Total applications received: 31 Total invited to exam: 8

No. Passed: 5 No. Failed: 2 No. Withdrew: 1 No. Screened Out: 23

**Custodian** Open/Continuous 15-0123-0139

List Valid: 05/01/15 – 05/01/16

Total applications received: 112 Total invited to exam: 38

No. Passed: 11 No. Failed: 10 No. Withdrew: 17 No. Screened Out: 74

**Executive Director – Fiscal Services** Dual 15-0130-5135

List Valid: 04/27/15 – 04/27/16

Total applications received: 18 Total invited to exam: 12

No. Passed: 7 No. Failed: 2 No. Withdrew: 3 No. Screened Out: 6

**Instructional Aide – Special** Open/Continuous 15-0119-0448

List Valid: 04/20/15 – 04/20/16

Total applications received: 73 Total invited to exam: 20

No. Passed: 6 No. Failed: 0 No. Withdrew: 14 No. Screened Out: 53

**Instructional Aide – Special** Open/Continuous 15-0106-5066

List Valid: 04/20/15 – 04/20/16

Total applications received: 76 Total invited to exam: 33

No. Passed: 13 No. Failed: 4 No. Withdrew: 16 No. Screened Out: 43

**Intermediate Payroll Accounting Technician** Dual 15-0120-0756

List Valid: 04/22/15 – 04/22/16

Total applications received: 101 Total invited to exam: 63

No. Passed: 17 No. Failed: 29 No. Withdrew: 17 No. Screened Out: 38

**Nutrition Services Supervisor I** Dual 15-0104-5064

List Valid: 04/24/15 – 04/24/16

Total applications received: 80 Total invited to exam: 42

No. Passed: 28 No. Failed: 8 No. Withdrew: 6 No. Screened Out: 38

**Nutrition Services Worker (Avalon) Open/Continuous 15-0100-5068**

List Valid: 05/01/15 – 05/01/16

Total applications received: 31 Total invited to exam: 7

No. Passed: 4 No. Failed: 0 No. Withdrew: 3 No. Screened Out: 24

**Plumber Dual 15-0124-0242**

List Valid: 04/27/15 – 04/27/16

Total applications received: 85 Total invited to exam: 63

No. Passed: 11 No. Failed: 37 No. Withdrew: 15 No. Screened Out: 22

**Senior Payroll Accounting Technician Dual 15-0113-0782**

List Valid: 04/22/15 – 04/22/16

Total applications received: 39 Total invited to exam: 30

No. Passed: 9 No. Failed: 17 No. Withdrew: 4 No. Screened Out: 9

CERTIFIED TO BE CORRECT: Patricia Heineke DATE: April 24, 2015

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

---

**SUBJECT:** Establish a Public Hearing date for Proposed  
Personnel Commission Budget for 2015-2016

**PAGE:** 12

**Date:** April 30, 2015

**Reason for  
Consideration:** Action

---

**EDUCATION CODE 45253 BUDGET; PERSONNEL COMMISSION; HEARINGS; ADOPTION OR REJECTION; AMENDMENTS.**

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

It is recommended the Commission set the Public Hearing date for the Proposed Personnel Commission Budget for 2015-2016 on Thursday, May 14, 2015 at 8:15a.m. at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California .



**PERSONNEL COMMISSION**  
4400 Ladoga Avenue  
Lakewood, CA 90713  
(562) 435-5708  
FAX (562) 425-1320

**Commissioners**  
Stacey V. Lewis, Chair  
Linda Vaughan, Vice-Chair  
Terence Ulaszewski, Member

**Interim Executive Officer**  
Patricia Heineke

**DATE:** April 30, 2015  
**TO:** Personnel Commission  
**FROM:** Patricia Heineke, Interim Exec. Officer  
**RE:** Report on Removal of Persons from Eligibility Lists

### Background

At this meeting we are reporting on the recommendation for removal of five individuals from eligibility lists. We are recommending removal of three individuals from the Custodian eligibility List (ID #'s 18220949, 1614463, 22627170), one from the Accountant list (ID# 17884117), and one from the Instructional Assistant – Special list (ID #18123018).

Aside from the individual removed from the Accountant eligibility list, all other eligibles failed to reveal convictions on their applications and fingerprint forms. The Accountant eligible had a dismissal from a prior employer which is the reason she is being recommended for removal.

Each of these individuals was sent a letter by certified and regular mail advising of the intent to remove their names from the eligibility list, and given the opportunity to appeal to the Interim Executive Officer. No calls or contacts were made by these individuals.

### Recommendation

APPROVE removal of five eligibles as follows: Custodian – ID #'s 18220949, 1614463, 22627170; Accountant – ID # 17884117; and Instructional Assistant – Special, ID #18123018.