

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

Regular Meeting
January 14, 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 December 17, 2020 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 Fleet Maintenance Manager 5-6
 2. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish 7-8
 3. **RATIFY** job announcement bulletin for Kids' Club Supervisor I, II, III (Extended) 9-10
 4. **RATIFY** job announcement bulletin for Van Driver – Catalina Island 11-12
 5. **APPROVE** the certification of Accompanist eligibility list 20-0115-5213 established 01/13/2021 13
 6. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW8-5258 established 12/09/2020 13
 7. **APPROVE** the certification of Groundskeeper eligibility list 21-0036-0172 established 12/22/2020 13
 8. **APPROVE** the certification of Head Start Instructional Aide eligibility list 21-0023-0657 established 12/30/2020 13
 9. **APPROVE** the certification of Instructional Aide - Educare eligibility list 21-0021-5205 established 12/30/2020 13

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| 10. | APPROVE the certification of Kids' Club Assistant eligibility list 21-0041-0694 established 01/04/2021 | 13 |
| 11. | APPROVE the certification of Recreation Aide – Kids' Club eligibility list 21-0042-5257 established 12/23/2020 | 13 |
| 12. | APPROVE the certification of Risk Management Technician eligibility list 21-0047-5106 established 01/07/2021 | 14 |
| 13. | APPROVE the certification of Senior Administrative Secretary eligibility list 20-0135-3362 established 12/23/2020 | 14 |
| III. | OLD BUSINESS
None | |
| IV. | NEW BUSINESS
1. APPROVE the revision of a classification: Plant Supervisor – High School | 15-19 |
| V. | OTHER ITEMS
None | |
| VI. | NEXT REGULAR MEETING

January 28, 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

December 17, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, December 17, 2020 at 8:15 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
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; Jesus Rios Jr., Employment Services Supervisor; Ashleigh Fernando, Senior Administrative Secretary (Acting); Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; and Alejandra Torres, Human Resources Technician.

GUESTS TELEPHONICALLY PRESENT

Vaurice Scott, CSEA Chapter 2 Vice President–Unit A; Chester Davidson, CSEA Chapter 2 Vice President–Unit B; Gary Marshall, Multimedia Technology Supervisor; and Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of December 3, 2020.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that staff is currently telecommuting on a rotating schedule in order to comply with new District procedures of reducing the number of employees who share a workspace.

Mr. Kato thanked Chester Davidson, CSEA Chapter 2 Vice President–Unit B, and Vaurice Scott, CSEA Chapter 2 Vice President–Unit A, for their service as CSEA representatives and for helping the Personnel Commission communicate with their members.

Mr. Kato informed the Commission that the new Board of Education members, Douglas Otto and Erik Miller, were sworn in at the last Board meeting. Mr. Otto and Mr. Miller are replacing Board members Jon Meyer and Dr. Felton Williams.

Mr. Kato noted that Gompers and Hudson K-8 schools will become K-5 elementary schools next school year. Personnel Commission staff is working with the level offices to determine any necessary classified staffing adjustments.

Mr. Kato informed the Commission there is a COVID-19 dashboard accessible on the District's webpage that provides information regarding the number of cases reported at District sites. Mr. Kato also mentioned that due to a surge in COVID-19 cases, the District will continue to provide most instruction through distance learning until at least March 1, rather than starting in-person classes on January 28.

Andrea Armas, Human Resources Technician, informed the Commission that Recruitment and Testing currently has forty-four (44) open recruitments in various stages of the process. Ms. Armas also discussed how staff is able to manage multiple recruitments while adjusting to virtual examinations. Ms. Armas mentioned that while staff does miss in-person interactions with candidates and raters, the available technologies are beneficial, including testing larger pools of candidates in a shorter time frame and the ease of raters being able to remotely score candidates.

Jesus Rios Jr., Employment Services Supervisor, recognized Human Resources Technician Oralia Leyva and Susan Brister for their efforts distributing, receiving and logging classified performance evaluations. Mr. Rios Jr., mentioned that two hundred thirty-five (235) performance evaluations were sent out this month. Mr. Rios Jr. also mentioned that efforts to plan for summer school have begun and staff is currently testing the online application system.

Dale Culton, Certification Services Manager, thanked Chester Davidson, CSEA Chapter 2 Vice President–Unit B, and Vaurice Scott, CSEA Chapter 2 Vice President–Unit A, for their service as CSEA representatives. Mr. Culton also mentioned that the new Board of Education members would be processed at the Personnel Commission in the near future.

Susan Leaming, Personnel Analyst, informed the Commission that work continues on the School Safety job family study. Ms. Leaming explained that Campus Security Officers are being asked to volunteer for a focus group meeting and the meetings will be held in January and February.

Kenneth Kato, Executive Officer, concluded his report by thanking the Los Angeles County Office of Education's Personnel Commission for conducting a training for staff regarding examination construction.

CONSENT AGENDA

1. **APPROVE** the certification of Assistant Public Information Director eligibility list 21-0035-5266 established 12/10/2020
2. **APPROVE** the certification of College & Career Specialist eligibility list 21-0031-5177 established 12/18/2020
3. **APPROVE** the certification of Custodian – Substitute Work Only eligibility list 21-0051-0139 established 12/11/2020
4. **APPROVE** the certification of Custodian – Substitute Work Only eligibility list 21-0052-0139 established 12/18/2020
5. **APPROVE** the certification of Nutrition Services Worker eligibility list 21-0029-5068 established 12/07/2020
6. **APPROVE** the certification of Nutrition Services Worker (Avalon) eligibility list 21-0014-5068 established 12/07/2020

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve items 1-6 on the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the extension of Custodian Assistant 20-0087-5025 eligibility list established 01/31/2020
2. **APPROVE** the extension of Educare Family Support Specialist 20-0061-5203 eligibility list established 12/17/2019
3. **APPROVE** the extension of Landscape Irrigation Worker 20-0074-0617 eligibility list established 12/23/2019
4. **APPROVE** the extension of Middle School Office Supervisor 20-0099-3357 eligibility list established 02/24/2020
5. **APPROVE** the extension of Plant Supervisor II 20-0085-5027 eligibility list established 01/30/2020
6. **APPROVE** the extension of Senior Office Assistant 20-0097-3363 eligibility list established 02/06/2020

7. **APPROVE** the extension of Senior Office Assistant BL Spanish 20-0098-5091 eligibility list established 02/06/2020

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business items 1-7.

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

8. **APPROVE** the abolishment of a classification: Military Property Specialist

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business item 8.

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

OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 14, 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 8:36 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 8:55 a.m. and no reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:56 a.m.

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 Americas 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 21-0069-0516 ALT



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

FLEET MAINTENANCE MANAGER

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

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 Staffing Analyst - Human Resource Services 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: 4:30 p.m. Thursday, February 11, 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
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(562) 435-5708

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE OFFICE ASSISTANT – BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Monday, January 25, 2021

JOB INFORMATION:

Eligibility list is being created to fill future 10 or 12 month vacancies as they occur.

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned school, District office or program; serve as receptionist answering phones and greeting and assisting students, parents and visitors; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

One year of clerical experience involving public contact.

Or

One year of experience as an Office Assistant with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

- (1) Positions in the Intermediate Office Assistant-BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/billiterate test.
- (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.
- (3) May be required to travel from one location to another.
- (4) 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. Demonstrated proficiency will be expected during the probationary period for the class.

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:	\$19.09
6 MONTHS:	\$20.15
1 ½ YEARS:	\$21.26
2 ½ YEARS:	\$22.42
3 ½ YEARS:	\$23.65

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 21-0068-5050 ALT

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.

RECRUITMENT EXTENDED



CLASSIFIED EMPLOYMENT OPPORTUNITY

KIDS' CLUB SUPERVISOR I, II, III

FINAL FILING DATE:

Extended Deadline: Open Continuous
4:30 P.M., Friday, September 25, 2020

JOB INFORMATION:

Permanent 10 months positions. Eligibility lists are being created to fill future vacancies as they occur.

JOB SUMMARY:

Under general supervision, plan, organize, oversee and participate in the activities and operations of an assigned Kids' Club (day care) program; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Sixty units of college level coursework including 12 units of college-level coursework in early childhood education, social sciences, recreation or child development.

OR

One of the following valid Child Development Permits issued by the California Commission on Teacher Credentialing:

- Child Development Site Supervisor Permit
- Child Development Program Director Permit

EXPERIENCE:

Kids' Club Supervisor I: two years of experience working with 30 children or more in an extended day care or similar recreation program with comprehensive theme-based activities. Lead or supervisory experience is preferred.

Kids' Club Supervisor II: three years of experience working with 30 children or more in an extended day care or similar recreation program with comprehensive theme-based activities including one year of lead or supervisory experience.

Kids' Club Supervisor III: four years of experience working with 50 children or more in an extended day care or similar recreation program with comprehensive theme-based activities including two years of supervisory experience.

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

SPECIAL REQUIREMENTS:

(1) Positions in these classifications may require the use of a personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one school location to another. (3) Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (4) Incumbents must obtain a valid California Food Handlers Card within six months of employment in this classification.

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.

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:

	<u>SPVR. I</u>	<u>SPVR. II</u>	<u>SPVR. III</u>
START:	\$20.84	\$22.00	\$23.23
6 MONTHS:	\$21.99	\$23.21	\$24.50
1 ½ YEARS:	\$23.20	\$24.49	\$25.85
2 ½ YEARS:	\$24.47	\$25.83	\$27.28

APPLICATION:

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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

Open Continuous 21-0032-3266 ALT
21-0033-3267
21-0034-3268

LBUSD employees, please see reverse side for important information.

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Guidelines:

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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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CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

VAN DRIVER – CATALINA ISLAND

FINAL FILING DATE:

Open Continuous

Catalina Island employees receive an additional \$3.46 per hour.

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

The current need is for a 100% (8 hours per day), 10 month position on Catalina Island.

The position begins at approximately 5:30 a.m. in Two Harbors and is responsible for transporting students throughout the island to and from the Avalon school and to and from field trips on Catalina Island. Catalina island is located 22 miles southwest of the Los Angeles harbor breakwater. **EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.**

JOB SUMMARY:

Under general direction, drive a nine (9) passenger van on Catalina Island to transport students safely and efficiently to locations along a designated route; perform daily vehicle inspections; prepare a variety of records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent is desirable.

EXPERIENCE:

Two years of experience operating a motor vehicle. Experience driving a passenger van or bus is highly desirable.

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

SPECIAL REQUIREMENTS:

(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 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) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency by time of appointment and maintain certification throughout employment in this classification. (4) 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:	\$19.62
6 MONTHS:	\$20.70
1 ½ YEARS:	\$21.84
2 ½ YEARS:	\$23.04
3 ½ YEARS:	\$24.31

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.

**THE EXAMINATION FOR THIS POSITION
WILL BE AT THE AVALON SCHOOL ON
CATALINA ISLAND.**

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 21-0067-5280 AA

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.

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 13-14

Date: January 14, 2021

Reason for Consideration: Approval

ACCOMPANIST

OPEN CONTINUOUS

20-0115-5213

List Valid: 01/13/2021-01/13/2022
 Total Applications Received: 21
 No. Passed: 5 No. Failed: 0

Total Invited to Exam: 13
 No. Withdrew: 9

No. Screened Out: 7

CHILD CARE WORKER

OPEN

21-CCW8-5258

List Valid: 12/09/2020-06/09/2021
 Total Applications Received: 18
 No. Passed: 18 No. Failed: 0

Total Invited to Exam: 18
 No. Withdrew: 0

No. Screened Out: 0

GROUNDKEEPER

DUAL

21-0036-0172

List Valid: 12/22/2020-12/22/2021
 Total Applications Received: 36
 No. Passed: 11 No. Failed: 1

Total Invited to Exam: 17
 No. Withdrew: 5

No. Screened Out: 19

HEAD START INSTRUCTIONAL AIDE

DUAL

21-0023-0657

List Valid: 12/30/2020-12/30/2021
 Total Applications Received: 16
 No. Passed: 3 No. Failed: 0

Total Invited to Exam: 4
 No. Withdrew: 1

No. Screened Out: 12

INSTRUCTIONAL AIDE - EDUCARE

DUAL

21-0021-5205

List Valid: 12/30/2020-12/30/2021
 Total Applications Received: 33
 No. Passed: 2 No. Failed: 0

Total Invited to Exam: 3
 No. Withdrew: 1

No. Screened Out: 30

KIDS' CLUB ASSISTANT

OPEN CONTINUOUS

21-0041-0694

List Valid: 01/04/2021-01/04/2022
 Total Applications Received: 31
 No. Passed: 4 No. Failed: 2

Total Invited to Exam: 16
 No. Withdrew: 10

No. Screened Out: 15

RECREATION AIDE – KIDS' CLUB

OPEN CONTINUOUS

21-0042-5257

List Valid: 12/23/2020-12/23/2021
 Total Applications Received: 18
 No. Passed: 16 No. Failed: 0

Total Invited to Exam: 18
 No. Withdrew: 0

No. Screened Out: 2

RISK MANAGEMENT TECHNICIAN

DUAL

21-0047-5106

List Valid: 01/07/2021-01/07/2022

Total Applications Received: 61

No. Passed: 3

No. Failed: 9

Total Invited to Exam: 17

No. Withdrew: 5

No. Screened Out: 44

SENIOR ADMINISTRATIVE SECRETARY

DUAL

20-0135-3362

List Valid: 12/23/2020-12/23/2021

Total Applications Received: 43

No. Passed: 5

No. Failed: 10

Total Invited to Exam: 23

No. Withdrew: 8

No. Screened Out: 20

PERSONNEL COMMISSION



January 7, 2021

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revision of a Classification

Background and Findings

Commission staff requested the Plant Supervisor – High School class specification be updated to remove the experience equivalency of Plant Supervisor - Headquarters. The classification of Plant Supervisor – Headquarters was abolished in May 2014.

Incumbents in this class are required to meet the District's safe driving standard as a District vehicle is available to move supplies and equipment. Therefore, a duty statement was added in regards to driving a District vehicle.

The Operations Director has reviewed and approved the proposed revisions.

Attached is a copy of the revised specification showing proposed deletions annotated with strikethroughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Plant Supervisor – High School

Prepared by:

A handwritten signature in black ink, appearing to read "S. Leaming".

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in blue ink, appearing to read "K. Kato".

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5029
Salary Range: 26 (S1)

PLANT SUPERVISOR - HIGH SCHOOL

JOB SUMMARY

Under general supervision, plan, supervise and participate in custodial, grounds and general maintenance activities at an assigned comprehensive high school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Prepare cleaning schedules; inspect completed work for accuracy and compliance with instructions and established standards; interview and select employees; recommend employee disciplinary actions as appropriate. **E**
- Inspect campus grounds and buildings, take meter readings and check for potential safety hazards and maintenance needs; inspect roof tops, rain gutters and downspouts for obstructions; inspect site for fire safety and report wear or damage to appropriate department or personnel. **E**
- Supervise and participate in cleaning classrooms, cafeterias, kitchens, auditoriums, offices and other facilities as assigned; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed; oversee the clean up of assigned campus after recesses and lunch breaks. **E**
- Oversee and participate in the cleaning and disinfecting of drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors and tile. **E**
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; report burglaries, violent students or visitors to appropriate school administrators and the District School Safety Branch; set alarms as appropriate. **E**
- Participate in and direct the cleaning and sweeping of campus buildings and grounds; pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; wash windows and walls. **E**
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; operate a computer and software and other office equipment as assigned. **E**
- Assure proper posting for pesticide application notices according to established procedures and regulations. **E**
- Replace light bulbs and tubes, clean chalkboards and erasers and empty pencil sharpeners; clean tables, chairs, walls, windows, blinds and floors. **E**

- Move and arrange furniture and equipment; dust and polish furniture and woodwork; perform minor repairs to furniture and equipment as needed. *E*
- Prepare classrooms, multi-purpose rooms and other facilities or areas for special events or meetings as assigned; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; clean up furniture, equipment and debris following these events. *E*
- Confer with administrators, teachers, other departments and outside agencies regarding custodial and maintenance needs of school buildings, grounds and facilities. *E*
- Prepare and maintain a variety of records and reports related to personnel, safety and assigned activities. *E*
- Remain on call and coordinate response for emergency custodial needs as assigned; drive a District vehicle to conduct work. *E*
- Perform emergency shut off for major utility services; operate emergency generators as necessary. *E*
- Monitor inventory levels of custodial supplies, materials and equipment; order, receive and maintain inventory of supplies, materials and equipment; monitor school emergency containers to assure proper water, food and supply inventory. *E*
- Assist and provide information to outside contractors as needed; inspect and spot check the work of outside contractors. *E*
- Attend meetings with contractors regarding reconstruction, irrigation projects, addition of portable classrooms and other related meetings. *E*
- Evaluate the performance of assigned personnel and prepare required evaluation reports; adjust employee grievances. *E*
- Coordinate and participate in the thorough cleaning and restoration of campus facilities during vacation periods. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification supervise a plant facility in excess of 300,000 square feet and coordinate, supervise, and/or give daily direction to the work of a large and diverse technical staff, including such classes as Custodians, Pool Operators, Locker Room Attendants, and Custodial Crew Supervisors as assigned. In addition, an incumbent may have responsibility to carry out liaison with Maintenance Branch activities involving significant repairs or construction work. The plant facilities may include a swimming pool, auditoriums, stadium, tennis courts, or gymnasium.

EMPLOYMENT STANDARDS

Knowledge of:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.

Principles and practices of supervision and training.
Proper methods of storing equipment, materials and supplies.
Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.
Laws, codes, regulations, policies and procedures related to custodial activities.
Appropriate safety and sanitary precautions and procedures, including earthquake evacuation procedures
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Proper lifting techniques.
Operation of office equipment including a computer.

Ability to:

Plan, supervise and participate in custodial activities at an assigned high school.
Assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition.
Train, schedule, supervise and evaluate the performance of assigned personnel.
Use cleaning materials and equipment in a safe and efficient manner.
Operate a variety of custodial equipment.
Estimate and order required custodial supplies and equipment.
Maintain tools and equipment in clean working order.
Move and arrange furniture and equipment.
Observe and report safety hazards and need for maintenance and repair.
Perform minor non-technical repairs.
Observe safety and sanitary precautions and procedures.
Plan and organize work.
Prioritize and schedule work.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Operate a computer and assigned office equipment.

Education and Training:

Graduation from high school.

Experience:

Four years of custodial experience including two years of experience in a supervisory capacity or two years of experience as a Plant Supervisor II ~~or Plant Supervisor—Headquarters~~ in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

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 and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

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

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA 10/24/2002
Revised: 11/2/2006
Revised: 3/15/2018
Revised: