



MEETING AGENDA

Testing Room  
Personnel Commission Office  
4400 Ladoga Avenue  
Lakewood, California 90713

January 22, 2015  
THURSDAY  
8:15 A.M.

- 1. CALL TO ORDER
- 2. PRELIMINARY
  - 2.1 Pledge of Allegiance to the Flag
  - 2.2 Commissioners roll call
    - Stacey V. Lewis, Chairperson Present \_\_\_\_\_
    - Linda Vaughan, Vice-Chairperson Present \_\_\_\_\_
    - Terry Ulaszewski, Member Present \_\_\_\_\_
  - 2.3 Introduction of Guests
- 3. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
- 4. REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR
- 5. HEARINGS None
- 6. MINUTES
  - 6.1 Approval of Minutes for January 8, 2015 Action
- 7. ITEMS FOR DISCUSSION AND/OR ACTION None
- 8. BULLETINS AND TESTING ACTIONS
  - 8.1 Bulletins – Per Personnel Commission Rule 4.3.B Action
    - Intermediate Nutrition Services**
    - Worker** Dual 15-0107-5058
    - Kids Club Supervisor I** Dual 15-0095-3266
    - Kids Club Supervisor II** Dual 15-0096-3267
    - Kids Club Supervisor III** Dual 15-0097-3268
    - Nutrition Services Supervisor I** Dual 15-0104-5064
    - Nutrition Services Supervisor II** Promotional 15-0105-5065
    - Nutrition Services Supervisor III** Promotional 15-0106-5066
    - Senior Nutrition Services Worker** Dual 15-0108-5071

- 8.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B Action  
**Custodian** **Dual** **15-0077-0139**  
List Valid: 1/26/15 – 1/26/16  
**Instructional Aide Special** **Open/Cont.** **15-0079-0448**  
List Valid: 1/06/15 – 1/06/16  
**Instructional Aide Special** **Open/Cont.** **15-0080-0448**  
List Valid: 1/06/15 – 1/06/16  
**Instructional Aide Special** **Open/Cont.** **15-0099-0448**  
List Valid: 1/23/15 – 1/23/16

9. OTHER ITEMS

9.1 Open House: Personnel Commission offices

10. The next regular scheduled meeting of the Personnel Commission is scheduled for February 5, 2015 at 8:15 a.m. at Personnel Commission Office at 4400 Ladoga Avenue, Lakewood, California.

11. CLOSED SESSION

12. ADJOURNMENT

ACCESS TO PUBLIC DOCUMENTS

*Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood CA 90713, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:30p.m.).*

*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 pursuant to Government Code 54954.2 (a) 1.*

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for January 8, 2015

PAGES: 6.1.1 – 6.1.4

Date: January 22, 2015

Reason for Consideration: Action

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Personnel Commission Office  
4400 Ladoga Avenue  
Lakewood, CA 90713

Chairperson Stacey Lewis called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Stacey V. Lewis, Chairperson  
Linda Vaughan, Vice-Chairperson  
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Marilyn Balmer, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Patricia Heineke Candidate for Interim Executive Officer; Anthony DeMarco, Attorney; Ann Culton, Administrative Coordinator, HRS; Tim Dressendorfer, Maintenance Manager; Dan Ewaskey, Vice President, CSEA and William Murray.

HEARING OF PUBLIC TESTIMONY AND  
QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA

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None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Marilyn Balmer, Personnel Analyst provided the Executive Officer report.

Ms. Balmer gave a status report on various projects related to the Commission office move to the Monroe site and the status of the interim Executive Officer appointment.

Staff provided a brief update of their unit activities.

MINUTES

MINUTES

The Commission approved the minutes of the December 11, 2014 Personnel Commission meeting. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the minutes with the revised applicant identification number.

The motion carried. The vote was unanimous with all members present participating in the vote.

RECEIVE AND TAKE ACTION ON THE DISCIPLINARY MATTER OF A CLASSIFIED EMPLOYEE

RECEIVE AND TAKE ACTION ON THE DISMISSAL MATTER OF A CLASSIFIED EMPLOYEE

The Commission assigned Hearing Officer, Patricia Barrett, submitted a report of Findings of Fact, Conclusions of Law and Decision on Remand, following the appeal hearing of Employee E00177750 for Personnel Commission review and take action. This item was moved to closed session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7 and 4.2.A.8. Appellant 21059152 was not present. The Commission moved this item to Closed Session.

TEMPORARY UPGRADE TO PERSONNEL COMMISSION ADMINISTRATOR

TEMPORARY UPGRADE TO PERSONNEL COMMISSION ADMINISTRATOR

It was moved by Commissioner Ulaszewski to approve the temporary upgrade to Personnel Commission Administrator. Vice-Chairperson Vaughan seconded the motion. The motion carried. The vote was unanimous with all members present participating in the vote. The following temporary upgrade was approved:

Marilyn Balmer From: Personnel Analyst  
To: Personnel Commission Administrator

BULLETINS

BULLETINS

Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. It was moved by Vice-Chairperson Vaughan to ratify the bulletins. Commissioner Ulaszewski seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote. The following bulletins were ratified:

| <u>TITLE</u>  | <u>TYPE</u>  | <u>NUMBER</u>       |
|---|--------------|---------------------|
| <b>Choral Accompanist</b>                                       | <b>Dual</b>  | <b>15-0093-0122</b> |
| <b>Computer Support Technician</b>                              | <b>Dual</b>  | <b>15-0092-5108</b> |
| <b>Elementary School Office Supervisor</b>                      | <b>Promo</b> | <b>15-0089-3345</b> |
| <b>Instructional Assistant – Intensive Behavioral Treatment</b> | <b>Dual</b>  | <b>15-0086-5035</b> |

|  |                        |                     |
|--|------------------------|---------------------|
| <b>Job Developer</b>                                   | <b>Dual</b>            | <b>15-0101-0463</b> |
| <b>Nutrition Services Worker (Avalon)</b>              | <b>Open/Continuous</b> |                     |
| <b>Senior Executive Secretary</b>                      | <b>Promo</b>           | <b>15-0088-0679</b> |
| <b>School Safety Officer</b>                           | <b>Dual</b>            | <b>15-0094-5014</b> |
| <b>School Support Secretary</b>                        | <b>Promo</b>           | <b>15-0090-3361</b> |
| <b>School Support Secretary-<br/>Bilingual Spanish</b> | <b>Promo</b>           | <b>15-0091-5159</b> |
| <b>Warehouse Materials Processor</b>                   | <b>Dual</b>            | <b>15-0102-0712</b> |

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.B, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the eligibility lists.

The motion carried. The vote was unanimous with all members present participating in the vote. The following eligibility lists were approved:

|  |             |                     |
|--|-------------|---------------------|
| <b>Accountant</b>                                      | <b>Dual</b> | <b>15-0058-0358</b> |
| List Valid: 12/19/14 – 12/19/15                        |             |                     |
| <b>Custodian</b>                                       | <b>Dual</b> | <b>15-0064-0139</b> |
| List Valid: 1/02/15 – 1/02/16                          |             |                     |
| <b>Intermediate Accounting<br/>Assistant (Revised)</b> | <b>Dual</b> | <b>15-0052-0755</b> |
| List Valid: 11/18/14 – 11/18/15                        |             |                     |
| <b>Intermediate Payroll<br/>Accounting Technician</b>  | <b>Dual</b> | <b>15-0059-0756</b> |
| List Valid: 12/19/14 – 12/19/15                        |             |                     |
| <b>Kids' Club Assistant</b>                            | <b>Dual</b> | <b>15-0055-0694</b> |
| List Valid: 12/15/14 – 12/15/15                        |             |                     |
| <b>Senior Payroll Accounting<br/>Technician</b>        | <b>Dual</b> | <b>15-0060-0762</b> |
| List Valid: 12/19/14 – 12/19/15                        |             |                     |

OTHER ITEMS

OTHER ITEMS

The Personnel Commission discussed the upcoming open house at the Personnel Commission offices. Staff was directed to work with Vice-Chairperson Vaughan. Once the date is finalized invitations will be sent out.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, January 22, 2015, at 8:15 a.m. at 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:37 a.m. to consider the recommendation to remove Appellant 21059152 from current eligibility lists and to receive and take action on the hearing officer's report for Employee E00177750.

## RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:34 a.m. The following reportable actions were taken during Closed Session:

The Commission acted unanimously to sustain staff's recommendation to remove Candidate 21059152 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after January 2018. They instructed the Personnel Commission Administrator to notify the applicant of the decision.

The Commission unanimously acted to sustain the Hearing Officer's recommendation to affirm its earlier decision to uphold the termination of Employee E00177750 and directed the Personnel Commission Administrator to send copies of the decision to the District and the Employee in accordance with Personnel Commission Rule 11.5.E.

## ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:36 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

*Susan Leaming for Marilyn Balmer*

Marilyn Balmer  
Personnel Commission Administrator

SL/mb

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Bulletins

PAGE: 8.1.1 – 8.1.9

Date: January 22, 2015

Reason for  
Consideration: Action

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Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

| <u>TITLE</u>                           | <u>TYPE</u> | <u>NUMBER</u> | <u>PAGE</u> |
|--|-------------|---------------|-------------|
| Intermediate Nutrition Services Worker | Dual        | 15-0107-5058  | 2           |
| Kids Club Supervisor I                 | Dual        | 15-0095-3266  | 4           |
| Kids Club Supervisor II                | Dual        | 15-0096-3267  | 4           |
| Kids Club Supervisor III               | Dual        | 15-0097-3268  | 4           |
| Nutrition Services Supervisor I        | Dual        | 15-0104-5064  | 6           |
| Nutrition Services Supervisor II       | Promotional | 15-0105-5065  | 8           |
| Nutrition Services Supervisor III      | Promotional | 15-0106-5066  | 8           |
| Senior Nutrition Services Worker       | Dual        | 15-0108-5071  | 2           |



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# 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/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## SENIOR NUTRITION SERVICES WORKER – 5071 INTERMEDIATE NUTRITION SERVICES WORKER – 5058

**Final Filing Date:** 4:30 p.m., Tuesday, February 3, 2015

**JOB INFORMATION:** The eligibility lists are being created to fill future vacancies as they occur. Positions are permanent 10 or 12 month positions, and the hours can range from 3 to 8 hours per day and/or split shifts. Positions are located at school sites or the Central Kitchen.

**APPLICATION:** Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). 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.

**Note:** Before being considered for employment, all applicant's 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.

### SENIOR NUTRITION SERVICES WORKER:

| SALARY RANGE | START   | 6 MONTHS | 1 ½ YEARS | 2 ½ YEARS | 3 ½ YEARS |
|--------------|---------|----------|-----------|-----------|-----------|
| MONTHLY:     | \$2,584 | \$2,705  | \$2,853   | \$3,010   | \$3,175   |
| HOURLY:      | \$14.80 | \$15.61  | \$16.48   | \$17.37   | \$18.32   |

**JOB SUMMARY:** Under general supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

#### 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:** One year of food service experience or six months of experience at the level of Intermediate Nutrition Services Worker.

### INTERMEDIATE NUTRITION SERVICES WORKER:

| SALARY RANGE | START   | 6 MONTHS | 1 ½ YEARS | 2 ½ YEARS | 3 ½ YEARS |
|--------------|---------|----------|-----------|-----------|-----------|
| MONTHLY:     | \$2,363 | \$2,493  | \$2,629   | \$2,774   | \$2,927   |
| HOURLY:      | \$13.63 | \$14.39  | \$15.17   | \$16.01   | \$16.89   |

**JOB SUMMARY:** Under close supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

#### 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:** Completion of the eighth grade.

**EXPERIENCE:** Six months of food service experience or three months at the level of Nutrition Services Worker.

**SPECIAL:** (1) Some positions in this classification may require a valid California Class C driver's license. (2) Incumbents in these positions 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) Accepting employment in a position in these classifications 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 will be comprised 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. 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 EMPLOYER

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

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**KIDS CLUB SUPERVISOR I - 3266**  
**KIDS CLUB SUPERVISOR II - 3267**  
**KIDS CLUB SUPERVISOR III - 3268**  
**Final Filing Date: 4:30 p.m., Tuesday, January 27, 2015.**

**JOB INFORMATION:** 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.

**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 TRAINING REQUIREMENT:** Associates of Arts degree including 12 units in courses related to children. A bachelor's degree in education or related field or possession of a California Teaching Credential is desirable. Copy of degree and unofficial transcripts must be attached at time of application. Any combination of experience and education that could likely provide the required knowledge and abilities may be considered.

**KIDS CLUB SUPERVISOR I - 3266**

| <b>SALARY RANGE:</b> | <b><u>START</u></b> | <b><u>6 MONTHS</u></b> | <b><u>1 ½ YEARS</u></b> | <b><u>2 ½ YEARS</u></b> |
|----------------------|---------------------|------------------------|-------------------------|-------------------------|
| MONTHLY:             | \$3,118             | \$3,290                | \$3,471                 | \$3,661                 |
| HOURLY:              | \$17.99             | \$18.98                | \$20.03                 | \$21.12                 |

**JOB SUMMARY:** Under general supervision, plan, organize and supervise the operation of an assigned Kids Club Program (day care) and assigned personnel; allocated to program/sites with 50 children or less and supervision of a support staff of six or less employees.

**MINIMUM EXPERIENCE:** Three years experience as an instructional aide or related work experience involving direct contact with students in a school or child care environment is required, preferably including some lead or supervisory responsibilities.

**KIDS CLUB SUPERVISOR II - 3267**

| <b>SALARY RANGE:</b> | <b><u>START</u></b> | <b><u>6 MONTHS</u></b> | <b><u>1 ½ YEARS</u></b> | <b><u>2 ½ YEARS</u></b> |
|----------------------|---------------------|------------------------|-------------------------|-------------------------|
| MONTHLY:             | \$3,292             | \$3,473                | \$3,664                 | \$3,865                 |
| HOURLY:              | \$18.99             | \$20.04                | \$21.14                 | \$22.30                 |

**JOB SUMMARY:** Under general supervision, plan, organize and supervise the operation of an assigned Kids Club Program (day care) and assigned personnel; allocated to three to five individual program/sites with 50 to 90 children and supervision of a support staff of seven to twelve employees.

**MINIMUM EXPERIENCE:** Three years experience as an instructional aide or related work experience involving direct contact with students in a school or child care environment is required including one year of supervisory experience in an extended day program of over 50 students/children with a comprehensive theme-based curriculum.

**KIDS CLUB SUPERVISOR III - 3268**

| <b>SALARY RANGE:</b> | <b><u>START</u></b> | <b><u>6 MONTHS</u></b> | <b><u>1 ½ YEARS</u></b> | <b><u>2 ½ YEARS</u></b> |
|----------------------|---------------------|------------------------|-------------------------|-------------------------|
| MONTHLY:             | \$3,476             | \$3,666                | \$3,869                 | \$4,082                 |
| HOURLY:              | \$20.06             | \$21.15                | \$22.32                 | \$23.55                 |

**JOB SUMMARY:** Under general supervision, plan, organize and supervise the operation of an assigned Kids Club Program (day care) and assigned personnel; allocated to five or more individual program/sites with over 90 children and supervision of a support staff of over twelve employees.

**MINIMUM EXPERIENCE:** Three years experience as an instructional aide or related work experience involving direct contact with students in a school or child care environment is required including two years of supervisory experience in an extended day program of over 90 students/children with a comprehensive theme-based curriculum.

**SPECIAL:** (1) Some positions in these classifications may require the use of a personal automobile and possession of a valid California C driver's license.

**SELECTION PROCEDURE:** The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; an occupational written examination and a qualifications appraisal interview 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.

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  
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# Classified Employment Opportunity

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## NUTRITION SERVICES SUPERVISOR I - 5064

**Final Filing Date: 4:30 p.m., Tuesday, January 27, 2015**

| <u>SALARY RANGE</u> | <u>START</u> | <u>6 MONTHS</u> | <u>1 ½ YEARS</u> | <u>2 ½ YEARS</u> |
|---------------------|--------------|-----------------|------------------|------------------|
| MONTHLY:            | \$3,118      | \$3,290         | \$3,471          | \$3,661          |
| HOURLY:             | \$17.99      | \$18.98         | \$20.03          | \$21.12          |

**JOB INFORMATION:** Eligibility list is being created to fill permanent future vacancies as they occur for these classes. Jobs are permanent 10 month positions, and the hours are normally 6 – 8 hours per day.

**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 participate in the preparation and serving of hot and cold menu items to students and staff at an elementary or small specialized school site or a K-8 site with single line service; maintain the kitchen and serving area in a safe, clean and orderly condition; order, receive and store food and supplies; 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:** Graduation from high school or equivalent. Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

**EXPERIENCE:** Two years of quantity food preparation and service experience including one year in lead capacity or one year as a Senior Nutrition Services Worker. Supervisory experience is desirable.

**SPECIAL:** (1) Incumbents must obtain a valid Food Handler's certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification. (2) Some positions in this classification may require possession of a valid California Class C driver's license and the use of a personal automobile.

**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.

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.*



# Promotional Employment Opportunity

**APPLY TO:**  
 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/Main\\_Offices/Personnel\\_Commission](http://www.lbschools.net/Main_Offices/Personnel_Commission)

## NUTRITION SERVICES SUPERVISOR II & III

**Final Filing Date: Both positions will be open until 4:30 p.m. Tuesday, January 27, 2015.**

**JOB INFORMATION:** Eligible lists are being created to fill permanent future vacancies as they occur for these classes. Jobs are permanent 10 month positions, and the hours are normally 8 – 8 hours per day.

**PROMOTIONAL:** Employees in the classified service 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.

**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.

**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.

### NUTRITION SERVICES SUPERVISOR II

| SALARY RANGE | START   | 6 MONTHS | 1 1/2 YEARS | 2 1/2 YEARS |
|--------------|---------|----------|-------------|-------------|
| MONTHLY:     | \$3,476 | \$3,666  | \$3,869     | \$4,082     |
| HOURLY:      | \$20.06 | \$21.15  | \$22.32     | \$23.55     |

**JOB SUMMARY:** Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned middle, K-8 or the Avalon school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of the assigned staff; perform related duties as assigned.

**MINIMUM QUALIFICATIONS FOR NUTRITION SERVICES SUPERVISOR II 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. Completion of, or enrollment, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

**EXPERIENCE:** Three years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor I.

### NUTRITION SERVICES SUPERVISOR III

| SALARY RANGE | START   | 6 MONTHS | 1 1/2 YEARS | 2 1/2 YEARS |
|--------------|---------|----------|-------------|-------------|
| MONTHLY:     | \$3,874 | \$4,087  | \$4,313     | \$4,549     |
| HOURLY:      | \$22.35 | \$23.58  | \$24.88     | \$26.25     |

**JOB SUMMARY:** Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned comprehensive high school site; maintain kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

**MINIMUM QUALIFICATIONS FOR NUTRITION SERVICES SUPERVISOR III 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. Completion of, or enrollment, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

**EXPERIENCE:** Four years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor II.

**SPECIAL REQUIREMENT:** (1) Incumbents must obtain a valid Food Handler's certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in these classifications. (2) Some positions in the classification may require possession of a valid California Class C driver's license and the use of a personal automobile.

**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

LBSUD Employees please see reverse side for important information

PromoExam 15-0105-50ub (1)  
 PromoExam 15-0106-506b (1)

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.*

