



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

August 30, 2012
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. ROLL

Terry Ulaszewski, Chairperson
Linda Vaughan, Vice-Chairperson
Vera Mulkey, 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 August 16, 2012

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

- 8.1 Classification/Restructure Recommendations per Education Code 45246

None

9. BULLETINS AND TESTING ACTIONS

- 9.1 Bulletins - Per Personnel Commission Rule 4.6.B
9.2 Eligibility Lists - Per Personnel Commission Rule 5.1.A

Action
Action

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on September 13, 2012 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.

12. CLOSED SESSION

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

SUBJECT: Minutes for August 16, 2012

PAGES: 7.1.1 – 7.1.4

Date: August 30, 2012

Reason for
Consideration: Action

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

Chairperson Terence Ulaszewski 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

Terence Ulaszewski, Chairperson
Linda Vaughan, Vice-Chairperson
Vera Mulkey, 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

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Brad Angell, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B, Tim Parent, Computer Support Technician.

**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

Gail McMahon, Executive Officer, reported the installation of computers for staff and for the testing room has been completed. She expressed her sincere thanks to Information Services, Susan Leaming and Adriana Araujo-Honorio for coordinating the project. Ms. McMahon said staff was happy to have updated computers.

Ms. McMahon also reported the Personnel Commission has assumed responsibility for processing the Recreation Aides, which is an exempt classification. In order to streamline the process and reduce the amount of time it takes to process individuals, staff created an on-line application and is working on making processing paperwork available online. Ms. McMahon asked Dale Culton, Certification Services Manager to elaborate on the project. Mr. Culton stated he had met with Ray Sharpe from Office of Multimedia Services and they are working on creating a video tutorial for the processing forms with a target date to launch in January 2013.

Mr. Culton also reported that interviews were held to fill 63 vacant Instructional Aide Special positions. Fifty-five selections were made and Staff is currently working on offering the positions and processing the employees in order to have them ready to begin on September 5th. He also wanted to thank Special Education staff for their assistance and for conducting the interviews.

Mary Cates, Human Resources Supervisor, informed the Commission that she is working with Human Resource Services to provide training for new school site secretaries in the areas of AESOP and VA's. She also reported that the number of request for years of service letters has increased. Susan Brister, Human Resources Technician has received 25 requests this summer.

Ms. McMahon also mentioned Certification Services may begin receiving calls from employees who were affected by the freeze on salary step advancement as the freeze has been lifted. Approximately 500 employees were affected by the freeze and they may have questions regarding when they will receive their next step advancement.

Marilyn Balmer updated the Commission on current recruitment activities noting this week testing began for Custodian. Over 500 applications were received which resulted in 3 days of testing with multiple sessions each day. She also explained that individuals who completed the Custodian course at the Long Beach School for Adults (LBSA) and scored at an acceptable level on the TABE exam administered by the LBSA were exempt from the written examination and would be invited directly to the qualifications appraisal board interviews with those candidates who have passed the written examination. Interviews will be held in late August and will be completed by early October. Vice-Chairperson, Linda Vaughan asked if there were limitations on the number of individuals invited to test due to the number of applications received. Ms. Balmer explained that all applicants who qualify are invited to test. Brad Angell, CSEA Vice President – Unit A, mentioned in the past there was a limitation on the number of applications received. Executive Officer McMahon stated that we are no longer limiting the number of applications received.

Chairperson Ulaszewski asked how many Recreation Aides work for the District. Mr. Culton stated there are over 500 on the books although some may have not worked for a couple of years.

MINUTES

MINUTES

The Commission approved the minutes of the August 2, 2012 Personnel Commission meeting. It was moved by Commissioner Mulkey and seconded by Chairperson Ulaszewski to approve the minutes. The motion was carried and approved.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

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 submitted the attached classification recommendations for the consideration of the Commission. Executive Officer McMahon explained the funding for the Health Assistant positions will be coming from Special Education and hopes to be able to have the much needed positions filled by late September. Brad Angell, CSEA Vice-President- Unit A, asked if a statement can be included in the job bulletin which identifies the position as being grant funded so prospective employees are aware the position is contingent on the availability of those funds. Marilyn Balmer, Personnel Analyst, stated we do have a statement which will be included on the bulletin. It was moved by Commissioner Mulkey and seconded by Vice-Chairperson Vaughan to approve the revisions to the HVAC Technician specification and the creation and salary placement for the Health Assistant classification. The motion was carried and approved.

CREATE A NEW CLASSIFICATION

Health Assistant - Salary Range 15 (C1)

REVISION TO CLASSIFICATION SPECIFICATION

HVAC Technician

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. Vice-Chairperson Vaughan moved to ratify the bulletins. The motion was seconded by Commissioner Mulkey and the bulletins were ratified.

TITLE

TYPE

NUMBER

Choral Accompanist	Dual	13-0005-0122
Head Start Health Manager	Dual	13-0008-0784
Head Start Nutrition Manager	Dual	13-0009-0785
Nutrition Services Worker	Open/Cont	13-0010-5068

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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

Technology Services Inventory Technician Promotional
12-0100-5168 List Valid: 8/06/12 - 8/06/13
Total applications received: 10 Total invited to exam: 8
No. Passed: 7 No. Failed: 0 No. Withdrew: 1 No. Screened Out: 2

Speech Language Pathology Assistant Bilingual Spanish Dual
12-0093-5163 List Valid: 8/16/12 – 8/16/13
Total applications received: 33 Total invited to exam: 10
No. Passed: 5 No. Failed: 0 No. Withdrew: 5 No. Screened Out: 23

Senior Technology Support Representative Promotional
12-0098-5167 List Valid: 8/16/12 – 8/16/13
Total applications received: 5 Total invited to exam: 4
No. Passed: 4 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 1

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, August 30, 2012, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned the meeting at 8:44 am.

Respectfully submitted,



Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: **Classification/Restructure
Recommendations**

PAGES: 8.1.1

Date: **August 30, 2012**

**Reason for
Consideration: None**

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 recommendation for the consideration of the Commission.

None

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.8

Date: August 30, 2012

Reason for
Consideration: Action

Personnel Commission Rule 4.6.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 Purchasing & Contracts Director	Dual	13-0013-0777	2
Heavy Truck Driver	Dual	13-0012-0187	4
HVAC Technician	Dual	13-0007-5103	5
IA – Intensive Behavioral Treatment	Open/Continuous		6
Locker Room Attendant	Promo	13-0011-0208	7
Supervisor- Autism Services	Open/Continuous		8

ABOUT OUR DISTRICT

The Long Beach Unified School District offers a career opportunity in one of the largest and finest public school systems in California. It is the third largest school district in California, 35th largest in the United States and serves approximately 88,000 students in 93 schools, kindergarten through grade 12, and 2292 Head start pupils in 25 Head Start centers. It serves a 129 square-mile area in the cities of Long Beach, Signal Hill, Lakewood and Catalina Island.

In local schools and classrooms, an experienced team of more than 8,000 teaching and non-teaching employees is assisted by more than 9,000 Volunteers in Public Schools (VIPS). Hundreds of local citizens serve on school advisory councils; approximately 25,000 are members of the Long Beach Council of parents and Teachers (PTA).

Long Beach, the International City and home of the Queen Mary and Aquarium of the Pacific, is a modern, progressive city with a population of approximately 425,000, the second largest in Los Angeles County. It enjoys an invariable and moderate climate. The city's location offers easy access to several major freeways, airports and seaports, and the many famous recreational and cultural sites through the Southern California area.

Vera Mulkey
Personnel Commissioners
Terence Ulaszewski
Linda Vaughan

Executive Officer
Gail McMahon, Ed.D.

Handwritten note: Supplemental



An Exciting Career Opportunity Awaits You At

LONG BEACH UNIFIED SCHOOL DISTRICT

ASSISTANT PURCHASING AND CONTRACTS DIRECTOR

**\$81,992 – \$96,266
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 Purchasing and Contracts Director. Under the direction of the Purchasing and Contracts Director, an incumbent in this class is expected to assist in the planning, organization and direction of the activities and operations of the Purchasing and Contracts Branch including the purchase of supplies, books and equipment, central warehousing services, reprographics services, bidding and preparation of contracts and civic facilities use; supervise and evaluate the performance of assigned personnel, perform related duties as assigned.

The salary is \$81,992 to \$96,266 annually, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

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

THE IDEAL CANDIDATE

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

Additionally, candidates will have four years of experience in purchasing, warehousing and contract administration in a large organization including one year in a supervisory or management capacity. Experience within an educational or governmental agency is highly preferred.

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 application.

OUR QUALIFYING PROCESS

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. 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 17, 2012

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, 3rd 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 VI/VIWERIT SYSTEM EMPLOYER



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for Urban Education



Classified Employment Opportunity

APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission/

HEAVY TRUCK DRIVER – 0187

Final Filing Date: 4:30 p.m., Wednesday, September 5, 2012.

<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:	\$3,541	\$3,737	\$3,942	\$4,158	\$4,387
HOURLY:	\$20.44	\$21.54	\$22.75	\$23.99	\$25.31

JOB INFORMATION Permanent 100%, 10 months position. The current vacancy is located in Nutrition Services.

APPLICATION: Candidates are strongly encouraged to submit applications online via the Personnel Commission website: 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 the direction of an assigned supervisor, drive a District vehicle to provide District-wide service for the delivery, transfer and placement of food, supplies, furniture, mail, trash and equipment; transport freight in a safe and efficient manner; maintain records and reports related to assigned activities; 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: Equivalent to graduation from high school.

EXPERIENCE: One year of recent experience driving trucks of at least 26,001 pounds gross vehicular weight in delivery work or in a warehouse environment.

OR

One year of recent experience serving as a regular or substitute Truck Driver with Long Beach Unified School District.

SPECIAL: (1) Valid California Class B driver's license with airbrake endorsement. (2) Some positions in this classification may require forklift certification within six months of employment. (3) Positions assigned to the Transportation Branch will be required to qualify for a California Special Driver certificate for school bus operation by completion of the probationary period or after six months if transferring from another department. (4) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing. (5) 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; an occupational written examination (50%) and a performance examination (50%) scored on a job-related basis. 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 13-0012-0187 af
Dual Examination

Maria Braunstein



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Classified Employment Opportunity

APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission/

HVAC TECHNICIAN - 5103

Final Filing Date: 4:30 p.m., Tuesday, September 18, 2012.

<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>	\$4,645	\$4,901	\$5,170	\$5,456	\$5,755
<u>HOURLY:</u>	\$26.81	\$28.26	\$29.84	\$31.46	\$33.21

JOB INFORMATION: Two permanent 100% 217 day flex positions. The current vacancies are located in Maintenance.

APPLICATION: Candidates are strongly encouraged to submit applications online via the Personnel Commission website: 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, incumbents in the HVAC Technician classification install, inspect, diagnose, repair, maintain and service a wide variety of HVAC equipment and systems including boilers and heating and ventilating systems of both older and modern technology. Incumbents must assure completed work and work in progress complies with Environmental Protection Agency rules, and regulations; 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 and completion of a recognized four-year apprenticeship program, degree or certificate program in the HVAC trade.

OR

EXPERIENCE: Four-years experience installing, repairing and maintaining heating, ventilation, refrigeration and air conditioning equipment systems.

SPECIAL: (1) Valid California Class C 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) Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal). (4) Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list. (5) Accepting employment 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 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. 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 13-0007-5103 EE
Dual Examination



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Classified Employment Opportunity

APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission/

INSTRUCTIONAL ASSISTANT-INTENSIVE BEHAVIORAL TREATMENT - 5035

Final Filing Date: Applications are being accepted on a continuous basis

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$3,177	\$3,353	\$3,537	\$3,732	\$3,938
HOURLY:	\$18.32	\$19.35	\$20.39	\$21.53	\$22.74

JOB INFORMATION: There is a need for permanent positions in Special Education.

APPLICATION: Candidates are strongly encouraged to submit applications online via the Personnel Commission website: 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: 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%). 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.

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.



2008 Finalist
the broad prize
for Urban Education



Promotional Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd 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/)

LOCKER ROOM ATTENDANT - 0208

Final Filing Date: 4:30 p.m., Monday, September 10, 2012.

<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:	\$2,774	\$2,927	\$3,088	\$3,257	\$3,436
HOURLY:	\$16.01	\$16.90	\$17.81	\$18.79	\$19.82

REQUIREMENTS TO APPLY:

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

JOB INFORMATION:

Permanent full-time 100% 12 month position. The current vacancy is located at Lakewood High School(Girl's Locker Room). Eligibility list will also fill any future vacancies that 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, a Locker Room Attendant works in the physical education department of a secondary school. The Locker Room Attendant issues athletic equipment, swimming suits, keys, towels, and locker space, and keeps account of all items issued; and performs custodial work to maintain locker room, shower rooms and restroom in a clean, orderly and safe condition. May perform work in the swimming pool area and perform related duties as assigned. Some positions may require evening work.

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:

Six months of recent full-time paid janitorial or custodial experience.

WORKING ENVIRONMENT:

Locker room environment. Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS:

Walking or standing for extended periods of time. Hearing and speaking to exchange information. Bending at the waist, kneeling or crouching. Lifting, carrying, pushing or pulling moderately heavy objects (15 to 38 pounds) as assigned by position. Reaching overhead, above the shoulders and horizontally. Dexterity of hands and fingers to operate various cleaning equipment. Climbing ladders.

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:

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. 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.



2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS
http://www.lbschools.net/Main_Offices/Personnel_Commission

SUPERVISOR – AUTISM SERVICES (5046)

Open Until Filled

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
MONTHLY:	\$5,498	\$5,801	\$6,121	\$6,457
HOURLY:	\$31.72	\$33.47	\$35.32	\$37.25

JOB INFORMATION: 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/. 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 direction, a Supervisor – Autism Services assists in planning, developing, coordinating and implementing the District's Autism programs and related services. Incumbents in this classification will directly supervise the work and performance of classified staff involved in providing of these services and will assist in coordinating program efforts and activities with teachers; 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:

EDUCATION AND TRAINING: Bachelor's degree in Applied Behavioral Analysis, psychology, special education or a closely related field. A Master's degree in one of these fields is desirable. **Copy of degree must be attached to application packet.**

EXPERIENCE: Two years of experience working with students with autism in a home or classroom environment including demonstrated experience implementing Applied Behavioral Analysis programs. Experience serving in a lead or supervisory capacity is desirable.

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) May be required to travel from one school location to another.

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%). 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. **The examination will be administered on a monthly basis, provided a sufficient number of applications are received.**

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 Continuous 08/12

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: August 30, 2012

Reason for
Consideration: Action

Personnel Commission Rule 5.1.A, states that the Personnel Commission Administrator 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:

Campus Security Officer List Valid: 8/31/12 -8/31/13 Total applications received: 106 Passed: 8 Failed: 0	Dual Total invited to exam: 21 Withdrew: 13 Screened Out: 85	12-0094-5011
Custodian – Avalon List Valid: 8/17/12 -8/17/13 Total applications received: 62 Passed: 5 Failed: 1	Dual Total invited to exam: 11 Withdrew: 5 Screened Out: 51	12-0084-0139
Groundskeeper – Avalon List Valid: 8/17/12 -8/17/13 Total applications received: 31 Passed: 1 Failed: 2	Dual Total invited to exam: 6 Withdrew: 3 Screened Out: 25	12-0085-0172
Instructional Aide – Special List Valid: 8/28/12 -8/28/13 Total applications received: 213 Passed: 28 Failed: 12	Open Continuous Total invited to exam: 143 Withdrew: 103 Screened Out: 70	12-0091-0448
Instructional Aide - Special – Avalon List Valid: 8/17/12 -8/17/13 Total applications received: 29 Passed: 3 Failed: 0	Dual Total invited to exam: 17 Withdrew: 14 Screened Out: 12	12-0087-0448
Intermediate Office Assistant- Schools – Avalon List Valid: 8/30/12 -8/30/13 Total applications received: 55 Passed: 4 Failed: 4	Dual Total invited to exam: 15 Withdrew: 7 Screened Out: 40	12-0086-3354
Nutrition Services Worker – Avalon List Valid: 8/17/12 -8/17/13 Total applications received: 27 Passed: 5 Failed: 1	Dual Total invited to exam: 9 Withdrew: 3 Screened Out: 18	12-0083-5068

CERTIFIED TO
BE CORRECT:

Laia Nakano DATE: 8-22-12