

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.
May 28, 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 May 14, 2015 1-5
 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 Chief Broadcast Engineer 6-7
 2. **RATIFY** job announcement bulletin for Personnel Analyst 8-9
 3. **RATIFY** job announcement bulletin for Research Testing Materials Supervisor 10-11
 4. **RATIFY** job announcement bulletin for Student Evaluation Technician 12-13
 5. **APPROVE** the certification of Assistant Director – Fiscal Services eligibility list established May 27, 2015 14
 6. **APPROVE** the certification of Custodian (Avalon) eligibility list established May 27, 2015 14
 7. **APPROVE** the certification of Groundskeeper (Avalon) eligibility list established May 27, 2015 14
- III. OLD BUSINESS
 1. **APPROVE** Meeting Dates for Personnel Commission 2015 – 2016 15
 2. **RESCIND** the establishment of the certification of Telecommunications Technician eligibility list established May 7, 2015
- IV. NEW BUSINESS
- V. OTHER ITEMS

VI. SPECIAL MEETING

May 29, 2015, at 8:55 a.m. at 1515 Hughes Way, 4th Floor, Long Beach, CA 90810

VII. NEXT REGULAR MEETING

June 11, 2015, at 8:15 a.m. in Building B Room 29

VIII. CLOSED SESSION

Public employee performance evaluation – Interim Executive Officer, Personnel Commission and Classified Employment

IX. 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

May 14, 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, May 14, 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 Ms. Lewis, and the motion carried unanimously, to approve the minutes of the Regular Meeting of April 30, 2015.

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

Commissioner Ulaszewski arrived at 8:20 a.m.

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

No public comments were heard.

REPORT FROM INTERIM
EXECUTIVE OFFICER

Patricia Heineke, reported, the Board of Education on May 5, 2015, approved the employment of 13 probationary Instructional Aide-Specials, and 3 probationary Custodians. Unfortunately, we lost 1 probationary IA Special and 2 permanent IA Specialists. She also noted the Open House is today from 9:30 a.m. to 11:00 a.m..

Dale Culton, Certification Services Manager, reported Special Education staff is on site conducting group Instructional Aide-Special interviews today. He also reported staff has worked to assign 15 Campus Security Officers, 6 Intermediate Office Assistants, 1 Elementary School Office Supervisor, 1 Middle School Office Supervisor, 2 Mail Delivery Drivers and 14 Groundskeepers for summer employment. Individuals will be notified in the coming weeks.

Susan Leaming, Personnel Analyst, reported 170 employees attended the CalPERS Retirement Planning Workshop on May 11th. Representatives from CalPERS, Risk Management and Payroll presented and were available to answer questions.

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.

RATIFY job announcement bulletin for Health Assistant

RATIFY job announcement bulletin for Nutrition Services Worker

RATIFY job announcement bulletin for Senior Health Assistant

RATIFY job announcement bulletin for Senior Locksmith

RATIFY job announcement bulletin for Translator – Interpreter Bilingual Spanish

APPROVE the certification of Executive Officer, Personnel Commission and Classified Employment eligibility list established May 15, 2015

APPROVE the certification of Instructional Aide-Special eligibility list established May 7, 2015

APPROVE the certification of Instructional Aide-Special eligibility list established May 15, 2015

APPROVE the certification of Telecommunications Technician eligibility list established May 7, 2015

OLD BUSINESS PERSONNEL COMMISSION BUDGET HEARING

The public hearing for the 2015–2016 Personnel Commission budget opened at 8:24 a.m.

Ms. Heineke presented a revised page on the budget with updated figures. She explained the budget includes the upgrade to technology and the establishment of 1 Human Resources Technician position, but does not reflect the restoration of the Senior Administrative Secretary position.

It was moved by Mr. Ulaszewski, by Ms. Vaughan, and the motioned carried unanimously to **APPROVE** the 2015 – 2016 Personnel Commission budget. The public hearing closed at: 8:26 a.m.

NEW BUSINESS ANNUAL ELECTION OF PERSONNEL COMMISSION OFFICERS

Personnel Commission Rule 2.1.A states that "the Commission shall elect one of its members as Chairperson and another as Vice-chairperson at the first meeting of each May." In accordance with this rule, the Commission **ELECTED** Stacey Lewis to serve as Chairperson and Linda Vaughan as Vice-Chairperson.

MEETING DATES OF THE PERSONNEL COMMISSION 02015 - 2016

The Personnel Commission tabled action on this item.

ADOPTION OF CLASSIFIED CLASSIFIED SCHOOL EMPLOYEE WEEK RESOLUTION

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **ADOPT** the resolution honoring Classified Employees during Classified School Employee Week.

**RESOLUTION
CLASSIFIED SCHOOL EMPLOYEE WEEK**

- WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and
- WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and
- WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and
- WHEREAS, the Chapter II of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and
- WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and
- WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it
- RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 17-23, 2015 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Stacey Lewis
Chairperson

Linda Vaughan
Vice-Chairperson

Terence Ulaszewski
Member

**RECLASSIFICATION
REQUEST**

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 classification recommendations:

ADOPT new classification: Staffing Analyst – Human Resource Services
ALLOCATE the classification to salary range 40 M2
RECLASSIFY the incumbent:

Heather Bigelow From: Associate Analyst – Human Resource Services
To: Staffing Analyst – Human Resource Services

The Commission moved items 5 - 10 of New Business to Closed Session.

5. **APPROVE** the recommendation to remove from eligibility list ID 12413301
6. **APPROVE** the recommendation to remove from eligibility list ID 22563939
7. **APPROVE** the recommendation to remove from eligibility list ID 8481930
8. **APPROVE** the recommendation to remove from eligibility list ID 7093802
9. **APPROVE** the recommendation to remove from eligibility list ID 22574669
10. **APPROVE** the recommendation to remove from eligibility list ID 4013808

OTHER ITEMS

Mr. Ulaszewski reported he attended the CSEA 2015 Member Recognition Banquet on May 2nd. He thanked CSEA for all the work they do and mentioned Adrienne Denise Rambo, received the "Unsung Hero Ward" and Osvaldo "Ossie" Rios, was awarded a Union Jacket for completing Union Steward training.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be May 28, 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 8:52 a.m. to consider New Business Items 5-10.

OPEN SESSION

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

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 recommendation to remove from eligibility list ID# 12413301.

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 recommendation to remove from eligibility list ID# 22563939.

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 recommendation to remove from eligibility list ID# 8481930.

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 recommendation to remove from eligibility list ID# 7093802, but determined this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after January 2016.

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 recommendation to remove from eligibility list ID# 22574669.

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 recommendation to remove from eligibility list ID# 4013808.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:11 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

Stacey Lewis, Vice-Chairperson

Patricia Heineke, Interim Executive Officer



Classified Promotional Opportunity

APPLY TO:
Personnel Commission, Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90719 Office: (562) 495-5708

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

CHIEF BROADCAST ENGINEER - 5150

Final Filing Date: 4:30 p.m., Monday, June 15, 2015.

SALARY RANGE	START	9 MONTHS	1 1/2 YEARS	2 1/2 YEARS
MONTHLY:	\$7,192	\$7,587	\$8,004	\$8,444
HOURLY:	\$41.49	\$49.77	\$48.18	\$48.72

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/. 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 INFORMATION:

The current vacancy is a 10 month flex 100% position located in the Office of Multimedia.

JOB SUMMARY:

Under general direction, a Chief Broadcast Engineer plans, organizes, manages and participates in the on-air/technical operations and maintenance of the District's multiple television channel system and production facilities to assure uninterrupted high-quality broadcasting of planned programming. An incumbent works closely with departments and school sites to plan and coordinate audio/video events, provide technical assistance, and to review and recommend media technology plans and equipment purchases for existing and future District sites; 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:

Bachelor's degree in broadcast technology, electronics or a closely related field, or certification as a Certified Broadcast Technologist or higher from the Society of Broadcast Engineers.

EXPERIENCE:

Five years of experience in a broadcast cable or production facility with responsibility for the maintenance of audio, video and other technical equipment used in the production, recording, maintenance and transmission of a multiple television channel system. Experience in a lead or supervisory capacity is highly desirable.

SPECIAL:

(1) Valid California Class C driver's license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, 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 applicant regardless of any other standing.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: 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. Attendance will be at the applicant's expense. 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 15-0178-5150 EE
Promotional Examination

LBUSD Employees, please see reverse side for important information

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

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

Guidelines:

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

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

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

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

ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national model of excellence. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also has been a five-time finalist for the prize.

LBUSD educates 81,000 students in 84 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 2,200 Head Start pupils in 25 Head Start centers. The third largest school district in California, it serves the most diverse large city in the United States, with dozens of languages spoken by local students. The district employs more than 8,000 people, making it the largest employer in Long Beach.

LBUSD is one of the world's top 20 school systems — and one of the top three in the U.S. — in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, Sports Illustrated and other national news media.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

Long Beach, the international City and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of approximately 492,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access to several major freeways, airports and seaports, and the many famous recreational and cultural sites throughout the Southern California area.

WE ARE AN EQUAL OPPORTUNITY TITLE VI/MERIT SYSTEM EMPLOYER

Dual Exam 15-0175-0236 MB



An Exciting Career Opportunity Awaits You At

LONG BEACH UNIFIED SCHOOL DISTRICT

PERSONNEL ANALYST

\$75,359 - \$88,472 Annually

JOIN OUR WINNING TEAM

Are you an energetic self-starter who is technologically savvy and thrives in a fast paced work environment where positive outcomes and customer satisfaction are highly valued and important? Do you have a strong background in the critical areas of human resources, such as employee recruitment, testing, selection, classification and compensation, training and staff development? Are you knowledgeable in merit and civil service principles? If so, we invite you to join our management team as a Personnel Analyst. As a Personnel Analyst, you will interact with all levels of District personnel, the general public, other public agencies and professional organizations; perform highly responsible and professional personnel administration duties related to classification, compensation, recruitment, employment examination construction and selection of classified employees; serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations; train and supervise human resources technicians, assistants, and other assigned staff.

THE IDEAL CANDIDATE

The successful candidate for this position will have a bachelor's degree in public, business or human resources administration, psychology or a closely related field.

Additionally, a successful candidate will have at least three years of experience as a generalist in the areas of classification, compensation, recruitment and selection including increasingly responsible professional personnel experience in a merit system or similar civil service organization, one year of which must have been at the management or supervisory level.

A master's degree in public, business or human resources administration, psychology or a closely related field may be substituted for one year of the required experience.

Completion of the California School Personnel Commissioners Association Merit Academy is highly desirable.

Other combinations of training and experience that could likely provide required knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Position requires the use of a personal automobile and possession of a valid California class C Driver's license at the time of appointment.

SALARY AND BENEFITS

The annual salary for Personnel Analyst is \$75,359 to \$88,472, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

Our process will consist of a rated screening of your application for related education and training, work experience, and an evaluation of responses on a supplemental application. Only the highest rated candidates in the application screening process, whose background, skills, and experience most closely match those that we are seeking will be invited to continue in the selection process. This process will include a technical exercise and a qualifications appraisal oral interview. Candidates who pass both parts of the examination process will be placed on an eligibility list in order of their relative merit as determined by these competitive examinations. Those who place among the top three ranks on the eligibility list will be invited to a hiring interview.

HOW TO APPLY

The employment application and supplemental application can be found on our website. All applications must be submitted online via [www.lbschools.net/Main_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). A resume will not substitute for the required application materials. Applications must be submitted no later than:

4:30 p.m. Tuesday, June 23, 2015

Applicants with disabilities who need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be made on a case-by-case basis.

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



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/Personnel_Commission

RESEARCH TESTING MATERIALS SUPERVISOR - 5076

Final Filing Date: 4:30 p.m., Tuesday, June 16, 2015.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$4,068	\$4,291	\$4,528	\$4,777
<u>HOURLY:</u>	\$23.47	\$24.76	\$26.13	\$27.56

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.

JOB INFORMATION:

Permanent 12-month 100% position. The current vacancy is located at Research.

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 direction, oversee and participate in the receipt, processing, storage and distribution of testing materials to District sites and test scoring centers; coordinate site delivery schedules and pickup of testing materials; prepare and maintain a variety of reports, records and files related to assigned activities; train and supervise 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.

EXPERIENCE:

Two years of computerized clerical work involving the receipt, issuance, documentation, and storage of supplies. Experience working with educational testing materials or serving in a lead or supervisory capacity is preferred.

SPECIAL REQUIREMENTS:

Positions in this classification require the use of a personal automobile and possession of a valid California Class C Driver's license. (2) Incumbents in this classification may be required to obtain valid Forklift Certification within six months of employment and maintain certification throughout employment in this classification. (3) May be required to travel from one school location to another.

WORKING ENVIRONMENT

Office and warehouse environment. Driving a vehicle to conduct work. Exposure to dust, fumes and varying temperatures. Working around and with machinery having moving parts.

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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Exam 15-0174-5076 dp
Promotional Examination

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

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2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

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

STUDENT EVALUATION TECHNICIAN - 0399

TEMPORARY FALL POSITIONS ONLY

Final Filing Date: 4:30 p.m., Tuesday, June 10, 2015.

HOURLY SALARY: \$19.84

JOB INFORMATION:

Assignments are in temporary part-time positions working from September 1, 2015 – October 23, 2015. Candidates should apply immediately to be considered for available opportunities. Employment in these assignments is temporary and does not result in permanent employment. All candidates will be required to attend one day of training scheduled late-August to early-September.

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 immediate supervision, administer and score examination of student enrollees or referred students for such areas as language proficiency, achieved academic level, math, speech, language, etc.; upon referral to administer and score examination in the primary language of enrolled students identified with possible special needs to determine language proficiency and achieved academic level(s) to recommend possible course(s) of academic intervention; interview and collect information for the historical academic/health profile of the student(s); enroll students; 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 training and experience that could likely provide the required knowledge and abilities may be considered, however, experience cannot substitute for the required minimum education.

TRAINING:

Graduation from high school and training or coursework in normal/abnormal psychology, language acquisition, education or child growth and development.

EXPERIENCE:

Some experience in the process and procedure of test administration, scoring, or related evaluation techniques used to measure, rank or rate the results in terms of student academic achievement and level or personnel employment testing.

SPECIAL:

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

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 15-0173-0399 DP
DUAL

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.

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 14

Date: May 28, 2015

Reason for
Consideration: Approval

Assistant Director – Fiscal Services

Dual

15-0116-5136

List Valid: 05/27/15 – 05/27/16

Total applications received: 28 Total invited to exam: 12

No. Passed: 5 No. Failed: 3 No. Withdrew: 4 No. Screened Out: 16

Custodian (Avalon)

Open

15-0132-0139

List Valid: 05/27/15 – 05/27/16

Total applications received: 20 Total invited to exam: 4

No. Passed: 1 No. Failed: 0 No. Withdrew: 3 No. Screened Out: 16

Groundskeeper (Avalon)

Dual

15-0133-0172

List Valid: 05/27/15 – 05/27/16

Total applications received: 12 Total invited to exam: 3

No. Passed: 1 No. Failed: 0 No. Withdrew: 2 No. Screened Out: 9

CERTIFIED TO BE CORRECT: Patricia Heineke DATE: May 21, 2015

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Meeting Dates of the Personnel Commission
2015 - 2016

Page: 15

Date: May 28, 2015

**Reason for
Consideration:** Action

Staff submits the following dates for the 2015 – 2016 Personnel Commission meetings for approval. All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

OPTION A
2015

2016

July 9
July 23

August 6
August 20

September 3
September 17

October 1
October 15
October 29

November 12

December 10

January 7
January 21

February 4
February 18

March 3
March 17
March 31

April 14
April 28

May 12
May 26

June 9
June 23

OPTION B
2015

2016

July 2
July 16
July 30

August 13
August 27

September 10
September 24

October 8
October 22

November 5
November 19

December 3
December 17

January 14
January 28

February 11
February 25

March 10
March 24

April 7
April 21

May 5
May 19

June 2
June 16
June 30

For Option A - The regular biweekly meeting of the Personnel Commission on November 26th and December 24th are scheduled on designated holidays. The Commission may elect to hold these meetings on alternate dates.

For Option B - For Option A - The regular biweekly meeting of the Personnel Commission on December 31st is on a scheduled designated holiday. The Commission may elect to hold this meeting on an alternate date.