

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

REGULAR MEETING AGENDA

Regular Meeting  
Building B, Room 29  
February 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 February 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 Instructional Aide-Deaf/Hard of Hearing 5-6
2. **RATIFY** job announcement bulletin for Business Services Administrator 7-8
3. **RATIFY** job announcement bulletin for Business Services Director 9-10
4. **RATIFY** job announcement bulletin for Maintenance Director 11-12
5. **RATIFY** job announcement bulletin for Operations Director 13-14
6. **RATIFY** job announcement bulletin for Electronics Technician 15-16
7. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I 17-18
8. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II 19-20

9.	<b>RATIFY</b> job announcement bulletin for Nutrition Services Supervisor III	21-22
10.	<b>RATIFY</b> job announcement bulletin for Maintenance Manager	23-24
11.	<b>RATIFY</b> job announcement bulletin for Area Custodial Manager	25-26
12.	<b>APPROVE</b> the certification of Recreation Aide - WRAP eligibility list 19-0079-5261 established 1/24/2019	27
13.	<b>APPROVE</b> the certification of Fiscal Services Analyst eligibility list 19-0054-5173 established 2/05/2019	27
14.	<b>APPROVE</b> the certification of Recreation Leader - WRAP eligibility list 19-0076-5262 established 2/08/2019	27
15.	<b>APPROVE</b> the certification of Building Maintenance Worker eligibility list 19-0049-0625 established 1/29/2019	27
16.	<b>APPROVE</b> the certification of Building Maintenance Worker/Driver eligibility list 19-0030-0880 established 02/12/2019	27
17.	<b>APPROVE</b> the certification of School Safety Officer eligibility list 19-0069-5014 established 02/19/2019	27
18.	<b>APPROVE</b> the certification of Grounds Crew Supervisor eligibility list 19-0048-0605 established 2/20/2019	27
19.	<b>APPROVE</b> the certification of Nutrition Services Payroll Technician eligibility list 19-0052-5208 established 2/6//2019	28
20.	<b>APPROVE</b> the certification of Nutrition Services Worker eligibility list 18-0105-5068 established 1/15/2019	28
21.	<b>APPROVE</b> the certification of Recreation Aide – WRAP eligibility list 19-0088-5261 established 2/15/2019	28
22.	<b>APPROVE</b> the certification of Senior Administrative Secretary eligibility list 19-0039-3362 established 2/20/2019	28
23.	<b>APPROVE</b> the certification of Heavy Truck Driver eligibility list 19-0044-0187 established 1/15/2019	28

III. OLD BUSINESS  
None

IV. NEW BUSINESS  
None

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

March 14, 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)).



## CLASSIFIED EMPLOYMENT OPPORTUNITY

# INSTRUCTIONAL AIDE-DEAF/HARD OF HEARING

### FINAL FILING DATE:

4:30 p.m., Tuesday, March 5, 2019

### JOB INFORMATION:

Permanent 10 month position. Position is 75% FTE. The current vacancy is located at Buftum.

### JOB SUMMARY:

Under immediate supervision, assist a certificated teacher in reinforcing instruction to individual or small groups of deaf and hard of hearing students in a classroom or other learning environment; perform a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs; 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 college-level course work relating to total communication as used in this class such as, American Sign Language or Signing Exact English. Completion of course work in Deaf Studies, Early Child Education or a related field is preferred

### EXPERIENCE:

Six months of experience using total communication, preferably working with children.

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.

**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:	\$19.24
6 MONTHS:	\$20.30
1 ½ YEARS:	\$21.42
2 ½ YEARS:	\$22.59
3 ½ YEARS:	\$23.84

### SPECIAL REQUIREMENTS:

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

### 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

Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood, CA 90713  
Office: (562) 435-5708  
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

Dual Exam 19-0110-3271 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 cases by case basis by the administrator of the Personnel Commission.*

## ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also is a five-time finalist for the prize.


Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

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Dual Continuous Exam 19-0107-0427 SF



**An Exciting Career  
Opportunity  
Awaits You at**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**BUSINESS SERVICES  
ADMINISTRATOR**

**\$156,295 - \$183,540 Annually**

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## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Business Services Administrator. Under administrative direction, plan and coordinate the activities of assigned business functions through assigned subordinate managers including but not limited to the Maintenance, Nutrition Services, Transportation and Operations departments; perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Administrative and Other, then Business Services Administrator.

## **THE IDEAL CANDIDATE**

Successful candidates will have graduated from a recognized college or university, preferably with a major in business administration, public administration, education or related fields is required. Postgraduate course work, or possession of a masters degree in one of the above fields is desirable.

Additionally, candidates will have five years of recent experience in an administrative or executive position involving maintenance and/or operating responsibilities in a large public or private organization with an overall annual operating budget approximating \$150,000,000 is required.

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

## **SPECIAL REQUIREMENTS**

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

## **SALARY AND BENEFITS**

The annual salary for Business Services Administrator is \$156,295 to \$183,540, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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## **HOW TO APPLY**

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A resume will not substitute for the required application forms.

### **Application Deadline: Open Until Filled**

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Long Beach Unified School District  
Personnel Commission Office  
4400 Ladoga Avenue  
Lakewood, CA 90713  
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>  
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

## ABOUT OUR DISTRICT

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**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**BUSINESS SERVICES  
DIRECTOR**

**\$122,433 - \$143,770 Annually**



## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Business Services Director. Under administrative direction, plan, organize, control and direct the operations and activities of assigned Business Services departments and operational units; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Administrative and Other, then Business Services Director.

## **THE IDEAL CANDIDATE**

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

Additionally, candidates will have five years of management-level business experience including substantial participation in policy development or program direction in an educational or public institution. Experience in student transportation, trucking operations and vehicle maintenance is highly preferred.

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

## **SPECIAL REQUIREMENTS**

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## **SALARY AND BENEFITS**

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**Application Deadline: 4:30 p.m., Friday, March 15, 2019**

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Dual Exam 19-0103-0083 SF

*Maria B. H.*



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**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**MAINTENANCE DIRECTOR**

**\$122,433 - \$143,770 Annually**

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Maintenance Director. Under the direction of the Business Services Administrator, plan, organize, control and direct the activities and operations of the Maintenance Branch including facilities maintenance, capital maintenance projects, construction and repair, energy conservation and environmental health and safety programs; supervise and evaluate the performance of assigned personnel, perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Maintenance, then Maintenance Director.

## **THE IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in engineering, architecture, construction management or a closely related field.

Additionally, candidates will have five years of management-level experience in the maintenance of buildings and facilities in a large organization including renovation and repair of large physical plant facilities and the administration of capital maintenance projects.

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

## **SPECIAL REQUIREMENTS**

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- (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) Licensure as a registered architect or engineer is desirable.

## **SALARY AND BENEFITS**

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Dual Exam 19-0104-0229 SF *Maria P. St.*



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SCHOOL DISTRICT**

**OPERATIONS DIRECTOR**

**\$122,433 - \$143,770 Annually**

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## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Operations Director. Under administrative direction, plan, organize, control and administer the District's grounds, custodial, mail and central switchboard services; assure smooth and efficient delivery of services to sites and offices; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Operations, then Operations Director.

## **THE IDEAL CANDIDATE**

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

Additionally, candidates will have five years of supervisory or managerial building maintenance, operations or grounds maintenance experience. Experience working with educational facilities is preferred.

Additional management or supervisory experience may substitute for up to two years of the required education on a year for year basis.

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

## **SPECIAL REQUIREMENTS**

(1) Positions in this classification require the use of a personal automobile and the possession of a 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.

## **SALARY AND BENEFITS**

The annual salary for Operations Director is \$122,433 to \$143,770, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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.

## **HOW TO APPLY**

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Friday, 8:00 a.m. - 4:00 p.m.

A resume will not substitute for the required forms. Completed forms must be received no later than:

**Application Deadline: 4:30 p.m., Friday, March 15, 2019**

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District  
Personnel Commission Office  
4400 Ladoga Avenue  
Lakewood, CA 90713  
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>  
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### ELECTRONICS TECHNICIAN

#### FINAL FILING DATE:

4:30 p.m., Friday, March 15, 2019

#### JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Current vacancy is located at Information Services.

#### JOB SUMMARY:

Under general supervision, install, repair, assemble, adjust, test and service electronic equipment, devices, components and circuits; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school and completion of a recognized apprentice training program of four years duration.

OR

#### EXPERIENCE:

Four years journey-level installation and repair of electronic equipment and devices.

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

#### SPECIAL REQUIREMENTS:

(1) Valid Class C California Driver's License. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

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: \$28.90  
6 MONTHS: \$30.49  
1 ½ YEARS: \$32.18  
2 ½ YEARS: \$33.95  
3 ½ YEARS: \$35.81

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

Dual Exam 19-0112-0110 ALT

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.*

*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.*



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### NUTRITION SERVICES SUPERVISOR I

#### FINAL FILING DATE:

4:30 p.m., Monday, March 11, 2019

#### JOB INFORMATION:

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

#### JOB SUMMARY:

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an elementary, small specialized secondary school site or a K-8 site with single line service; maintain the kitchen and serving area in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Graduation from high school or equivalent. Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

##### EXPERIENCE:

Two years of quantity food preparation and service experience including one year in lead capacity or one year as a Senior Nutrition Services Worker. Supervisory experience is desirable.

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

##### SPECIAL REQUIREMENTS:

Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

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

**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:	\$20.43
6 MONTHS:	\$21.56
1 ½ YEARS:	\$22.75
2 ½ YEARS:	\$23.99

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

Dual Exam 19-0097-5064 AM

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 EMPLOYMENT OPPORTUNITY

### NUTRITION SERVICES SUPERVISOR II

**FINAL FILING DATE:**

4:30 p.m., Monday, March 11, 2019

**JOB INFORMATION:**

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

**JOB SUMMARY:**

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at a middle, K-8, larger specialized secondary school site or Avalon school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Graduation from high school or equivalent. Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

**EXPERIENCE:**

Three years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor I.

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

**SPECIAL REQUIREMENTS:**

Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

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

**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:	\$22.78
6 MONTHS:	\$24.03
1 ½ YEARS:	\$25.35
2 ½ YEARS:	\$26.75

**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 19-0098-5065 AM

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 *Last 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 LA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.*



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### NUTRITION SERVICES SUPERVISOR III

#### FINAL FILING DATE:

4:30 p.m., Monday, March 11, 2019

#### JOB INFORMATION:

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

#### JOB SUMMARY:

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned comprehensive high school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Graduation from high school or equivalent. Completion of, or enrollment in, the Long Beach Unified School District Nutrition Services Supervisory class is desirable.

##### EXPERIENCE:

Four years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor II.

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

##### SPECIAL REQUIREMENTS:

Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

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

**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:	\$25.39
6 MONTHS:	\$26.78 ✓
1 ½ YEARS:	\$28.26
2 ½ YEARS:	\$29.81

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

Dual Exam 19-0099-5066 AM

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.*

## ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also is a five-time finalist for the prize.

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Dual Exam 19-0105-0567 OL *Maria Braunstein*



## An Exciting Career Opportunity Awaits You at

### LONG BEACH UNIFIED SCHOOL DISTRICT

### MAINTENANCE MANAGER

**\$86,057 – \$101,047 Annually**

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Maintenance Manager. Under administrative direction, plan, organize and manage the activities of one or more of the Maintenance Branch shops and trades including special projects and programs; prioritize, schedule, assign and inspect daily work projects; train and evaluate the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Maintenance, then Maintenance Manager.

## **THE IDEAL CANDIDATE**

Successful candidates will have an Associate's degree including course work in business administration, engineering, construction management or a related field. Completion of an approved apprenticeship program in one or more of the maintenance trades is desirable.

Three years of supervisory experience in the delivery of services involving the maintenance, repair and construction of facilities and building equipment systems in a large organization. Direct experience in one or more of the maintenance trades is desirable.

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

## **SPECIAL REQUIREMENTS**

Positions in this class require a valid California Class C driver's license. 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 standards. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. An incumbent in this class may be required to wear protective clothing, gear and equipment as required by law.

## **SALARY AND BENEFITS**

The annual salary for Maintenance Manager is \$86,057 to \$101,047, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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## **HOW TO APPLY**

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Friday, 8:00 a.m. - 4:00 p.m.

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Personnel Commission Office  
4400 Ladoga Avenue  
Lakewood, CA 90713  
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>  
**WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER**

## **ABOUT OUR DISTRICT**

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also is a five-time finalist for the prize.

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Promo Exam 19-0106-0600 OL *Maria Braunstein*

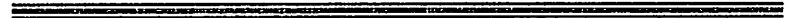


# **An Exciting Promotional Opportunity Awaits You at**

## **LONG BEACH UNIFIED SCHOOL DISTRICT**

### **AREA CUSTODIAL MANAGER**

### **\$86,057 – \$101,047 Annually**





## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Area Custodial Manager. Under general direction, to plan, organize and direct the activities of assigned personnel in an operations area engaged in the cleaning and general care of school district facilities; and to do related work as required.

For full details regarding the position, go to our website, select Class Specifications; choose Operations, then Area Custodial Manager.

## **THE IDEAL CANDIDATE**

Successful candidates will have graduation from high school.

Three years of supervisory level experience in the cleaning and maintenance of school buildings or related people oriented environments is required.

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

## **SPECIAL REQUIREMENTS**

Positions in this class require a valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

There is a continuing requirement for night work with occasional need to work weekends or holidays and to be on call.

## **SALARY AND BENEFITS**

The annual salary for Area Custodial Manager is \$86,057 to \$101,047, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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.

## **HOW 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.**

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/> The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Friday, 8:00 a.m. - 4:00 p.m.

A resume will not substitute for the required forms. Completed forms must be received no later than:

**4:30 p.m., Monday, March 11, 2019**

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 27

Date: February 28, 2019

Reason for  
Consideration: Approval

**RECREATION AIDE – WRAP**

List Valid: 2/28/2019-2/28/2020

Total Applications Received: 12

No. Passed: 3 No. Failed: 0

**OPEN/CONTINUOUS**

**19-0079-5261**

Total Invited to Exam: 5

No. Withdrew: 2 No. Screened Out: 7

**FISCAL SERVICES ANALYST**

List Valid: 2/15/2019-2/15/2020

Total Applications Received: 22

No. Passed: 4 No. Failed: 15

**DUAL**

**19-0054-5173**

Total Invited to Exam: 19

No. Withdrew: 0 No. Screened Out: 3

**RECREATION LEADER – WRAP**

List Valid: 1/10/2019-1/10/2020

Total Applications Received: 16

No. Passed: 6 No. Failed: 0

**OPEN/CONTINUOUS**

**19-0076-5262**

Total Invited to Exam: 14

No. Withdrew: 8 No. Screened Out: 2

**BUILDING MAINTENANCE WORKER**

List Valid: 02/21/2019-02/21/2020

Total Applications Received: 105

No. Passed: 16 No. Failed: 18

**DUAL**

**19-0049-0625**

Total Invited to Exam: 47

No. Withdrew: 13 No. Screened Out: 58

**BUILDING MAINTENANCE WORKER/DRIVER**

List Valid:

Total Applications Received: 62

No. Passed: 10 No. Failed: 11

**DUAL**

**19-0030-0880**

Total Invited to Exam:

No. Withdrew: 10 No. Screened Out: 31

**SCHOOL SAFETY OFFICER**

List Valid: 2/27/2019-2/27/2020

Total Applications Received: 18

No. Passed: 4 No. Failed: 0

**DUAL**

**19-0069-5014**

Total Invited to Exam: 3

No. Withdrew: 3 No. Screened Out: 15

**GROUPS CREW SUPERVISOR**

List Valid: 2/28/2019-2/28/2020

Total Applications Received: 19

No. Passed: 3 No. Failed: 0

**DUAL**

**19-0048-0172**

Total Invited to Exam: 3

No. Withdrew: 0 No. Screened Out: 16

**NUTRITION SERVICES PAYROLL TECHNICIAN**

List Valid: 2/15/2019-2/15/2020

Total Applications Received: 61

No. Passed: 9 No. Failed: 9

**DUAL**

**19-0052-5208**

Total Invited to Exam: 27

No. Withdrew: 9 No. Screened Out: 34

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:      Eligibility Lists

PAGE: 28

Date:            February 28, 2019

Reason for  
Consideration: Approval

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**NUTRITION SERVICES WORKER**

List Valid: 1/25/2019-2/25/2020

Total Applications Received: 172

No. Passed: 11                      No. Failed: 4

**OPEN**

**18-0105-5068**

Total Invited to Exam: 100

No. Withdrew: 84                      No. Screened Out: 73

**RECREATION AIDE – WRAP**

List Valid: 2/15/2019-2/15/2020

Total Applications Received: 3

No. Passed: 1                      No. Failed: 0

**OPEN/CONTINUOUS**

**19-0088-5261**

Total Invited to Exam: 3

No. Withdrew: 2                      No. Screened Out: 0

**SENIOR ADMINISTRATIVE SECRETARY**

List Valid: 2/28/19-2/28/20

Total Applications Received: 146

No. Passed: 8                      No. Failed: 19

**DUAL**

**19-0039-3362**

Total Invited to Exam: 40

No. Withdrew: 13                      No. Screened Out: 106

**HEAVY TRUCK DRIVER**

List Valid: 1/25/2019-1/25/2020

Total Applications Received: 24

No. Passed: 5                      No. Failed: 3

**DUAL**

**19-0044-0187**

Total Invited to Exam: 11

No. Withdrew: 3                      No. Screened Out: 13