



## PERSONNEL COMMISSION

**PLEASE POST**

### MEETING AGENDA

Testing Room  
Personnel Commission Office  
999 Atlantic Avenue, Third Floor  
Long Beach, California 90813

**MAY 29, 2014  
THURSDAY  
8:15 A.M.**

1. CALL TO ORDER

2. ROLL

Stacey Lewis, Chairperson  
Linda Vaughan, Vice-Chairperson  
Terry Ulaszewski, Member

Present \_\_\_\_\_  
Present \_\_\_\_\_  
Present \_\_\_\_\_

3. PRELIMINARY

3.1 Pledge of Allegiance to the Flag

3.2 Introduction of Guests

4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS  
FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA

5. REPORT FROM THE EXECUTIVE OFFICER

6. HEARINGS

None

7. MINUTES

7.1 Approval of Minutes for May 15, 2014

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per  
Education Code 45246

Action

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.3.B

Action

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B

Action

10. OTHER ITEMS

11. The next regular scheduled meeting of the Personnel Commission will be held on June 12, 2014 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.

**12. CLOSED SESSION**

**12.1 Performance Evaluation of the Executive Officer  
Personnel Commission and Classified Employment**

**13. ADJOURNMENT**

**ACCESS TO PUBLIC DOCUMENTS**

Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 999, Atlantic Avenue, Third Floor, Long Beach, CA 90813, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:40p.m.).

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 pursuant to Government Code 54954.2 (a) 1.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for May 15, 2014

PAGES: 7.1.1 – 7.1.6

Date: May 29, 2014

Reason for  
Consideration: Action

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Testing Room  
Personnel Commission Office  
999 Atlantic Avenue, Third Floor  
Long Beach, CA 90813

Chairperson Stacey Lewis called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

**COMMISSION MEMBERS PRESENT**

Stacey Lewis, Chairperson  
Linda Vaughan, Vice-Chairperson  
Terence Ulaszewski, Member

**STAFF MEMBERS PRESENT**

Gail McMahon, Ed.D., Executive Officer  
Marilyn Balmer, Personnel Analyst  
Susan Learning, Personnel Analyst  
Maria Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Susan Brister, Human Resources Technician  
Anne Follett, Human Resources Technician  
Tammie Hirth, Human Resources Technician  
Damaris Padilla, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Paula Smith, Human Resources Technician  
Silaue Taeleifi, Human Resources Technician  
Esther Martinez, Human Resources Assistant

**PRELIMINARY**

Guests: Valeeta Pharr, CSEA Chapter 2 President; Adrianne Rambo, CSEA Vice-President – Unit A; Dan Ewaskey, CSEA Vice-President – Unit B and Theresa O'Connor.

**HEARING OF PUBLIC TESTIMONY AND  
QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA**

HEARING OF PUBLIC TESTIMONY AND  
QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA

None

## REPORT FROM THE EXECUTIVE OFFICER

## REPORT FROM THE EXECUTIVE OFFICER

Dr. Gail McMahon, Executive Officer, provided an update on upcoming events of interest. On May 16, five Human Resources Technicians will be attending the PCASC (Personnel Commissioners Association of Southern California) mini-conference with Commissioners Vaughan and Ulaszewski. On May 23<sup>rd</sup>, the Classified Employee of the Year will be announced at the Classified Employee Celebration luncheon at the Teacher Resource Center. Dr. McMahon also reported she will be attending the CCEJ (California Conference for Equality and Justice) Humanitarian Awards where Dr. Felton Williams, member of the Board of Education, will be receiving an award.

Marilyn Balmer, Personnel Analyst, provided the Commission an update on existing and upcoming recruitments.

Susan Leaming, Personnel Analyst, reported she has conducted approximately 45 focus group meetings for the Child Care and Instructional job family study. Ms. Leaming also reported she recently completed the Merit Academy.

Mary Cates, Human Resources Supervisor, reported the rollover of assignments for the next fiscal year has been completed for permanent employees. The remaining assignments are scheduled to be completed by the end of the week. Ms. Cates also reported, once summer elections have been completed the process of notifying employees of their assignments will begin.

## MINUTES

## MINUTES

The Commission approved the minutes of the May 1, 2014, Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Ulaszewski seconded the motion.

The motion carried. The vote was unanimous with all three members participating in the vote.

## CLASSIFICATION/RESTRUCTURE

## CLASSIFICATION/RESTRUCTURE

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to discuss the classification recommendations. Personnel Analyst Leaming gave a brief summary of the background and findings which lead to the recommendation to revise the class specifications. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the classification recommendations.

The motion carried. The vote was unanimous with all three members participating in the vote.

## REVISIONS TO CLASS SPECIFICATIONS

Energy Conservation Manager  
Energy Conservation Specialist

## REVISION OF RULES AND REGULATIONS

## REVISION OF RULES AND REGULATIONS

One of the specific requirements of Education Code 45260 is that "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." It was moved by Commissioner Ulaszewski to approve the revision of Chapter XII of the Rules and Regulations of the Classified Service. Vice-Chairperson Vaughan seconded the motion.

The motion carried. The vote was unanimous with all three members participating in the vote.

## APPEAL OF DISQUALIFIED APPLICANT

## APPEAL OF DISQUALIFIED APPLICANT

An applicant had been disqualified from continuing in the examination process for the classification of Contract Manager and appealed to the Personnel Commission. The appellant was present and requested this item be heard in closed session. The Commission moved this item to Closed Session.

## BULLETINS

## BULLETINS

Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. It was moved by Commissioner Ulaszewski to ratify the bulletins. Vice-Chairperson Vaughan seconded the motion.

The motion carried. The vote was unanimous with all three members participating in the vote.

Accounting Technician	Promotional	14-0101-0750
Senior Administrative Secretary	Dual	14-0104-3362

## ELIGIBILITY LISTS

## ELIGIBILITY LISTS

Personnel Commission Rule 5.1.B, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. Commissioner Ulaszewski moved for approval of the lists. The motion was seconded by Vice-Chairperson Vaughan.

The motion carried. The vote was unanimous with all members present participating in the vote. The following eligibility lists were approved.

### **Administrative Coordinator – Construction**

Dual	14-0096-5187
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List Valid: 05/14/14 – 05/14/15

Total applications received: 36

Total invited to exam: 8

No. Passed: 2 No. Failed: 5 No. Withdrew: 1 No. Screened Out: 28

### **Grounds Equipment Operator I Dual**

14-0084-0175

List Valid: 05/13/14 – 05/13/15

Total applications received: 147

Total invited to exam: 66

No. Passed: 13 No. Failed: 34 No. Withdrew: 19 No. Screened Out: 81

**Grounds Equipment Operator II Dual 14-0086-0176**

List Valid: 05/13/14 – 05/13/15

Total applications received: 36

Total invited to exam: 12

No. Passed: 4 No. Failed: 4 No. Withdrew: 4 No. Screened Out: 24

**Instructional Assistant –**

**Computer Resources**

**Dual**

**14-0082-0603**

List Valid: 05/13/14 – 05/13/15

Total applications received: 71

Total invited to exam: 37

No. Passed: 18 No. Failed: 5 No. Withdrew: 14 No. Screened Out: 34

**Instructional Assistant –**

**Computer Resources BL Spanish Dual**

**14-0085-0452**

List Valid: 05/13/14 – 05/13/15

Total applications received: 26

Total invited to exam: 12

No. Passed: 2 No. Failed: 7 No. Withdrew: 3 No. Screened Out: 14

**Senior Health Assistant**

**Dual**

**14-0088-5174**

List Valid: 05/13/14 – 05/13/15

Total applications received: 28

Total invited to exam: 12

No. Passed: 4 No. Failed: 2 No. Withdrew: 6 No. Screened Out: 16

**Speech-Language Pathology  
Assistant**

**Dual**

**14-0080-5024**

List Valid: 05/14/14 – 05/14/15

Total applications received: 32

Total invited to exam: 10

No. Passed: 7 No. Failed: 3 No. Withdrew: 0 No. Screened Out: 22

**ADOPTION OF RESOLUTION  
CLASSIFIED EMPLOYEE WEEK**

**ADOPTION OF RESOLUTION  
CLASSIFIED EMPLOYEE WEEK**

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to adopt the resolution. The Personnel Commission acted to unanimously adopt the Resolution honoring Classified Employees during Classified Employee Week.

**RESOLUTION  
CLASSIFIED SCHOOL EMPLOYEE WEEK**

- WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and
- WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and
- WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and

- WHEREAS, the Chapter II of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and
- WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and
- WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it
- RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 18-24, 2014 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Stacey Lewis  
Stacey Lewis  
Chairperson

Linda Vaughan  
Linda Vaughan  
Vice-Chairperson

Terence Ulaszewski  
Terence Ulaszewski  
Member

PRESENTATION OF PERSONNEL  
COMMISSION EMPLOYEE OF THE YEAR

PRESENTATION OF PERSONNEL  
COMMISSION EMPLOYEE OF THE YEAR

Dr. McMahon explained Personnel Commission has a Staff Recognition Award Program that provides staff members the opportunity to receive recognition for their commitment to excellence, exemplary service

Dr. McMahon announced: Marilyn Balmer, Personnel Analyst, as the recipient of the 2014 Personnel Commission Classified Employee of the Year award. Dr. McMahon spoke at length about Ms. Balmer's work and accomplishments leading the Recruitment and Testing Unit.

Commissioners Lewis, Vaughan and Ulaszewski acknowledged Ms. Balmer's work and stated it was a true testament of the impact she has on staff as they gave her a standing ovation. Ms. Balmer was presented the Personnel Commission Employee of the Year award.

OTHER ITEMS

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, thanked Commissioner Ulaszewski and Mrs. Ulaszewski for attending the CSEA awards event. Ms. Pharr announced Viola Mae Bledsoe received the CSEA member of the Year award.

Commissioner Ulaszewski congratulated Ms. Bledsoe for the work she does for classified employees and for her work with special education students. Mr. Ulaszewski reported the Most Inspiring Students Awards dinner was a success and lots of fun.

Chairperson Lewis thanked all classified employees for their hard work and dedication.

### NEXT MEETING

### NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 29, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

### CLOSED SESSION

### CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:50 a.m. to review the appeal of applicant 22042407.

### RETURN TO OPEN SESSION

### RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:34 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to disqualify applicant 22042407 from the Contract Manager examination process. They instructed the Executive Officer to notify the applicant of the decision.

The vote was unanimous with all three members participating in the vote.

### ADJOURNMENT

### ADJOURNMENT

There being no further business, at 9:35 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

*Gail McMahon*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Classification/Restructure  
Recommendations

PAGES: 8.1.1 – 8.1.35

Date: May 29, 2014

Reason for  
Consideration: Action

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One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submits the attached classification recommendations for the consideration of the Commission.

**ABOLISHMENT OF A CLASSIFICATION**

Fleet Maintenance Supervisor

**PAGE**

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**REVISIONS TO CLASS SPECIFICATION**

Instructional Aide Interpreter – Deaf/Hard of Hearing

4

**CONSOLIDATION OF CLASSIFICATIONS & RECLASSIFICATION  
OF INCUMBENT**

11

**RECLASSIFY AN EXISTING POSITION**

**Name**

**Position**

Laura Hardie

From: Plant Supervisor – Headquarters  
To: Plant Supervisor II

**ABOLISH A CLASSIFICATION**

Plant Supervisor – Headquarters  
Salary Range 21 (S1)

**REVISIONS TO CLASS SPECIFICATION**

Plant Supervisor II

**CREATION OF NEW CLASSIFICATION & RECLASSIFICATION  
OF INCUMBENTS**

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**ABOLISH A CLASSIFICATION**

Facilities Project Manager  
Salary Range 46 (M2)

**CREATE A NEW CLASSIFICATION**

Facilities Project Manager – Construction

**ALLOCATE NEW CLASSIFICATION**

Facilities Project Manager – Construction  
Salary Range 46 (M2)

**CREATE A NEW CLASSIFICATION**

Facilities Project Manager – Planning

**ALLOCATE NEW CLASSIFICATION**  
Facilities Project Manager – Planning  
Salary Range 46 (M2)

**RECLASSIFY AN EXISTING POSITION**

<b><u>Name</u></b>	<b><u>Position</u></b>
Susan Ahn	From: Facilities Project Manager To: Facilities Project Manager – Planning

<b><u>Name</u></b>	<b><u>Position</u></b>
Edith Florence	From: Facilities Project Manager To: Facilities Project Manager – Planning

**CREATE A NEW CLASSIFICATION**  
Custodial Services Inspector

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**ALLOCATE NEW CLASSIFICATION**  
Custodial Services Inspector  
Salary Range 30 (S1)



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

May 21, 2014

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification – Fleet Maintenance Supervisor

### Background and Findings

Commission Staff continually reviews the District's overall classification plan, determining a need to abolish obsolete classifications, modify classifications as jobs change over time, or create new classifications to meet the needs of the District. The classification of Fleet Maintenance Supervisor (salary range 38 S1) was created in 2003 and had only one incumbent. The classification has been vacant since the incumbent retired in October, 2012.

Staff spoke with the Business Services Administrator who supports the abolishment of the classification and does not anticipate a need for it in the future. No staff will be impacted by this action.

### Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of Fleet Maintenance Supervisor

Prepared by:

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Gail McMahon, Ed.D.  
Executive Officer

### **PERSONNEL COMMISSION CORE VALUES**

*Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork*



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

May 21, 2014

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to Instructional Aide Interpreter – Deaf/Hard of Hearing

### **Background and Findings**

In 2002 the State passed regulations requiring educational interpreters for deaf and hard of hearing students employed in a California public school be certified by the Registry of Interpreters for the Deaf (RID) at a level 4.0 by July 1, 2009. Accordingly, the class specification was updated to reflect this legislation. In addition to the certification, applicants must meet No Child Left Behind standards and have two years of experience using total communication.

In 2007 the Commission approved a salary increase for the classification, raising it from salary range 23 (C1) to salary range 28 (C1) in order to make LBUSD more competitive in the market. However, even with the salary increase, recruitment efforts for the Instructional Aide Interpreter – Deaf/Hard of Hearing classification have historically yielded an extremely limited pool of qualified applicants.

The Instructional Aide Interpreter – Deaf/Hard of Hearing classification is part of the ongoing Child Care and Instructional Job Family Study. Staff recently met with a focus group of Interpreters to review the class description. As part of the review, the group stated that if an applicant possesses certification at a 4.0 level, requiring two years of experience is unnecessary. They suggested the two years of experience requirement be removed and the Supervising Interpreter agreed with this recommendation.

While the focus group made substantial modifications to the overall class description, there is a vacancy for next school year and no eligible list available. In the interest of time, staff is bringing the proposed change to the experience requirements for approval now in hopes of attracting applicants that may possess certification but do not have two years of work

experience. Staff will bring the substantial description modifications to the Commission later in the year for approval as part of the complete job family study.

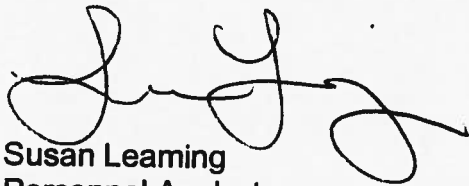
Attached is a copy of the revised description showing proposed deletions annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

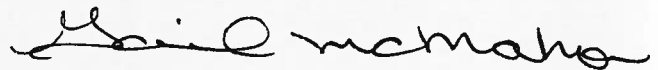
1. Adopt the revised class specification for the classification of:
  - Instructional Aide Interpreter-Deaf/Hard of Hearing

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: 3272**  
**Salary Range: 28 (C1)**

### **INSTRUCTIONAL AIDE INTERPRETER-DEAF/HARD OF HEARING**

#### **JOB SUMMARY**

Under immediate supervision, reinforce lessons and instruct students individually or in groups using total (simultaneous signing and oral) communication and assist them to reach established educational objectives; perform a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs; 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.*

- Translate oral or written English through total (simultaneous signing and oral) manual communication to facilitate the instructional program. **E**
- Use total communication continuously while performing work assignments or on the follow up of learning activities. **E**
- Assist with the monitoring of classroom, outdoor, playground and field trip activities to direct students into safe activities and relationships. **E**
- Give guidance and provide examples for student learning in various areas, such as academic learning, vocational skills, social and leisure skills, physical development, vocational skills, social and leisure skills, physical development and fitness, and personal hygiene. **E**
- Establish and maintain contact with outside agencies for assistance in obtaining hearing aids and glasses. **E**
- In accordance with established guidelines, assist teachers with individualized instruction by matching instruction to the need of the student. **E**
- Assist with bus and transportation related tasks, including the accompaniment of students on a bus. **E**
- Set up and arrange supplies and equipment for student use. **E**
- Assist teacher in maintaining cordial relationships between home and school and parent involvement activities. **E**
- Assist children in learning to become self-reliant. **E**
- Help children learn to relate to individuals and groups who are not handicapped. **E**
- Help students learn how to sequence tasks. **E**
- Administer first aid or necessary physical assistance to ill or distressed students, may administer prescribed medication in accordance with established District

policy. *E*

- Assist student in learning patterns of speech by helping them produce sounds, words, and sentences. *E*
- Inform teacher or specialist of student progress and/or problems. *E*
- Help children learn to be aware of their personal appearance and how to take care of personal needs, such as operating the auditory training equipment and their hearing aids. *E*
- Assemble material for classroom projects. *E*
- Make charts or tapes, and prepare displays. *E*
- Type material and prepare masters. *E*
- Operate duplicating equipment. *E*
- Perform incidental housekeeping tasks, such as arranging objects, putting things away, cleaning tables, chairs and work areas. *E*
- Assist teachers with classroom activities for students. *E*
- Assist with lifting students in and out of wheelchairs. *E*
- Observe and record information about student behavior and other significant data. *E*
- Perform a variety of routine clerical and record keeping activities, such as filing, taking roll, collecting monies, filling out forms and applications, correcting papers, recording scores, keeping lesson plan booklets, and typing tests, memoranda, forms, worksheets, individual education plans, simple agendas and similar material. *E*
- Compile lists and reports from available data. *E*
- Decorate classrooms, resource rooms, libraries, and other student areas. *E*
- Administer and score tests. *E*
- Operate audio-visual equipment. *E*
- Demonstrate use of equipment and teaching aids to students. *E*
- May make minor adjustments on audiological/hearing aids and/or devices.
- May assist with the training and orientation of other aides.
- May participate in parent-teacher conferences.
- May participate and assist in parent and staff training programs.

*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**

This class is distinguished from the related class of Instructional Aide-Deaf/Hard of Hearing by the regular responsibility to do the more difficult process of working in a regular or mixed (i.e., special class and regular class) classroom setting and interpreting or communicating complex subject matter and educational concepts to hearing impaired students, and in turn, interpreting to the teacher the student's understanding, or problems the student has in understanding the educational concepts and related primary information. The Instructional Aide Interpreter-Deaf/Hard of Hearing is responsible for translating direct information to students primarily within a special education classroom.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Sign language or manual communication.  
Practical learning patterns and behavior of students.  
Basic concepts of child development and of behavior.  
Reading, writing and English.  
Principle of colors, hues, pigments, and tints.  
Classroom management.  
English usage, spelling, grammar and punctuation.  
Basic math.  
Basic record keeping.  
First aid.

**Ability to:**

Translate sign language into visual or oral communication.  
Simultaneously translate the spoken word into manual communication using American Sign Language (ASL), finger spelling and/or Signing Exact English (SEE).  
Communicate orally and with manual communication within the core curriculum using appropriate vocabulary skills.  
Motivate children to participate in learning activities.  
Maintain emotional control under difficult situations.  
Apply knowledge and practice with judgement.  
Maintain a continuing relationship with the same students and staff over a prolonged period.  
Recognize hazards to safety.  
Learn laws, rules, practices and procedures related to the education program to which assigned.  
Perform routine clerical work; such as posting figures, typing, sorting, measuring, cutting, filing, and duplicating.  
Learn to operate educational office machines or devices which aid the student or the instructional program.  
Present classroom materials.  
Work well with children.  
Read, write and speak English, while simultaneously communicating effectively in manual or sign language.  
Understand and carry out oral and written instructions.  
Establish and maintain effective relationships with those contacted in the course of work.  
Demonstrate a willingness to work collaboratively as an educational team member.  
Administer first aid or necessary physical assistance to ill or distressed students.



**Education and Training:**

Consistent with the No Child Left Behind Act of 2002 and other related legislation, 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. Attainment of an Associate of Arts degree or higher degree; Or
3. 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.

Completion of college-level course work in Child Psychology, Early Child Care, or Child Growth and Development is preferred.

**Experience:**

~~Two years of experience using total communication, preferably working with children. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted for the work experience on an equal basis.~~

~~Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.~~

~~Valid certification issued by the Registry of Interpreters for the Deaf (RID) or equivalent. The following certifications are recognized by the State with a score of level 4.0 or above:~~

- ~~1. National Association of the Deaf (NAD)~~
- ~~2. American Consortium of Certified Interpreters (ACCI)~~
- ~~3. Educational Interpreters Performance Assessment (EIPA)~~
- ~~4. Educational Sign Skills Evaluation (ESSE)~~

**SPECIAL REQUIREMENTS**

~~Valid certification issued by the Registry of Interpreters for the Deaf (RID) or equivalent. The following certifications are recognized by the State with a score of level 4.0 or above:~~

- ~~1. National Association of the Deaf (NAD)~~

- ~~2. American Consortium of Certified Interpreters (ACCI)~~
- ~~3. Educational Interpreters Performance Assessment (EIPA)~~
- ~~4. Educational Sign Skills Evaluation (ESSE)~~

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

**WORKING ENVIRONMENT**

Classroom, learning center, community setting, playground or school bus.

The employee may occasionally assist in the cleaning and personal hygiene of students.

**PHYSICAL DEMANDS**

Selective positions may call for the employee to physically assist the student(s). May include kneeling, lifting, pushing, pulling, crouching, or crawling on the floor.

***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.

08/11/94  
Rev 6/24/99  
Rev 10/24/02  
Rev: 5/18/06  
Rev: 8/23/2007  
Rev:



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

May 21, 2014

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Consolidation of Classifications & Reclassification of Incumbent

### **Background and Findings**

The Business Services Administrator recently requested staff consolidate the single incumbent classification of Plant Supervisor – Headquarters (salary range 21 S1) into the Plant Supervisor II classification (salary range 21 S1).

The classification of Plant Supervisor – Headquarters (previously titled Headquarters Custodial Supervisor) was originally established when the District moved the Administration Building to 1515 Hughes Way. A review of the Plant Supervisor II and Plant Supervisor – Headquarters class descriptions reveals that the duties, knowledge, abilities, education, experience and special requirements of the classes are virtually identical with the exception of the work location. Therefore the position located at the Administration Building does not warrant a separate classification.

In addition, the Plant Supervisor II distinguishing characteristics provide that incumbents must supervise three or more personnel engaged in custodial work at a facility of more than 74,000. The Administration Building is approximately 79,000 square feet and the Plant Supervisor - Headquarters supervises three Custodians.

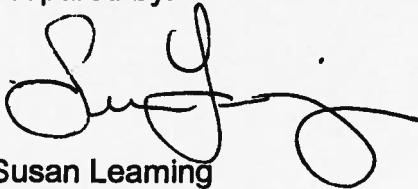
The Business Services Administrator has spoken with the Plant Supervisor – Headquarters, Laura Hardie, to inform her of the lateral reclassification. Ms. Hardie previously held status as a Plant Supervisor II before transferring to the Administration Building in 2008. There will be no change in salary for the incumbent.

**Recommendations**

Staff recommends the Personnel Commission:

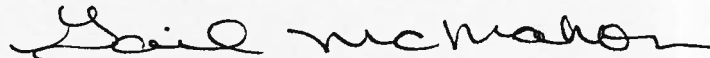
1.      Reclassify the Plant Supervisor – Headquarters incumbent, Laura Hardie, to the classification of Plant Supervisor II
2.      Abolish the classification of Plant Supervisor – Headquarters
3.      Approve the revised class specification of Plant Supervisor II

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: 5027**  
**Salary Range: 21 (S1)**

### PLANT SUPERVISOR II

#### JOB SUMMARY

Under general supervision, plan, supervise and participate in custodial activities at an assigned large middle school, K-8 school, elementary school, or other assigned District site; assure ~~campus~~-buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; 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.*

- Train, schedule supervise and evaluate the performance of assigned staff; prepare cleaning schedules; conduct periodic safety meetings; 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 fire hoses 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; install and fill dispensers with towels, soap, toilet paper and other items; clean mirrors and tile. **E**
- Remain on call and coordinate response for emergency custodial needs as assigned; communicate with local law enforcement and public safety personnel to provide information and directions to specific ~~campus~~-locations; participate in disaster drills; inspect rooms and facilities following drills and disasters. **E**
- Perform emergency shut off for major utility services; operate and maintain emergency generators as necessary. **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**



- Assure proper posting for pesticide application notices according to established procedures and regulations. *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 assigned~~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 assigned software, two-way radios and assigned office equipment;. *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; may set up audio-visual and related equipment; 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; coordinate outside organization's request for ~~school~~ facility use; assure compliance with related Ed Code, laws, rules and regulations. *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; serve as member of school or building safety committee. *E*
- Monitor inventory levels of custodial supplies, materials and equipment; estimate, order, receive, distribute 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*
- Operate and maintain boilers as assigned; maintain, repair and turn on and off a variety of assigned ~~school~~ machines and equipment. *E*
- Coordinate and participate in the thorough cleaning and restoration of campus facilities during vacation periods.
- Attend meetings with contractors and District personnel regarding reconstruction, irrigation projects, addition of portable classrooms, work and location schedules and student safety. *E*
- Adjust employee grievances. *E*

*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:**

Allocation of positions to the class of Plant Supervisor II is based on the combined elements of: the complexity and maintenance of cleaning at a large middle, K-8, or elementary school, or other assigned District site such as the District Administration building; the total square feet of the site; the number of Custodians supervised. Incumbents supervise three or more personnel engaged in custodial work at a facility of more than 74,000. The middle school and K-8 plant facilities typically have art rooms, home economics rooms, individual student lockers and a physical education complex with gymnasium and related locker and dressing rooms and have special sanitation requirements and chemicals necessary to provide appropriate custodial service.

**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 estimating, ordering and storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.

General maintenance of electronic, electrical, plumbing, gas, heating and ventilation, and air conditioning systems.

Preventive maintenance for custodial and plant equipment.

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.

Basic math.

Operation of office equipment including a computer and related software applications.

**Ability to:**

Plan, supervise and participate in custodial activities at a large middle, K-8, or elementary school, or other assigned District site.

Assure ~~campus~~ buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition.

Train, schedule supervise and evaluate the performance of a custodial crew.

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:**

Three years of custodial experience including one year of experience in a supervisory capacity or one year of experience as a Plant Supervisor I 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.

**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, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by 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.

Revised: 10/24/02

Revised: 11/2/06

Revised: 2/3/2011

Revised:



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

May 22, 2014

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of New Classification

### **Background and Findings**

Commission Staff was asked to assist in the Operations management reorganization by creating a new classification of "Custodial Services Inspector" and recommend appropriate salary placement. Currently the structure at Operations consists of a vacant Operations Director, a vacant Assistant Director and five Area Custodial Managers. The new structure will be streamlined to include a Director, two Area Custodial Managers (until December 2014 when one will retire), and two new Custodial Services Inspector positions. Plant Supervisors will now report directly to their site Principal instead of an Area Custodial Manager.

The primary responsibility of the Custodial Services Inspector class will be focusing on coordinating custodial personnel training programs. Incumbents will provide assistance to custodial supervisors and site administration by observing and participating in custodial employee performance evaluations, and recommending transfers and disciplinary actions. In addition, the Custodial Services Inspector will continually visit school sites to evaluate custodial services and provide recommendations for improvements.

### **Salary Placement**

For salary comparison purposes, local school districts typically used for job family salary surveys were surveyed for compensation comparison however, the results of the survey did not provide a clear guideline for salary placement. Smaller agencies are structured differently, typically with a Director of MOT (Maintenance, Operations and Transportation) and many of their District-level supervisors have responsibility for other areas such as grounds, hazardous waste programs or facilities use permits. Los Angeles and San Diego Unified are so much larger in scope that similar classifications within their management/supervisor hierarchy are paid at levels far exceeding LBUSD's existing Area Custodial Managers and even Operations

Director classifications. Therefore staff looked instead to internal relationships within our existing custodial hierarchy and other existing maintenance classifications required to “inspect sites” as a primary duty.

The classification of Area Custodial Manager is at salary range 42 (M2) and requires graduation from high school. The classification of Construction Inspector is a journey-level class at salary range 38 (C2). The classifications of Energy Conservation Specialist and Environmental Health and Safety Technician, both at salary range 31 (C2), ask for a bachelors and an associates respectively, with equivalency given for additional years of directly related experience. The Environmental Health and Safety Technician states that certificates or licenses handling or working with hazardous materials or chemicals is desirable. The Pest Control Technician, also at salary range 31 (C2), requires possession of a valid California State Structural Pest Control License, Branch 2 (general pest) and Branch 3 (termite).

The Custodial Services Inspector will provide assistance to site administrators in regards to the performance reviews of their site custodial staff including the Plant Supervisor. This includes observing and participating in presentations of employee performance evaluations and providing performance improvement guidance to employees.

The *Rules and Regulations of the Classified Service* §10.8 states that, “Supervisory, confidential and management classifications shall be separated by a minimum of four salary ranges above the highest-level subordinate. Market data may dictate differences above these minimums.”

The highest classification in the custodial hierarchy that the proposed classification would serve in a supervisory role over is the classification of Plant Supervisor – High School at salary range 26 (S1). Therefore, in the absence of market data dictating a higher rate, staff is recommending placement of the Custodial Services Inspector at salary range 30 (S1), providing a minimum of four salary ranges above the highest-level subordinate.

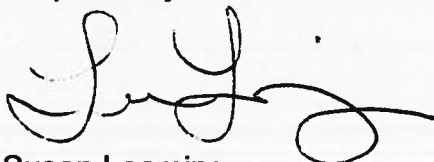
### Recommendations

Staff recommends the Personnel Commission:

1. Adopt the new classification specification for Custodial Services Inspector
2. Allocate the classification of Custodial Services Inspector to 30 S1.

Attached is a copy of the proposed classification.

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.  
Executive Officer

### **PERSONNEL COMMISSION CORE VALUES**

*Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork*



## PERSONNEL COMMISSION

**Class Code: XXXX**  
**Salary Range: 30 (S1)**

### **CUSTODIAL SERVICES INSPECTOR**

#### **JOB SUMMARY**

Under general direction, plan, develop and oversee a wide variety of internal and external training programs for new and current custodial personnel; conduct regular and special site visits to observe custodial services and assure compliance with applicable laws, codes, rules and regulations; assist in assuring smooth and efficient delivery of District-wide custodial services; 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.*

- Plan, develop and oversee a wide variety of internal and external training programs for new and current custodial personnel; assure effectiveness of training programs and smooth and efficient delivery of District-wide custodial services. **E**
- Develop and conduct new employee orientation sessions and in-service trainings on a wide variety of topics including health and safety laws, supervisory skills, methods of cleaning, proper use and maintenance of custodial equipment, and ordering and storing supplies. **E**
- Research and recommend external trainers, consultants and service providers; assure external training opportunities meet established standards; research and recommend training materials, videos, and other training resources. **E**
- Update presentations, operating procedure manuals and training materials in response to changing laws, policies and procedures; participate in developing departmental procedures and organizational plans related to assigned activities. **E**
- Conduct regular and special site visits to observe custodial services and assure compliance with applicable laws, codes, rules and regulations; prepare recommendations for improvements; take immediate corrective action regarding health and safety hazards; follow up to assure procedures are being followed. **E**
- Conduct on-site training and serve as a resource to custodial supervisors, site administration and staff; identify and resolve operational or personnel issues at sites; observe and participate in presentations of employee performance evaluations; provide performance improvement guidance to employees. **E**
- Review site work schedules and custodial bid runs for equity and conformance to established standards; develop standard operating procedures for custodial staff. **E**

- Continuously survey existing custodial services for safety, service costs and areas in need of improvement; advise departmental administration of areas in need of improvement. *E*
- Communicate with site staff, administrators, vendors and outside agencies to exchange information, coordinate activities, respond to inquiries and resolve issues and concerns regarding custodial policies and procedures. *E*
- Train and supervise the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Prepare and maintain a variety of records and reports related to personnel, training programs, safety inspections and other assigned activities; research and compile information for special projects as directed. *E*
- Remain on call and coordinate response for emergency custodial needs; perform emergency shut off for major utility services; operate emergency generators as necessary. *E*
- Coordinate and oversee the thorough cleaning and restoration of district facilities during periods when students are not on campus. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a District vehicle to conduct work. *E*
- Attend a variety of conferences, trainings and meetings to maintain current knowledge of applicable laws, codes, rules and regulations related to assigned activities. *E*

*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**

The Custodial Services Inspector plans, develops and oversees a wide variety of internal and external training programs for new and current custodial personnel. Incumbents travel extensively to school sites to evaluate custodial services and provide recommendations for improvements.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

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

Laws, codes, rules and regulations related to assigned activities.

Principles and practices of training and supervision.

District organization, operations, policies and objectives.

Health and safety regulations.

Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.

Public speaking techniques.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Basic math.  
Operation of a computer and assigned software.  
Inventory methods and practices.  
Proper lifting techniques.

**Ability to:**

Plan, develop and oversee a wide variety of internal and external training programs for new and current custodial personnel.  
Assure District facilities are maintained in a clean, orderly and secure condition.  
Operate and demonstrate the use of custodial equipment and supplies.  
Read, interpret and work from sketches and drawings.  
Analyze custodial training needs and develop appropriate training programs.  
Conduct effective training sessions for groups of employees.  
Prepare and deliver oral presentations.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
Maintain a variety of records and prepare reports.  
Write clear, concise instructions and reports.  
Train, supervise and evaluate the performance of assigned staff.  
Observe and follow health and safety regulations.  
Review and modify work procedures and schedules.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned software.  
Drive a District vehicle to conduct work.  
Analyze situations accurately and adopt an effective course of action.  
Maintain current knowledge of applicable laws, codes, rules and regulations.  
Work independently with little direction.  
Plan and organize work.

**Education and Training:**

Graduation from high school. College-level coursework or additional training in custodial services, management, organizational training or a related field is preferred.

**Experience:**

Five years of experience in the cleaning of institutional or commercial facilities, preferably in a public school environment including two years in a supervisory capacity involving custodial staff training.

OR

Two years of experience as a Plant Supervisor – High School in the Long Beach Unified School District.

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.

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.

There is a continuing requirement for night work, working weekends or holidays, and to be on call.

**WORKING ENVIRONMENT**

Office and school site environment.

Indoor and outdoor work environment.

Driving a District vehicle to conduct work.

Exposure to cleaning chemicals and fumes.

Evening, weekend and varied hours.

**PHYSICAL DEMANDS**

Sitting or standing for extended periods of time.

Walking to inspect facilities.

Hearing and speaking to exchange information and make presentations.

Lifting, carrying, pushing or pulling moderately heavy equipment and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.

Dexterity of hands and fingers to operate a computer keyboard and custodial equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to read a variety of materials.

***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 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:





## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

May 22, 2014

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of New Classifications & Reclassification of Incumbents

### Background and Findings

In 2007, the Facilities Development and Planning Branch created the classification of Facilities Project Manager which was intended for incumbents to take facilities projects from the planning stages to construction completion. However, recent recruitment efforts yielded candidates possessing only facilities planning backgrounds with little or no hands-on construction experience. The Executive Director of the Branch believes different skill sets are needed for the facilities planning and construction sides of the house. Therefore, just as the Administrative Coordinator – Facilities, Development and Planning classification was recently split into two separate classifications to distinguish a need for applicants with a construction management background, staff is proposing doing the same with the Facilities Project Manager classification.

The Facilities Project Manager classification was modified to remove references to construction activities and "Planning" was added to the title. Attached is a copy of the new specification showing proposed deletions annotated with ~~strikethroughs~~ and additions underlined. The two current incumbents, Susan Ahn and Edith Florence, will be reclassified to the new title of Facilities Project Manager - Planning as they work on the facilities planning side of the house.

Also attached is a copy of the proposed classification of Facilities Project Manager – Construction.

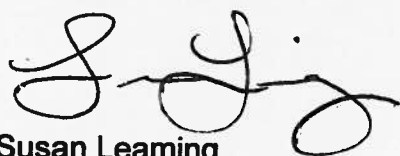
### Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of Facilities Project Manager

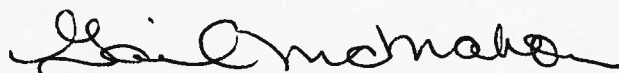
2. Create the new classification of Facilities Project Manager – Construction
3. Allocate the new classification of Facilities Project Manager – Construction to salary range 46 (M2)
4. Create the classification of Facilities Project Manager – Planning
5. Allocate the new classification of Facilities Project Manager – Planning to salary range 46 (M2)
6. Reclassify Susan Ahn and Edith Florence to the classification of Facilities Project Manager - Planning

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.  
Executive Officer



## PERSONNEL COMMISSION

Class Code: **5105**  
Salary Range: **46 (M2)**

### FACILITIES PROJECT MANAGER - PLANNING

#### JOB SUMMARY

Under general direction, perform a variety of administrative and professional duties related to the District's facilities planning and construction program; plan and coordinate the improvement, modernization and new construction of District facilities; serve as a liaison between District personnel and outside agencies; conduct a variety of analytical studies and prepare reports; supervise and evaluate 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.*

- Perform a variety of administrative and professional duties related to the District's facilities planning and construction program; participate in the development of the District's long-range growth and capital improvement strategic master plans; assure compliance with applicable laws, codes, rules and regulations. **E**
- Oversee facility planning and, design and construction contracts; review architectural plans for conformance to functional facility relationships and growth possibilities; coordinate the involvement of District departments in the facilities planning and design process. **E**
- Plan and coordinate the renovation, modernization and construction of District facilities including schools, portable classrooms and other support facilities; review and recommend contracts, leases and other agreements for District facilities. **E**
- Manage consultants, oversee scope of work and administer contracts. **E**
- Serve as a liaison between District personnel and outside agencies regarding facilities planning and construction activities; confer with District staff, consultants and representatives of public agencies regarding planning requirements, schedules and issues. **E**
- Prepare student enrollment projections to establish participation eligibility in the State School Facilities Program; prepare analyses and projections of student enrollment and facility needs in relation to annual and long-term facility plans. **E**
- Participate in the identification and acquisition of funding sources for modernization and construction projects. **E**
- Assure funding application information and materials are obtained and filed in a

timely manner in accordance with State Allocation Board and State Department of Education procedures. *E*

- Participate in the site acquisition process; interpret and apply California Environmental Quality Act and State Department of Education guidelines. *E*
- Review data related to educational housing and facilities planning and coordinate District needs and requirements; evaluate factual data for long-range facilities planning requirements; perform and interpret statistical calculations. *E*
- Prepare Request for Proposals (RFP) and Request for Qualifications (RFQ); analyze the scope and cost of contractor and consultant proposals; review project plans and specifications prior to bids; participate in pre-bid walks and bid openings; utilize the Critical Path Method (CPM) to calculate project timelines and schedules. *E*
- ~~Conduct site visits to inspect work in progress; provide direction to building inspectors; assure compliance with plans, contract provisions and building codes and regulations. *E*~~
- Utilize a variety of advisory data and information including budgets, architectural and construction plans and specifications, State and local general plans and zoning ordinances, federal and State environmental guidelines and boundary maps. *E*
- Research and maintain current knowledge of laws, codes, rules and regulations related to assigned activities. *E*
- Provide technical expertise and information regarding assigned functions and participate in the formulation of policies, procedures and programs; provide advisement of unusual trends or problems and recommend appropriate corrective action. *E*
- Prepare and direct the preparation and maintenance of a variety of reports, records and files related to assigned activities; compose written and oral communications to convey information in accordance with District policies and procedures. *E*
- Operate a computer and assigned software; review and evaluate facilities planning ~~and construction~~ software applications and recommend new software or improvements; drive a vehicle to conduct work and visit sites. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Attend and represent the District in a variety of meetings, conferences and governmental hearings related to assigned activities; prepare and deliver oral presentations as requested. *E*

*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**

An incumbent in the Facilities Project Manager – Planning classification integrates and oversees facility planning activities for the construction, modernization, use and improvements of new schools and existing District facilities to address instructional program needs. ~~Incumbents oversee and manage all aspects of assigned projects,~~



~~from inception and planning through construction completion.~~ Incumbents will coordinate activities with District site administrators, community members and representatives, vendors, architects and public agencies to assure the facility planning ~~and construction~~ processes meet stated objectives in a timely manner. Incumbents apply a thorough knowledge of planning ~~and~~ design ~~and construction~~ of school sites and other facilities as well as school business administration principles.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Procedures and practices used in the planning, design, construction, modernization and maintenance of school buildings and facilities.

School district organization, operations, policies and objectives.

Applicable Federal, State and local laws, codes, and regulations including the LeRoy F. Green School Facilities Act and the Emergency Portables Classroom Act.

Facility programs such as the State School Facilities Program, Lease-Purchase Program and State Emergency Relocatable Program.

Site selection and acquisition procedures.

School facilities funding sources and funding application procedures.

Research techniques and procedures.

Record-keeping and report preparation techniques.

Principles and practices of supervision and training.

Operation of a computer and assigned software.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

Statistical computations.

### **Ability to:**

Perform a variety of administrative and professional duties related to the District's facilities planning and construction program.

Develop long-range capital improvement strategic master plans including new construction, modernization and renovation plans.

Analyze, interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.

Develop and analyze computerized project schedules utilizing the Critical Path Method.

Prepare a variety of comprehensive narrative and statistical reports.

Analyze situations accurately and adopt an effective course of action.

Supervise and evaluate the performance of assigned staff.

Prepare and deliver oral presentations.

Research alternate funding sources and assure funding applications procedures are followed.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Implement verbal and written direction.  
Read and interpret plans and specifications.  
Perform statistical computations.  
Plan and organize work.  
Operate a computer and assigned software.

**Education and Training:**

Bachelor's degree in planning, ~~construction management~~, architecture or a related field.  
Licensure as an architect or engineer is desirable.

**Experience:**

Three years of professional experience in ~~construction or~~ facilities planning.  
Experience in educational facility planning ~~and construction~~ is preferred.

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

**SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment.

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.

An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

**WORKING ENVIRONMENT**

Office and construction site environment.  
Driving a vehicle to conduct work.  
Occasional evening and variable hours.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information and make presentations.  
Seeing to read a variety of materials, blueprints and inspect District facilities and construction sites.

Sitting for extended periods of time.  
Walking over rough and uneven surfaces.  
Climbing ladders, stairs, scaffolding and ramps to inspect construction sites.

***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 one year 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: 5/31/2007

[Revised:](#)



## PERSONNEL COMMISSION

**Class Code:**  
**Salary Range: 46 (M2)**

### **FACILITIES PROJECT MANAGER - CONSTRUCTION**

#### **JOB SUMMARY**

Under general direction, perform a variety of administrative and professional duties related to the District's facilities construction program; plan and coordinate the improvement, modernization and new construction of District facilities; serve as a liaison between District personnel and outside agencies; supervise and evaluate 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.*

- Perform a variety of administrative and professional duties related to the District's facilities construction program; assure compliance with applicable laws, codes, rules and regulations. **E**
- Prepare Request for Proposals (RFP) and Request for Qualifications (RFQ); analyze the scope and cost of contractor and consultant proposals; review project plans and specifications prior to bids; participate in pre-bid walks and bid openings. **E**
- Chair preconstruction meetings and construction progress meetings; utilize the Critical Path Method (CPM) to calculate project timelines and schedules; meet with consultants to develop phasing plan, work restrictions and construction schedule. **E**
- Manage construction consultants, oversee scope of work; monitor progress and costs; evaluate change orders; take corrective action as necessary to support construction projects. **E**
- Conduct site visits to inspect work in progress to assure compliance with plans, contract provisions and building codes and regulations; provide direction to building inspectors; **E**
- Communicate with site staff, administrators, contractors and outside agencies to exchange information, coordinate activities, respond to inquiries and resolve construction issues and concerns such as unforeseen site conditions and contract discrepancies. **E**
- Serve as a liaison between District personnel and outside agencies regarding facilities construction activities; confer with District staff, consultants and representatives of public agencies regarding construction requirements, schedules and issues. **E**
- Utilize a variety of advisory data and information including budgets, architectural and construction plans and specifications. **E**



- Provide technical expertise and information regarding assigned functions and participate in the formulation of policies, procedures and programs; provide advisement of unusual trends or problems and recommend appropriate corrective action. *E*
- Prepare and maintain of a variety of reports, records and files related to assigned activities; compose written and oral communications to convey information in accordance with District policies and procedures. *E*
- Operate a computer and assigned software; evaluate construction software applications and recommend new software or improvements; drive a vehicle to conduct work and visit sites. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Research and maintain current knowledge of laws, codes, rules and regulations related to assigned activities. *E*
- Attend and represent the District in a variety of meetings, conferences and governmental hearings related to assigned activities; prepare and deliver oral presentations as requested. *E*

*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**

An incumbent in the Facilities Project Manager - Construction classification integrates and oversees construction, modernization and improvements of an assigned group of new and existing District facilities. Incumbents oversee and manage all aspects of assigned construction projects through completion. Incumbents coordinate activities with District site administrators, contractors, architects and public agencies to assure the construction processes meet stated objectives in a timely manner. Incumbents apply a thorough knowledge of construction of school sites and other facilities as well as school business administration principles.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Procedures and practices used in the construction, modernization and maintenance of buildings and facilities.

Management principles and techniques in the construction of building projects.

Construction inspection methods.

Applicable Federal, State and local laws, codes, and regulations such as the LeRoy F. Green School Facilities Act.

Cost estimates and specifications.

Record-keeping and report preparation techniques.

Principles and practices of supervision and training.

Operation of a computer and assigned software.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Perform a variety of administrative and professional duties related to the District's facilities construction program.

Plan, coordinate and provide leadership for construction projects involving many participants.

Analyze, interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.

Develop and analyze computerized project schedules utilizing the Critical Path Method.

Prepare a variety of comprehensive narrative and statistical reports.

Analyze situations accurately and adopt an effective course of action.

Supervise and evaluate the performance of assigned staff.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Implement verbal and written direction.

Read and interpret plans and specifications.

Plan and organize work.

Operate a computer and assigned software.

**Education and Training:**

Bachelor's degree in construction management, architecture or a related field.

Licensure as a professional architect, general contractor or engineer is desirable.

**Experience:**

Three years of construction management experience. Experience in educational construction is preferred.

Additional construction management experience may substitute for the required education on a basis of two years of additional experience for one year of education.

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

**SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment.

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.

An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

**WORKING ENVIRONMENT**

Office and construction site environment.

Driving a vehicle to conduct work.

Occasional evening and variable hours.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials, blueprints and inspect District facilities and construction sites.

Sitting for extended periods of time.

Walking over rough and uneven surfaces.

Climbing ladders, stairs, scaffolding and ramps to inspect construction sites.

***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 one year 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:

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.12

Date: May 29, 2014

Reason for  
Consideration: None

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Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Accountant	Open/ Promotional	14-0102-0358	2
Administrative Coordinator - Construction	Dual	14-0111-5187	4
High School Office Supervisor	Promotional	14-0109-3349	6
Instructional Assistant – Intensive Behavioral Treatment	Dual	14-0107-5035	8
Student Evaluation Technician	Dual	14-0106-0399	10
Plant Supervisor I	Promotional	14-0108-5026	11



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# Classified Employment Opportunity



## APPLY TO:

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

24 Hour Job Hotline (562) 491 JOBS  
[www2.lbusd.k12.ca.us/perscomm/web/index.htm](http://www2.lbusd.k12.ca.us/perscomm/web/index.htm)

## ACCOUNTANT - 0358

**Applications will be accepted online only: Tuesday, May 29 - Wednesday, June 4, 2014 closing at 4:30 p.m.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$4,784	\$5,048	\$5,325	\$5,619	\$5,928
<u>HOURLY:</u>	\$27.60	\$29.12	\$30.72	\$32.42	\$34.20

**JOB INFORMATION:** Permanent 12-month, FTE 100% position. The current vacancy is located in Accounting.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main Offices/Personnel Commission/](http://www.lbschools.net/Main Offices/Personnel Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** An Accountant performs complex and professional accounting and budgeting work requiring the application of a thorough knowledge of governmental accounting procedures and practices. An incumbent collects and analyzes financial and statistical data for the purpose of reporting on the financial status of programs or projects. An incumbent monitors the allocation of District positions in accordance with authorized staffing patterns; and performs related duties as assigned.

### **MINIMUM QUALIFICATIONS INCLUDE:**

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

**TRAINING:** Graduation from an accredited four year college or university with a Bachelor's degree in accounting, business administration or a closely related field.

**EXPERIENCE:** Two years of professional governmental accounting work.

**SPECIAL:** (1) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** This is an open/promotional recruitment with promotional taking precedence. There will be an eligible list established consisting of promotional (in-house) candidates, and another separate list consisting of open (outside) candidates. The Rules and Regulations of the Classified Service allows for promotional candidates in the top three ranks to be considered prior to consideration of candidates on the open list, unless the promotional list consists of fewer than three ranks. The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII MERIT SYSTEM EMPLOYER  
OPEN/PROMOTIONAL – PROMO TAKING PRECENDE

Exam 14-0102-0358 DP

*Maria Branstetter*

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

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

**Guidelines:**

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

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

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

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

## ABOUT OUR DISTRICT

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

LBUSD educates 81,000 students in 84 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 1,700 Head Start pupils in 21 Head Start centers. The third largest school district in California, it serves the most diverse large city in the United States, with dozens of languages spoken by local students. The district employs more than 8,000 people, making it the largest employer in Long Beach.

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

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

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

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

DUAL- Exam No 14-0111-5187 mb



**An Exciting Career  
Opportunity  
Awaits You At**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**ADMINISTRATIVE COORDINATOR-  
CONSTRUCTION**

**ANNUAL SALARY  
\$96,726 - \$113,577**



## **JOB SUMMARY**

Under administrative direction of the Executive Director, an incumbent in the Administrative Coordinator – Construction position assists in the planning, organization and direction of the activities and operations of the Facilities Planning and Management Branch and oversees the daily activities involved in the delivery of services within various units of the Branch. The position requires the ability to coordinate multiple tasks and oversee various functions to assure achievement of operational objectives. Incumbents will coordinate activities with District site administrators, community members and representatives, vendors, architects and public agencies to assure the facility planning process meets stated objectives in a timely manner, and perform related duties as assigned.

The salary is \$96,726 - \$113,577 annually, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities. 12 months, 100% FTE position. The current vacancy is located in the Facilities Planning and Management Branch

For full details regarding the position, go to our website, select Class Specifications; choose Facilities, Planning, Engineering, and Construction, then Administrative Coordinator – Construction.

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in construction management, architecture or a related field. A Master's degree in one of the above-mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired.

Additionally, candidates are required to four years of management-level experience in construction. Experience in educational construction is preferred.

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

## **SPECIAL REQUIREMENTS:**

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

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 disqualification and/or rejection of the eligible regardless of any other standing.

Incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

## **SELECTION PROCEDURE**

This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Attendance will be at the applicant's expense. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

Only the most highly qualified candidates that meet our existing needs will be invited to continue in the process.

## **HOW TO APPLY**

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m. A resume will not substitute for the required forms. Completed online forms must be received no later than:

## **Final Filing date:**

**4:30 p.m. Friday, June 13, 2014.**

**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.**

Long Beach Unified School District  
Personnel Commission Office  
999 Atlantic Avenue, 3<sup>rd</sup> Floor  
Long Beach, California 90813  
(562) 435-5708

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

**WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER**

2014/06/13





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# Classified Promotional Opportunity



## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## HIGH SCHOOL OFFICE SUPERVISOR - 3349

**Final Filing Date: 4:30 p.m., Monday, June 2, 2014.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
MONTHLY:	\$4,091	\$4,315	\$4,553	\$4,804
HOURLY:	\$23.60	\$24.89	\$26.27	\$27.72

### PROMOTIONAL:

Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" **AND** who meet the education and experience requirements are eligible to compete.

### JOB INFORMATION:

Permanent 12 month, 100% FTE position. Eligibility list is being created to fill future vacancies.

### APPLICATION:

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** Under the direction of a Co-Principal or Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the administrator of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned high school or a special school such as adult school or the Avalon school site; perform public relations and communications services; train and evaluate assigned personnel; and perform related duties as assigned.

**Note:** Before being considered for employment, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

### MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

### TRAINING:

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or related field.

### EXPERIENCE:

Four years of secretarial experience including two years in a supervisory capacity or two years of experience at the level of Middle School Office Supervisor with the Long Beach Unified School District.

### SPECIAL:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license at the time of appointment. (2) May be required to travel from one school location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 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.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 14-0109-3349 ss  
Promotional Examination

LBUSD Employees, please see reverse side for important information

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

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

**Guidelines:**

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

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

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

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



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for Urban Education



## Classified Employment Opportunity

### APPLY TO:

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

24 Hour Job Hotline: (562) 481-JOBS

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

### INSTRUCTIONAL ASSISTANT-INTENSIVE BEHAVIORAL TREATMENT-5035

**Final Filing Date:** 4:30 p.m. Wednesday, June 11, 2014

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>	<u>3 1/2 YEARS</u>
<u>MONTHLY:</u>	\$3,272	\$3,453	\$3,642	\$3,844	\$4,058
<u>HOURLY:</u>	\$18.88	\$19.82	\$21.02	\$22.18	\$23.40

### JOB INFORMATION:

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

### APPLICATION:

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00

**JOB SUMMARY:** An Instructional Assistant-Intensive Behavioral Treatment will, under general supervision, provide one-on-one Applied Behavior Analysis (ABA) to designated students in a variety of educational settings including the home, community and classroom; participate in behavior modification and management of students; assist students with and demonstrate proper physical care and hygienic needs; perform related duties as assigned. The Instructional Assistant-Intensive Behavioral Treatment is distinguished from other instructional classifications by the varying locations at which work is performed; absence of immediate supervision, the independent judgement exercised and the special needs of the population served. Positions assigned to this class are further distinguished by the emphasis on knowledge of methodologies found to benefit some children including but not limited to, Discrete Trial Training, Picture Exchange Communication System (PECS) and Pivotal Response and Floor Time. Incumbents drive a personal vehicle to travel to student's homes and other locations including the classroom and community and provide one-on-one intensive behavioral intervention services (Applied Behavioral Analysis).

**Note:** Before being considered for employment, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

### MINIMUM QUALIFICATIONS INCLUDE:

#### TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, 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. Attainment of an Associate of Arts degree or higher \* OR.
3. 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.

Additionally, completion of course work at an accredited institution of higher education in child development, education and psychology is desirable.

\*Verification will be required for high school graduation, college units & degrees.

#### EXPERIENCE:

One year of experience working with students with autism including some demonstrated experience implementing Applied Behavioral Analysis programs.

**OR**

One year of experience at the level of LBUSD Instructional Aide-Special, supplemented by District-provided training in the special needs requirements of students with autism.

#### SPECIAL:

(1) Positions in this classification require the use of a personal automobile, the possession of a valid California Class C Driver's license and proof of current and appropriate auto insurance coverage at the time of appointment. (2) Incumbents must obtain a valid First Aid and CPR certificate within the designated probationary period for this classification. (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues; or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; and an occupational written examination (100%). 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 the occupational written examination. \*Official transcripts of units must be attached at time of application. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned).

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.

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Exam 14-0107-5035 DP  
DUAL

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.*



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## Classified Employment Opportunity

### **APPLY TO:**

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

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

### **STUDENT EVALUATION TECHNICIAN - 0399**

#### **TEMPORARY FALL POSITIONS ONLY**

**Final Filing Date: 4:30 p.m., Tuesday, June 3, 2014.**

**HOURLY SALARY: \$18.88**

### **JOB INFORMATION:**

Assignments are in temporary part-time positions working from September 8, 2014 – October 24, 2014. Candidates should apply immediately to be considered for available opportunities. Employment in these assignments is temporary and does not result in permanent employment. All candidates will be required to attend one day of training scheduled late-August to early-September.

### **APPLICATION:**

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00

**JOB SUMMARY:** Under immediate supervision, administer and score examination of student enrollees or referred students for such areas as language proficiency, achieved academic level, math, speech, language, etc.; upon referral to administer and score examination in the primary language of enrolled students identified with possible special needs to determine language proficiency and achieved academic level(s) to recommend possible course(s) of academic intervention; interview and collect information for the historical academic/health profile of the student(s); enroll students; perform related duties as assigned.

**Note:** Before being considered for employment, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

### **MINIMUM QUALIFICATIONS INCLUDE:**

Any combination of training and experience that could likely provide the required knowledge and abilities may be considered, however, experience cannot substitute for the required minimum education.

### **TRAINING:**

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

### **EXPERIENCE:**

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

### **SPECIAL:**

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

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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

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Exam 14-0106-0399 DP  
DUAL

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

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

**Guidelines:**

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

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

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

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



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## Promotional Employment Opportunity

### APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

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

### PLANT SUPERVISOR I - 5026

**Final Filing Date: 4:30 p.m., Monday, June 9, 2014.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
MONTHLY:	\$3,292	\$3,473	\$3,664	\$3,865
HOURLY:	\$18.99	\$20.04	\$21.14	\$22.30

### PROMOTIONAL:

Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" **AND** who meet the education and experience requirements are eligible to compete.

### JOB INFORMATION:

Permanent 12 months 100% position. Eligibility list is being created to fill future vacancies as they occur.

### APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

**JOB SUMMARY:** Under general supervision, plan, supervise and participate in custodial activities at an assigned elementary or small middle or K-8 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 a small custodial crew; perform related duties as assigned.

**Note:** Before being considered for employment, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

### MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

### TRAINING:

Graduation from high school.

### EXPERIENCE:

Two years of custodial experience or one year as a Lead Custodian in the Long Beach Unified School District.

### 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, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by 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.

**SELECTION PROCEDURE:** The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; an occupational written examination (50%) and a qualifications appraisal interview (50%) scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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Exam 14-0108-5026 ss  
Promotional Examination



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

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**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.**
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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.*

*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.*



