



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

December 6, 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 November 8, 2012 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 None
 - 8.2 Revisions to the Rules and Regulations of the Classified Service, Chapter III (Second Reading) Discussion/Action
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 December 20, 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 November 8, 2012

PAGES: 7.1.1 – 7.1.4

Date: December 6, 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
Susan Leaming, Personnel Analyst
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
Anne Follett, Human Resources Technician

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Appellant 13071964; and Appellant 13024926.

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

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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 Commissioners, the PCASC (Personnel Commissioners Association of Southern California) will hold a dinner meeting on December 5, 2012. On the agenda is a speaker from School Services who will discuss the impact of recent election results on school districts.

Ms. McMahon updated the Commission on the Personnel Commissioner recruitment, reporting interviews for the new Personnel Commissioner will be held on November 13th. Following the interviews a ranked list will be submitted to the Board of Education for their action and recommendation for appointment to the State Superintendent of Public Instruction.

PRESENTATION OF ANNUAL REPORT

PRESENTATION OF ANNUAL REPORT

Ms. McMahon explained that the Education Code requires the Personnel Commission to prepare an Annual Report to present to the Board of Education. The purpose of the report is to inform the Board of Education of the activities of the Personnel Commission during the preceding fiscal year.

Ms. McMahon delivered a PowerPoint presentation of the Annual Report for the Commission's review and consideration. Following comments and discussion, the Commission accepted the Annual Report and directed the Executive Officer to present it to the Board of Education at the Board Workshop on November 19, 2012.

MINUTES

MINUTES

The Commission approved the minutes of the October 25, 2012 Personnel Commission meeting. It was moved by Commissioner Mulkey to approve the minutes. Vice-Chairperson Vaughan seconded the motion. The motion was carried and approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

None

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Executive Officer McMahon presented the first reading of the revision to Chapter III of the Rules and Regulations of the Classified Service. Valeeta Pharr, CSEA Chapter 2 President, asked if the change from three years to two years in Rule 3.3.D *Eligibility for Subsequent Reclassification* was due to practice or a result of change in law. Ms. McMahon stated it was updating the rule to adhere to the current California Education Code. The Commission directed the Executive Officer to forward the revisions to all stakeholders for review. A second reading and action will be taken at the December meeting.

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 bulletins. The motion was seconded by Vice-Chairperson Vaughan and the bulletins were ratified.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Elementary School Office Supervisor	Promo	13-0024-3345
Instructional Assistant – Mathematics	Dual	13-0036-5172
Middle School Office Supervisor	Promo	13-0025-3357

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. Chairperson Ulaszewski questioned the discrepancy in end dates of the Instructional Assistant – Intensive Behavioral Treatment lists and the number of candidates who failed the examination. Marilyn Balmer, Personnel Analyst indicated revisions have recently been made to the examination and this may be the cause for the increase in fails. Executive Officer McMahon requested a correction be made to the Instructional Assistant-Intensive Behavioral Treatment 13-0017-5035 list, the end date should read 5/06/13 as it is a six (6) month eligible list. The eligibility lists were approved with the revision to that end date.

Health Assistant **Dual** **13-0019-5170**
List Valid: 10/29/12 – 10/29/13
Total applications received: 110 Total invited to exam: 31
No. Passed: 19 No. Failed: 12 No. Withdrew: 0 No. Screened Out: 79

HVAC Technician **Dual** **13-0007-5103**
List Valid: 10/30/12 – 10/30/13
Total applications received: 50 Total invited to exam: 27
No. Passed: 4 No. Failed: 18 No. Withdrew: 5 No. Screened Out: 23

Instructional Assistant-Intensive Behavioral Treatment **Open/Continuous** **13-0015-5035**
List Valid: 10/24/12 – 4/24/13
Total applications received: 133 Total invited to exam: 86
No. Passed: 46 No. Failed: 8 No. Withdrew: 32 No. Screened Out: 47

Instructional Assistant-Intensive Behavioral Treatment **Open/Continuous** **13-0017-5035**
List Valid: 11/06/12 – 5/06/13
Total applications received: 123 Total invited to exam: 60
No. Passed: 11 No. Failed: 25 No. Withdrew: 24 No. Screened Out: 63

Nutrition Services Worker **Open/Continuous** **13-0018-5068**
List Valid: 10/26/12 – 10/26/13
Total applications received: 127 Total invited to exam: 105
No. Passed: 46 No. Failed: 7 No. Withdrew: 52 No. Screened Out: 22

OTHER ITEMS

OTHER ITEM

Commissioner Ulaszewski cancelled the meeting of November 22, 2012 due to the Thanksgiving holiday but informed the Executive Officer if any urgent matters deem it necessary to hold a meeting, she may call for the meeting to be rescheduled to November 21, 2012.

Valeeta Pharr, CSEA Chapter 2 President, reported on a special Board of Education meeting she attended regarding Measure K and the North Long Beach Initiative. She said it was a very good meeting and many kudos were given to the District for bringing jobs to Long Beach.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, December 6, 2012, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:45 a.m. to consider the recommendations to remove Appellant 13071964 and Appellant 13024926.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 13071964 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was not present.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove candidate 13024926 from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant was not present.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:01 a.m. The following reportable action was taken during Closed Session:

The Commission acted to grant the appeal of candidate 13071964 and instructed the Executive Officer to notify the candidate of this decision.

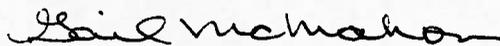
The Commission acted to grant the appeal of candidate 13024926 and instructed the Executive Officer to notify the candidate of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:03 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,



Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

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

PAGES: 8.2.1- 8.2.9

Date: December 6, 2012

Reason for
Consideration: Discussion/Action

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 III (Second Reading)

2

**CHAPTER III
POSITION CLASSIFICATION PLAN**

3.1 CLASSIFICATION OF EMPLOYEES AND POSITIONS

3.1.1 Personnel Commission Responsibility to Classify Positions

The Commission shall classify all employees and positions except those which are exempt from the classified service. "To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies and preparing written class specifications.

Those positions exempt from the classified service are

1. Positions which require certification qualifications
2. Full-time students employed part-time
3. Part-time students employed part-time in any college work study program, or In a work experience education program conducted by a community college District pursuant to Article 7 (commencing with Section 51760) of Chapter 5 of Part 28 and that is financed by state or federal funds.
4. Apprentice positions
5. Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board or by the Commission when so designated by the Commission
6. Part-time playground positions, where the employee is not otherwise employed in a classified position. Part-time playground positions shall be considered part of the classified service when the employee in the position also works in the same school district in a classified position.

Reference: California Education Code 45256

3.1.2. Out of Class Compensation.

An employee assigned higher level duties not a part of their current classification shall have his/her salary adjusted upward for the entire period he/she is required to work out of classification.

A claim for a pay differential for working out of class may be submitted by the employee or the supervisor. A claim for pay differential must include a list of assigned duties. The Personnel Commission administrator shall review the duties assigned to the position and determine if the assigned duties are at a higher level and shall recommend an appropriate pay differential consistent with these rules. If the Personnel Commission administrator determines the assigned duties are not at a higher level, the administrator shall notify the employee and the appropriate supervisor.

Working out of class assignments are designed for temporary situations. It is not the intent these rules be construed as permitting an employee to refuse to perform duties assigned by his or her supervisor.

Reference: California Education Code 45110, 45285

3.1.3. Creating and Abolishing Classifications.

The Commission may create new classes as needed and abolish or combine existing classes within the classified service, as the needs of the service require.

Reference: California Education Code 45256

3.1.4. The Classification of New Positions.

No person shall be appointed to a new position in the established classified service until the classification of the position has been approved by the Commission. Requests for such appointments must be accompanied by a statement of the essential duties to be performed by the incumbents.

Reference: California Education Code 45256

3.1.5. The Classification Specifications.

For each class of positions in the classified service established by the Commission, there shall be maintained in the office of the Commission, in suitable form, official class specifications including:

1. The official class title.
2. A definition of the class, indicating the duties and responsibilities.
3. A statement of typical tasks performed by those holding positions in the class. These are descriptive and explanatory only and do not restrict the administration from assigning other duties or tasks to a position.
4. A statement of the minimum educational and work experience requirements and other qualifications required.
5. A statement of knowledges, skills, abilities, physical demands and working environment.
6. A statement of the distinguishing characteristics of the class as appropriate.

3.1.6 Interpretation of Class Specifications.

Class specifications are descriptive and explanatory only and not restrictive. They indicate the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities, and qualification requirements, and do not prescribe what the duties of a position shall be. The use of a particular expression illustration as to duties, responsibilities.

qualification requirements, or other attributes is typical or descriptive of the class and does not exclude others not mentioned which are of similar kind and/or quality as may be determined by the Commission.

In determining the class to which a position shall be allocated, the specification for each class is considered as a whole. Consideration is not given to isolated clauses, phrases or words apart from their context and from illustrative information in other parts of the specifications, but to the general duties, responsibilities, specific tasks and qualification requirements as affording clear distinctions of the positions that class includes.

Each class specification is to be construed in its proper relationship to other specifications, particularly those in the same group of classes.

3.1.7 Allocation of Positions to Classes.

All positions substantially similar as to duties performed and the responsibilities exercised by the incumbents of such positions, and as to the qualifications requirements as shown in the class specifications, shall be allocated to the same class. The titles of the classes shall become the title of such positions, and shall be used in the records and correspondence of the Commission.

3.1.8 Change in Duties.

Changes in work assignments that substantially change the kind or level of duties and responsibilities of an existing position shall be promptly reported in writing by the appointing authority to the Commission.

Reference: California Education Code 45256

3.2 **QUALIFICATIONS FOR PROFESSIONAL EXPERTS**

In order to be exempted from the classified service as a professional expert, an individual must be recognized as such by reputable members of his own profession, as evidenced by one of the following:

1. Approval of a committee of members of his own profession.
2. Certification or license to practice that profession by a government agency if such license is established.
3. Listing in publications where individuals are chosen for listing by members of their own profession.
4. By membership in professional honor societies limited to that profession.
5. By advanced degrees in a recognized university with a major in the field of that profession.
6. By equivalent criteria acceptable to the Commission.

Evidence of these requirements must be presented to the Commission at the time the written request of temporary appointment is made.

Reference: California Education Code 45103

3.3 RECLASSIFICATION

3.3.1 Classification Requests.

Requests for classification studies or changes to the classification of positions shall be submitted in writing on forms provided by the Commission together with a statement of the reasons for the requested study. The Commission will receive requests for classification studies which are submitted by the administration, employees, or recognized employee organizations, and may direct staff study of such requests. Employees must inform their supervisors of the request. The Commission or its staff may also initiate classification studies. Should a study indicate a substantial change in the kind or level of duties or responsibilities, the Commission may reclassify or newly classify the position, including the establishment of a new class. If recommendations are made to the Personnel Commission indicating a substantial change, major revision or newly classified position, the employee association will be provided a copy of the recommended changes seven (7) days prior to Personnel Commission action. It is understood, however, that on occasion the needs of the District may limit the time available for review by the employee association.

3.3.2 Basis for Reclassification.

The basis for reclassification of a position must be a gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities. Determinations as to gradual accretion will be made by the personnel commission and will be based on the following guideline factors:

1. Changes in duties and responsibilities shall have occurred over a period of not less than one year.
2. Any increase in responsibilities shall have occurred over a period of not less than one year and shall be clearly defined by the supervisor or the incumbent.
3. A new position description reflecting the changes in duties and responsibilities shall be submitted to the Personnel Commission administrator along with the request for classification change.
4. Organizational changes affecting the position.

3.3.3 Effect of Classification Changes on Incumbents.

1. In a job family or class series classification and compensation study when all or a portion of positions within a class are reclassified to an existing or newly created class with a higher salary range, incumbents shall be granted status in the class without further competitive examination.

2. In individual classification studies in which the incumbent has served between one and three years is reclassified to a class with a higher salary range on the basis of gradual accretion of duties, the incumbent may be required to take a qualifying examination. If the incumbent achieves a passing score, no further competitive examination is required. When a position in which the incumbent has served between one and three years is reclassified to a class with a higher salary range on the basis of gradual accretion of duties and the incumbent has his/her name on an appropriate eligibility list established within the last two years of the effective date of the reclassification, the action may be effected without further competitive examination.
3. In individual classification studies when an incumbent is reclassified to an existing higher class or a new class based on the accretion of duties or a sudden reorganization and the assignment of new duties, the Personnel Commission administrator may determine that reclassification without further competitive examination is in the best interest of the District and the employee. Factors that will be considered in making the determination are Commission staff's judgment and recommendation and consistency with merit system principles. The studies should demonstrate that the incumbent meets the important standards of the class, (training, experience, knowledges, abilities and special requirements).
4. Salary adjustments based upon classification changes shall become effective on the first day of the pay period cycle following the Personnel Commission action.

3.3.4 Eligibility for Subsequent Reclassification.

An employee who has been reclassified with his/her position shall be ineligible for subsequent reclassification to a higher class with his/her position for a period of at least two years from the previous reclassification.

3.3.5 Basis for Newly Classified Position.

When the classification of a position is changed and such change is not based upon gradual accretion but by a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities it may be newly classified by the Commission, including the establishment of a new class.

An incumbent who does not meet the requirements for reclassification as stated may be newly classified and in order to remain in his/her position shall be required to meet the requirements of either 1. or 2. below:

1. Be required to successfully pass any test administered for the new class or newly classified position.

When an eligibility list exists for the higher class, the Commission may authorize a special administration of the examination for the higher class to the incumbent of that position. Such authorization shall be made only when the existing list was established less than 11 months prior to the date of Commission action and

when the incumbent did not compete in any part of the examination that produced that list. The same tests of fitness and the same examination standards applied in the original examination shall be used in the special administration. If the incumbent is successful, his or her name shall be merged into the existing eligibility list in rank according to examination score (with seniority credit, if applicable, for service up to the date applied to other eligibles in the original examination). Actions authorized pursuant to this paragraph shall not be construed as constituting a new examination or eligibility list.

2. Have had his/her name on an appropriate eligibility list established within three years of the effective date of the change in classification. Appropriateness of eligibility lists shall be determined by the Personnel Commission.

Failure to successfully meet the requirements in paragraphs 1. or 2. shall mean that the employee will be laid off for lack of work. The employee may exercise any seniority of bumping rights as provided in the Education Code or these Rules and Regulations.

The employee may also request a voluntary demotion to avoid layoff as provided in the Education Code.

3.3.6 Change in Classification to a Lower Level.

When a position or group of positions is either newly classified or reclassified to a class with lower wage or salary range, any incumbent shall have the following rights:

1. To transfer to any vacant position in the higher class or to bump the employee in the higher class with the lowest seniority in the class, provided that the incumbent has greater seniority in the class.
2. To bump the employee with the least seniority in any equal or lower class in which the incumbent formerly served, provided that he/she had greater seniority in the class.
3. To be demoted to the class to which his position is now allocated.

The employee may choose to transfer, demote or exercise bumping rights at his/her option, and his/her choice shall not affect any reemployment layoff rights.

Any displacement of a regular employee resulting from an action to newly classify or reclassify a position, positions, or class of positions shall be considered a layoff for lack of work, and an appropriate reemployment list will be established in accordance with these Rules.

3.3.7 Change in Classification at the Same Level.

Incumbents of positions reclassified or newly classified to a class at the same salary level shall be granted status in the new class without examination.

3.4 RESTRICTED CLASSIFICATION AND POSITIONS

3.4.1 Positions Classified as "Restricted".

Restricted positions are positions limited to persons who are either mentally, physically or developmentally disabled. The positions shall be part of the classified service but in addition to the regular class title indicate "restricted". Restricted positions shall be subject to the following:

1. Considered part of the classified service
2. Not subject to Section 45272 and 45273 of the California Education Code
3. Shall not acquire permanent status or seniority credits
4. Shall not be eligible for promotion into the regular classified service until they have complied with subdivision © of Section 45105

Reference: California Education Code 45259, 45105

3.4.2 Restricted Positions Qualifying for Regular Positions.

After completion of six months of paid, satisfactory service in a "restricted" position, a person working in such a position may take such regular examination for the class (unrestricted) as is required for all other persons. If the incumbent of a "restricted" position qualified in such an examination, regardless of his ranking or place on the eligibility list, he shall be accorded the full rights, benefits, and burdens of any other classified employee serving in the regular classified service. In such case, his seniority for purposes of layoff or promotion shall be computed from the original date of employment in the "restricted" position and shall continue even though the incumbent continues to service in a "restricted" position. A probationary period shall not be required unless he qualified for a class on a higher salary schedule.

Reference: California Education Code 45105

3.5 SENIOR MANAGEMENT EMPLOYEES

3.5.1 Designation of Senior Management Position.

The Board of Education may designate up to five positions as senior management of the classified service. Employees whose positions are so designated shall be part of the classified service except they shall not attain permanent status in senior management positions. Senior management positions may include the fiscal advisor to the Superintendent and the highest positions that have district-wise responsibility for formulating policies or administering a principal district program area, as determined by the Board of Education.

When the Board of Education adopts a resolution designating a position as part of senior management of the classified service, they shall be identified in the Classified Salary Schedule as such.

Reference: California Education Code 45100.5, 45104.5, 45108.5, 45256.5

3.5.2 Selection of Senior Management Employees.

Positions designated as senior management of the classified service shall be filled from an unranked alpha list of persons who have been determined by the Personnel Commission to meet the minimum qualifications specified by the superintendent.

Reference: California Education Code 45256.5

3.5.3 Seniority Rights.

Senior management employees shall earn seniority credit in accordance with the provisions of these rules.

3.5.4 Bumping and Placement Rights for Employees with Underlying Permanent Status in the Classified Service.

If any or all of the senior management positions are abolished by a resolution adopted by the Board of Education or the assignment of an incumbent to a senior management position is terminated pursuant to the provisions of Education Code section 35031, the employee shall be placed in the following order:

1. In a position in the classification to which the employee would be entitled if their position and classification had not been designated as senior management.
2. In a position in the classification to which the employee holds bumping rights under the provisions of these rules.
3. In a vacant position which is similar to their former position in the regular classified service upon recommendation of the Personnel Commission administrator and approval of the Personnel Commission.

3.5.5 Placement for Employee Without Underlying Permanent Status in the Classified Service.

Displaced incumbents of senior management positions who do not have underlying permanent status in the classified service may be placed in a position only in accordance with the Education Code and rules of the Personnel Commission.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.3

Date: December 6, 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>
Health Assistant	Dual	13-0041-5170	2
Kids Club Assistant	Dual	13-0037-0694	3
Kids Club Lead Assistant	Dual	13-0038-0515	3



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
www.lbschools.net/Main_Offices/Personnel_Commission/

HEALTH ASSISTANT – 5170

Final Filing Date: 4:30 p.m., Thursday, December 13, 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

JOB INFORMATION: Permanent, Part-time, 47.5%, 10 months positions. The current vacancies are located at various schools.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at 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 direction, provide a variety of health services to students at an assigned school site; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; 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 the medical field or completion of a certified nurse's aide, medical assistant or related health care program is desirable.

EXPERIENCE: One year of experience at the level of Office Assistant is required. Experience working in a health care service environment and with children is highly desired.

SPECIAL: (1) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (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 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. Written exam is tentatively scheduled for Tuesday, January 8, 2013. Candidates whose backgrounds best meet the minimum requirements will be invited.

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 13-0041-5170 EE
Dual Examination



2008 Finalist
the Grand 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
www.lbschools.net/Main Offices/Personnel Commission

KIDS CLUB ASSISTANT - 0694
KIDS CLUB LEAD ASSISTANT - 0515
Final Filling Date: 4:30 p.m., Wednesday, December 5, 2012.

JOB INFORMATION:

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

Kids Club is designed to provide before and after school child care during the operating hours of **6:00 am to 6:30 pm, Monday through Friday.**

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.

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.

KIDS CLUB ASSISTANT					
(Positions not to exceed 18 hours per week)					
<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>	\$2,234	\$2,356	\$2,486	\$2,621	\$2,765
<u>HOURLY:</u>	\$12.92	\$13.58	\$14.33	\$15.14	\$15.95

JOB SUMMARY: Under immediate supervision, a Kid's Club Assistant will actively participate in the activities of a Kid's Club program designed to provide child care both before and after regular school times, and may range from 6:00-6:30 a.m. to 6:00-6:30 p.m., or as otherwise established. Incumbents are expected to be good role models for the children in a culturally diverse environment and encourage the development of sound social behavioral and interactions skills among the children. They will be assigned to work a schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule; and perform related duties as assigned. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

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 of high school or equivalent. Course work in child development or social work is desirable.

EXPERIENCE: Six months of experience working with children in an instructional or child-care setting.

KIDS CLUB LEAD ASSISTANT					
(Full-time Positions)					
<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>	\$2,357	\$2,488	\$2,623	\$2,769	\$2,921
<u>HOURLY:</u>	\$13.58	\$14.33	\$15.14	\$15.96	\$16.83

JOB SUMMARY: Under immediate supervision, participate in the planning, organizing and facilitating of the activities and functions of an assigned Kids Club program (day care); and do related work as required. They will usually be assigned to a site or program with a high number of students (over 85) providing before and after school child care during the operating hours of 6:30 am to 6:30 pm, Monday through Friday. An incumbent is required to carry out program functions within established guidelines and regulations under limited supervision of the immediate supervisor or the site administrator. They will be assigned a work schedule consistent with the operation of the program, which may be different from the general district calendar and work schedule. Active participation in games and related physical development activities with children is required.

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

TRAINING: Graduation from High School or equivalent is required, including completion of at least 12 units* in Early Childhood Education and/or school-age education courses. * Unofficial transcripts must be attached to application in order to be considered for Lead Assistant. A degree in education or a related field is highly desirable.

EXPERIENCE: Two years experience working in a large, extended day environment with school-age children (over 30 students at a site during the same time period) is required.

WORKING CONDITIONS: School classroom, learning center, or playground environment. Active participation in games and related physical development activities with children.

SPECIAL – (1) Some positions in these classifications may require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. (2) Accepting employment in a position in these classifications 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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: December 6, 2012

Reason for
Consideration: Restricted 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:

Senior Food Production Utility Worker

Dual

13-0027-0478

List Valid: 12/04/12 - 12/04/13

Total applications received: 86

No. Passed: 5 No. Failed: 7

Total invited to exam: 17

No. Withdrew: 5 No. Screened Out: 69

**Instructional Assistant Intensive
Behavioral Treatment**

Open Cont.

13-0021-5035

List Valid: 11/21/12 - 5/21/13

Total applications received: 61

No. Passed: 5 No. Failed: 9

Total invited to exam: 25

No. Withdrew: 11 No. Screened Out: 36

CERTIFIED TO BE CORRECT: Joel Mcmahon DATE: 11-30-12