

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
June 20, 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 June 6, 2019
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

1-4

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Executive Director Facilities Development and Planning
2. **RATIFY** job announcement bulletin for Intermediate Payroll Accounting Technician
3. **RATIFY** job announcement bulletin for Physician Services Technician
4. **RATIFY** job announcement bulletin for Plant Utilities Operator
5. **RAFITY**-job announcement bulletin for Risk Management Insurance Coordinator
6. **RATIFY** job announcement bulletin for School Data Technician
7. **RATIFY** job announcement bulletin for School Safety Officer

5-6

7-8

9-10

11-12

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17-18

8. RATIFY job announcement bulletin for Senior Payroll Accounting Technician	19-20
9. RATIFY job announcement bulletin for Speech-Language Pathology Assistant	21-22
10. APPROVE the certification of Behavior Intervention Supervisor eligibility list 19-0117-5212 established 06/17/2019	23
11. APPROVE the certification of Bus Driver-Catalina Island eligibility list 19-0127-0101 established 06/12/2019	23
12. APPROVE the certification of Custodian-Avalon eligibility list 19-0129-0139 established 06/10/2019	23
13. APPROVE the certification of Health Assistant-Avalon eligibility list 19-0128-5170 established 06/20/2019	23
14. APPROVE the certification of Instructional Aide-Special eligibility list 19-0144-0448 established 06/20/2019	23
15. APPROVE the certification of Nutrition Services Supervisor II-Avalon eligibility list 19-0131-5065 established 06/13/2019	23
16. APPROVE the certification of Nutrition Services Worker-Avalon eligibility list 19-0132-5068 established 06/13/2019	23
17. APPROVE the certification of Reprographics Technician eligibility list 19-0141-5132 established 06/17/2019	24
III. OLD BUSINESS	
1. ANNOUNCE the Personnel Commission Employee of the Year	
IV. NEW BUSINESS	
1. APPROVE revised classification of the Grounds Crew Supervisor	25-30
2. APPROVE the recommendation to remove from eligibility list ID 3953161	31-48
V. OTHER ITEMS	
VI. NEXT REGULAR MEETING	
July 18, 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

June 06, 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, June 6, 2019 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Sheryl Bender.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Gregg Robinson, Associate Personnel Analyst; Pamela Brackman, Senior Administrative Secretary; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Judith Alonso, Human Resource Assistant, Aaron Dominguez, Human Resource Technician; Anne Follett, Human Resource Technician; Oralía Leyva Leonor, Human Resource Technician; Vanessa Ortiz, Human Resource Technician; Silaue Taeleifi, Human Resource Technician.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President; Elliot Moore, Instructional Aide-Special. Alan Reising, Executive Director, Facilities, Development & Planning

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 May 23, 2019.

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

RECEIVE
CORRESPONDENCE

Feedback from an Instructional Aide-Special regarding the Instructional Aide-Special classification study was addressed to the Commissioners as an informational item.

PUBLIC HEARD

Elliott Moore, Instructional Aide-Special presented written correspondence to the Commissioners regarding concerns with the job family study for Instructional Aide-Special.

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that there were over 500 classified staff members in attendance at the annual Classified Employee Celebration held on May 24. Mr. Kato thanked the Personnel Commission, Certificated and Classified staff for volunteering their help. Mr. Kato continued that Pamela Auman, Speech-Language Pathology Assistant, was named Employee of the Year and will be presented at the Board of Education meeting on June 19.

Mr. Kato informed the Commission that the California School Personnel Commissioners Association (CSPCA) Annual Conference is being held in San Francisco on February 2020.

Maria Braunstein, Personnel Analyst, informed the Commission that there are 17 recruitments currently open, and a vacant Human Resource Technician position in Recruitment and Testing was filled by current staff member, Andrea Armas. Ms. Braunstein stated that she appreciated all the hard work from the entire Recruitment and Testing staff.

Dale Culton, Certification Services Manager, informed the Commission that the last day of school instruction is June 13 for students, June 14 for faculty and June 21 for transitional staff. Staff is continuing work on filling school vacancies over the summer. Mr. Culton continued that he and Mary Cates, Human Resource Supervisor, attended a meeting with the Payroll, Information Services and HRS departments to go over changes in the new payroll system. The new system begins in July.

Mary Cates, Human Resource Supervisor, informed the Commission that letters of summer assignments were sent out. Ms. Cates continued that any regret of assignment letters would not be sent out until later per request of Special Education for Instructional Aid-Specials.

CONSENT AGENDA

A motion was made by Ms. Vaughan, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve items 1-4 on the Consent Agenda.

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

1. **APPROVE** the certification of Campus Security Officer-Avalon eligibility list 19-0133-5051 established 06/07/2019
2. **APPROVE** the certification of District Security Officer eligibility list 19-0119-5202 established 05/31/2019
3. **APPROVE** the certification of Instructional Aide-Special eligibility list 19-0125-0448 established 05/23/2019

4. **APPROVE** the certification of Recreation Aide-Avalon eligibility list 19-0130-5255 established 06/07/2019

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the creation of Assistant Public Information Director classification and allocate the classification to 46(M2).

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 approve the new Assistant Public Information Director classification.

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

2. **ANNOUNCE** Personnel Commission staff for years of service

Following discussion, Mr. Kato presented service year pins to the Commission employees that have served 20, 25, and 30 years with the Long Beach Unified School District.

3. **ANNOUNCE** the Personnel Commission Employee of the Year

The announcement of the Personnel Commission Employee of the Year was moved to the June 20, 2019 meeting agenda

4. **APPEAL** of disqualified applicant 6685013

5. **APPEAL** of disqualified applicant 27622549

The Commission moved New Business item 4 and 5 to closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 20, 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 8:32 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:26 a.m. and the following actions were taken:

1. A motion was made by Mr. Ulaszewski and seconded by Ms. Vaughan and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate 6685013 from current eligibility

list, however the Commission determined that this removal should not be a permanent bar and invites the candidate to reapply.

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

2. A motion was made by Mr. Ulaszewski and seconded by Ms. Vaughan and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate 27622549 from current eligibility list, however the Commission determined that this removal should not be a permanent bar and invites the candidate to reapply.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:27 a.m.

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 model of excellence. 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 has been a five-time finalist for the prize.

LBUSD educates 81,000 students in 84 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 1,700 Head Start pupils in 21 Head Start centers. The district employs more than 8,000 people, making it the largest employer in Long Beach.

LBUSD 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. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world.

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, 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 a population of approximately 492,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access to several major freeways, airports and seaports, and the many famous recreational and cultural sites throughout the Southern California area.



An Exciting Career Opportunity Awaits You At LONG BEACH UNIFIED SCHOOL DISTRICT

EXECUTIVE DIRECTOR – FACILITIES DEVELOPMENT AND PLANNING

**\$143,035 – \$167,962
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 Executive Director – Facilities Development and Planning. Under the direction of the Chief Business and Financial Officer, this Executive Director will plan, implement and administer a comprehensive program in the areas of facility planning and development and real estate acquisition; develop, administer and monitor the District's long-range capital improvement strategic master plans; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Facilities Development and Planning then Executive Director – Facilities Development and Planning.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in business administration, public administration, education (specializing in school business), planning, environmental design, architecture, engineering, construction management or a related field. A Master's degree in urban planning or above-mentioned fields is highly desirable.

Additionally, candidates will have five years of large-scale facilities planning and construction management experience. Experience in educational facilities planning, funding and construction management is highly preferred.

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

SPECIAL REQUIREMENTS

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. 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.

An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

May be required to travel from one location to another.

SALARY AND BENEFITS

The annual salary for Executive Director-Facilities Development and Planning is \$143,035 to \$167,962, 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, experience, and evaluation of responses on a supplemental application. Candidates whose background, skills and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Attendance will be at the applicant's expense. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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:

4:30 p.m., Wednesday, July 10, 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

INTERMEDIATE PAYROLL ACCOUNTING TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Monday, June 17, 2019

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Current vacancy is located in the Payroll Office.

JOB SUMMARY:

Under general supervision, perform the full range of payroll transactions of moderate difficulty for all District employees; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

EXPERIENCE:

Two years of full-time financial record keeping work, preferably including payroll systems.

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.

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.

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0145-0756 OL

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 PROMOTIONAL EMPLOYMENT OPPORTUNITY

PHYSICIAN SERVICES TECHNICIAN (CO)

FINAL FILING DATE:

4:30 p.m., Tuesday, June 25, 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 100% FTE (8 hours per day). The current vacancy is located at Human Resources Services.

JOB SUMMARY:

Under general direction, perform a variety of technical and confidential duties in support of the District's Employment Physician Services; assist in the return to work of non-industrial injured and ill District employees; prepare a variety of records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level course work in human resources, accounting or a related field.

EXPERIENCE:

Two years of technical or professional-level human resources or medical office administrative experience.

OR

Two years of experience as a Human Resources Technician with the Long Beach Unified School District.

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 possession of a valid California Class C driver's license. (2) 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:	\$25.90
6 MONTHS:	\$27.32
1 ½ YEARS:	\$28.83
2 ½ YEARS:	\$30.41

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

Promo Exam 19-0149-5139 SO

Maria Braunstein

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.



CLASSIFIED EMPLOYMENT OPPORTUNITY

PLANT UTILITIES OPERATOR

FINAL FILING DATE:

4:30 p.m., Tuesday, July 2, 2019

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, to operate and maintain low-pressure water and steam boilers and related auxiliary equipment; to maintain and perform minor repair on a variety of plant equipment at a District secondary school; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

One year operating automatic low pressure boilers and related equipment including water analysis and treatment.

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) Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. (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. (4) 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:	\$23.90
6 MONTHS:	\$25.22
1 ½ YEARS:	\$26.61
2 ½ YEARS:	\$28.07
3 ½ YEARS:	\$29.61

APPLICATION:

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

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0135-3308 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.**
- ❖ **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 19-0151-5171 SO *Maria Braunstein*



**An Exciting Career
Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**RISK MANAGEMENT
INSURANCE COORDINATOR**

\$103,292 - \$121,296 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 Risk Management Insurance Coordinator. Under administrative direction, plan, organize and coordinate the services and activities of the District's property, liability and worker's compensation insurance and claims administration programs; coordinate and oversee the District's light duty/return to work program; develop, implement and monitor safety training programs; train and evaluate the performance of professional and support staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Administrative and Other, then Risk Management Insurance Coordinator.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in business administration, public administration, human resources management or a related field is required.

Additionally, candidates will have three years of experience coordinating large scale workers' compensation claims programs, including one year in a managerial capacity is required. Workers' compensation claims administration experience in a public school district is highly desirable.

A Master's degree in business administration, public administration, or human resources management may substitute for one year of the required experience.

or

Sixteen quarter or fifteen semester units of College University Extension courses specific to workers compensation administration, return to work programs, disability programs management, ADA, Cal-Osha, California workers compensation employment law and related topics may substitute for one year of the required experience.

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

SPECIAL REQUIREMENTS

Workers' Compensation Claims Administrator certification, Workers' Compensation Claims Professional Designation or State of California certification as a Self Insurance Administrator is highly desirable.

Official Transcripts verifying either the Master's degree or C.E.U. units will be required of candidates requesting consideration for the alternate minimum education, training and experience prerequisites.

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

May be required to travel from one location to another.

SALARY AND BENEFITS

The annual salary for Risk Management Benefits Coordinator is \$103,292 to \$121,296, 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:

4:30 p.m., Friday, June 28, 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

SCHOOL DATA TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Monday, July 1, 2019

JOB INFORMATION:

The current vacancy is a 10-month, 100% FTE (8 hours per day) split assignment, located at Jordan High School (50%) and Polytechnic High School (50%).

JOB SUMMARY:

Under the direction of an assigned supervisor, perform technical duties related to the electronic data processing operations and systems at an assigned school site; assure accurate accounting of student enrollment and attendance; generate various monthly and annual ADA reports; establish, prepare and maintain accurate student records and files; communicate with staff, student, parents and others to provide information concerning student attendance and related data; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years of clerical experience including experience involving maintaining computerized student attendance records and statistics.

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

SPECIAL REQUIREMENTS:

(1) 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.

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:	\$20.31
6 MONTHS:	\$21.43
1 ½ YEARS:	\$22.62
2 ½ YEARS:	\$23.86
3 ½ YEARS:	\$25.17

APPLICATION:

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SELECTION PROCEDURE:

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PERSONNEL COMMISSION

Long Beach Unified School District
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24 hour job hotline: (562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0154-3360 AA

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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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL SAFETY OFFICER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE. The current vacancies are located at School Safety

JOB SUMMARY:

Under general supervision, patrol District sites and adjacent areas to protect students, staff, equipment and property from criminal activity; respond to security alarms and calls for assistance at District sites; report criminal activity; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

Graduation from or enrollment in a Police Officers Standard and Training (P.O.S.T.) basic academy is required. Successful completion within one year from the date of appointment to the position is required.

Associate of Arts degree, or equivalent (60 units), with a major in administration of justice, business, or public administration is desirable.

Must provide proof of graduation from or current enrollment in a Police Officers Standard and Training (P.O.S.T.). A copy must be attached to your application.

*Note: If you have had a three year or longer break in service, you are required by P.O.S.T. to complete the P.O.S.T. Requalification Course. Proof of completion of requalification must be attached to your application.

EXPERIENCE:

Security work in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Previous experience working with adolescents is highly desirable.

OR

One year as a Campus Security Officer, School Safety/Security Specialist or Gang Intervention Specialist in the Long Beach Unified School District. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

(1) Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation. (2) Possession of a valid California Class C Driver's License is required at the time of appointment. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at 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. (4) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range. (5) Incumbents will be required to work adjustable work schedules that will include evenings, weekend assignments and graveyard shifts. (6) May be required to travel from one location to another.

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

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

SALARY RANGE HOURLY:

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

PHYSICAL DEMANDS:

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

APPLICATION:

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SELECTION PROCEDURE:

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PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
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[www.lbschools.net/Departments/
Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Continuous 19-0147-5014 SCO

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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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR PAYROLL ACCOUNTING TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Monday, June 17, 2019

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Current vacancy is located in the Payroll Office.

JOB SUMMARY:

Under general supervision, take the lead and/or review verify and correct payroll and related transactions; identify and solve payroll problems; prepare summary payroll reports; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

EXPERIENCE:

Three years of full-time financial record keeping work, one year of which is preferably as a lead person in a public agency.

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.

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:	\$23.27
6 MONTHS:	\$24.55
1 ½ YEARS:	\$25.90
2 ½ YEARS:	\$27.32
3 ½ YEARS:	\$28.82

APPLICATION:

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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 Exam 19-0146-0762 OL

LBUSD employees, please see reverse side for
important information.

Maria Burt

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SPEECH-LANGUAGE PATHOLOGY ASSISTANT

FINAL FILING DATE:

4:30 p.m., Wednesday, July 03, 2019

JOB INFORMATION:

The current vacancy is a 10-month position, 75% FTE, located at Special Education.

JOB SUMMARY:

Under the supervision of a credentialed Speech-Language Specialist, provide speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; perform a variety of duties in support of student case management services; maintain records and documentation on students; perform related duties as assigned

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program.

OR

Proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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

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SALARY RANGE HOURLY:

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

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate adaptive equipment and a computer. Seeing to read a variety of materials. Sitting for extended periods of time. Bending at the waist, kneeling, crouching to work with students. Reaching overhead and above the shoulders to reach supplies. Pushing students in wheelchairs and carts with supplies. Lifting and carrying therapy equipment and supplies. Walking.

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0136-5024 AA

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 23-24

Date: June 20, 2019

Reason for
Consideration: Approval

BEHAVIOR INTERVENTION SUPERVISOR

DUAL EXAMINATION

19-0117-5212

List Valid: 06/17/19-06/17/20

Total Applications Received: 47

No. Passed: 20 No. Failed: 5

Total Invited to Exam: 29

No. Withdrew: 4

No. Screened Out: 18

BUS DRIVER-CATALINA ISLAND

DUAL

19-0127-0101

List Valid: 06/12/19-06/12/20

Total Applications Received: 4

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0

No. Screened Out: 3

CUSTODIAN-AVALON

DUAL

19-0129-0139

List Valid: 06/10/19-06/10/20

Total Applications Received: 17

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 7

No. Screened Out: 9

HEALTH ASSISTANT-AVALON

DUAL

19-0128-5170

List Valid: 06/20/19-06/20/20

Total Applications Received: 6

No. Passed: 2 No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 0

No. Screened Out: 4

INSTRUCTIONAL AIDE-SPECIAL

OPEN CONTINUOUS

19-0144-0448

List Valid: 06/20/19-06/20/20

Total Applications Received: 72

No. Passed: 7 No. Failed: 0

Total Invited to Exam: 15

No. Withdrew: 8

No. Screened Out: 57

NUTRITION SERVICES SUPERVISOR II-AVALON

DUAL EXAMINATION

19-0131-5065

List Valid: 06/13/19-06/13/20

Total Applications Received: 12

No. Passed: 3 No. Failed: 1

Total Invited to Exam: 8

No. Withdrew: 4

No. Screened Out: 4

NUTRITION SERVICES WORKER-AVALON

DUAL EXAMINATION

19-0132-5068

List Valid: 06/13/19-06/13/20

Total Applications Received: 3

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 1

No. Screened Out: 1

REPROGRAPHICS TECHNICIAN

DUAL EXAMINATION

19-0141-5132

List Valid: 06/17/19-06/17/20

Total Applications Received: 49

No. Passed: 9

No. Failed: 6

Total Invited to Exam: 19

No. Withdrew: 4

No. Screened Out: 30

PERSONNEL COMMISSION



June 20, 2019

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification

Background and Findings

The Director, Principal Liaison of Operations and the Grounds Service Manager recently reviewed the class specification for the Grounds Crew Supervisor classification and worked with Commission Staff to revise the specification. The class specification was last revised in March 2017.

The revision is to remove the references in the class description to spraying chemicals as Grounds Crew Supervisors no longer are assigned to spray pesticide chemicals at sites. There is a supplemental spray crew that handles spraying chemicals at sites. The class description was revised to edit references to spraying and remove the "Qualified Pesticide Applicator's" requirement from the Special Requirements section of the class description.

Attached is a copy of the specification showing proposed deletions annotated with ~~strikethroughs~~.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification of Grounds Crew Supervisor

Prepared, Approved and Recommended by:

A handwritten signature in black ink, appearing to read "K 3K" with a long horizontal stroke extending to the right.

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 0605
Salary Range: 26 (S1)

GROUNDS CREW SUPERVISOR

JOB SUMMARY

Under general supervision, plan, coordinate, organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas, athletic fields and artificial turf areas; supervise, train and evaluate the performance of assigned personnel; 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.

- Plan, coordinate, organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas, athletic fields and artificial turf areas. **E**
- Supervise, train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Prioritize, assign, schedule and review the work of staff performing duties such as pesticide application, irrigation or projects related to plants, trees and District grounds. **E**
- Coordinate materials, methods and tools to be used on assigned projects; assure activities comply with established safety guidelines and procedures. **E**
- Oversee and participate in the planting, cultivation, pruning, spraying, fertilization and irrigation of flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways; pick up and dispose of cuttings, branches, leaves and other debris following assigned tasks; oversee major landscaping of grounds at school sites. **E**
- Oversee and participate in the mowing, edging, trimming and watering of lawns, and major repair to athletic fields and other turf grounds; prepare soil for fertilization utilizing a hoe, rototiller or other tools; fertilize soil; water various grounds areas by hand or by operating the irrigation system. **E**
- Oversee and participate in the pruning and removal of trees including the utilization of stump grinder and aerial lift trucks. **E**
- Operate a variety of power-driven equipment such as tractors, mowers, skip loaders, edgers, blowers, sweepers, power pressure sprayers, chain saws, aerators, vacuums and other equipment used in grounds maintenance work; utilize standard gardening hand tools such as rakes, hoes and shovels; drive a District truck to conduct work. **E**

- ~~Oversee and participate in~~ the application of pest control methods to eradicate weeds, rodents and other pests utilizing appropriate chemicals according to established procedures. *E*
- Operate sprinkler systems; manually engage or set automatic time clocks; repair and assure proper operation of irrigation systems; inspect and clean drains and gutters to assure proper drainage. *E*
- Assure proper training and support for staff including safe work practices and other related topics; prepare requests for needed safety equipment; communicate with employees on safety violations and report unsafe conditions to appropriate personnel. *E*
- Maintain grounds maintenance equipment in safe operating condition; perform routine maintenance on equipment such as sharpening blades, lubricating equipment and replacing parts as needed. *E*
- Confer with District staff to request and schedule services and repairs; submit work orders; inspect work performed; identify problems and discuss with supervisors to assure accuracy and completeness of services and repairs. *E*
- Perform a variety of duties related to the preparation, lining, burning, marking and dragging of athletic fields and related areas; water infields and tracks for stabilization. *E*
- Participate in the moving and arranging of bleachers, furniture and a variety of other equipment for special events; pick up and deliver supplies, furniture and equipment as assigned. *E*
- Monitor inventory levels of grounds maintenance supplies, materials and equipment; order and maintain inventory of supplies, materials and equipment as directed. *E*
- Prepare and maintain a variety of records, logs and reports related to personnel, equipment and assigned activities. *E*
- Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to grounds maintenance activities. *E*
- Attend and participate in assigned meetings.
- 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

Grounds Crew Supervisors plan, coordinate, organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas, athletic fields and artificial turf areas. Incumbents supervise and participate in the work of one or more crews assigned landscaping, tree trimming, athletic field repair and general groundskeeping maintenance tasks at various school and District sites.

EMPLOYMENT STANDARDS

Knowledge of:

Grounds maintenance procedures including mowing, edging, raking and weeding.
Methods, equipment and materials used in gardening and groundskeeping work.
Principles and practices of supervision and training.
Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
Laws, codes, regulations, policies and procedures related to groundskeeping activities.
Operation and maintenance of hand and power tools and equipment used in groundskeeping such as mowers, edgers, blowers, sweepers, power pressure sprayers, chain saws, aerators, vacuums and standard gardening hand tools.
Herbicides and other chemicals used in grounds maintenance.
Methods and materials used in controlling pests, insects and weeds.
Proper operation of heavy grounds equipment including tractors and skip loaders.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations as established by the State Education Code and District.

Ability to:

Plan, coordinate, organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas, athletic fields and artificial turf areas.
Supervise, train and evaluate the performance of assigned personnel.
Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.
Assure athletic fields are maintained in a safe condition.
Operate hand and power tools and other equipment used in grounds maintenance such as mowers, edgers, blowers, sweepers, power pressure sprayers, chain saws, aerators, vacuums and standard gardening hand tools.
Operate heavy grounds equipment such as tractors and skip loaders.
Assure activities comply with established safety guidelines and procedures.
Perform routine maintenance on grounds maintenance equipment.
~~Apply specialized chemicals to control and eradicate weeds, insects and other pests.~~
Understand and follow oral and written instructions.
Work independently with little direction.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Observe health and safety regulations as established by the State Education Code and District.
Plan and organize work.
Prioritize and schedule work.
Monitor, order and maintain inventory of groundskeeping supplies and equipment.

Education and Training:

Graduation from high school.

Experience:

Three years of grounds maintenance experience. Experience in a lead or supervisory capacity is highly desired.

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

SPECIAL REQUIREMENTS

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.

~~Applicants for this classification are required to submit a Qualified Pesticide Applicator's license or certificate issued by the California Department of Pesticide Regulation at the time of application.~~

WORKING ENVIRONMENT

Outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust, odors, oil/grease, chemicals, herbicides and gases.

Driving a District vehicle to conduct work.

Working around and with machinery having moving parts.

Exposure to chemicals used in pest control and weed abatement.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate grounds maintenance equipment.

Bending at the waist, kneeling, stooping or crouching.

Walking or standing for extended periods of time.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position.

Heavy physical labor.

Seeing to perform grounds work.

Digging.

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 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.

Revised: 10/24/2002

Revised: 7/10/2008

Revised: 10/30/2008

Revised: 7/9/2015

Revised: 3/16/2017

Personnel Commission
LONG BEACH-UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 31-48

Date: June 20, 2019

Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

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

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

It is recommended the Commission act to approve this recommendation.

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