

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

Regular Meeting
August 26, 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 August 12, 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 Associate Analyst – Human Resource Services 5-6
2. **RATIFY** job announcement bulletin for Campus Staff Assistant - Avalon 7-8
3. **RATIFY** job announcement bulletin for Emergency Preparedness Program Manager – Recruitment Extended 9-10
4. **RATIFY** job announcement bulletin for Instructional Assistant – Male Academy 11-12
5. **RATIFY** job announcement bulletin for Instructional Warehouse Assistant 13-14
6. **RATIFY** job announcement bulletin for Recreation Aide – WRAP Expanded Learning 15
7. **RATIFY** job announcement bulletin for Senior Web Applications Developer 16-17
8. **APPROVE** the certification of Head Start Instructional Aide – BL Spanish eligibility list 21-0136-5235 established 08/23/2021 18
9. **APPROVE** the certification of Heavy Truck/Bus/Automotive Mechanic eligibility list 22-0002-3310 established 08/23/2021 18

10.	APPROVE the certification of High School Office Supervisor eligibility list 21-0091-3349 established 08/17/2021	18
11.	APPROVE the certification of Human Resources Assistant eligibility list 21-0163-3350 established 08/25/2021	18
12.	APPROVE the certification of Management Analyst eligibility list 21-0132-5284 established 08/24/2021	18
13.	APPROVE the certification of Nutrition Services Manager eligibility list 22-0004-5061 established 08/24/2021	18
14.	APPROVE the certification of Nutrition Services Worker eligibility list 22-0015-5068 established 08/24/2021	18
15.	APPROVE the certification of Recreation Aide – WRAP eligibility list 22-0010-5261 established 08/25/2021	19
16.	APPROVE the certification of Recreation Leader – WRAP eligibility list 22-0011-5262 established 08/26/2021	19
III.	OLD BUSINESS	
1.	APPROVE the following: Revision to the <i>Rules and Regulations of the Classified Service</i> (Second Reading)	20-21
IV.	NEW BUSINESS	
	None	
V.	OTHER ITEMS	
	None	
VI.	NEXT REGULAR MEETING	
	September 9, 2021 at 8:15 a.m. at Marketing and Media Services, 880 Locust Ave., Long Beach, California, 90813	
VII.	CLOSED SESSION	
1.	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

August 12, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, August 12, 2021 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, Terence Ulaszewski.

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; Dale Culton, Certification Services Manager; Gregory Robinson, Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Associate Personnel Analyst; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Alejandra Torres, Human Resources Technician; and Aisha Alex, Human Resources Assistant; Kaitlyn, Work Experience Student/student intern.

GUESTS TELEPHONICALLY PRESENT

David Zaid, Assistant Superintendent, Human Resource Services; Julia Plascencia, CSEA Labor Relations Representative; 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.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of July 29, 2021.

<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, shared that the Translations Unit will be housed in a portable on the Monroe campus for two (2) years. Mr. Kato shared that Gregory Robinson, Personnel Analyst, accepted a position with the Ventura Community College District and his last day at the Personnel Commission is Friday, August 20, 2021.

Maria Braunstein, Personnel Analyst, shared there are 29 recruitments accepting applications, six (6) in the scoring stage, 15 in the testing stage, and two (2) in exam development. Ms. Braunstein explained that the new online capabilities have helped with testing options off site and have had several groups choose to test in person. Ms. Braunstein expressed that she was grateful for the combination of the capabilities that are available to the candidates. Ms. Braunstein shared that Avalon has a vacant Plant Supervisor position and that the position is very critical as the employee must complete many items due to its remote location. Ms. Braunstein mentioned that she has coordinated with the Avalon principal, to go to Avalon to fill the positions. Ms. Braunstein acknowledged Judith Alonso, Human Resources Technician, for her help filling in as Associate Personnel Analyst and Andrea Armas, Human Resources Technician, is now assisting as an Associate Personnel Analyst. Ms. Braunstein also thanked Vanessa Ortiz, Human Resources Technician (Nutrition Services), Ashleigh Fernando, Human Resources Technician, and Aisha Alex, Human Resources Assistant.

Jesus Rios Jr., Employment Services Supervisor, mentioned that summer school has ended and it was very successful, and thanked the staff for their support. Mr. Rios shared that the unit has been working on providing certification lists as well as fingerprinting and processing new employees. Over the past few weeks, there has been an increase of Leave of Absences, and in conjunction with Human Resource Services, the assignments are being inputted online. Mr. Rios shared that August 16 is when principals on traditional calendars return on site. On August 20, the office supervisors will be returning to offices. August 30 is when teachers return to school sites, and the students return August 31.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Personnel Analyst
2. **RATIFY** job announcement bulletin for Contract Manager
3. **RATIFY** job announcement bulletin for Creative Writer/Producer/Director
4. **RATIFY** job announcement bulletin for Educational Research Analyst I
5. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker
6. **RATIFY** job announcement bulletin for Migrant Education Recruiter – BL Spanish
7. **RATIFY** job announcement bulletin for Multimedia Technology Supervisor
8. **RATIFY** job announcement bulletin for Personnel Analyst
9. **RATIFY** job announcement bulletin for School Safety Officer

10. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker
11. **APPROVE** the certification of Contract Analyst eligibility list 21-0135-0624 established 08/12/2021
12. **APPROVE** the certification of Executive Secretary eligibility list 21-0169-0678 established 08/13/2021
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 21-0150-5068 established 08/06/2021
14. **APPROVE** the certification of Purchasing & Contracts Director eligibility list 21-0150-0767 established 07/30/2021
15. **APPROVE** the certification of Student Store Lead eligibility list 21-0144-5182 established 07/30/2021

Following discussion a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-10, and approve items 11-15 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 Revision of a Classification – Associate Analyst – Human Resource Services

Mr. Kato explained some of the revisions. There was a correction on page 35 under experience. It should state any combination of education, training, and experience. David Zaid, Assistant Superintendent, Human Resource Services, mentioned that adjustments to the class broadened the job description and allows for restructuring. Kaitlyn, Work Experience Student/student intern, explained the changes made to the Associate Analyst – Human Resource Services job description. Following discussion, a motion for New Business Item 1 as amended was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business Item 1.

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

2. **APPROVE** the Revisions to the *Rules and Regulations of the Classified Service*

Mr. Kato provided an overview of New Business Item 2 and also stated this is the Commission receiving the revisions, first reading and will be brought forward for a second reading and approval at the next Commission meeting.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 26, 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 8:38 a.m.

OPEN SESSION

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:16 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 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 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 through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Promo Exam 22-0036-3298 ALT



An Exciting Promotional Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

ASSOCIATE ANALYST - HUMAN RESOURCE SERVICES

\$74,776 - \$87,796 Annually



A handwritten signature in black ink, appearing to read 'Dunne', located at the bottom right of the page.

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 Associate Analyst-Human Resource Services. Under general supervision, will perform a variety of technical and professional human resources administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking and customer service with increasing requirements of initiative and independence of action. Furthermore, oversee the technical and compliance functions of assigned departmental units, train and supervise assigned staff as well as perform related duties as assigned.

The current vacancy is a 12 month permanent position. Position is 100% FTE (8 hours per day). Current vacancy is located at Human Resource Services.

For full details regarding the position, go to our website, select Class Specifications; choose Human Resource Services and Personnel Commission, then Associate Analyst-Human Resource Services.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in public, business, or human resources administration, education or a closely related field.

Additionally, candidates will have two years of technical or professional human resources experience involving activities such as workers' compensation, recruitment, applicant tracking, and staffing. Experience in a lead or supervisory capacity is desirable.

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

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

SPECIAL REQUIREMENTS

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

SALARY AND BENEFITS

The annual salary for Associate Personnel Analyst is \$74,776 to \$87,896, 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., Friday, September 3, 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



CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

CAMPUS STAFF ASSISTANT - AVALON

FINAL FILING DATE:

Open Continuous

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

JOB INFORMATION:

PLEASE NOTE: THIS POSITION IS FOR CATALINA ISLAND POSITIONS ONLY. AVALON IS LOCATED ON CATALINA ISLAND, 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.

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

JOB SUMMARY:

Under general supervision, observe and monitor activities and facilities at an assigned campus to assure the well-being and safety of students, staff and visitors; advise students of appropriate standards of behavior and the importance of following school rules; assist school site administration in promoting a positive, productive and safe campus climate; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in psychology, child development, counseling or a related field is desirable.

EXPERIENCE:

One year of experience working with adolescents or young adults in a structured environment or community-based organization. Experience working with at-risk youth is desirable.

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

SPECIAL REQUIREMENTS:

(1) May be required to travel from one location to another (2) Positions in this classification require the use of a personal automobile and the possession of a valid class C California Driver's License. (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) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (5) Incumbents may be required to work adjustable work schedules including evenings and weekend assignments. (6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

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

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone. Seeing to monitor campus activities and read a variety of materials. Dexterity of hands and fingers to operate a computer keyboard. Standing and walking for extended periods of time. Bending at the waist, kneeling or crouching to move supplies and equipment. Sufficient strength to lift or restrain students. Lifting, carrying, pushing or pulling objects weighing up to 25 pounds, and occasionally up to approximately 50 pounds with assistance.

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/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Continuous 5288 JA

LBUSD employees, please see reverse side for important information.



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

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

Guidelines:

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

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

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

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

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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.

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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!

RECRUITMENT EXTENDED

PERSONNEL COMMISSION



**An Exciting Career
Opportunity
Awaits You**

**EMERGENCY PREPAREDNESS
PROGRAM MANAGER**

\$90,417 – \$106,163 Annually



James

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 Emergency Preparedness Program Manager. Under direction, an Emergency Preparedness Program Manager develops and administers the District emergency preparedness program and trains District personnel having decision-making responsibility for the safety and security of students, employees and the public during an emergency. An incumbent establishes and maintains close working relationships with State, local government and community service organization personnel involved in emergency preparedness planning in order to coordinate and integrate disaster response and relief activities. During emergencies an incumbent will serve in a leadership capacity to District executives as a technical expert and advisor on appropriate actions and decisions to take.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose School Safety and Emergency Preparedness then Emergency Preparedness Program Manager.

THE IDEAL CANDIDATE

Successful candidates will have graduated from an accredited four year college or university in the social sciences, business administration, public administration or a related field.

Additionally, candidates will have three years of full-time paid professional experience in administrative analysis, operations planning or developing and conducting training programs one year of which must have been assisting in the administration or coordination of emergency operations programs or activities.

Two years of additional emergency operations experience may be substituted for two years of the required education.

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

SPECIAL REQUIREMENTS

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.

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.

Certification in automatic cardiac defibrillator at the time of appointment is required.

American Red Cross standard first aid and cardio-pulmonary resuscitation certification at the time of appointment is required.

SALARY AND BENEFITS

The annual salary for Emergency Preparedness Program Manager is \$90,417 to \$106,163 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:

Extended Deadline: 4:30 p.m. Friday, August 27, 2021
Application Deadline: 4:30 p.m., Thursday, August 12, 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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT – MALE ACADEMY

FINAL FILING DATE:

4:30 p.m. Friday, August 27, 2021

JOB INFORMATION:

Position is 10-months, 100% FTE (8 hours a day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervisor, assist certificated staff in reinforcing instruction and comprehension to individual or small groups of students enrolled in the Male Academy program at a middle or high school; serve as a role model to students and encourage personal development and pursuit of post-secondary options; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION:

Graduation from high school or equivalent

EXPERIENCE:

One year of experience working with adolescents or young adults in a structured environment preferably involving working with at-risk youth in an urban environment.

Any other combination of training and experience which is likely to provide the desired knowledge and abilities may be considered.

SPECIAL REQUIREMENTS:

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

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

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: \$21.87
6 MONTHS: \$23.08
1 ½ YEARS: \$24.34
2 ½ YEARS: \$25.69
3 ½ YEARS: \$27.10

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/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Examination 22-0032-5199 AF

LBUSD employees, please see reverse side for important information.



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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

INSTRUCTIONAL WAREHOUSE ASSISTANT

FINAL FILING DATE:

4:30 p.m. Friday, August 27, 2021

JOB INFORMATION:

Position is 12-months, 100% FTE (8 hours a day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of duties related to the receipt, processing, storage and distribution of books, examinations and instructional and media materials to District sites; prepare books, examinations and instructional and media materials for delivery; prepare and maintain records and lists related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION:

Graduation from high school

EXPERIENCE:

One year of clerical work involving the receipt, issuance, documentation, and storage of supplies and equipment. Experience working with books or testing materials is preferred.

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

SPECIAL REQUIREMENTS:

(1) 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. (2) Positions in this classification require use of a personal automobile and the possession of a valid California driver's license. (3) Some positions in this classification may require forklift certification within six months of employment. (4) May be required to travel from one location to another.

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

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.

PERSONNEL COMMISSION

Long Beach Unified School District
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www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Examination 22-0031-3353 AF

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

RECREATION AIDE – WRAP EXPANDED LEARNING

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent Part Time 10-month position (less than 20 hours per week). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for students enrolled in the Winners Reaching Amazing Potential (WRAP) program; assist in providing youth opportunities in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education;

OR

2. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

College level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

EXPERIENCE:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with students in an instructional, expanded learning or similar program is highly desirable.

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:

\$14.28

SPECIAL REQUIREMENTS:

Incumbents in this classification must possess within six months of employment and maintain CPR/Frist Aid certification throughout employment in this classification.

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Continuous 22-0035-5261 AF





CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

SENIOR WEB APPLICATIONS DEVELOPER

FINAL FILING DATE:

4:30 p.m., Friday, August 27, 2021

REQUIREMENTS TO APPLY:

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

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 direction, analyze customer requirements and provide solutions using current web technologies and SQL-based databases; design web pages and applications to meet customer needs including graphic design, coding techniques, and database integration; troubleshoot assigned systems or environments and oversee changes, upgrades and related functions; assure District websites meet Web Content Accessibility Guidelines (WCAG); serve as a lead and train and provide work direction to assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in computer science, information technology or a related field including coursework in web applications programming.

EXPERIENCE:

Three years of web application development experience including experience training end users or content creators. Experience in a lead or supervisory capacity is highly desirable. Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

START: \$43.11
6 MONTHS: \$45.47
1 ½ YEARS: \$47.97
2 ½ YEARS: \$50.61
3 ½ YEARS: \$53.40

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

Promo Exam 22-0033-5293 AA

LBUSD employees, please see reverse side for important information.



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

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Guidelines:

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- ❖ **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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 18-19

Date: August 26, 2021

Reason for Consideration: Approval

**HEAD START INSTRUCTIONAL AIDE – BL
SPANISH**

DUAL

21-0136-5235

List Valid: 08/23/2021-08/23/2022

Total Applications Received: 11

No. Passed: 2 No. Failed: 1

Total Invited to Exam: 4

No. Withdrew: 1 No. Screened Out: 7

HEAVY TRUCK/BUS/AUTOMOTIVE MECHANIC

DUAL

22-0002-3310

List Valid: 08/23/2021-08/23/2022

Total Applications Received: 14

No. Passed: 3 No. Failed: 1

Total Invited to Exam: 7

No. Withdrew: 3 No. Screened Out: 7

HIGH SCHOOL OFFICE SUPERVISOR

DUAL

21-0091-3349

List Valid: 08/17/2021-08/17/2022

Total Applications Received: 52

No. Passed: 3 No. Failed: 4

Total Invited to Exam: 23

No. Withdrew: 16 No. Screened Out: 29

HUMAN RESOURCES ASSISTANT

DUAL

21-0163-3350

List Valid: 08/25/2021-08/25/2022

Total Applications Received: 108

No. Passed: 12 No. Failed: 19

Total Invited to Exam: 43

No. Withdrew: 12 No. Screened Out: 65

MANAGEMENT ANALYST

DUAL

21-0132-5284

List Valid: 08/24/2021-08/24/2022

Total Applications Received: 39

No. Passed: 3 No. Failed: 0

Total Invited to Exam: 4

No. Withdrew: 1 No. Screened Out: 35

NUTRITION SERVICES MANAGER

DUAL

22-0004-5061

List Valid: 08/24/2021-08/24/2022

Total Applications Received: 30

No. Passed: 3 No. Failed: 10

Total Invited to Exam: 15

No. Withdrew: 2 No. Screened Out: 15

NUTRITION SERVICES WORKER

DUAL

22-0015-5068

List Valid: 08/24/2021-02/24/2022

Total Applications Received: 9

No. Passed: 2 No. Failed: 1

Total Invited to Exam: 7

No. Withdrew: 4 No. Screened Out: 2

RECREATION AIDE - WRAP

OPEN

22-0010-5261

List Valid: 08/25/2021-08/25/2022

Total Applications Received: 11

No. Passed: 4 No. Failed: 3

Total Invited to Exam: 9

No. Withdrew: 2 No. Screened Out: 2

RECREATION LEADER - WRAP

OPEN

22-0011-5262

List Valid: 08/26/2021-08/26/2022

Total Applications Received: 19

No. Passed: 7 No. Failed: 2

Total Invited to Exam: 11

No. Withdrew: 2 No. Screened Out: 8

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: August 26, 2021

PERSONNEL COMMISSION



August 26, 2021

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revisions to the *Rules and Regulations of the Classified Service*

Background and Findings

California Education Code 45260 Rules; Standards; Authority of Commission states, in part,

"The Commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness".

The attached rules are being submitted for a second reading for approval with the following rationale:

...
CHAPTER IV
APPLICATIONS AND EXAMINATIONS

...
4.3 EXAMINATIONS

...
K. EXAMINATION AFTER REJECTION OR DEMOTION. An employee with permanent status in a class who has been demoted from a higher class during probation, in accordance with Rule 7.3, or who has been demoted after attaining status in a higher class, in accordance with Rule 11.1, shall not be admitted to an examination for the class from which demotion occurred for one year after the effective date of the demotion.

L. EXAMINATION AFTER SUSPENSION.

An employee with permanent or probationary status in a class who has been suspended by action of the Board of Education, in accordance with Rule 11.1, shall not be admitted to an examination for the classified service for a period of one year from the last date of the suspension.

...
CHAPTER X
COMPENSATION

...
10.9 PAY DIFFERENTIAL FOR SHIFT WORK

...
A. SHIFT DIFFERENTIAL RATES

...
5. OVERTIME RATE. Overtime work performed between 5:00 p.m. and 7:00 p.m. shall be paid at the appropriate rate for overtime as provided in Section 10.46.B.

...

Chapter IV, Subsection L is proposed to limit the amount of time that an employee can be withheld to apply for future recruitments once they have been suspended. Personnel Commission Rule 4.2, (14) allows for the immediate disqualification of an applicant if the person has received a record of unsatisfactory or below standard service with an employer. Personnel Commission Rule 4.3 (K) states that those who are demoted can apply again one year following the date of demotion. This rule revision will provide the same opportunity to reapply for candidates who have been suspended.

Chapter X, Subsection 5 is proposed to revise the time period to be considered for overtime pay and to appropriately reference a revised Personnel Commission Rule number.

Deletions to the rules are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission approve these rule revisions.

Prepared, Approved, and Recommended:

A handwritten signature in black ink, appearing to read 'K3K' with a long horizontal stroke extending to the right.

Kenneth Kato
Executive Officer