



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

September 4, 2014  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. PRELIMINARY
  - 2.1 Pledge of Allegiance to the Flag
  - 2.2 Commissioners roll call  
  
Stacey Lewis, Chairperson  
Linda Vaughan, Vice-Chairperson  
Terry Ulaszewski, Member
  - 2.3 Introduction of Guests
3. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
4. REPORT FROM THE EXECUTIVE OFFICER
5. HEARINGS
6. MINUTES
- 6.1 Approval of Minutes for August 21, 2014
7. ITEMS FOR DISCUSSION AND/OR ACTION
  - 7.1 Classification/Restructure Recommendations per Education Code 45246
  - 7.2 Appeal of Disqualified Applicant
  - 7.3 Appeal of Disqualified Applicant
  - 7.4 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.8
  - 7.5 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.8
  - 7.6 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.8

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

None

Action

None

Restricted Action

Restricted Action

Restricted Action

Restricted Action

Restricted Action

- 7.7 Recommendation to Remove from Eligibility List per  
P.C. Rule 4.2.A.8

Restricted Action

8. BULLETINS AND TESTING ACTIONS

- 8.1 Bulletins – Per Personnel Commission Rule 4.3.B

Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Assistant Maintenance Director	Dual	15-0029-0504
College and Career Specialist	Dual	15-0028-5177
Goundskeeper	Dual	15-0033-0172

- 8.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B

Action

<b>Braille Transcriber</b>	Dual	15-0019-3340
List Valid: 08/18/14 – 08/18/15		
<b>Chief Business &amp; Financial Officer</b>	Dual	14-0113-0689
List Valid: 08/28/14 – 08/28/15		
<b>Chief Business &amp; Financial Officer</b>	Dual	15-0004-0689
List Valid: 08/28/14 – 08/28/15		
<b>Instructional Aide – Bilingual Spanish</b>	Dual	14-0098-0442
List Valid: 08/28/14 – 08/28/15		
<b>Instructional Aide - Special</b>	Open	15-0026-0448
List Valid: 08/06/14 – 08/06/15		
<b>Instructional Aide - Special</b>	Open	15-0027-0448
List Valid: 08/14/14 – 08/14/15		
<b>Instructional Assistant Mathematics</b>	Dual	15-0023-5172
List Valid: 08/14/14 – 08/14/15		
<b>Intermediate Office Assistant</b>	Dual	15-0013-0673
List Valid: 08/19/14 – 08/19/15		
<b>Intermediate Office Assistant</b>		
<b>Bilingual Spanish</b>	Dual	15-0015-5050
List Valid: 08/25/14 – 08/25/15		
<b>Intermediate Office Assistant - Schools</b>	Dual	15-0014-3354
List Valid: 08/19/14 – 08/19/15		
<b>Intermediate Office Assistant - Schools</b>		
<b>Bilingual Spanish</b>	Dual	15-0016-5052
List Valid: 08/25/14 – 08/25/15		
<b>Library/Media Assistant</b>	Dual	15-0022-0465
List Valid: 08/18/14 – 08/18/15		
<b>Senior ASB Financial Technician(Amended)</b>	Dual	15-0001-0761
List Valid: 08/7/14 – 08/7/15		
<b>Stage Technician</b>	Dual	15-0024-0379
List Valid: 08/15/14 – 08/15/15		
<b>Senior Office Assistant</b>	Promotional	15-0009-0677
List Valid: 08/20/14 – 08/20/15		
<b>Senior Office Assistant</b>		
<b>Bilingual Spanish</b>	Promotional	15-0011-5089
List Valid: 08/26/14 – 08/26/15		
<b>Senior Office Assistant - Schools</b>	Promotional	15-0010-3363
List Valid: 08/20/14 – 08/20/15		
<b>Senior Office Assistant – Schools</b>		
<b>Bilingual Spanish</b>	Promotional	15-0012-5091
List Valid: 08/26/14 – 08/26/15		

9. OTHER ITEMS

10. The next regular scheduled meeting of the Personnel Commission will be held on September 18, 2014 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.

11. CLOSED SESSION

11.1 Performance Evaluation of the Executive Officer  
Personnel Commission and Classified Employment

11.2 Recommendation to Remove from Eligibility List

11.3 Appeal of Disqualified Applicant

11.4 Appeal to Personnel Commission

12. 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 August 21, 2014

PAGES: 6.1.1 – 6.1.3

Date: September 4, 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  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Susan Brister, Human Resources Technician  
Esther Martinez, Human Resources Technician  
Paula Smith, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Ann Culton, Administrative Coordinator – Human Resource Services; James Murray; William Murray; Kirt Hopson; Anthony DeMarco and Patricia Barrett.

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, asked Personnel Analyst Marilyn Balmer to provide the Commission an update on the extensive recruitment activities. Ms. Balmer reported over 400 hundred individuals were tested in a two day period the previous week. Additionally, several new recruitments

are in progress. Dr. McMahon reported the recruitment for the Chief Business and Financial Officer has closed and a list will be available for the Superintendent soon.

Dale Culton, Certification Services Manager, reported staff has sent several lists to sites in an effort to have vacancies filled before the start of school. Approximately 30 offers have been made to fill Instructional Aide-Special vacancies and an additional 29 interviews are scheduled. Mr. Culton also reported on the status of the abolishment and reduction of positions approved by the Board of Education, stating the 21 actions will result in 1 layoff and 2 reductions in FTE.

#### HEARING

HEARING

Consideration of the Peremptory Writ of Administrative Mandate for Disciplinary Hearing of Employee # E00177750 and take action on employee's appeal from Dismissal. The Personnel Commission moved this item to closed session.

#### MINUTES

MINUTES

The Commission approved the minutes of the August 7, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Chairperson Lewis seconded the motion.

The motion carried. Chairperson Lewis and Commissioner Ulaszewski voting aye. Vice-Chairperson Vaughan abstained.

#### CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

The Personnel Commission acted to approve the following classification recommendation per Education Code 45256 and according to Personnel Commission Rules.

#### RECLASSIFICATION REQUEST

Angela Rivers From: Administrative Secretary Salary Range 26 S1  
To: Executive Secretary Salary Range 30 CO

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the reclassification request.

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

#### 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 bulletin. Vice-Chairperson Vaughan seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote. The following bulletin was ratified:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
<b>Supervising Food Production Equipment Technician</b>	<b>Dual</b>	<b>15-0032-0499</b>

#### 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. It was moved by Commissioner Ulaszewski to approve the eligibility lists. Vice-Chairperson Vaughan seconded the motion.

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

<b>ASB Financial Technician</b>	<b>Dual</b>	<b>15-0002-0751</b>
List Valid: 08/11/14 – 08/11/15		
<b>Nutrition Services Worker (Amended)</b>	<b>Open</b>	<b>14-0105-5068</b>
List Valid: 06/27/14 – 06/27/15		

#### NEXT MEETING

#### NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, September 4, 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 8:29 a.m. to consider the Preemptory Writ of Administrative Mandate for Disciplinary Hearing of Employee # E00177750 and take action on employee's appeal from dismissal.

#### RETURN TO OPEN SESSION

#### RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:51 a.m. The following reportable action was taken during Closed Session:

The Commission determined they would take additional testimony and further consider the disciplinary appeal of Employee # E00177750 on a future date.

#### ADJOURNMENT

#### ADJOURNMENT

There being no further business, at 9:52 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: Appeal of a Disqualified Applicant

PAGES: 7.2.1 – 7.2.39

Date: September 4, 2014

Reason for  
Consideration: Action

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Personnel Commission Rules provide that applicants, candidates or eligibles may be disqualified from an examination process.

Staff disqualified an applicant from continuing in the examination process based on a decision by the Personnel Commission on March 28, 2013. The applicant was disqualified from the examination process for:

Rule 4.2.A.6 - Presently continuing to serve a judicially imposed sentence including a probationary period for a conviction, unless the District waives this subsection.

Rule 4.2.A.7 – Criminal, infamous, dishonest, immoral, or disgraceful conduct according to standards approved by the Commission.

Staff submits the appeal of a disqualified applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by mail and has responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

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

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Appeal of a Disqualified Applicant      PAGES: 7.3.1 – 7.3.11

Date: September 4, 2014      Reason for  
Consideration: Action

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Personnel Commission Rules provide that applicants, candidates or eligibles may be disqualified from an examination process for:

Rule 4.2.A.1 - Failure to meet the general qualifications of Rule 4.1.B

Rule 4.1.B.2 – Applicants must meet all requirements specified as the minimum qualifications established for the class.

Staff submits the appeal of a disqualified applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by mail and has responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

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

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



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 7.4.1-7.4.13

Date: September 4, 2014

Reason for  
Consideration: Restricted Action

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Personnel Commission Rule 4.2.A.8 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 7.5.1 – 7.5.12

Date: September 4, 2014

Reason for  
Consideration: Restricted Action

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Personnel Commission Rule 4.2.A.8 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 7.6.1-7.6.14

Date: September 4, 2014

Reason for  
Consideration: Restricted Action

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Personnel Commission Rule 4.2.A.8 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 7.7.1 – 7.7.15

Date: September 4, 2014

Reason for  
Consideration: Restricted Action

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Personnel Commission Rule 4.2.A.8 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:     Bulletins

PAGE: 8.1.1 – 8.1.7

Date:             September 4, 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>
Assistant Maintenance Director	Dual	15-0029-0504	2
College and Career Specialist	Dual	15-0028-5177	4
Groundskeeper	Dual	15-0033-0172	6

### 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 15-0029-0504 DP *Nana Braunstein*

**An Exciting Career  
Opportunity  
Awaits You At**

## **LONG BEACH UNIFIED SCHOOL DISTRICT**

### **ASSISTANT MAINTENANCE DIRECTOR**

**\$84,444 – \$99,144  
Annually**



### **JOIN THE TOP URBAN SCHOOL DISTRICT IN THE NATION**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a proactive, visionary to fill the position of Assistant Maintenance Director. Under the direction of the Maintenance Director, assist in the planning, organization and direction of the activities and operations of the Maintenance Branch including facilities maintenance, construction and repair, energy conservation and environmental health and safety programs; and supervise and evaluate the performance of assigned personnel. Incumbents oversee and direct the daily activities of the maintenance trades shops including carpentry, painting, electrical, heating, ventilation and air conditioning, plumbing, glazing, electronics, and equipment repair, and perform related duties as assigned.

The salary is \$84,444 to \$99,144 annually, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

This is a 12-month, 100% FTE position. The current vacancy is located in Maintenance.

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

### **THE IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in engineering, architecture, construction management or a closely related field.

Additionally, candidates will have four years of experience in the administration of one or more of the building trades including the maintenance and renovation and repair of buildings and facilities in a large organization.

Other combinations of training and/or 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 the 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.

Licensure as registered architect or engineer is desirable.

### **WORKING ENVIRONMENT**

Indoor and outdoor environment. Noise from equipment operation. Exposure to fumes, dust and odors. Driving a vehicle to conduct work.

### **PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information. Sitting or standing for extended periods of time. Seeing to inspect work in progress and read a variety of materials. Reaching overhead, above the shoulders and horizontally.

### **OUR QUALIFYING PROCESS**

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

### **HOW TO APPLY**

All applications must be submitted online via the Personnel Commission's website at [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. A resume will not substitute for the required forms. Completed forms must be received no later than:

**4:30 p.m. Monday, September 15, 2014**

Applicants with disabilities, who need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be made 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 FAX: (562) 435-1018  
[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



2008 Finalist  
the broad prize  
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) 491-JOBS

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

## COLLEGE AND CAREER SPECIALIST (5177)

Applications will be accepted online for **two days ONLY**, on Tuesday, August 26, 2014 and Wednesday, August 27, 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>MONTHLY:</u>	\$4,684	\$4,941	\$5,214	\$5,500
<u>HOURLY:</u>	\$27.02	\$28.51	\$30.08	\$31.74

## JOB INFORMATION:

To fill future 10-months 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:

Under general supervision, a College and Career Specialist will collaborate with students, teachers, counselors, educational institutions, community agencies and businesses to develop college and career opportunities; provide college and career guidance to students and serve as a resource for career and college readiness information for students and staff; plan, develop and implement appropriate activities and services within the college and career center; train and supervise the performance of assigned staff; perform related duties as assigned.

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

## MINIMUM QUALIFICATIONS INCLUDE:

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

### TRAINING:

Bachelor's degree in the social sciences, education or a closely related field. A college counseling certificate or enrollment in a masters program in counseling is highly desirable.

### EXPERIENCE:

Two years of experience in college and career development, work experience programs or school-to-career programs, preferably in a high school setting.

### SPECIAL:

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

### WORKING ENVIRONMENT

Office and classroom environment. Evening, weekend or varied hours. Driving a vehicle to conduct work.

### PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information in person and on the telephone. Seeing to read a variety of materials. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching. Reaching overhead and above the shoulders. Lifting, carrying, pushing or pulling objects weighing up to 20 pounds.

**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 15-0028-5177 EM/MB  
Dual Examination



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. 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 LA, the matter will be considered on a case by case basis by the administrator of the Personnel Commission.*



2008 Finalist  
the broad prize  
for Urban Education

long  
beach  
unified  
school  
district



# 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)

## GROUNDSDKEEPER - 0172

Final Filing Date: 4:30 p.m. Wednesday, September 17, 2014

APPLICATIONS WILL BE ACCEPTED FOR TWO DAYS ONLY, SEPTEMBER 16 – 17, 2014

<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>
MONTHLY:	\$2,936	\$3,098	\$3,268	\$3,448	\$3,637
HOURLY:	\$16.94	\$17.88	\$18.86	\$19.89	\$20.99

## JOB INFORMATION:

Current need is for substitutes. List may be used 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 immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; and perform related duties as assigned.

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

## MINIMUM QUALIFICATIONS INCLUDE:

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

## TRAINING:

Completion of the eight grade.

## EXPERIENCE:

Any combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered or successful completion of the Sports Turf course conducted by the Long Beach Regional Occupational Program (ROP)

## SPECIAL:

(1) Possession of a valid Class C California Driver's license. (2) 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. (3) Accepting permanent 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.

## WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

## PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance equipment. Bending at the waist, kneeling, stooping or crouching. Walking or standing for extended periods of time. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Heavy physical labor. Seeing to perform grounds work. Digging.

**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

15-0033-0172 ss  
Dual Examination

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.*

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 8.2.1- 8.2.2

Date: September 4, 2014

Reason for  
Consideration: Action

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Personnel Commission Rule 5.1.B, states that the Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. Accordingly staff submits the following eligibility lists for consideration of the Commission:

**Braille Transcriber**

**Dual**

**15-0019-3340**

List Valid: 08/18/14 – 08/18/15

Total applications received: 6

Total invited to exam: 3

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

**Chief Business & Financial Officer**

**Dual**

**14-0113-0689**

List Valid: 08/28/14 – 08/28/15

Total applications received: 13

Total eligible: 6

No. Passed: 6 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 7

**Chief Business & Financial Officer**

**Dual**

**15-0004-0689**

List Valid: 08/28/14 – 08/28/15

Total applications received: 9

Total eligible: 4

No. Passed: 4 No. Failed: 0 No. Withdrew: 1 No. Screened Out: 4

**Instructional Aide – Bilingual Spanish**

**Dual**

**14-0098-0442**

List Valid: 08/28/14 – 08/28/15

Total applications received: 50

Total invited to exam: 34

No. Passed: 11 No. Failed: 14 No. Withdrew: 9 No. Screened Out: 16

**Instructional Aide - Special**

**Open**

**15-0026-0448**

List Valid: 08/06/14 – 08/06/15

Total applications received: 102

Total invited to exam: 71

No. Passed: 38 No. Failed: 5 No. Withdrew: 28 No. Screened Out: 31

**Instructional Aide - Special**

**Open**

**15-0027-0448**

List Valid: 08/14/14 – 08/14/15

Total applications received: 153

Total invited to exam: 56

No. Passed: 41 No. Failed: 4 No. Withdrew: 11 No. Screened Out: 97

**Instructional Assistant Mathematics**

**Dual**

**15-0023-5172**

List Valid: 08/14/14 – 08/14/15

Total applications received: 164

Total invited to exam: 56

No. Passed: 37 No. Failed: 6 No. Withdrew: 13 No. Screened Out: 108

**Intermediate Office Assistant**

**Dual**

**15-0013-0673**

List Valid: 08/19/14 – 08/19/15

Total applications received: 258

Total invited to exam: 179

No. Passed: 97 No. Failed: 36 No. Withdrew: 46 No. Screened Out: 79

**Intermediate Office Assistant****Bilingual Spanish****Dual****15-0015-5050**

List Valid: 08/25/14 – 08/25/15

Total applications received: 77

Total invited to exam: 60

No. Passed: 23 No. Failed: 28 No. Withdrew: 9 No. Screened Out: 17

**Intermediate Office Assistant - Schools****Dual****15-0014-3354**

List Valid: 08/19/14 – 08/19/15

Total applications received: 200

Total invited to exam: 147

No. Passed: 70 No. Failed: 28 No. Withdrew: 49 No. Screened Out: 53

**Intermediate Office Assistant - Schools****Bilingual Spanish****Dual****15-0016-5052**

List Valid: 08/25/14 – 08/25/15

Total applications received: 64

Total invited to exam: 44

No. Passed: 15 No. Failed: 24 No. Withdrew: 5 No. Screened Out: 20

**Library/Media Assistant****Dual****15-0022-0465**

List Valid: 08/18/14 – 08/18/15

Total applications received: 147

Total invited to exam: 16

No. Passed: 11 No. Failed: 3 No. Withdrew: 2 No. Screened Out: 131

**Senior ASB Financial Technician(Amended) Dual****15-0001-0761**

List Valid: 08/7/14 – 08/7/15

Total applications received: 37

Total invited to exam: 25

No. Passed: 12 No. Failed: 6 No. Withdrew: 7 No. Screened Out: 12

**Stage Technician****Dual****15-0024-0379**

List Valid: 08/15/14 – 08/15/15

Total applications received: 37

Total invited to exam: 6

No. Passed: 3 No. Failed: 1 No. Withdrew: 2 No. Screened Out: 31

**Senior Office Assistant****Promotional 15-0009-0677**

List Valid: 08/20/14 – 08/20/15

Total applications received: 31

Total invited to exam: 24

No. Passed: 9 No. Failed: 11 No. Withdrew: 4 No. Screened Out: 7

**Senior Office Assistant****Bilingual Spanish****Promotional 15-0011-5089**

List Valid: 08/26/14 – 08/26/15

Total applications received: 26

Total invited to exam: 18

No. Passed: 6 No. Failed: 9 No. Withdrew: 3 No. Screened Out: 8

**Senior Office Assistant - Schools****Promotional 15-0010-3363**

List Valid: 08/20/14 – 08/20/15

Total applications received: 27

Total invited to exam: 22

No. Passed: 8 No. Failed: 8 No. Withdrew: 6 No. Screened Out: 5

**Senior Office Assistant – Schools****Bilingual Spanish****Promotional 15-0012-5091**

List Valid: 08/26/14 – 08/26/15

Total applications received: 22

Total invited to exam: 17

No. Passed: 7 No. Failed: 7 No. Withdrew: 3 No. Screened Out: 5

CERTIFIED TO BE CORRECT:

Gail McMahonDATE: August 29, 2014