

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
October 24, 2019

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
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 October 10, 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 ASB Financial Technician 5-6
2. **RATIFY** job announcement bulletin for Executive Secretary (C) 7-8
3. **RATIFY** job announcement bulletin for HVAC Technician 9-10
4. **RATIFY** job announcement bulletin for Stage Technician 11-12
5. **RATIFY** job announcement bulletin for Educare Family Support Specialist 13-14
6. **RATIFY** job announcement bulletin for Educare Family Support Specialist – BL Spanish 13-14
7. **RATIFY** job announcement bulletin for Custodian 15-16
8. **RATIFY** job announcement bulletin for Senior Health Assistant 17-18

9.	APPROVE the certification of Instructional Aide Educare – BL Spanish eligibility list 20-0027-5206	19
10.	APPROVE the certification of Instructional Aide.Special (Revised) eligibility list 20-0017-0448 established 09/26/2019	19
11.	APPROVE the certification of Laborer eligibility list 20-0023-0204 established 10/15/2019	19
12.	APPROVE the certification of Nutrition Services Operations & Training Specialist eligibility list 20-0029-5062 established 10/18/2019	19
13.	APPROVE the certification of Nutrition Services Worker eligibility list 19-0155-5068 established 10/15/2019	19
14.	APPROVE the certification of Staff Secretary eligibility list 20-0016-3364 established 10/16/2019	19
15.	APPROVE the certification of Staff Secretary – BIL Spanish eligibility list 20-0031-5085 established 10/16/2019	19
16.	APPROVE the certification of Nutrition Services Worker eligibility list 20-0018-5068 established 10/16/2019	20
17.	APPROVE certification of Welder eligibility list 20-0003-0137 established 10/15/2019	20
18.	APPROVE certification of Purchasing Assistant eligibility list 20-0026-5129 established 10/16/2019	20
III.	OLD BUSINESS	
	None	
IV.	NEW BUSINESS	
	1. APPROVE the revision to Child Care Worker classification description	21-25
V.	OTHER ITEMS	
VI.	NEXT REGULAR MEETING	
	November 7, 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

October 10, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, October 10, 2019 at 8:18 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 Chairperson, Sheryl Bender.

ROLL

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

Present: Sheryl Bender
Linda Vaughan
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Jesus Rios Jr., Employment Services Supervisor; Maria Lynn Braunstein, Personnel Analyst; Gregory Robinson, Associate Personnel Analyst; Judith Alonso, Human Resources Technician; Oralia Leyva, Human Resources Technician; Andrea Armas, Human Resources Technician and Susan Brister, Human Resources Technician

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President; Chester Davidson, CSEA Chapter 2 Vice-President Unit B

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, and seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of September 26, 2019.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that the CPR/First Aid training courses will begin on December 13, 2019. He stated that there have been delays due to coordination difficulties, but that employees are

already-enrolling and there will be the same number of trainings offered-this school year.

Maria Lynn Braunstein, Personnel Analyst, informed the Commission of the open recruitments they currently have including Purchasing Assistant, Water/Boiler Treatment Specialist, Executive Secretary, Instructional Aide – Special, Welder, Child Care Worker, Elementary School Office Supervisor, Custodian, HVAC Technician, Stage Technician and Sign Language Interpreter. Ms. Braunstein stated that the Human Resources Assistant position also opened due to Judith Alonso accepting the last opening in the Recruitment and Testing Unit as a Human Resources Technician. Mrs. Braunstein went on to express her appreciation to staff for their great work on all the recruitments during these busy times.

Jesus Rios Jr., Employment Services Supervisor, stated that the first full pay period of the 2019-2020 school year concluded. It was more challenging because of the increased number of calls from schools and sites. He thanked staff for their work in answering questions and concerns and stated that he had received positive feedback from sites on their quick response time.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, and seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify items 1-2 and approve items 3-5 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
2. **RATIFY** job announcement bulletin for Student Data Systems Specialist
3. **APPROVE** the certification of Child Care Worker eligibility list 20-0032-5258 established 10/11/2019
4. **APPROVE** the certification of Electronics Technician eligibility list 20-0010-0110 established 10/01/2019
5. **APPROVE** the certification of Instructional Aide Special – BL Spanish eligibility list 20-0020-0450 established 10/03/2019

OLD BUSINESS

1. **APPROVE** the Revisions to the Rules and Regulations of the Classified Service (2nd Reading)

A motion was made by Mr. Ulaszewski and seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to revise the Rules and Regulations of the Classified Service

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

NEW BUSINESS

1. **APPROVE** the following:
Revise the classification of Senior Health Assistant

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to revise the classification of Senior Health Assistant

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

OTHER ITEMS

None_

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 24, 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 8:27 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:13 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:13 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

ASB FINANCIAL TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, October 25, 2019

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, maintain financial accounts for student body activities at a middle, K-8 or small specialized high school; advise school administrators, sponsors and student council members on proper accounting policies and procedures; perform varied clerical duties in support of school functions; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. Course work in accounting or finance in an institution of higher education is desirable

EXPERIENCE:

Two years of clerical accounting work preferably one of which is in a public agency.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

SPECIAL REQUIREMENTS:

(1) Some positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment.

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:	\$20.88
6 MONTHS:	\$22.02
1 ½ YEARS:	\$23.24
2 ½ YEARS:	\$24.51
3 ½ YEARS:	\$25.86

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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[www.lbschools.net/Departments/
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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Exam 20-0053-0751 ALT

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 case by case basis by the administrator of the Personnel Commission.



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

EXECUTIVE SECRETARY (C)

FINAL FILING DATE:

4:30 p.m., Thursday, October 24, 2019

REQUIREMENTS TO APPLY:

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

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located in the Office of the Assistant Superintendent of School Support Services.

JOB SUMMARY:

Under the direction of an Executive staff-level administrator, such as an Assistant Superintendent, perform complex and confidential secretarial and administrative support duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and coordinate flow of communications and information for the assigned administrator; train and evaluate the performance of assigned personnel.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

EXPERIENCE:

Five years of secretarial or administrative support experience including one year in a supervisory capacity or one year of experience at the level of Administrative Secretary with 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) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.
- (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in-writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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:	\$30.47
6 MONTHS:	\$32.14
1 ½ YEARS:	\$33.92
2 ½ YEARS:	\$35.78

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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Promo Exam 20-0054-0678 AA

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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

HVAC TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Tuesday, October 29, 2019

JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, perform skilled journey-level work in the installation, repair and maintenance of heating, ventilation, refrigeration and air conditioning equipment systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school and completion of a recognized-four-year apprenticeship program, degree or certificate program in the HVAC trade.

OR

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Incumbents in this classification must possess and maintain a valid-Refrigerant Transition and Recovery Usage Certificate (Universal). (4) Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list.

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: \$31.35
6 MONTHS: \$33.08
1 ½ YEARS: \$34.90
2 ½ YEARS: \$36.83
3 ½ YEARS: \$38.85

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0027-5103 SO

LBUSD employees, please see reverse side for important information.

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

STAGE TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Tuesday, October 29, 2019

JOB INFORMATION:

Permanent 10 month position. Position is 100% FTE (8 hours per day). Eligibility-list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, perform a variety of technical duties in the planning, design, construction, operation and maintenance of theater sets, materials and equipment including stage, sound and lighting systems; train and provide work direction and guidance to students in the technical operation of the theater and equipment; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of coursework, training or certification in various aspects of theater production and staging such as scenic design, construction, art, lighting and carpentry.

EXPERIENCE:

Two years of experience in stage design and operation.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS:

- (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

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.

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SALARY RANGE HOURLY:

START:	\$22.64
6 MONTHS:	\$23.89
1 ½ YEARS:	\$25.20
2 ½ YEARS:	\$26.59
3 ½ YEARS:	\$28.06

APPLICATION:

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SELECTION PROCEDURE:

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Dual Exam 20-0062-0379 OL

LBUSD employees, please see reverse side for important information.

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- ❖ **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.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

EDUCARE FAMILY SUPPORT SPECIALIST EDUCARE FAMILY SUPPORT SPECIALIST - BL SPANISH

FINAL FILING DATE:

1:30 p.m. Friday, November 1, 2019.

JOB INFORMATION:

Permanent 12 months position. Position is a 100% FTE (8 hours a day).

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

JOB SUMMARY:

Under general direction, serve as a member of the Educare interdisciplinary team with teachers and administrators to engage and support enrolled families; promote parent-child relationships and parent involvement in the development of their child's social-emotional, cognitive, and physical growth; promote parental engagement in their child's education including advocating for their child, education and community; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in social work, child development, education or a closely related field.

EXPERIENCE:

Two years of experience working with students and families in a family support/family-centered program.

SPECIAL REQUIREMENTS:

(1) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. (2) Incumbents in this classification must complete District-provided Family Development Credential training within eighteen months of hire. (3) Positions in the Educare Family Support Specialist – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/billiterate test. (4) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (5) May be required to travel from one 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: \$25.93
6 MONTHS: \$27.36
1 ½ YEARS: \$28.87
2 ½ YEARS: \$30.45
3 ½ YEARS: \$32.12

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.

PERSONNEL COMMISSION

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Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual 20-0061-5203 AA
Dual 20-0060-5204 AA

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.*

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CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN

FINAL FILING DATE:

4:30 p.m. Tuesday, November 8, 2019
Applications Accepted November 6-8, 2019

TENTATIVE WRITTEN EXAM DATE:
TUESDAY, DECEMBER 3, 2019.

JOB INFORMATION:

Current need is for substitutes. 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.

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.

PERSONNEL COMMISSION

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www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Exam 20-0054-0139 OL

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.**
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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR HEALTH ASSISTANT

FINAL FILING DATE:

4:30 p.m., Monday, November 4, 2019

JOB INFORMATION:

Full time and part-time 10 month positions available
Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general direction, provide a variety of specialized health services to students at assigned school sites; 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.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented at a minimum by completion of a Licensed Vocational Nurse program approved by the California Board of Vocational Nursing and Psychiatric Technicians.

EXPERIENCE:

One year of experience working in a health care service environment. Experience working with school-aged children is highly desired.

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

SPECIAL REQUIREMENTS:

(1) Incumbents in this classification at a minimum must possess and maintain licensure to practice in California as a Licensed Vocational Nurse throughout employment in this classification. (2) Incumbents in this classification must possess and maintain a valid CPR Card issued by an authorized agency throughout employment in this classification. (3) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

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

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0063-5174 JA

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 19

Date: October 24, 2019

Reason for Consideration: Approval

INSTRUCTIONAL AIDE EDUCARE – BL SPANISH

OPEN CONTINUOUS

20-0027-5206

List Valid: N/A
Total Applications Received: 47
No. Passed: 0 No. Failed: 4

Total Invited to Exam: 5
No. Withdrew: 1 -No. Screened Out: 42

INSTRUCTIONAL AIDE – SPECIAL (REVISED)

OPEN CONTINUOUS

20-0017-0448

List Valid: 09/26/19-09/26/20
Total Applications Received: 84
No. Passed: 17 No. Failed: 2

Total Invited to Exam: 26
No. Withdrew: 7 No. Screened Out: 58

LABORER

PROMO EXAMINATION

20-0023-0204

List Valid: 10/15/19-10/15/20
Total Applications Received: 19
No. Passed: 5 -No. Failed: 3

Total Invited to Exam: 15
No. Withdrew: 7 No. Screened Out: 4

**NUTRITION SERVICES OPERATIONS & TRAINING
SPECIALIST**

DUAL EXAMINATION

20-0029-5062

List Valid: 10/18/19-10/18/20
Total Applications Received: 37
No. Passed: 8 No. Failed: 9

Total Invited to Exam: 19
No. Withdrew: 2 No. Screened Out: 18

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

19-0155-5068

List Valid: 10/15/19-10/15/20
Total Applications Received: 99
No. Passed: 12 No. Failed: 10

Total Invited to Exam: 62
No. Withdrew: 40 No. Screened Out: 37

STAFF SECRETARY

DUAL EXAMINATION

20-0016-3364

List Valid: 10/16/19-10/16/20
Total Applications Received: 233
No. Passed: 20 No. Failed: 91

Total Invited to Exam: 158
No. Withdrew: 45 No. Screened Out: 77

STAFF SECRETARY – BIL SPANISH

PROMO EXAMINATION

20-0031-5085

List Valid: 10/16/19-10/16/20
Total Applications Received: 101
No. Passed: 7 No. Failed: 46

Total Invited to Exam: 69
No. Withdrew: 16 No. Screened Out: 32

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 20

Date: October 24, 2019

Reason for Consideration: Approval.

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

20-0018-5068

List Valid: 10/23/19-10/23/20

Total Applications Received: 84

No. Passed: 16

No. Failed: 10

Total Invited to Exam: 62

No. Withdrew: 38

No. Screened Out: 20

WELDER

DUAL EXAMINATION

20-0003-0137

List Valid: 10/24/19-10/24/20

Total Applications Received: 23

No. Passed: 1

No. Failed: 5

Total Invited to Exam: 10

No. Withdrew: 4

No. Screened Out: 13

PURCHASING ASSISTANT

DUAL EXAMINATION

20-0026-5129

List Valid: 10/24/19-10/24/19

Total Applications Received: 92

No. Passed: 9

No. Failed: 35

Total Invited to Exam: 62

No. Withdrew: 18

No. Screened out: 30

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: October 18, 2019

PERSONNEL COMMISSION



October 24, 2019

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revision to Child Care Worker classification description

Background and Findings

The Personnel Commission Office received an Essential Functions Job Analysis (EFJA) report from the Child Development Center for the classification of Child Care Worker. This EFJA was created by the District's Third Party Administrator, Monjaras and Wismeyer Group Incorporated and represents 18 substitute and 188 regular positions in the Child Care Worker classification. The report analyzed specific job-related environmental exposures, physical demands and potential hazards associated with positions in the classification.

Staff revised the classification specification Working Environment section based upon the findings of this report. A draft of the classification specification was provided to Cindy Young, Director - LBUSD Child Development Centers and Kids' Club for her review and approval.

Attached is a copy of the Child Care Worker specification showing proposed deletion annotated with ~~striketroughs~~ and additions underlined within the Working Conditions section.

Recommendation:

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification for Child Care Worker

There is no change in salary range necessary at this time.

Prepared by:

A handwritten signature in black ink, appearing to be "Bili Ewing".

Bili Ewing
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to be "Kenneth Kato".

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5258
Salary Range: 114 (NR)

CHILD CARE WORKER

JOB SUMMARY

Under immediate supervision, provide for and assure a safe, clean and secure environment for children enrolled in the Child Development Center (CDC) program; organize and oversee recreational, meal periods and playground activities; 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.

- Organize and oversee recreational, meal periods, playground and other Child Development Center (CDC) program activities such as indoor and outdoor games, meal periods, nap times, arts and crafts, music, homework, field trips and assisting during instructional time. **E**
- Apply District and State program policies, procedures and regulations related to assigned activities. **E**
- Maintain good behavior management and discipline of children participating in classroom, playground, meal periods and recreational activities; communicate playground rules and expectations to children; facilitate problem-solving skills. **E**
- Monitor and circulate throughout assigned areas and classrooms; promote safety and acceptable attitudes related to good citizenship, integrity, fair play, sportsmanship and respect for property and the rights of others. **E**
- Monitor and support behavior management of children during indoor and outdoor activities; assist with meal preparation; serve meals and snacks; encourage good manners and proper nutrition during meal periods. **E**
- Encourage children to communicate by asking questions, initiating and extending conversations and providing emotional support; assist children to maintain interest in activities; support the cognitive and language growth of children. **E**
- Assist children in the caring for their personal belongings including articles of clothing, backpacks, completed art projects and other items; assist children with toileting as needed. **E**
- Communicate with center and program administration and school staff regarding pertinent information such as special events, site programs, and observations and incidents relating to specific children; greet visitors and assist parents dropping off and picking up children. **E**

- Conduct regular inventory and safety checks of playground supplies; properly store playground equipment and supplies. *E*
- Perform daily visual inspections of classrooms, playgrounds, restrooms and surrounding areas for potential hazards; report safety concerns, injuries and unusual incidents to supervisor. *E*
- Perform incidental housekeeping tasks such as arranging objects, putting items away, wiping down tables, chairs, restrooms, work and play areas, toys and equipment, creating bulletin boards and displays, and arranging furniture. *E*
- Operate a walkie-talkie and radio for emergency assistance as necessary; operate a variety of office equipment including a computer and assigned software. *E*
- Provide routine clerical assistance to program staff as needed including filing, completion of forms, answering phones, and preparing materials for program activities. *E*
- Administer first aid or necessary physical assistance to ill or distressed children; notify supervisor of injuries and complete required forms. *E*
- Attend and participate in meetings, workshops, in-services and training programs; assist with family recruitment events as assigned. *E*
- Perform related duties as assigned.

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

Incumbents in this class will actively participate in the activities of a Child Development Center (CDC) program designed to provide child care both before and after regular school hours, and may range from 6:30am to 6:30pm or as otherwise established. Incumbents are expected to be role models for the children in a culturally diverse environment and encourage the development of prosocial interactions among the children. Incumbents 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. Child Care Worker assignments may not exceed 18 hours per week.

EMPLOYMENT STANDARDS

Knowledge of:

Safe playground practices and appropriate student conduct.
Basic concepts of child development and behavior.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of office equipment including a computer and assigned software.
Basic first aid techniques.

Ability to:

Organize and oversee recreational, playground and off-campus activities.
Promote a positive environment conducive to learning.
Demonstrate understanding and patience towards children.

Work independently and as a member of a team.
Understand and follow oral and written instructions.
Understand, apply and explain program rules, regulations and procedures.
Establish and maintain cooperative and effective working relationships with others.
Learn District and program organization, operations, policies and procedures.
Observe health and safety regulations.
Complete forms and prepare routine reports related to assigned activities.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Operate a walkie-talkie and variety of office equipment including a computer and assigned software.
Administer first aid or necessary physical assistance to ill or distressed children.

Education and Training:

Graduation from high school or equivalent.

OR

Proof of enrollment in an accredited California college.

Experience:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with children in an instructional, extended day care or similar recreation program is highly desirable.

WORKING ENVIRONMENT

Playground, indoor and outdoor environment, including uneven terrain.
Evening and varied hours.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust and odors.
Potential contact with blood and other bodily fluids.

PHYSICAL DEMANDS

Sitting, walking or standing for extended periods of time.
Bending and twisting at the waist, stooping, kneeling or crouching squatting.
Pushing, pulling, Lifting and carrying supplies weighing up to 25 50 pounds.
Pushing and pulling supply carts up to 60 pounds.
Twisting and turning neck and body to monitor activities of children.
Hearing and speaking to exchange information in person and on the telephone.
Dexterity of hands, and fingers and feet to operate playground and office equipment.
Seeing to monitor activities of children.
Crawling to assist children.
Jumping and running to demonstrate gross motor activities.
Stretching or reaching overhead and horizontally to retrieve instructional materials.
Ascend and descend step stools and ladders to retrieve instructional materials.

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.

PCA: 12/20/2018 (effective 1/1/2019)