

**REVISED 8/20/15**

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

**MEETING AGENDA**

**Regular Meeting  
B Building Room 29  
August 20, 2015**

**8:15 a.m.**

**ADDENDUM  
PAGE NO.**

**I. GENERAL COMMUNICATIONS FUNCTIONS**

1. **Call to order – Stacey V. 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 August 6, 2015**
5. **RECEIVE correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing**
6. **HEAR public on items not listed on the agenda**
7. **HEAR report from the Executive Officer**

**1 - 3**

**II. CONSENT AGENDA**

1. **RATIFY job announcement bulletin for Senior Office Assistant and Senior Office Assistant – Schools**
2. **RATIFY job announcement bulletin for Senior Office Assistant – Bilingual and Senior Office Assistant – Schools – Bilingual Spanish**
3. **RATIFY job announcement bulletin for Textbook/Library Services Supervisor**
4. **APPROVE the certification of Credential Services Specialist 15-0178-3343 eligibility list established August 7, 2015**
5. **APPROVE the certification of Instructional Aide – Special 16-0001-0448 eligibility list established August 7, 2015**
6. **APPROVE the certification of Kids' Club Lead Assistant 15-0182-0515 eligibility list established August 13, 2015**
7. **APPROVE the certification of Plant Supervisor I 15-0184-5026 eligibility list established August 11, 2015**
8. **APPROVE the certification of Research Testing Materials Supervisor eligibility list established August 6, 2015**

**4 - 5**

**6 - 7**

**8 - 9**

**10**

**10**

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**10**

**III. OLD BUSINESS**

**IV. NEW BUSINESS**

- |  |       |
|--|-------|
| 1. <b>APPROVE</b> the extension of Instructional Aide Interpreter – Deaf / Hard of Hearing 15-0025-3272 eligibility list established September 8, 2014 | 10    |
| 2. <b>APPROVE</b> the recommendation to remove from eligibility list ID 20522011   | 11-23 |
| 3. <b>APPROVE</b> the request for Hearing in Disciplinary Matter E00377623   | 24-41 |

**V. OTHER ITEMS**

**VI. NEXT REGULAR MEETING**

September 3, 2015, at 8:15 a.m. in Building B Room 29

**VII. CLOSED SESSION**

1. Public Employee Discipline/Dismissal/Release
2. Public employee performance evaluation – Interim Executive Officer, Personnel Commission and Classified Employment

**VIII. ADJOURNMENT**

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

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

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

**MINUTES**

Regular meeting

August 6, 2015

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, August 6, 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 V. Lewis  
                      Terence Ulaszewski  
                      Linda Vaughan

**STAFF MEMBERS  
PRESENT**

Kenneth Kato, Executive Officer; Marilyn Balmer, Personnel Analyst; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Adriana Araujo-Honorio, Staff Secretary; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Judith Lopez, Human Resources Technician, Silaue Taeleifi, Human Resources Technician.

**GUESTS**

Ann Culton, Administrative Coordinator, Human Resource Services; Maria Elena Hughes; Valeeta Pharr, CSEA Chapter 2 President.

**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 July 23, 2015.

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

**RECEIVE  
CORRESPONDENCE**

None

**PUBLIC HEARD**

None

**REPORT FROM  
EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, recognized CSEA for welcoming him to the Long Beach Unified School District. Mr. Kato noted that he met with Cynthia Young of the Child Development Center to discuss future collaborative projects, including an evening meeting with the community around the office site.

Marilyn Balmer, Personnel Analyst, informed the commissioners of current and upcoming recruitments of the Personnel Commission offices. She then provided

an update on the current painting project of the Personnel Commission offices.

Dale Culton, Certification Services Manager, reported on the number of Instructional Aide-Special positions. Additionally, he informed the Commissioners of a meeting he had with Human Resource Services and Information Services regarding additional certificate tracking in the employee information system. Mr. Culton concluded with a report on the fingerprint machine as it was inactive during the week of July 27, but has been rectified.

Mary Cates, Human Resources Supervisor, explained the efforts she and the Certification staff are making to ensure employee assignments are processed by the beginning of the school year.

#### **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.

1. **RATIFY** job announcement bulletin for Student Data Systems Specialist
2. **APPROVE** the certification of Technology Support Representative eligibility list 15-0155-5113 established July 30, 2015
3. **APPROVE** the certification of Custodian eligibility list 15-0166-0139 established July 29, 2015

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

None

#### **OTHER ITEMS**

Ms. Vaughan notified the public that she will be absent for approximately 3 months due to health reasons. Valeeta Pharr, CSEA Chapter 2 President, and Ms. Lewis wished her positive thoughts.

Mr. Ulaszewski thanked the staff for their help during the transition but is pleased that Mr. Kato will be moving Personnel Commission and Classified Employment forward as the new Executive Officer. Mr. Ulaszewski also thanked Marilyn Balmer for serving as Interim Executive Officer and Maria Braunstein for her assistance throughout the process.

Ms. Lewis showed her appreciation for the Personnel Commission staff and is pleased with the collaboration among the Personnel Commission, CSEA, and Human Resource Services. Lastly, Ms. Lewis informed the staff and commissioners that she may be unable to attend the August 20, 2015 meeting.

Ms. Pharr welcomed Mr. Kato and thanked him for his willingness to make himself available to CSEA. She also thanked Ms. Balmer and Ms. Braunstein for their efforts during the transition and selection of the new Executive Officer of Personnel Commission and Classified Employment. Ms. Pharr informed the Commissioners and Personnel Commission staff that she discussed the concern of using supervisors for summer school employment in other classifications with David Zaid, Employee Relations Director, and will continue conversations with

Employee Relations on this matter.

**NEXT REGULAR  
MEETING**

The next Regular Meeting of the Personnel Commission is tentatively scheduled for August 20, 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 8:35 a.m. to review the Executive Officer of Personnel Commission and Classified Employment.

**OPEN SESSION**

The Personnel Commission returned to open session at 9:15 a.m. No reportable actions were taken.

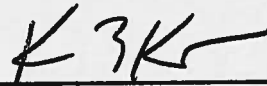
**ADJOURMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 10:37 a.m. with the consent of the members.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL  
DISTRICT

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Stacey V. Lewis, Chairperson



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Kenneth Kato, Executive Officer



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# Classified Promotional Opportunity

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## 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 OFFICE ASSISTANT – 0677 SENIOR OFFICE ASSISTANT-SCHOOLS – 3363

**Final Filing Date: 4:30 p.m., Monday, September 14, 2015**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<b>MONTHLY:</b>	\$3,345	\$3,528	\$3,723	\$3,927	\$4,143
<b>HOURLY:</b>	\$19.30	\$20.38	\$21.48	\$22.66	\$23.90

### JOB INFORMATION:

Eligibility list is being created to fill future vacancies as they occur. **MUST SUBMIT SEPARATE APPLICATIONS FOR EACH POSITION IN ORDER TO BE CONSIDERED.**

### 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.

### 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 a.m. – 4:00 p.m.

**JOB SUMMARY:** A Senior Office Assistant, under the direction of an assigned supervisor, performs complex and varied clerical support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at an assigned District office or program; greet and assist visitors; assist in assuring smooth and efficient office operations; and performs related duties as assigned.

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

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

### 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:** Either two years of clerical experience involving public contact or one year of experience at the level of Intermediate Office Assistant and / or Intermediate Office Assistant – Schools. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL:** (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver license. (2) May be required to travel from one school location to another (3) **SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:** This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of response on a supplemental application; a written examination and a qualified appraisal interview will be scored on a pass/fail basis only. **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

Promotional Examination  
Exam# 18-0005-0677  
Exam# 18-0003-3363 ss

*Marie Braunstein*

LBUSD Employees, please see reverse side for important information

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

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

**Guidelines:**

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

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

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

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





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## APPLY TO:

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## SENIOR OFFICE ASSISTANT – B/L SPANISH - 5089 SENIOR OFFICE ASSISTANT-SCHOOLS – B/L SPANISH - 5091

**Final Filing Date: 4:30 p.m., Monday, September 14, 2015**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,345	\$3,528	\$3,723	\$3,927	\$4,143
<u>HOURLY:</u>	\$19.30	\$20.36	\$21.48	\$22.66	\$23.90

**JOB INFORMATION:** Eligibility list is being created to fill future vacancies as they occur. **MUST SUBMIT SEPARATE APPLICATIONS FOR EACH POSITION IN ORDER TO BE CONSIDERED.**

**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.

**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:** A Senior Office Assistant B/L Spanish, under the direction of an assigned supervisor, perform complex and varied clerical support duties involving frequent and responsible public contact requiring an understanding of a process or functional area at an assigned District office or program; greet and assist visitors; assist in assuring smooth and efficient office operations; and performs related duties as assigned.

A Senior Office Assistant – Schools B/L Spanish, under the direction of an assigned supervisor, perform complex and varied clerical support duties involving frequent and responsible public contact requiring an understanding of a process or functional area at a school site; greet and assist visitors; assist in assuring smooth and efficient office operations; and performs related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

### **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:** Either two years of clerical experience involving public contact or one year of experience at the level of Intermediate Office Assistant and / or Intermediate Office Assistant – Schools.

**SPECIAL:** (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California drivers' 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. (3) Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The Bilingual exam consists of a language written and oral exam in English and Spanish scored on a pass/fail basis only. 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. **SELF-CERTIFICATION:** In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class.

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Promotional Examination  
Exam 16-0004-5091  
Exam 16-0006-5089 SS

LBUSD Employees, please see reverse side for important information

*Maria Braunstein*



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

**Guidelines:**

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

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

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

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



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## Classified Promotional Opportunity

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

### TEXTBOOK / LIBRARY SERVICES SUPERVISOR - 5197

**Final Filing Date: 4:30 p.m., Thursday, September 10, 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>	\$4,412	\$4,656	\$4,912	\$5,181
<b>HOURLY:</b>	\$25.46	\$26.87	\$28.34	\$29.89

#### PROMOTIONAL:

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

#### JOB INFORMATION:

Permanent 100% 12 months position. The current vacancy is located in Library 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 direction, plan, organize and participate in the ordering, receipts, storage, circulation and accounting of textbooks, library books, and related instructional materials; train, supervise and evaluate the performance of assigned personnel; 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 college-level coursework in library science, business administration, accounting or a related field is desirable.

#### EXPERIENCE:

Three years of computerized clerical, secretarial or warehousing experience involving the receipt, documentation, issuance, and storage of supplies or equipment. Experience working with textbooks and library materials or serving in a lead or supervisory capacity is preferred.

#### WORKING ENVIRONMENT:

Office and warehouse environment. Driving a vehicle to conduct work.

#### SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. (2) May be required to travel from one school location to another.

#### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information and make presentations. Seeing to read a variety of materials. Sitting for extended periods of time. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally.

**SELECTION PROCEDURE:** This 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/VIET SYSTEM EMPLOYER

Exam 16-0016-5197 SL  
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.*

LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 10

Date: August 20, 2015

Reason for  
Consideration: Approval

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**Credential Services Specialist**

**Dual**

**15-0178-3343**

List Valid: 08/07/15 – 08/07/16

Total applications received: 33 Total invited to exam: 14

No. Passed: 5 No. Failed: 7 No. Withdrew: 2 No. Screened Out: 19

**Instructional Aide-Special**

**Open/Continuous 16-0001-0448**

List Valid: 08/07/15 – 08/07/16

Total applications received: 97 Total invited to exam: 39

No. Passed: 22 No. Failed: 3 No. Withdrew: 14 No. Screened Out: 58

**Kids' Club Lead Assistant**

**Dual**

**15-0182-0515**

List Valid: 08/13/15 – 08/13/16

Total applications received: 198 Total invited to exam: 39

No. Passed: 7 No. Failed: 19 No. Withdrew: 13 No. Screened Out: 159

**Plant Supervisor I**

**Promotional**

**15-0184-5026**

List Valid: 08/11/15 – 08/11/16

Total applications received: 40 Total invited to exam: 36

No. Passed: 12 No. Failed: 20 No. Withdrew: 4 No. Screened Out: 4

**Research Testing Materials Supervisor Promotional**

**15-0174-5076**

List Valid: 08/06/15 – 08/06/16

Total applications received: 14 Total invited to exam: 11

No. Passed: 6 No. Failed: 5 No. Withdrew: 0 No. Screened Out: 3

**EXTEND ELIGIBILITY LIST**

**Instructional Aide Interpreter –**

**Deaf / Hard of Hearing**

**Dual**

**15-0025-3272**

Extended list expiration date: 9/08/16

Extended list period: 1 year

Total applicants on list: 1

No. of current eligible: 1

No. of waivers or removals: 0

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: August 14, 2015