

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
March 28, 2019

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order – Linda Vaughan
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of March 14, 2019 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodial Crew Supervisor 5-6
2. **RATIFY** job announcement bulletin for Behavior Intervention Supervisor 7-8
3. **RATIFY** job announcement bulletin for District Security Officer 9-10
4. **RATIFY** job announcement bulletin for Custodian 11-12
5. **APPROVE** the certification of Pool Operator eligibility list 18-0098-5241 established 3/15/2019 13
6. **APPROVE** the certification of School Safety Supervisor eligibility list 19-0070-5016 established 3/27/2019 13

7.	APPROVE the certification of Instructional Aide-Special eligibility list 19-019-0448 established 3/20/2019	1
III.	OLD BUSINESS None	
IV.	NEW BUSINESS	
1.	DISCUSS a Public Hearing date for proposed Personnel Commission Budget for 2019-2020	14
2.	APPROVE Meeting Dates for Personnel Commission 2019-2020	15
3.	APPROVE the following: Abolish the classification of Student Store Assistant	16-19
4.	APPEAL of disqualified candidate 2889496	20-26
V.	OTHER ITEMS	
VI.	NEXT REGULAR MEETING April 11, 2019 at 8:15 a.m. in Building B, Room 29	
VII.	CLOSED SESSION	
1.	Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment	
VIII.	ADJOURNMENT	

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

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. (Government Code 54954.2 (a)).

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

MINUTES

Regular Meeting

March 14, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, March 14, 2019 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Linda Vaughan.

ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resource Technician; Oralia Leyva Leonor, Human Resource Technician; Connie Ballew, Senior Administrative Secretary (Retired).

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President; Chester Davidson, CSEA Chapter 2 Vice President - Unit B; Tai Felder, Poly High School.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of February 28, 2019.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that 102 employees attended the March 5th CalPERS retirement workshop. For the first time, representatives from the Retired Public Employees' Association of California (RPEA) were in attendance and set up an informational table in the auditorium.

Mr. Kato informed the Commission that he spoke about the Personnel Commission and the merit system at a recent Aspiring Principal Meeting.

Mr. Kato reported that two New Employee Orientation sessions were held on March 11, 2019.

Mr. Kato announced that he and Christopher Steinhauser, Superintendent of Schools, attended a recent Confidential and Supervising Secretaries Association (CASSA) meeting to address their questions regarding classified employment.

Mr. Kato informed the Commission that Recruitment and Testing currently is working on 27 different exams including several director-level positions.

Mary Cates, Human Resources Supervisor, informed the Commission that to date, over 850 summer employment applications have been turned in for the School Enrichment and Learning (SEAL) program. Applications may be submitted through the employee portal until 4:30 pm, March 15th. Employees can also use the computer kiosks in the Personnel Commission's lobby to complete an online application. Any applications turned in after 4:30 pm, March 15th, will be accepted but marked late.

Mr. Kato informed the Commission that Susan Learning, Personnel Analyst, was conducting focus groups today for the Instructional Aide-Special job study at Cabrillo High School. The job study is expected to be completed by the end of the fiscal year.

CONSENT AGENDA

After discussion, a motion was made by Mr. Ulaszewski, and seconded by Ms. Bender, and the motion carried to approve the Consent Agenda items 1-7.

1. **RATIFY** job announcement bulletin for Custodial Crew Supervisor
2. **APPROVE** the certification of Nutrition Services Worker - Avalon eligibility list 19-0063-5068 established 2/15/2019
3. **APPROVE** the certification of Instructional Aide-Special – Avalon eligibility list 19-0062-0448 established 2/28/2019
4. **APPROVE** the certification of Custodian – Avalon eligibility list 19-0064-0139 established 02/28/2019
5. **APPROVE** the certification of Recreation Aide – Avalon eligibility list 19-0073-5255 established 02/28/2019
6. **APPROVE** the certification of School/Community Liaison - BL Spanish eligibility list 19-0037-5178 established 3/6/2019
7. **APPROVE** the certification of Instructional Aide-Special eligibility list 19-0085-0448 established 3/5/2019

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

OLD BUSINESS None

- NEW BUSINESS
1. **APPEAL** of disqualified applicant 35136300
 2. **APPEAL** of disqualified applicant 8217687
 3. **APPEAL** of disqualified applicant 38781211

Appellant 35136300 was in attendance and presented their appeal to the Commission in open session. The Commission moved New Business Items 2 & 3 to closed session.

OTHER ITEMS- None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 28, 2019 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION The Personnel Commission retired into closed session at 8:39 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:09 a.m

1. A motion was made by Mr. Ulaszewski and seconded by Ms. Bender and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation allowing Disqualified Applicant ID 35136300 to retest.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

2. A motion was made by Mr. Ulaszewski and seconded by Ms. Bender and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation allowing Disqualified Applicant ID 8217687 to retest.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

3. A motion was made by Mr. Ulaszewski and seconded by Ms. Bender and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation allowing Disqualified Applicant ID 38781211 to retest.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:09 a.m.



RECRUITMENT EXTENDED

CLASSIFIED OPEN/PROMOTIONAL EMPLOYMENT OPPORTUNITY

CUSTODIAL CREW SUPERVISOR

FINAL FILING DATE:

EXTENDED DEADLINE: 4:30 p.m., Friday, March 29, 2019

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located at Polytechnic HS.

JOB SUMMARY:

Under general supervision, plan supervise and participate in custodial crew activities at an assigned comprehensive high school or a restroom or kitchen crew; assure buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of custodial crew; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require possession of a valid California Class C driver's license and are required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, 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.

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.

SALARY RANGE HOURLY:

START:	\$21.57
6 MONTHS:	\$22.76
1 ½ YEARS:	\$24.01
2 ½ YEARS:	\$25.33

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, experience. 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: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. This is an open/promotional recruitment with promotional taking precedence. There will be two eligibility lists established: one list for promotional (in-house) candidates and a second list for open (outside) candidates.

PERSONNEL COMMISSION

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24 hour job hotline:(562) 491-JOBS
[www.lbschools.net/Departments/
Personnel_Commission](http://www.lbschools.net/Departments/Personnel_Commission)

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

Open/Promo Exam 19-0116-5245 OL

LBUSD employees, please see reverse side for
important information.

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

BEHAVIOR INTERVENTION SUPERVISOR

FINAL FILING DATE:

Application deadline: Friday, March 29, 2019; 4:30pm

JOB INFORMATION:

Permanent 10 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at Special Ed.

JOB SUMMARY:

Under general direction, plan, design, monitor and participate in implementing Applied Behavior Analysis (ABA) programs and service delivery options to meet the needs of students diagnosed with behavior or social skills deficits; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Board Certified Behavior Analyst (BCBA) certification issued by the Behavior Analyst Certification Board. Experience serving in a lead or supervisory capacity is desirable.

OR

A master's degree in education, psychology, counseling, behavior analysis, behavior science, human development, social work, rehabilitation, or a related field and two years of experience designing, implementing and monitoring skill-acquisition and behavior-reduction programs. Experience serving in a lead or supervisory capacity is desirable.

SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of a personal automobile and possession of a valid California Class C Driver's License. (2) May be required to travel from one school location to another

Note: Before being considered for employment, once an applicant meets the minimum qualifications, 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.

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.

SALARY RANGE HOURLY:

START: \$37.11
6 MONTHS: \$39.16
1 ½ YEARS: \$41.32
2 ½ YEARS: \$43.58

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission Office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. 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: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0117-5212 BEM

LBUSD employees, please see reverse side for
important information.

Balmer

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

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

Guidelines:

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

DISTRICT SECURITY OFFICER

FINAL FILING DATE:

4:30 p.m. Thursday, April 18, 2019

JOB INFORMATION:

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

JOB SUMMARY:

Under general direction, patrol and monitor District properties to protect District property against vandalism, illegal entry, fire and theft; enforce laws and regulations; respond to emergency situations and non-emergency dispatcher calls for service; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in criminal justice or a related field is desirable.

EXPERIENCE:

Some experience performing security work involving patrolling buildings and property to protect against vandalism, illegal entry, fire and theft.

OR

One year as a Campus Security Officer, School Safety/Security Specialist, School Safety Communications Operator or Gang Intervention Specialist in the Long Beach Unified School District.

SPECIAL REQUIREMENTS:

- (1) Incumbents in this class must possess and maintain a valid 832 Arrest and Firearms Certification as mandated by the California Penal Code throughout employment in this classification.
- (2) Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation.
- (3) Incumbents must obtain a certificate of completion of a school security guard training course within six months of employment.
- (4) Possession of a valid California Class C Driver's License is required at the time of appointment.
- (5) 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.
- (6) Incumbents in this classification must possess within six months of employment and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification.
- (7) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range.
- (8) Incumbents will be required to work evenings, swing shifts, weekend assignments and graveyard shifts.
- (9) May be required to travel from one school location to another.

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

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.

SALARY RANGE HOURLY:

START:	\$23.90
6 MONTHS:	\$25.22
1 ½ YEARS:	\$26.61
2 ½ YEARS:	\$28.07
3 ½ YEARS:	\$29.61

PHYSICAL DEMANDS:

Visual field and depth and color. Hearing and speaking to exchange information in person and on the telephone. Seeing to read, prepare and proofread documents and perform assigned duties. Sitting and standing for extended periods of time. Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment. Lifting objects weighing up to 50 pounds. Agility and strength to make apprehensions and to protect self from attack.

APPLICATION:

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SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. 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: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of 6 months.

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0119-5202 OL

LBUSD employees, please see reverse side for important information.

William Bahner

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN

FINAL FILING DATE:

4:30 p.m. Friday, April 12, 2019 ✓
Applications Accepted April 10 – 12, 2019 ✓

TENTATIVE WRITTEN EXAM DATES:

MONDAY, MAY 20, 2019, AND WEDNESDAY, MAY 22, 2019 ✓

JOB INFORMATION:

Current need is for substitute Custodians. Eligibility list may be used to fill future vacancies as they occur. ✓

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

EDUCATION AND TRAINING:

Completion of the eighth grade. ✓

EXPERIENCE:

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

Proof of enrollment in or successful completion of the Building Maintenance/Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and experience. ✓

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

SPECIAL REQUIREMENTS:

(1) Positions assigned to a cleaning crew at the Operations or Nutrition Services Branches 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. ✓

WORKING ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders. ✓

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

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.

Handwritten signature
3/24/19

SALARY RANGE HOURLY:

- START: \$18.23 ✓
- 6 MONTHS: \$19.23 ✓
- 1 ½ YEARS: \$20.28 ✓
- 2 ½ YEARS: \$21.40 ✓
- 3 ½ YEARS: \$22.57 ✓

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Paper applications must be completed on an official LBUSD application and supplemental application forms obtained from the Personnel Commission.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. 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: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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Open Exam 19-0120-0139 BEM

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 12

Date: March 28, 2019

Reason for
Consideration: Approval

POOL OPERATOR

List Valid: 3/15/19-3/15/20

Total Applications Received: 25

No. Passed: 2 No. Failed: 1

OPEN EXAMINATION

18-0098-5241

Total Invited to Exam: 4

No. Withdrew: 1

No. Screened Out: 21

SCHOOL SAFETY SUPERVISOR

List Valid: 3/27/19-3/27/20

Total Applications Received: 13

No. Passed: 2 No. Failed: 0

OPEN

19-0070-5016

Total Invited to Exam: 5

No. Withdrew: 1

No. Screened Out: 10

INSTRUCTIONAL AIDE-SPECIAL

List Valid: 3/28/19-3/28/20

Total Applications Received: 50

No. Passed: 9 No. Failed: 0

OPEN/CONTINUOUS

19-19-0109-0448

Total Invited to Exam: 11

No. Withdrew: 2

No. Screened Out: 39

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Establish a Public Hearing date for Proposed
Personnel Commission Budget for 2019-2020

PAGE: 13

Date: March 28, 2019

Reason for
Consideration: Action

EDUCATION CODE 45253 BUDGET; PERSONNEL COMMISSION; HEARINGS; ADOPTION OR REJECTION; AMENDMENTS.

(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 purposes of Section 45255.

(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.

It is recommended the Commission set the Public Hearing date for the Proposed Personnel Commission Budget for 2019-2020 on Thursday, April 10, 2019 at 8:15a.m. at the Personnel Commission Office, 4400 Ladoga Avenue, Long Beach, California .

PERSONNEL COMMISSION



MEETING DATES 2019-2020

All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

2019

July 4*
July 18

August 1
August 15
August 29

September 12
September 26

October 10
October 24

November 7
November 21

December 5
December 19

2020

January 2*
January 16
January 30

February 13
February 27

March 12
March 26

April 9
April 23

May 7
May 21

June 4
June 18

*The regular biweekly meeting of the Personnel Commission is scheduled on July 4, 2019 and the January 2, 2020 meeting is scheduled during Winter Recess. The Commission may elect to hold these meetings on alternate dates.

PERSONNEL COMMISSION



March 14, 2019

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Abolishment of a Classification

Background and Findings

The class of Student Store Assistant was created in 2001 and has been vacant since 2015. Incumbents assisted a Student Store Lead in running a student store at a comprehensive high school.

There is no reemployment list in place for this classification and no staff will be impacted by this action.

The Assistant Superintendent of High Schools supports the abolishment of this classification and does not anticipate utilizing it in the future.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of Student Store Assistant

Prepared by:

A handwritten signature in black ink, appearing to read "Susan Learning".

Susan Learning
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read "K3K".

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5176
Salary Range: 08 (C1)

STUDENT STORE ASSISTANT

JOB SUMMARY

Under direct supervision, assist in the purchasing, inventory, storage, sales and daily operations of a student store; participate in the oversight of student workers involved in the sale of food, beverages, school supplies, clothing, novelties and other items; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assist in the purchasing, inventory, storage, sales and daily operations of a student store; assist in assuring smooth and efficient student store operations. *E*
- Participate in the oversight of student workers involved in the sale of food items, beverages, school supplies, clothing, novelties and other items; train and provide work direction and guidance to student workers. *E*
- Participate in the preparation and set-up of food and beverage items at student store service windows; bake and heat food items and beverages. *E*
- Assure proper stock levels are maintained at serving windows and counters during and after service periods. *E*
- Perform cashiering duties; operate a cash register; count money and make correct change. *E*
- Operate student store and kitchen equipment such as a coffeemaker, hot and cold beverage machines and ovens. *E*
- Assist with daily cash collection, records and balancing of the daily cash collection. *E*
- Assist with pulling food items and supplies from freezers, refrigerators and storage; assist with stocking and rotating food items for freshness and temperature control. *E*
- Assist in maintaining student store facilities and equipment in a clean and sanitary condition; clean and sanitize serving counters and equipment; wash and sanitize trays, cookie sheets, pots, laundry items and other equipment; empty trash. *E*
- Assist in conducting student store inventories. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Student Store Assistant assists a Student Store Lead in the purchasing, inventory, storage, sales and daily operations of a student store at a large, comprehensive high school. Incumbents train and provide work direction to student workers and assist in receiving monies and balancing daily cash counts.

EMPLOYMENT STANDARDS

Knowledge of:

Retail store operations and sales.

Sanitation and safety practices related to the handling and serving of food and cleaning related equipment.

Operation of student store and kitchen equipment such as a cash register, calculator, coffeemaker, hot and cold beverage machines and ovens.

Basic math and cashiering skills.

Basic inventory methods and practices.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Basic record-keeping techniques.

General principles of training and providing work direction to others.

Ability to:

Assist in the purchasing, inventory, storage, sales and daily operations of a student store.

Train and provide work direction and guidance to others.

Operate student store and kitchen equipment such as a cash register, calculator, coffeemaker, hot and cold beverage machines and ovens.

Use cleaning solutions and equipment in a safe and efficient manner.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Maintain basic records.

Perform cashiering duties and make change quickly and accurately.

Meet schedules and time lines.

Complete work with many interruptions.

Add, subtract, multiply and divide quickly and accurately.

Education and Training:

Graduation from high school. College level course work in retail management, accounting or leadership/supervision is desirable.

Experience:

Six months of retail sales experience involving cashiering. Experience in a lead or supervisory capacity is desirable.

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

SPECIAL REQUIREMENTS

A valid Food Handler's certificate issued by an authorized agency is desirable.

WORKING ENVIRONMENT

Student store environment.

Subject to heat from ovens and cold from refrigerators or freezers.

Subject to open doors and service windows.

Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS

Standing and walking for extended periods of time.

Hearing and speaking to exchange information.

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

Dexterity of hands and fingers to operate student store equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to observe student store operations and count money.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT:	Removal from Eligibility List	PAGES: 19-25
Date:	March 28, 2019	Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A 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 the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

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

It is recommended the Commission act to approve this recommendation.

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