



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

June 21, 2012  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. ROLL  
Terry Ulaszewski, Chairperson Present \_\_\_\_\_  
Linda Vaughan, Vice-Chairperson Present \_\_\_\_\_  
Vera Mulkey, Member 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 June 7, 2012 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action
  - 8.2 Revisions to the Rules and Regulations of the Classified Service, Chapter II (Second Reading) Discussion/Action
  - 8.3 Appeal of Disqualified Applicant Restricted Action
  - 8.4 Request for Hearing in Disciplinary Matter Restricted Action  
(Commission may choose to discuss Restricted Action items in Closed Session)
9. BULLETINS AND TESTING ACTIONS
  - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action
  - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on July 5, 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
  - 12.1 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7 Restricted Action
  - 12.2 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.5 Restricted Action
13. ADJOURNMENT

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for June 7, 2012

PAGES: 7.1.1 – 7.1.4

Date: June 21, 2012

Reason for  
Consideration: Action

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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  
Susan Leaming, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo, Staff Secretary  
Susan Brister, Human Resources Technician

**PRELIMINARY**

Guests: Matt Woods, Executive Director, Technology and Information Services;  
Valeeta Pharr, CSEA Chapter 2 President; Elliott Moore, CSEA Site  
Representative Coordinator; Patrizia Thompson, Technology Support  
Representative.

**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, informed the Commission she has a general staff meeting scheduled for Commission staff on June 19<sup>th</sup>. The purpose of the staff meeting is to reflect on the work staff has completed in the past year and to develop a plan for the coming year to enhance services provided to customers.

Ms. McMahon asked the Personnel Commission unit managers to give an update of their respective unit activities.

Marilyn Balmer, Personnel Analyst, reported on current and upcoming recruitment activities and announced the recruitment for Custodian would be opening soon to fulfill the need for substitutes. She also mentioned the recruitment of Instructional Aide-Special candidates will be suspended as there are over 200 applications in the recruitment process.

Dale Culton, Certification Services Manager, reported the current list for Custodian had 104 applicants. From that list approximately 90 individuals were processed as probationary or substitute employees. He also reported the placement of Intermediate Office Assistant and Intermediate Office Assistant – Schools employees from the reemployment list.

Mary Cates, Human Resources Supervisor, reported from the 970 applications for summer school 548 assignments have been made. Notification of summer assignments have been sent to most employees with the exception of Custodians who will be notified this week. Valeeta Pharr, CSEA Chapter 2 President, asked what happens if an individual declines the assignment? Mr. Culton responded, the assignment would be given to another employee and the individual who declined will not be given another assignment.

Susan Leaming, Personnel Analyst, reported the recent Classified Staff Development sessions have been very popular. Ninety-four (94) employees attended CalPERS retirement workshop and one hundred seventeen (117) employees attended CPR and First Aid training. A large majority of the employees trained in CPR were from the Department of Special Education. Chairperson Ulaszewski mentioned he saw an advertisement for train the trainer in CPR certification. Ms. McMahon said she has been exploring the option of having a staff member trained on the staff to conduct the trainings.

#### MINUTES

MINUTES

The Commission approved the minutes of the May 24, 2012 Personnel Commission meeting. It was moved by Commissioner Mulkey and seconded by Vice-Chairperson Vaughan to approve the minutes. The motion was carried and approved.

#### CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

Personnel Analyst, Susan Leaming reported she has revised the proposed Inventory/Supply Technician class specification to Technology Services Inventory Technician and has included the technology specific duties that will be expected of future incumbents. She also reported the Transportation Manager classification has been vacant since 1994, and therefore is being recommended for abolishment.

Ms. Pharr mentioned she had discussed the revisions of the Technology Services Inventory Technician with Ms. McMahon. She also stated she met with the Superintendent to voice her concerns with the creation of management classifications at Information Services during a time when positions are being cut.

Vice-Chairperson Vaughan moved to approve staff's recommendation. The motion was seconded by Commissioner Mulkey and approved. The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules:

**CREATE A NEW CLASSIFICATION**

CREATE A NEW CLASSIFICATION

Technology Services Inventory Technician (C1) SRS 20

**ABOLISH A CLASSIFICATION**

ABOLISH A CLASSIFICATION

Transportation Manager

**REVISION OF RULES AND REGULATIONS**

REVISION OF RULES AND REGULATIONS

Gail McMahon, Executive Officer, gave an overview of the revisions to Chapter 2. She stated the new format, numbering and citation of relevant education code sections make the rules user friendly and easier to read. A second reading and action is scheduled for June 21, 2012.

**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. Commissioner Mulkey moved to ratify the bulletin. The motion was seconded by Vice-Chairperson Vaughan and approved.

**TITLE**

Child Nutrition Specialist

**TYPE**

Dual

**NUMBER**

12-0092-3322

**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. Commissioner Mulkey moved for approval. The motion was seconded by Vice-Chairperson Vaughan and was approved.

**TITLE**

ASB Financial Technician

Instructional Aide-Special

Instructional Aide-Special

Substitute

Instructional Aide-Special

Instructional Aide-Special

Substitute

Nutrition Services Operations

Coordinator

Student Data Systems Specialist

Student Evaluation Technician -

Bilingual Spanish (Amended)

**TYPE**

Dual

Open/Cont

Open/Cont

Open/Cont

Open/Cont

Open/Cont

Open/Cont

Promo

Dual

Dual

**NUMBER**

12-0076-0751

12-0073-0448

12-SUBS-0448

12-0075-0448

12-SUBS-0448

12-0078-5063

12-0072-5164

12-0041-0483

**EXPIRES**

06/06/13

06/05/13

06/05/14

06/07/13

06/07/14

05/31/13

06/05/13

05/04/13

## OTHER ITEMS

## OTHER ITEMS

Chairperson Ulaszewski mentioned Gail Rainwater was recognized as the Classified Employee of Year at the Board of Education meeting on June 5<sup>th</sup>. He extended his best wishes to Ms. Rainwater.

Commissioner Mulkey commented how much she enjoyed reading CSEA's newsletter, "The Bear Facts" and the helpful tips listed in the current issue.

## NEXT MEETING

## NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 21, 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 8:49 a.m.

Respectfully submitted,

*Signature on file*

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

Date:            June 21, 2012

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 recommendation for the consideration of the Commission.

None

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Revision(s) to the Rules and  
Regulations of the Classified Service,  
Chapter 2 (Second Reading)

PAGES: 8.2.1- 8.2.8

Date: June 21, 2012

Reason for  
Consideration: Discussion/Action

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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." In accordance with the Personnel Commission Rules, staff submits the attached rule revision, for the second reading and action by the Commission.

REVISION OF RULES AND REGULATIONS

PAGE

Chapter 2 (Second Reading)

2

## **CHAPTER II**

### **PERSONNEL COMMISSION ORGANIZATION AND PROCEDURES**

#### **2.1 QUALIFICATIONS FOR MEMBERSHIP ON A PERSONNEL COMMISSION**

To be eligible for appointment or reappointment on the Long Beach Unified School District Personnel Commission a person must be: a registered voter and resident within the boundaries of the Long Beach Unified School District and a known adherent to the principle of the merit system.

(a) No member of the governing board of any school district or a county board of education shall be eligible for appointment, reappointment, or continuance as a member of the Commission. During a commissioner's term of office, a member of the Personnel Commission shall not be an employee of the Long Beach Unified School District.

(b) As used in this chapter, known adherent to the principle of the merit system, with respect to a new appointee, shall mean a person who by the nature of his/her prior public or private service has given evidence that he/she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. As used in this chapter, "known adherent to the principle of the merit system," with respect to a candidate for reappointment, shall mean a commissioner who has clearly demonstrated through meeting attendance and actions that he/she does, in fact, support the merit system and its operation.

(c) The term of office for each of the commissioners is for a three (3) year period and expires at noon on December 1<sup>st</sup> of the third year. The terms of office have been scheduled so that the term of office of not more than one (1) commissioner expires each December 1<sup>st</sup>.

Reference: California Education Code 45244, 45247

#### **2.2 APPOINTMENT PROCEDURES**

(a) The Superintendent of Public Instruction is responsible for notifying school districts of the expiration of Personnel Commissioners' terms. Members of the Personnel Commission are appointed by the State Superintendent of Public Instruction who shall consider the recommendation of the governing board and other interested parties.

(b) On or about September 1st of each year, the Executive Officer of the Personnel Commission shall notify the Superintendent and the recognized classified employee organization(s) of the name of the Commissioner whose term will be expiring and whether or not that Commissioner will accept reappointment for another three (3) year term.

(c) If a vacancy occurs during the term of a member of the Personnel Commission, The Superintendent of Public Instruction may appoint a new member after providing a notice no later than 30 days before making the appointment.



(d) A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed, but for no more than 90 calendar days.

Reference: California Education Code Section 45259

### **2.3 COMPENSATION OF MEMBERS OF PERSONNEL COMMISSION**

The governing board may authorize payment to members of the Commission an amount not to exceed fifty dollars (\$50) per meeting and not to exceed two hundred fifty dollars (\$250) per month.

The members of the Personnel Commission may also elect to participate in the District's health insurance and benefits plans at the same rate and contribution level as classified employees.

Reference: California Education Code 45250

### **2.4 OFFICE ACCOMMODATION OF PERSONNEL COMMISSION**

The governing board shall provide the Commission with suitable office accommodations.

Reference: California Education Code 45252

### **2.5 PERSONNEL COMMISSION BUDGET**

(a) The Commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the Commission may include amounts for the purpose of staff training.

(b) The budget shall be prepared for a public hearing by the Commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the Personnel Commission to coincide with the process of adoption of the school district budget. The Commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The Commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The Commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the Commission of a school district, he or she shall, within 30 days after the Commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the Commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the Commission, amend the proposed budget. In the absence of agreement between the Personnel Commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the Commission.

(d) If the county superintendent of schools proposes to reject the budget as submitted by the Personnel Commission of a county office of education, the county superintendent shall contract with the Office of Administrative Hearings of the State of California for an administrative law judge to conduct a public hearing on the proposed rejection. The administrative law judge shall render findings and any proposed amendments, if any, to the proposed budget. The Personnel Commission may accept or reject the findings and proposed amendments. If the Personnel Commission rejects the findings and proposed amendments, if any, of the administrative law judge, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the Commission.

(e) The procedures of subdivision (d) apply if an individual serves as both the county superintendent of schools and the superintendent of a school district within the county.

Reference: California Education Code 45253, 45255

## **2.6 ELECTION OF OFFICERS**

The Commission shall elect one of its members as chairperson and another as vice-chairperson at the first meeting of each May.

## **2.7 PERSONNEL COMMISSION MEETINGS**

### **2.7.1 Quorum and Majority.**

Two members shall constitute a quorum for any regular or special meeting of the Commission, and the affirmative vote of two members shall be required to make any motion of the Commission effective.

### **2.7.2 Regular and Special Meetings.**

Regular meetings shall be open and public and be held at such times and places as may be ordered by the Commission, in accordance with this Act or with Government Code Sections 54953 to 54956, inclusive.

1. When the regular meeting date falls on a holiday, the Commission shall meet on the next succeeding business day, unless at a prior regular meeting it designates some other day for its meeting.

2. Adjourned regular meetings may be held when the time and place are specified in the order of adjournment of any regular or adjourned meeting. When so adjourned, the adjourned meeting is a regular meeting for all purposes.

### **2.7.3 Special Meetings.**

Special meetings may be ordered in accordance with the provisions of Government Code Section 54956.

### **2.7.4 Closed Sessions.**

Closed sessions may be held in accordance with the provisions of Government Code Section 54957.

#### **2.7.5 Personnel Commission Secretary.**

The Executive Officer shall serve as the Secretary of the Personnel Commission and shall record in the minutes the time and place of each meeting, the names of the commissioners present, all official acts of the Commission, and the votes of the commissioners when so requested. The minutes shall be written and presented for correction and approval at the next regular meeting. The minutes or a true copy thereof shall be open to public inspection.

#### **2.7.6 Communications and Requests.**

Communications and requests shall, insofar as practicable, be in writing. Communications and request shall be acknowledged and replied to noting official Commission action when appropriate. Individuals or groups who wish to present proposals for action by the Commission shall be encouraged to present them to the Executive Officer at least two weeks prior to the Commission meeting for placement on the agenda. The Commission will not take up proposals except at open meetings, although the Commission may designate one of its members to investigate a specific project.

### **2.8 RULES, STANDARDS AND AUTHORITY OF COMMISSION**

(a) The Commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the Commission until the exclusive bargaining representative and the public school employer of the classified employees who would be affected have been given reasonable notice of the proposal.

Reference: California Education Code 45260

### **2.9 SUBJECTS OF RULES**

(a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each

bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

Reference: California Education Code 45261

## **2.10 PRINTING AND DISTRIBUTION OF RULES**

(a) The rules of the Commission and copies of this article (commencing with Section 45240) shall be printed and made available to each school, office, and permanent worksite where employees report and shall be distributed to school libraries for loan to employees.

(b) Within one year of when a district adopts the merit system, the Commission shall adopt rules and regulations pursuant to Section 45260, shall give to each new regular employee a handbook which summarizes the basic rules and working conditions for classified employees and provides information regarding access to copies of the complete rules and merit system.

Reference: California Education Code 45262

## **2.11 ADOPTION, AMENDMENT AND SUSPENSION OF RULES**

(a) If any provision of these Rules, or the application thereof to any person or circumstance, is held invalid, the remainder of the Rules and application of such provision to other persons or circumstances, shall not be affected thereby.

(b) All proposals, from any source, to amend, delete, or add to these rules will be considered a "first reading" at the meeting in which they are first presented to the Commission. They will not, unless a critical emergency exists, be acted upon at that meeting. At the "first reading", the Commission will set a date for Commission action on the proposal and the Executive Officer shall refer the proposal to interested parties or organizations for comment and recommendation. Insofar as possible, interested parties shall submit their reactions in writing on or before the stipulated deadline date.

(c) The Commission shall enforce the provisions of the Act of these rules and hold such hearings and conduct such investigations as may be necessary to this end.

(d) No adoption, amendment or suspension of a rule or rules shall have retroactivity.

## **2.12 PERSONNEL COMMISSION EMPLOYEES**

The Commission shall appoint an Executive Officer within 90 days after the adoption of a merit system from an eligibility list established from a competitive examination given under the auspices of the Commission. The Commission shall appoint all employees paid from funds budgeted for the support of the Commission and shall supervise the activities of those employees that are performed as part of the functions of the Commission. Such employees shall be appointed from eligibility lists established pursuant to the provisions of this article, be classified employees of the school district and be accorded all the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, including representation by the appropriate exclusive representative, if any.

Reference: California Education Code 45264

## **2.13 DUTIES OF EXECUTIVE OFFICER**

(a) The Executive Officer shall be responsible to the Commission for carrying out all procedures in the administration of the classified personnel in conformity with this article and the rules of the Commission, and shall be free of prejudgment or bias in order to ensure the impartiality of the Commission. He or she shall also act as secretary of the Commission and shall prepare, or cause to be prepared, an annual report which shall be sent by the Commission to the governing board.

(b) The Executive Officer shall not advise or make recommendations to the Commission regarding any disciplinary action appealed to the Commission under Section 45305, if the Executive Officer is the party who brought the action against the employee.

Reference: California Education Code 45266

## **2.14 POWERS OF COMMISSION IN CONDUCTING HEARINGS AND INSPECTING RECORDS OF GOVERNING BOARD**

The Commission may conduct hearings, subpoena witnesses, require the production of records or information pertinent to investigation, and may administer oaths. It may, at will, inspect any records of the governing board that may be necessary to ensure compliance with the rules and regulations as prescribed by the Personnel Commission. Hearings may be held by the Commission on any subject to which its authority may extend as described in this article (commencing with Section 45240).

Reference: California Education Code 45311

## **2.15 HEARINGS OR INVESTIGATION BY HEARING OFFICER**

The Commission may authorize a hearing officer or other representative to conduct any hearing or investigation which the Commission itself is authorized by this article (commencing at Section 45240) to conduct. Any such authorized person conducting such hearing or investigation may administer oaths, subpoena and require the attendance of witnesses and the production of books or papers, and cause the depositions of witnesses to be taken in the manner prescribed by law for like depositions in civil cases in the superior court of this State. The Commission may instruct such authorized representative to present findings or recommendations. The Commission may accept, reject or amend any of the findings or recommendations of the said authorized representative. Any rejection or amendment of findings or recommendations shall be based either on a review of the transcript of the hearing or investigation or upon the results of such supplementary hearing or investigation as the Commission may order.

The Commission may employ by contract or as professional experts or otherwise any such hearing officers or other representatives and may adopt and amend such rules and procedures as may be necessary to effectuate this section.

Reference: California Education Code 45312

## **2.16 COUNSEL FOR THE COMMISSION**

The legal counsel of the governing board shall aid and represent the Commission in all legal matters. If the legal counsel does not respond to a written request by the Commission for aid or representation within 15 working days of receipt of the written request, the counsel is deemed to have refused to aid or represent the Commission in that matter.

The legal counsel shall refuse to represent the Commission in circumstances in which the counsel knows, or has reason to know, that at the time the request is made a conflict exists between the interests of the Commission and the interests of the governing board or the school district.

If the legal counsel refuses to aid or represent the Commission in a legal matter, the Commission may employ its own attorney, and the reasonable cost thereof shall constitute a legal charge against the general funds of the school district.

Reference: California Education Code 45313

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT:** Appeal of a Disqualified Applicant

**PAGES:** 8.3.1-8.3.39

**Date:** June 21, 2012

**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.6 - "...a pattern of willful disregard for the law as demonstrated by a history of convictions for misdemeanors, and crimes lesser than those specifically identified in the Education Code, and Criminal convictions which indicate poor judgment on the part of the applicant, such as DUI's."

Staff disqualified an applicant from continuing in the examination process and the individual has appealed this disqualification as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation by certified mail and has responded via telephone. The appellant has requested the matter be discussed in closed session.

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Request for Hearing in  
Disciplinary Matter

PAGES: 8.4.1 – 8.4.33

Date: June 21, 2012

Reason for  
Consideration: Restricted Action

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The essence of Personnel Commission Rule 11.6 in part is:

- (1) An employee in the permanent classified service who has been suspended, demoted or dismissed may appeal to the Commission by filing a written answer to the charges.
- (2) The Commission shall investigate the matter on appeal, and shall order a hearing.

Enclosed for the consideration of the Commission is an appeal filed by a permanent Plant Supervisor I suspended from the classified service by the Board of Education in accordance with the rules, and related material.

It is recommended the Commission act to investigate the matter, order a hearing, and authorize a hearing officer to conduct the hearing as provided for in the rules.

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:   Bulletins

PAGE: 9.1.1 – 9.1.10

Date:       June 21, 2012

Reason for  
Consideration: Action

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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>
Administrator, Network and Information Systems	Dual	12-0097-5165	2
Administrator, Technology Support Services	Dual	12-0096-5166	4
Campus Security Officer (Avalon)	Dual	12-0095-5011	6
Custodian	Open	12-0099-0139	7
Custodian (Avalon)	Dual	12-0084-0139	6
Groundskeeper (Avalon)	Dual	12-0085-0172	6
Intermediate Office Assistant- Schools (Avalon)	Dual	12-0086-3354	6
Instructional Aide – Special (Avalon)	Dual	12-0087-0448	6
Nutrition Services Worker (Avalon)	Dual	12-0083-5068	6
Senior Technology Support Representative	Promo	12-0098-5167	8
Speech Language Pathology Assistant – Bilingual Spanish	Dual	12-0093-5163	9
Technology Services Inventory Technician	Promo	12-0100-5168	10

## **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 1,500 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 Avalon on Catalina Island.

Long Beach Schools has earned a reputation as one of America's finest school systems, winning many awards as a national model of excellence. In recent years, Long Beach schools have been visited and praised by the nation's president, attorney general, two secretaries of education and former Secretary of State Gen. Colin Powell. Local schools have won numerous California Distinguished and National Blue Ribbon awards. The school district was named the 2003-04 national winner of the \$500,000 Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. In April 2008, for a remarkable fourth time, the Long Beach Unified School District was again named among the top five school systems in the nation today by the Eli and Edythe Broad Foundation.

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 491,564. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Vera Mulkey  
Personnel Commissioners  
Terence Ulaszewski Linda Vaughan

Executive Officer  
Gail McMahon, Ed.D.

Dual Exam 12-0097-5165 ss



## **An Exciting Career Opportunity Awaits You at**

## **LONG BEACH UNIFIED SCHOOL DISTRICT**

## **ADMINISTRATOR, NETWORK AND INFORMATION SYSTEMS**

**\$7,825 – \$9,189 Monthly**

 **lbschools.net**  
Long Beach Unified School District

## **THE POSITION**

Under administrative direction, an Administrator, Network and Information Systems will plan, organize, control and administer the District's technology infrastructure, data center operations and major business application systems; serve as the District's network administrator, supervise and evaluate the performance of assigned staff; and perform related duties as assigned.

The salary is \$7,825 to \$9,189 monthly, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

The current vacancy is a 12 month, 100%, position.

## **THE IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in computer science, information technology, management information systems or a related field.

Additionally, candidates are required to have five years of supervisory or management experience involving network and application systems support in a large, multi-server, multi-location environment. Experience in an educational environment is preferred.

Other combinations of training and/or experience that could likely provide the required knowledge or abilities may be considered.

## **SPECIAL REQUIREMENTS**

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

## **OUR QUALIFYING PROCESS**

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. Testing is tentatively scheduled for Monday, July 16, 2012 or Tuesday, July 17, 2012.

## **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. Completed applications must be submitted no later than:

**4:30 p.m., Friday, July 6, 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, 3<sup>rd</sup> Floor  
Long Beach, California 90813  
(562) 435-5708 FAX: (562) 435-8932

[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**

## **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 1,500 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 Avalon on Catalina Island.

Long Beach Schools has earned a reputation as one of America's finest school systems, winning many awards as a national model of excellence. In recent years, Long Beach schools have been visited and praised by the nation's president, attorney general, two secretaries of education and former Secretary of State Gen. Colin Powell. Local schools have won numerous California Distinguished and National Blue Ribbon awards. The school district was named the 2003-04 national winner of the \$500,000 Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. In April 2008, for a remarkable fourth time, the Long Beach Unified School District was again named among the top five school systems in the nation today by the Eli and Edythe Broad Foundation.

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 491,564. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

<b>Personnel Commissioners</b>	
Vera Mulkey	Terence Ulaszewski
	Linda Vaughan
<b>Executive Officer</b>	
	Gail McMahon, Ed.D.

Dual Exam 12-0096-5166 ss



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## **An Exciting Career Opportunity Awaits You at**

## **LONG BEACH UNIFIED SCHOOL DISTRICT**

## **ADMINISTRATOR, TECHNOLOGY SUPPORT SERVICES**

**\$7,825 – \$9,189 Monthly**

 **lbschools.net**  
Long Beach Unified School District

## **THE POSITION**

Under administrative direction, an Administrator, Technology Support Services will plan, organize, control and administer the Information Services Help Desk, Computer Support, Network Support and district-wide Technology Project Management units; supervise and evaluate the performance of assigned staff; serve as a liaison to District administration regarding technology support services; and perform related duties as assigned.

The salary is \$7,825 to \$9,189 monthly, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

The current vacancy is a 12 month, 100%, position.

## **THE IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in computer science, information technology, management information systems or a related field.

Additionally, candidates are required to have five years of supervisory or management experience involving end-user technology support in a large organization with at least 30 servers. Experience in an educational environment is preferred.

Other combinations of training and/or experience that could likely provide the required knowledge or abilities may be considered.

## **SPECIAL REQUIREMENTS**

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

## **OUR QUALIFYING PROCESS**

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. Testing is tentatively scheduled for Monday, July 16, 2012 or Tuesday, July 17, 2012.

## **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.

Completed applications must be submitted no later than:

**4:30 p.m., Friday, July 6, 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, 3<sup>rd</sup> Floor  
Long Beach, California 90813  
(562) 435-5708 FAX: (562) 435-8932

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

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# Classified Employment Opportunity ON CATALINA ISLAND



## APPLY TO:

Personnel Commission, Long Beach Unified School District  
399 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

**CAMPUS SECURITY OFFICER (AVALON) - 5011**  
**CUSTODIAN (AVALON) - 0139**  
**GROUNDKEEPER (AVALON) - 0172**  
**INTERMEDIATE OFFICE ASSISTANT-SCHOOLS (AVALON) - 3354**  
**INSTRUCTIONAL AIDE - SPECIAL (AVALON) - 0448**  
**NUTRITION SERVICES WORKER (AVALON) - 5068**

**Final Filing Date: 4:30 p.m., Tuesday, June 26, 2012**

SUBSTITUTE SALARY HOURLY:	CAM SEC OFFCR	CUSTODIAN	GROUNDKEEPER	INT OFFICE ASST-SCH	IA SPECIAL	NUTRITION SVCS WORKER
	\$18.45	\$15.57	\$18.45	\$18.01	\$14.78	\$12.20

\*Catalina Island employees receive an additional \$2.91 per hour

## JOB INFORMATION:

THE CURRENT NEED IS FOR SUBSTITUTES ON AN AS - NEEDED BASIS. PERMANENT POSITIONS MAY ALSO BE HIRED FROM THESE ELIGIBILITY LISTS. Avalon is located on Catalina Island, 22, miles southwest of the Los Angeles Harbor Breakwater. Employees must live on the island, and/or arrange for their own transportation to and from the island. Working hours can range from 3 to 8 hours per day and/or split shifts.

## 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 website or the Avalon School. A full description of these positions can also be found on our website.

**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:

For each individual position, 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:

<b>TRAINING:</b>	<b>CAMPUS SECURITY OFFICER:</b> Dual (12-0095-5011) Equivalent to graduation from high school. College level-courses in psychology, administration of justice, ethnic studies and child development are highly desirable. In accordance with Education Code 38001.5, a certificate of completion of a 24-hour "School Security Guard Training" course must be provided at the time of application. <b>A copy must be attached to your application in order to be considered.</b>
<b>EXPERIENCE:</b>	One year of full-time experience working with adolescents or young adults in a structured environment such as an education center, counseling center, community based social service agency, etc. Work with at risk youth is desirable. Verifiable volunteer experience may be considered.
<b>TRAINING:</b>	<b>CUSTODIAN:</b> Dual (12-0084-0139) Equivalent to completion of the 8 <sup>th</sup> grade.
<b>EXPERIENCE:</b>	Six months of recent full-time paid janitorial or custodial experience or successful completion of the Building Maintenance Custodial Training course of at least 60 hours conducted by the Long Beach School For Adults.
<b>TRAINING:</b>	<b>GROUNDKEEPER:</b> Dual (12-0085-0172) Equivalent to completion of eighth grade.
<b>SPECIAL:</b>	(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.
<b>TRAINING:</b>	<b>INTERMEDIATE OFFICE ASSISTANT - SCHOOLS:</b> Dual (12-0086-3354) Equivalent to graduation from High School.
<b>EXPERIENCE:</b>	One year of clerical experience involving public contact.
<b>SELF-CERTIFICATION</b>	All candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute.
<b>TRAINING:</b>	<b>INSTRUCTIONAL AIDE - SPECIAL:</b> Dual (12-0087-0448) Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards: <b>The equivalent of graduation from high school* and one of the following:</b> 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. A passing score in the California Community College or California State University entrance examination; OR 4. Obtaining a passing score in a special examination administered by the District or Personnel Commission which demonstrates a rigorous standard of quality through a formal academic assessment - knowledge of and ability to assist in instructing reading, writing, and mathematics; or knowledge of, and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate. Additionally, completion of course work at an accredited institution of higher education in child development, education and psychology is desirable. <b>*Verification will be required for high school graduation, college units &amp; degrees.</b>
<b>EXPERIENCE:</b>	At least six months of experience working with children in a structured environment, preferably children with disabilities is required. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal time basis.
<b>TRAINING:</b>	<b>NUTRITION SERVICES WORKER:</b> Dual (12-0083-5068) Equivalent to completion of eighth grade.
<b>EXPERIENCE:</b>	Individuals who possess the required knowledge and abilities are presumed to meet basic standards of experience necessary to achieve performance expectations in the work environment.

**SELECTION PROCEDURE** Examinations and interviews will be held at Avalon School on Friday, July 27, 2012. Exams will only be scored for applicants who meet the minimum qualifications. 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.

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*Maria Braunstein*





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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/)

### CUSTODIAN - 0139

**Final Filing Date: APPLICATIONS WILL BE ACCEPTED FOR FOUR DAYS ONLY –  
MONDAY, JULY 2, 2012 – THURSDAY, JULY 5, 2012.**

<b><u>SALARY RANGE</u></b>	<b>START</b>	<b>6 MONTHS</b>	<b>1 ½ YEARS</b>	<b>2 ½ YEARS</b>	<b>3 ½ YEARS</b>
<b><u>HOURLY:</u></b>	<b>\$15.57</b>	<b>\$16.30</b>	<b>\$17.33</b>	<b>\$18.28</b>	<b>\$19.32</b>

### **JOB INFORMATION:**

The immediate need is for substitute Custodians. However, the eligible list may also 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.

**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.

**JOB SUMMARY:** Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

### **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 eighth grade.

#### **EXPERIENCE:**

Six months of recent full-time paid janitorial or custodial experience **OR** successful completion of the Building Maintenance Custodial training course of at least 60 hours conducted by the Long Beach School for Adults. A copy of the Certificate of completion must be attached to employment application.

#### **SPECIAL:**

(1) Positions assigned to a cleaning crew at the Operations Branch require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule. (3) Accepting employment in a permanent (non substitute) position in this classification requires the individual to either join the union and pay union dues or pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment will consist of a paper screening, written exam and a qualifications appraisal oral exam, each scored on a job-related basis. Candidates who have completed the 60-hour Building Maintenance course at Long Beach School for Adults with a score of 8.0 or better on the TABE test are exempt from the requirement to take and pass a written examination. 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 # 12-0099-0139 SS  
Open Examination



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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)

## SENIOR TECHNOLOGY SUPPORT REPRESENTATIVE - 5167

**Final Filing Date: 4:30 p.m., Friday, June 29, 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>
<b>MONTHLY:</b>	\$4,401	\$4,641	\$4,897	\$5,166	\$5,451
<b>HOURLY:</b>	\$25.37	\$26.79	\$28.25	\$29.83	\$31.44

**JOB INFORMATION:** Permanent 100% 12 months position. The current vacancy is located at Information Services.

**PROMOTIONAL:** 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.

**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, serve as a lead at the Help Desk and provide first-level technical support to end users at District sites and offices; identify and resolve hardware and software operating problems; perform related duties as assigned. A Senior Technology Support Representative serves as a lead at the Help Desk and receives and reports computer system user calls and through diagnostic procedures, resolves service requests. An incumbent monitors the flow and completion of service tickets and trains and provides work direction and guidance to Help Desk employees.

**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 supplemented by college-level coursework in computer science or closely related field.

**EXPERIENCE:** Three years of experience at a help desk assisting computer users in a networked environment. Lead or supervisory experience is preferred.

**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 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.

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Exam 12-0098-5167 af  
Promotional Examination





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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)

## SPEECH-LANGUAGE PATHOLOGY ASSISTANT – BILINGUAL SPANISH 5163

**Final Filing Date: 4:30 p.m. Monday, July 2, 2012**

<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>
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 10-months position 75% FTE. The current vacancy is located in Department of Special Education. Eligibility list is being created to fill future vacancies.

## 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 the supervision of a credentialed Speech-Language Specialist, assist in providing speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; perform a variety of duties in support of student case management services; maintain records and documentation on students; and perform related duties as assigned. A Speech-Language Pathology Assistant participates and collaborates as a member of an educational team, by assisting in providing student speech therapy services to special needs students in accordance with the mandates of the Individuals with Disabilities Education Act.

**NOTE:** Before being considered for employment, all applicants who have prior convictions will be required to provide a certificated 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:

Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program. **Certificate must be attached to application.**

### EXPERIENCE:

Six months experience working with individuals with speech and language disabilities in a structured environment.

### SPECIAL REQUIREMENTS:

- (1) Incumbents must provide proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology at the time of appointment and maintain current registration throughout employment in this classification.
- (2) Possession of a valid California class C driver's license at the time of appointment and the use of a personal automobile.
- (3) May be required to travel from one school location to another.
- (4) Positions in the Speech-Language Pathology Assistant – Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.
- (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 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. The Bilingual exam consists of a language written and oral exam in English and Spanish scored on a pass/fail basis only. 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 12-0093-5163 af

Dual Examination *Maria Braunstein*



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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/)

## TECHNOLOGY SERVICES INVENTORY TECHNICIAN - 5168

**Final Filing Date: 4:30 p.m., Friday, June 29, 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:	\$3,177	\$3,352	\$3,536	\$3,732	\$3,937
HOURLY:	\$18.32	\$19.35	\$20.39	\$21.53	\$22.74

**JOB INFORMATION:** Permanent, 12 months Full-time position. The current vacancy is located at Information Services

**PROMOTIONAL:** 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.

**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:** A Technology Services Inventory Technician orders, receives, tests, stores and distributes technology parts and peripheral equipment for repair purposes. An incumbent works in the Computer Repair shop and walk-in storage bins at the District's Maintenance yard. Incumbents test and assure the functionality of parts such as hard drives, motherboards, video cards, network cards, memory and processors in accordance with vendor return policies and timelines. An incumbent works closely with Computer Support Technicians in the shop and via the Help Desk software system to provide necessary parts for daily field repairs; 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. College-level coursework in accounting, computer science or a closely related field is desirable.

**EXPERIENCE:** Two years of experience involving computerized ordering, receipt, issuance, and storage of supplies and equipment or two years experience in the installation, maintenance and repair of computer hardware, software and peripheral equipment in a networked environment.

**SPECIAL:** (1) Incumbents in this classification will be expected to obtain warranty testing certification for various vendors. Certifications will be at the expense of the District. (2) 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 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. 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 12-0100-5168 af  
Promotional Examination

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 9.2.1 – 9.2.11

Date: June 21, 2012

Reason for  
Consideration: Restricted Action

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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:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>	<u>PAGE</u>
Campus Security Officer Substitute	Open/Cont	12-0080-5011	06/15/14	2
Groundskeeper	Dual	12-0077-0172	06/12/13	4
Groundskeeper – Substitutes	Dual	12-SUBS-0172	06/12/14	7
Nutrition Services Operations and Training Specialist	Promo	12-0088-5062	06/15/13	10

*Marilyn Balmer*



**ELIGIBILITY LIST**

DATE: 6/7/12

TITLE: **CAMPUS SECURITY OFFICER  
SUBSTITUTE**

Exam # 12-0080-5011

LANGUAGE:

TYPE: OPEN CONTINUOUS

**EXAM STATISTICS:**

LIST VALID: 06/15/12 – 06/15/14

Total Applications Received: 104

Total Invited to Exam: 16

(No. Passed 12 No. Failed 4 No. Withdrew 0 No. Screened Out 88)

**INTERVIEW PANELS**

NAME	TITLE	LOCATION	ETHNICITY	GENDER
YVONNE ROBINSON	DETECTIVE	CITY OF LONG BEACH	BLACK	FEMALE
RIVERS JACQUES JR.	TRANSIT LIEUTENANT	LOS ANGELES COUNTY METRO TRANSIT AUTHORITY	BLACK	MALE

CERTIFIED TO BE CORRECT: *David M. Makaha* DATE: 6-8-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 6-21-12  
RATIFICATION: \_\_\_\_\_ YES \_\_\_\_\_ NO



## ELIGIBILITY LIST

DATE: 6/5/12

TITLE: GROUNDSKEEPER

Exam # 12-0077-0172

Type: DUAL

LANGUAGE: NONE

### **EXAM STATISTICS:**

LIST VALID 6/12/12 – 6/12/13

Total Applications Received: 148

Total Invited To Exam: 125

(No. Passed 55 No. Failed 48 No. Withdrew 22 No. Screened Out 23)

### **INTERVIEW PANELS**

NAME	TITLE	LOCATION	ETHNICITY	GENDER
ANDY BELTRAMI	GARDENER	LYNWOOD USD	HISPANIC	MALE
ANTHONY OLVERA	MAINTENANCE SUPERVISOR	LOS ALAMITOS USD	HISPANIC	MALE
JIM OSBORNE	SUPERINTENDENT	CITY OF GARDENA	WHITE	MALE
GREGORY BROADWAY	PLANT SUPERVISOR II	LBUSD	BLACK	MALE
MIKE NEWMAN	EQUIPMENT OPERATOR	DOWNEY USD	BLACK	MALE
ANDREW GOMEZ	PARK MAINT SUPERVISOR	CITY OF SANTA MONICA	HISPANIC	MALE
RICHARD VENABLE	PLANT SUPERVISOR HS	LBUSD	BLACK	MALE
MANUEL CORREA	PLANT SUPERVISOR HS	LBUSD	HISPANIC	MALE

CERTIFIED TO BE CORRECT: David Hernandez DATE: 6/7/12

CERTIFIED AT PERSONNEL COMMISSION MEETING 6/21/12

RATIFICATION: \_\_\_\_\_ YES \_\_\_\_\_ NO



## ELIGIBILITY LIST

11/11/12

DATE: 6/6/12

TITLE: GROUNDKEEPER-  
SUBSTITUTES

Exam # 12-SUBS-0172  
Type: DUAL

LANGUAGE: NONE

### EXAM STATISTICS:

Total Applications Received: 148

LIST VALID 6/12/12 - 6/12/14

Total Invited To Exam: 125

(No. Passed 55 No. Failed 48 No. Withdrew 22 No. Screened Out 23)

### INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
ANDY BELTRAMI	GARDENER	LYNWOOD USD	HISPANIC	MALE
ANTHONY OLVERA	MAINTENANCE SUPERVISOR	LOS ALAMITOS USD	HISPANIC	MALE
JIM OSBORNE	SUPERINTENDENT	CITY OF GARDENA	WHITE	MALE
GREGORY BROADWAY	PLANT SUPERVISOR II	LBUSD	BLACK	MALE
MIKE NEWMAN	EQUIPMENT OPERATOR	DOWNEY USD	BLACK	MALE
ANDREW GOMEZ	PARK MAINT SUPERVISOR	CITY OF SANTA MONICA	HISPANIC	MALE
RICHARD VENABLE	PLANT SUPERVISOR HS	LBUSD	BLACK	MALE
MANUEL CORREA	PLANT SUPERVISOR HS	LBUSD	HISPANIC	MALE

CERTIFIED TO BE CORRECT: Paul McMahon DATE: 6/7/12

CERTIFIED AT PERSONNEL COMMISSION MEETING 6/21/12

RATIFICATION: \_\_\_\_\_ YES \_\_\_\_\_ NO

**ELIGIBILITY LIST***Maria Brenstein*

DATE: 6/7/12

TITLE: **NUTRITION SERVICES OPERATIONS  
AND TRAINING SPECIALIST**

Exam # 12-0088-5062

LANGUAGE: NONE

TYPE: PROMOTIONAL

**EXAM STATISTICS:**

List Valid: 06/15/12 -06/15/13

Total Applications Received: 9

Total Invited to Exam: 8

( No. Passed 8      No. Failed 0      No. Withdrew 0      No. Screened Out 1 )

**INTERVIEW PANELS**

NAME	TITLE	LOCATION	ETHNICITY	GENDER
Krista Petty	Director of Nutrition Services	Anaheim UHSD	White	Female
Vanessa Martinez	HR Manager	Centinela UHSD	Hispanic	Female

CERTIFIED TO BE CORRECT: *Patricia McManis* DATE: 6/7/12CERTIFIED AT PERSONNEL COMMISSION MEETING 6/21/12

RATIFICATION: \_\_\_\_\_ YES \_\_\_\_\_ NO

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 12.1.1-12.1.20

Date: June 21, 2012

Reason for  
Consideration: Restricted Action

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Personnel Commission Rules 4.2.A.7 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 by certified mail and has responded. If the appellant is present and requests the matter be discussed in open 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: 12.2.1-12.2.13

Date: June 21, 2012

Reason for  
Consideration: Restricted Action

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Personnel Commission Rule 4.2.A.5 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list if "presently continuing to serve a judicially imposed sentence including a probationary period for a conviction, unless the District waives this subsection."

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 by certified mail and has responded by telephone. The appellant has requested the matter be discussed in closed session.

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.