

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
880 Locust Ave.
Long Beach, California 90813
REGULAR MEETING AGENDA

Regular Meeting
April 8, 2021

8:15 a.m.

ADDENDUM
PAGE NO.

- I. GENERAL COMMUNICATION FUNCTIONS
 1. Call to order
 2. Renewal of Pledge of Allegiance to the Flag of the United States of America
 3. Roll
 4. **APPROVE** the Minutes of the Regular Meeting of March 25, 2021 1-4
 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
- II. CONSENT AGENDA
 1. **RATIFY** job announcement bulletin for Carpenter 5-6
 2. **RATIFY** job announcement bulletin for Fleet Maintenance Manager 7-8
 3. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I 9
 4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II 10-11
 5. **RATIFY** job announcement bulletin for Production Center Supervisor 12
 6. **RATIFY** job announcement bulletin for Purchasing & Contracts Director 13-14
 7. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW10-5258 established on 03/02/2021 15
 8. **APPROVE** the certification of Heavy Truck Driver eligibility list 21-0065-0187 established 03/24/2021 15
 9. **APPROVE** the certification of Human Resources Technician eligibility list 21-0062-3352 established 03/30/2021 15

- 10. **APPROVE** the certification of Instructional Aide Special (Revised) eligibility list 21-0011-0448 established 03/09/2021 15
- 11. **APPROVE** the certification of Intermediate Office Assistant – BL Spanish eligibility list 21-0068-5050 established 04/01/2021 15
- 12. **APPROVE** the certification of Recreation Aide eligibility list 21-0090-5255 established 04/02/2021 15
- 13. **APPROVE** the certification of Recreation Aide eligibility list 21-0097-5255 established 04/08/2021 15
- 14. **APPROVE** the certification of Van Driver – Catalina Island eligibility list 21-0067-5280 established 04/05/2021 16

III. OLD BUSINESS
None

IV. NEW BUSINESS

- 1. **APPEAL** of a Disqualified Applicant ID 31418279 17-23

V. OTHER ITEMS
None

VI. NEXT REGULAR MEETING

April 22, 2021 at 8:15 a.m. at Marketing and Media Services, 880 Locust Ave., Long Beach, California, 90813

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

In accordance with Governor Newsom’s Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely by telephone. Members of the public may observe the Personnel Commission meeting in real time simulcast by selecting the Video & Multimedia icon at lbschools.net and clicking on the LBusd YouTube channel link. Members of the public may make comments in the meeting by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage at lbschools.net/Departments/Personnel_Commission/.

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 Personnel 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)).

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
880 Locust Ave.
Long Beach, CA 90813

MINUTES
Regular Meeting

March 25, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, March 25, 2021 at 8:20 a.m. at 880 Locust Ave., Long Beach, California. The meeting was broadcast on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Sheryl Bender.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski

Absent: Linda Vaughan

STAFF MEMBERS TELEPHONICALLY PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Gregory Robinson, Personnel Analyst; Dale Culton, Certification Services Manager; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Alejandra Torres, Human Resources Technician; Ashleigh Fernando, Human Resources Assistant; and Aisha Alex, Human Resources Assistant.

GUESTS TELEPHONICALLY PRESENT

Gilbert Bonilla Jr., CSEA Chapter 2 President, Enrique Chavez Garcia, CSEA Chapter 2 Vice President–Unit A; Gary Marshall, Multimedia Technology Supervisor; Ruben Sosnowski, Production Specialist/Editor; Appellant 23113093.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of March 11, 2021.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that the Board discussed the phased reopening of schools at the Board workshop held on March 16, 2021. Mr. Kato reported that staff has been working on creating eligibility lists for the positions needed to open schools and have been successful in filling vacancies. Mr. Kato recognized Mindi Ritter, Senior Administrative Secretary, for her assistance organizing and facilitating the first disciplinary appeal hearing held via Zoom. Mr. Kato also thanked Ashleigh Fernando, Human Resources Assistant, and Jesus Rios Jr., Employment Services Supervisor, for helping test the Zoom platform to assure the hearing was a success.

Judith Alonso, Human Resources Technician, reported 46 recruitments are in various stages of the examination process. Ms. Alonso shared she assisted Gregory Robinson, Personnel Analyst, and Vanessa Ortiz, Human Resources Technician, with the recent Heavy Truck Driver performance exam. Ms. Alonso thanked Steve Bui, Business Services Director, for finding a suitable location for the performance exam at Cal State Dominguez Hills and the California Academy of Math and Science (CAMS) staff for their hospitality. Ms. Alonso announced the Long Beach School for Adults has opened registration for the spring Building Maintenance Custodial Services class and Personnel Commission staff are available to assist the students.

Jesus Rios Jr., Employment Services Supervisor, informed the Commissioners that the summer school application period closed and 792 applications were received. Mr. Rios Jr. thanked Aisha Alex, Human Resources Assistant, and Ashleigh Fernando, Human Resources Assistant, for their continued efforts assisting applicants. Mr. Rios, Jr. reported that Susan Brister, Human Resources Technician, and Oralia Leyva, Human Resources Technician, sent out 691 classified performance evaluations to sites in the last month. Mr. Rios, Jr. shared an email from a school principal praising the successful efforts of Anne Follett, Human Resources Technician, and Silaue Taelifi, Human Resources Technician to staff sites. Mr. Rios Jr. thanked the recruitment and testing unit for opening recruitments and creating eligibility lists to fill vacancies in preparation for the re-opening of school sites.

Susan Leaming, Personnel Analyst, informed the Commission that the first virtual CalPERS retirement workshop will be held on April 22, 2021 and the registration form is available on the Personnel Commission website. Ms. Leaming mentioned that representatives from payroll and risk management will also be present at the workshop to answer questions.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Fleet Maintenance Manager (Extended)
2. **APPROVE** the certification of Custodian – Substitute Work Only eligibility list 21-0066-0139 established on 03/19/2021
3. **APPROVE** the certification of Executive Secretary (C) eligibility list 21-0075-0678 established 03/24/2021
4. **APPROVE** the certification of Instructional Aide Special eligibility list 21-0011-0448 established 03/09/2021

5. **APPROVE** the certification of Interim Director, Long Beach College Promise eligibility list 21-0085-0582 established 03/17/2021
6. **APPROVE** the certification of Recreation Aide eligibility list 20-0141-5255 established 03/22/2021
7. **APPROVE** the certification of Recreation Aide eligibility list 21-0088-5255 established 03/17/2021
8. **APPROVE** the certification of Recreation Aide eligibility list 21-0095-5255 established 03/24/2021
9. **APPROVE** the certification of Recreation Aide – Catalina Island eligibility list 20-0100-5255 established 03/19/2021
10. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 21-0079-5257 established 03/19/2021

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify item 1 and approve items 2-10 on the Consent Agenda.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the recommendation to remove from eligibility list ID 23113093

Appellant 23113093 was in attendance. The Commission moved New Business Item 1 to closed session.

OTHER ITEMS

Commissioner Bender extended her wish to staff that the reopening of schools will go smoothly. Commissioner Ulaszewski commended staff for all of their work over the last year to keep eligibility lists current, fill vacancies and prepare for the reopening of schools.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 8, 2021 at 8:15 a.m. at 880 Locust Ave. Long Beach, California and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:30 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:14 a.m. and the following reportable action was taken:

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to deny the appeal of Applicant ID 23113093.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		

ADJOURNMENT

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

CARPENTER

FINAL FILING DATE:

4:30 p.m., Tuesday, April 20, 2021.

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to perform journey-level rough and finish carpentry in the construction, installation, alteration and repair of District facilities; to perform a variety of related installation, alteration and repair work at District facilities and on District structures; to fabricate, assemble and repair school and office furniture and cabinets in the carpenter shop; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school supplemented by completion of a recognized carpenter apprentice training program of four years duration.

EXPERIENCE:

Four years of experience in carpentry installation, alteration and repair work, three at the journey level.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS:

- (1) Possession of a valid Class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. Some employees in this class may be required to take training in order to obtain at District expense a valid class B driver's license after appointment.
- (2) Under federal law those employees required to possess a class B driver's license shall be subject to alcohol and controlled substance testing.
- (3) An applicant for this class 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.
- (4) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT:

Outdoors in inclement weather; working indoors and in shop environment; driving from site to site.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, 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.

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.

SALARY RANGE HOURLY:

START:	\$29.48
6 MONTHS:	\$31.10
1 ½ YEARS:	\$32.81
2 ½ YEARS:	\$34.62
3 ½ YEARS:	\$36.52

PHYSICAL DEMANDS:

Considerable physical effort; climbing and descending scaffolding and ladders; operating heavy equipment such as trenchers; walking and standing for extended periods of time; kneeling; bending at the waist; crouching; reaching overhead; lifting objects weighing up to 60 pounds; crawling in attics, under floors and in tight spaces; working at heights from a crane lift; dexterity of fingers and hands to operate specialized equipment; working around machinery having moving parts; hearing and speaking to exchange information.

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. 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: 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.

PERSONNEL COMMISSION

Long Beach Unified School District
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24 hour job hotline:(562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 21-0102-0114 AA

LBUSD employees, please see reverse side for important information. 5

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.

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 and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also 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 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 is a five-time finalist for the prize.

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 72,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The fourth largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

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, USA Today, 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 an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites throughout the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Dual Exam 21-0105-0516 ALT



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

FLEET MAINTENANCE MANAGER

\$87,778 - \$103,068 ANNUALLY

A handwritten signature in black ink, appearing to read 'Gregory', is written over a set of double horizontal lines.

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Fleet Maintenance Manager. Under the general direction of the Transportation Director, plan, coordinate and manage the fleet maintenance activities and related services of the Transportation Department; assure compliance with applicable laws, codes, rules, regulations and safety requirements; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Maintenance, then Fleet Maintenance Manager.

THE IDEAL CANDIDATE

Successful candidates will have an Associate's degree including coursework in business administration, management, accounting or a related field or completion of a journey-level apprenticeship program in vehicle maintenance.

Additionally, candidates will have five years of journey-level experience in vehicle maintenance and repair involving gasoline, diesel and alternative fueled engines, including one year of experience in a supervisory capacity.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Incumbents in this classification must obtain a valid California Class B driver's license with passenger and air brake endorsements within six months of employment. A valid California Class A driver's license is desirable.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

Under Federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, chemicals and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

SALARY AND BENEFITS

The annual salary for Fleet Maintenance Manager is \$87,778 to \$103,068, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. 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: 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.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: http://www.lbschools.net/Departments/Personnel_Commission/

A resume will not substitute for the required forms. Completed forms must be received no later than:

Application Deadline: Open Continuous

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
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http://www.lbschools.net/Departments/Personnel_Commission/
WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES SUPERVISOR I

FINAL FILING DATE:

4:30 p.m., Tuesday, April 20, 2021

JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur.

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, small specialized secondary 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.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

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.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

(1) A valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

(2) Positions in this classification require possession of a valid California Class C driver's license and the use of a personal automobile.

(3) May be required to travel from one location to another.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, 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.

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.

SALARY RANGE HOURLY:

START:	\$20.84
6 MONTHS:	\$21.99
1 ½ YEARS:	\$23.20
2 ½ YEARS:	\$24.47

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. 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: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 21-0099-5064 VO

LBUSD employees, please see reverse side for important information.



CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES SUPERVISOR II

FINAL FILING DATE:

4:30 p.m., Tuesday, April 20, 2021

JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur.

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 a middle, K-8, larger specialized secondary school site or 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 assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

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.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

(1) Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

(2) Positions in this classification require possession of a valid California Class C driver's license and the use of a personal automobile.

(3) May be required to travel from one location to another.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, 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.

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SALARY RANGE HOURLY:

START:	\$23.23
6 MONTHS:	\$24.50
1 ½ YEARS:	\$25.85
2 ½ YEARS:	\$27.28

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VIII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0100-5065 VO

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.



CLASSIFIED EMPLOYMENT OPPORTUNITY

PRODUCTION CENTER SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Friday, April 20, 2021

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur. Current vacancy is located at Nutrition Services.

JOB SUMMARY:

Under general supervision, plan, organize and oversee the operations and activities of assigned units within the Central Kitchen Production Center; assure food production and packaging schedules meet site needs and distribution timelines; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school. College-level coursework in institutional food management, quantity food preparation or a related field is preferred.

EXPERIENCE:

Four years of institutional or commercial quantity food preparation experience including one year in a supervisory capacity or two years of experience as a Nutrition Services Supervisor III.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

(1) Incumbents must obtain a valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification. (2) Positions in this classification require possession of a valid California Class C driver's license and the use of a personal or District automobile. Applicants for this classification will be required to obtain at his/her own expense, and submit, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing. (3) May be required to travel from one location to another.

SALARY RANGE HOURLY:

START:	\$27.34
6 MONTHS:	\$28.84
1 ½ YEARS:	\$30.43
2 ½ YEARS:	\$32.10

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. 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: 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.

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/Departments/
Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 21-0101-5070 VO

LBUSD employees, please see reverse side for important information.

ABOUT OUR DISTRICT



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

PURCHASING & CONTRACTS DIRECTOR

\$124,882 - \$146,645 Annually

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also 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 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 is a five-time finalist for the prize.

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

The school district has won widespread recognition for excellence in academic achievement, the arts and athletics. LBUSD's successes have been chronicled by national media including the New York Times, Washington Post, The Atlantic, U.S. News and World Report, USA Today, Newsweek, Time, Parade, Sports Illustrated, ESPN, Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and others.

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 an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Dual Exam 21-0106-0767 JA

Maria Braunstein

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Purchasing & Contracts Director. Under administrative direction, to plan, organize, direct and manage the Purchasing Branch in the purchase, storage, and distribution of a wide variety of supplies, furniture and equipment, the negotiation, preparation and administration of contracts, bidding and management of Public Works Contracts, the operation of the district's duplicating services unit, the Civic Center use and rental of district facilities, the operation of the district's furniture replacement program, the coordination of the district's recycling program and to do related work as required.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Purchasing, Stores and Reprographics, then Purchasing and Contracts Director.

THE IDEAL CANDIDATE

Successful candidates will have graduated from a recognized four-year college with a major in public or business administration, or a closely related field.

Additionally, candidates will have five years of increasingly responsible experience in contract administration and the purchasing of a wide variety of equipment, furniture and supplies using prepared specifications as a basis for formal bidding, and including at least three years directing employees in diverse and complex purchasing, contractual agreements and warehouse functions.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities may be considered.

SPECIAL REQUIREMENTS

At the time of appointment, a successful candidate must be in possession of a current California Driver's License and have a safe driving record. May be required to travel from one location to another.

SALARY AND BENEFITS

The annual salary for Purchasing & Contracts Director is \$124,882 to \$146,645, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background and experience. 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: 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.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Friday, 8:00 a.m. - 4:00 p.m.

A resume will not substitute for the required forms. Completed forms must be received no later than:

Application Deadline: 4:30 p.m., Thursday, April 22, 2021

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

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

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 15-16

Date: April 8, 2021

Reason for Consideration: Approval

CHILD CARE WORKER

OPEN

21-CCW10-5258

List Valid: 03/02/2021-09/02/2021

Total Applications Received: 14

No. Passed: 11 No. Failed: 3

Total Invited to Exam: 14

No. Withdrew: 0 No. Screened Out: 0

HEAVY TRUCK DRIVER

DUAL

21-0065-0187

List Valid: 04/02/2021-04/02/2022

Total Applications Received: 37

No. Passed: 12 No. Failed: 0

Total Invited to Exam: 18

No. Withdrew: 6 No. Screened Out: 19

HUMAN RESOURCES TECHNICIAN

DUAL

21-0062-3352

List Valid: 03/30/2021-03/30/2022

Total Applications Received: 80

No. Passed: 8 No. Failed: 19

Total Invited to Exam: 39

No. Withdrew: 12 No. Screened Out: 41

INSTRUCTIONAL AIDE SPECIAL (REVISED)

OPEN CONTINUOUS

21-0011-0448

List Valid: 03/09/2021-03/09/2022

Total Applications Received: 118

No. Passed: 8 No. Failed: 1

Total Invited to Exam: 17

No. Withdrew: 8 No. Screened Out: 101

**INTERMEDIATE OFFICE ASSISTANT – BL
SPANISH**

DUAL

21-0068-5050

List Valid: 04/01/2021-04/01/2022

Total Applications Received: 109

No. Passed: 31 No. Failed: 26

Total Invited to Exam: 70

No. Withdrew: 13 No. Screened Out: 39

RECREATION AIDE

OPEN CONTINUOUS

21-0090-5255

List Valid: 04/02/2021-04/02/2022

Total Applications Received: 14

No. Passed: 11 No. Failed: 0

Total Invited to Exam: 11

No. Withdrew: 0 No. Screened Out: 3

RECREATION AIDE

OPEN CONTINUOUS

21-0097-5255

List Valid: 04/08/2021-04/08/2022

Total Applications Received: 13

No. Passed: 10 No. Failed: 0

Total Invited to Exam: 10

No. Withdrew: 0 No. Screened Out: 3

VAN DRIVER – CATALINA ISLAND

OPEN CONTINUOUS 21-0067-5280

List Valid: 04/05/2021-04/05/2022

Total Applications Received: 6

No. Passed: 1

No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 2

No. Screened Out: 3

CERTIFIED TO BE CORRECT: Kenneth Kato  DATE: April 8, 2021

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Appeal of a Disqualified Applicant

PAGES: 17-23

Date: April 8, 2021

Reason for Consideration: Restricted Action

Personnel Commission Rules provide that applicants, candidates or eligible may be disqualified for failure to appear at their scheduled examination time in accordance with Personnel Commission Rules 4.3.I.

4.3 EXAMINATIONS

...

I. TIME OF ADMISSION TO WRITTEN EXAMINATIONS. Admission to the testing room or area for group written testing segments shall be up to and including the time announced. The doors to the examining area will then be closed and any further candidates arriving late will be denied admission to the examination.

...

Staff submits an appeal of an applicant (31418279) as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail and electronic mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

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