

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
November 7, 2019

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of October 24, 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 Painter 5-6
2. **RATIFY** job announcement bulletin for Maintenance Manager 7-8
3. **RATIFY** job announcement bulletin for Custodian 9-10
4. **APPROVE** the certification of School Support Secretary eligibility list 20-0037-3361 established 10/22/2019 11
5. **APPROVE** the certification of School Support Secretary – BL Spanish eligibility list 20-0036-5159 established 10/22/2019 11
6. **APPROVE** the certification of Plant Supervisor – High School eligibility list 20-0042-5029 established 10/21/2019 11
7. **APPROVE** the certification of Instructional Aide Special eligibility list 20-0041-0448 established 10/23/2019 11

- | | | |
|--------------------------|---|-------|
| 8. | APPROVE the certification of Kids' Club Assistant eligibility list 20-0039-0694 established 10/23/2019 | 11 |
| 9. | APPROVE the certification of Kids' Club Lead Assistant eligibility list 20-0040-0515 established 10/23/2019 | 11 |
| 10. | APPROVE the certification of Senior Accounting Assistant eligibility list 20-0044-0760 established 10/30/2019 | 11 |
| III. OLD BUSINESS | | |
| | None | |
| IV. NEW BUSINESS | | |
| 1. | APPROVE the extension of eligibility list of Library/Media Assistant 19-0032-0465 established November 19, 2018 | 12 |
| 2. | APPROVE the creation of a new classification, Associate Research Information Systems Analyst and allocate to salary range 35(M2) | 13-17 |
| V. OTHER ITEMS | | |
| VI. NEXT REGULAR MEETING | | |
| | November 21, 2019 at 8:15 a.m. in Building B, Room 29 | |
| VII. CLOSED SESSION | | |
| 1. | Receive and take action to distribute Hearing Officer's report on Employee E9827478 to Employee and the District | 18-30 |
| 2. | Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment | |
| VIII. ADJOURNMENT | | |

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

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).

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

MINUTES

Regular Meeting

October 24, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, October 24, 2019 at 8:18 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
Linda Vaughan
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Jesus Rios Jr., Employment Services Supervisor; Gregory Robinson, Associate Personnel Analyst; Bill Ewing, Acting Personnel Analyst; Connie Ballew, Senior Administrative Secretary; Judith Alonso, Human Resources Technician; Oralia Leyva, Human Resources Technician; Andrea Armas, Human Resources Technician; Anne Follett, Human Resources Technician; Aaron Dominguez, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Alejandra Torres, Human Resources Technician; and Susan Brister, Human Resources Technician

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President; Chester Davidson, CSEA Chapter 2 Vice-President Unit B; Cynthia Young, Director Child Development Centers and Cristabel Rodriguez, Program Coordinator, Child Development Centers.

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 October 10, 2019.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, recognized Bill Ewing, Acting Personnel Analyst for the Classification and Compensation work he has completed while substituting for Susan Leaming, Personnel Analyst.

Gregg Robinson, Associate Personnel Analyst, informed the Commission that there are 30 open exams and 14 more to open. Mr. Robinson stated that there are currently 12 continuous examinations which is the most that has ever been open simultaneously.

Jesus Rios Jr., Employment Services Supervisor, recognized his staff for their work processing new employees. Mr. Rios Jr. also informed the Commission that the All District Secretaries' meeting he attended with Dale Culton, Certification Services Manager went well.

Dale Culton, Certification Services Manager, informed the Commission that there were 64 appointments to classified positions at the last two Board of Education Meetings. Mr. Culton stated that 50 of those appointments were probationary and 14 were substitute positions.

Kenneth Kato, Executive Officer, Personnel Commission informed the Commission that Personnel Commission has received compliments from Administrators for the quality of candidates for Facilities Director and Staff Secretary eligibility lists.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, and seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to ratify items 1-8 and approve items 9-18 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for ASB Financial Technician
2. **RATIFY** job announcement bulletin for Executive Secretary (C)
3. **RATIFY** job announcement bulletin for HVAC Technician
4. **RATIFY** job announcement bulletin for Stage Technician
5. **RATIFY** job announcement bulletin for Educare Family Support Specialist

6. **RATIFY** job announcement bulletin for Educare Family Support Specialist – BL Spanish
7. **RATIFY** job announcement bulletin for Custodian
8. **RATIFY** job announcement bulletin for Senior Health Assistant
9. **APPROVE** the certification of Instructional Aide Educare – BL Spanish eligibility list 20-0027-5206
10. **APPROVE** the certification of Instructional Aide Special (Revised) eligibility list 20-0017-0448 established 09/26/2019
11. **APPROVE** the certification of Laborer eligibility list 20-0023-0204 established 10/15/2019
12. **APPROVE** the certification of Nutrition Services Operations & Training Specialist eligibility list 20-0029-5062 established 10/18/2019
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 19-0155-5068 established 10/15/2019
14. **APPROVE** the certification of Staff Secretary eligibility list 20-0016-3364 established 10/16/2019
15. **APPROVE** the certification of Staff Secretary – BL Spanish eligibility list 20-0031-5085 established 10/16/2019
16. **APPROVE** the certification of Nutrition Services Worker eligibility list 20-0018-5068 established 10/16/2019
17. **APPROVE** certification of Welder eligibility list 20-0003-0137 established 10/15/2019
18. **APPROVE** certification of Purchasing Assistant eligibility list 20-0026-5129 established 10/16/2019

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the following:
Revise the classification description of Child Care Worker

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to revise the classification description of Child Care Worker

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

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 7, 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 8:31 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:38 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:38 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

PAINTER

FINAL FILING DATE:

5:30 p.m., Friday, November 15, 2019

JOB INFORMATION:

The current vacancy is a 100%, 10 or 12 month position and is located at maintenance. Eligibility list may also be used to fill future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to perform journey-level surface preparation and painting of District facilities, furniture and equipment; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to completion of high school.

Completion of a recognized apprentice training program of at least three years duration.

OR

EXPERIENCE:

At least three years of experience in a wide variety of painting assignments, two years of which must have been at the journey level.

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

SPECIAL REQUIREMENTS:

1) 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. Some employees in this class may be required to take training in order to obtain at District expense a valid Class B driver's license after 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. (3) Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by the law. (4) May be required to travel from one location to another.

WORKING ENVIRONMENT

Outdoors occasionally in inclement weather; indoors in classrooms, hallways, offices, auditoriums, restrooms and gymnasiums; occasionally in tight spaces, attics, and air shafts; dust, fumes, vapors, odors; work with paints, epoxies, solvents and related materials; work from ladders, scaffolding and lifts; paint shop spray booth.

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:	\$26.65
6 MONTHS:	\$28.11
1 ½ YEARS:	\$29.66
2 ½ YEARS:	\$31.28
3 ½ YEARS:	\$33.00

PHYSICAL DEMANDS:

Pushing and pulling; carrying and lifting up to 60 pounds; ascend and descend ladders and scaffolding; standing, walking, stooping, bending, and kneeling for extended periods; reaching overhead above the shoulders; dexterity of fingers and hands to operate hand and power tools and equipment.

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/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Examination 20-0066-0113 JA

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.

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.

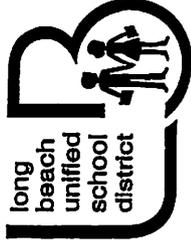
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school 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 20-0067-0567 JA



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

MAINTENANCE MANAGER

\$87,778 – \$103,068 Annually

A handwritten signature in black ink, appearing to read 'George', is located at the bottom right of the page.

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. May be required to travel from one location to another.

SALARY AND BENEFITS

The annual salary for Maintenance Manager is \$87,778 to \$103,068, 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, November 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

- RECRUITMENT EXTENDED -



CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN

FINAL FILING DEADLINES:

4:30 p.m. Friday, November 8 and 4:30 p.m. Friday, November 15, 2019
Applications Accepted November 6-8 and November 13-15, 2019

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

JOB INFORMATION:

Current need is for substitutes. List may be used to fill future vacancies as they occur.

JOB SUMMARY:

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

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

OR

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

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

SPECIAL REQUIREMENTS:

1) Positions assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule.

WORKING ENVIRONMENT:

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

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

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

SALARY RANGE HOURLY:

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

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

Open Exam 20-0054-0139 OL
20-0070-0139 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.

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 11

Date: October 30, 2019

Reason for Consideration: Approval

SCHOOL SUPPORT SECRETARY

DUAL

20-0037-3361

List Valid: 10/31/2019-10/31/2010

Total Applications Received: 136

No. Passed: 38

No. Failed: 32

Total Invited to Exam: 84

No. Withdrew: 14

No. Screened Out: 52

SCHOOL SUPPORT SECRETARY – BL

DUAL

20-0036-5159

List Valid: 10/31/19-10/31/20

Total Applications Received: 74

No. Passed: 20

No. Failed: 16

Total Invited to Exam: 42

No. Withdrew: 6

No. Screened Out: 32

PLANT SUPERVISOR – HIGH SCHOOL

DUAL

20-0042-5029

List Valid: 10/30/19-10/30/20

Total Applications Received: 57

No. Passed: 8

No. Failed: 20

Total Invited to Exam: 38

No. Withdrew: 10

No. Screened Out: 19

INSTRUCTIONAL AIDE SPECIAL

OPEN CONTINUOUS

20-00041-0448

List Valid: 10/31/19-10/31/20

Total Applications Received: 69

No. Passed: 8

No. Failed: 2

Total Invited to Exam: 17

No. Withdrew: 7

No. Screened Out: 52

KIDS' CLUB ASSISTANT

DUAL

20-0039-0694

List Valid: 10/131/19-10/31/20

Total Applications Received: 60

No. Passed: 4

No. Failed: 7

Total Invited to Exam: 32

No. Withdrew: 21

No. Screened Out: 28

KIDS' CLUB LEAD ASSISTANT

DUAL

20-0040-0515

List Valid: 10/31/19-10/31/20

Total Applications Received: 25

No. Passed: 4

No. Failed: 2

Total Invited to Exam: 12

No. Withdrew: 6

No. Screened Out: 77

SENIOR ACCOUNTING ASSISTANT

DUAL

20-0044-0760

List Valid: 11/08/19-11/08/20

Total Applications Received: 29

No. Passed: 7

No. Failed: 12

Total Invited to Exam: 20

No. Withdrew: 1

No. Screened Out: 9

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility List

PAGE: 12

Date: October 30, 2019

Reason for Consideration: Approval

EXTENDED ELIGIBILITY LIST

LIBRARY/MEDIA ASSISTANT
Extended list expiration date 05/19/20

DUAL
Extended List Period 6
months

19-0032-0465

Total applicants on list: 7
No. of current eligible: 5

No. of waivers or removals: 0

PERSONNEL COMMISSION



November 7, 2019

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

Background and Findings

The Executive Officer received a request from Ms. Pui Ma, Coordinator - Research Information Systems, Support and Training to create a new management classification of Associate Research Information Systems Analyst within her department. There will be two positions in this classification: one will manage the day-to-day operations and staff of the support or "Help Desk" function of the Department; one position will manage the staff of the training function developing and conducting training programs for District database users. Staff worked with Ms. Ma to develop the new classification and identify the essential duties and requirements of the classification.

Salary Placement

For salary comparison purposes, staff conducted a salary survey of twenty-five (25) school districts within Los Angeles, Orange and Riverside counties to find no equitable matches. In the absence of market data, staff looked at internal relationships between the proposed classification and existing classifications with similar education and experience requirements. Staff determined the Associate Research Information Systems Analyst best fit at range 35(M2) on the management salary schedule. This is the same range as the Associate Research Data Analyst classification in the Department which has similar education and experience requirements

Ms. Ma is in agreement with the proposed classification specification and recommended salary placement.

Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Associate Research Information Systems Analyst.
2. Allocate the class of Associate Research Information Systems Analyst to salary range 35(M2)

Prepared by:

Handwritten signature of Bill Ewing.

Bill Ewing
Personnel Analyst

Approved and Recommended:

Handwritten signature of Kenneth Kato.

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: _____
Salary Range: 35 (M2)

ASSOCIATE RESEARCH INFORMATION SYSTEMS ANALYST

JOB SUMMARY

Under general supervision, plan, organize and manage the daily support and operations of the Research Information Systems Department; schedule, coordinate and supervise software and technical training on the District's student data base and other related systems; coordinate and work with outside software vendors to resolve system issues and concerns; utilize independent judgment and initiative to develop new district procedures; train and supervise assigned staff; 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, organize and manage daily support and operations of the Research Information Systems Department; coordinate and supervise the input and management of student data and staff training on student data systems. **E**
- Train, supervise and evaluate the performance of assigned staff; assign and schedule staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary action; develop and conduct in-service trainings for assigned staff. **E**
- Develop and manage district wide training based to assist teachers, administrators, and other stakeholders in extracting relevant data for analysis. **E**
- Collaborate with Research management, school administration, educators and others to review and modify District procedures and initiatives related to Research Information Systems. **E**
- Participate in the development and implementation of daily operating procedures; ensure timely and efficient delivery of services to school sites and District staff. **E**
- Utilize data analysis tools and initiate procedures, priorities and timelines for data clean-up and verification to ensure data are available to meet evaluation timelines. **E**
- Coordinate and supervise the accurate and timely submission of student data; create and disseminate special reports for schools, faculty and the District; create queries to print reports as necessary; compile information and generate reports. **E**

- Supervise and participate in the development and maintenance of the school site user manual and support web site; assist in the development of operating procedures and recommend various form and screen designs. *E*
- Plan, develop, conduct and participate in training programs of District staff in the proper operation and troubleshooting of new research systems; develop training programs and related instructional information; drive a vehicle to various sites to train users. *E*
- Attend a variety of meetings, conferences and workshops to maintain current knowledge of technological advances related to assigned activities. *E*
- Assist in researching and evaluating new student data technologies and products. *E*
- Operate computer and assigned software, including databases and other related software applications to input and retrieve data. *E*
- Communicate and work with third party vendors to resolve pending issues and exchange information. *E*
- Initiate procedures, priorities and timelines for data clean-up and verification to assure data are available to meet state data submission.
- Create informational and instructional videos for remote training.
- Use a variety of computer program software, such as SQL, to retrieve data for school sites and district staff personnel as needed
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are responsible to supervise the daily operations for Research Information Systems Support Department. Incumbents in this class schedule, coordinate and supervise software and technical training for employees on the District's student data system. Incumbents train and supervise assigned staff and may provide technical assistance and training to District staff in the use of student information systems and other related applications. Incumbents also have a broad and in-depth knowledge of computer systems including network systems, databases, and software applications for inputting and manipulating data and producing reports. Incumbents must have a foundation in educational laws and regulations, state reporting, and district policies related to Research applications.

EMPLOYMENT STANDARDS

Knowledge of:

District student information systems
School district organization and operations.

Computer systems including hardware, software and database management, including word processing and spreadsheet applications.

Structured Query Language (SQL)

Video editing software, such as Camtasia, Adobe, or other video software

Principles of supervision and training.

Strategic planning and project management techniques.

Public speaking techniques.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Ability to:

Plan, organize and supervise the daily support and operations of the Research Information Systems Department.

Effectively solve problems and seek solutions during evaluation processes.

Assist in the design and conduct educational research studies and surveys.

Write clear and concise reports, memos and instructions.

Train, supervise and evaluate the performance of assigned personnel.

Use computer on-line retrieval systems.

Establish and maintain effective collaborative working relationships with others.

Adapt to changing priorities and work assignments.

Interpret, apply and explain rules, regulations, policies and procedures.

Adapt to changing priorities and work assignments.

Work on multiple projects simultaneously.

Establish and maintain cooperative and effective working relationship with others.

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Education and Training:

Graduation from an accredited four-year college or university with a bachelor's degree in computer science, education, psychology, behavioral or social science or a related field.

Experience:

One year of experience with supporting student information systems or data management systems, including SQL is desirable.

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

WORKING ENVIRONMENT:

Office environment.
Constant interruptions.
Changing priorities.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment including a computer keyboard.
Seeing to read hand written documents and other records or reports.
Hearing and speaking to exchange information in person or on the telephone.
Sitting for extended periods of time.
Lifting and carrying boxes weighing up to 15 pounds.

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 one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Receive and take action to distribute hearing officer's
report on Employee E9827478 to the Employee
and the District

PAGES: 18-30

Date: November 7, 2019

Reason for
Consideration: Restricted: Action

In accordance with the Personnel Commission Rule 11.6.D staff submits the attached hearing officer's report on Employee E9827478. It is recommended that Commission act to direct staff to distribute the report to the employee and the District.

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.