

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

REGULAR MEETING AGENDA

Regular Meeting  
Building B, Room 29  
July 18, 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 20, 2019 1-5
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 Carpenter 7-8
2. **RATIFY** job announcement bulletin for Instructional Assistant-School for Adults 9-10
3. **RATIFY** job announcement bulletin for Recreation Aide-Kids' Club 11-12
4. **RATIFY** job announcement bulletin for Senior Health Assistant 13-14
5. **RAFITY** job announcement bulletin for Water/Boiler Treatment Specialist 15-16
6. **RATIFY** job announcement bulletin for Welder 17-18
7. **APPROVE** the certification of Accountant eligibility list 19  
19-0139-0358 established 06/28/2019
8. **APPROVE** the certification of Child Care Worker eligibility list 19  
19-0142-5258 established 06/28/2019

- |       |                                                                                                                                 |        |
|-------|---------------------------------------------------------------------------------------------------------------------------------|--------|
| 9.    | <b>APPROVE</b> the certification of Custodian eligibility list 19-0120-0139 established 07/02/2019                              | 19     |
| 10.   | <b>APPROVE</b> the certification of Employment Services Supervisor eligibility list 19-0126-5250 established 07/02/2019         | 19     |
| 11.   | <b>APPROVE</b> the certification of Instructional Aide Special eligibility list 19-0148-0448 established 07/19/2019             | 19     |
| 12.   | <b>APPROVE</b> the certification Intermediate Accounting Assistant eligibility list 19-0138-0755 established 06/28/2019         | 19     |
| 13.   | <b>APPROVE</b> the certification of Technology Field Operations Supervisor eligibility list 19-0140-5249 established 06/27/2019 | 19     |
|       |                                                                                                                                 |        |
| III.  | OLD BUSINESS<br>None                                                                                                            |        |
|       |                                                                                                                                 |        |
| IV.   | NEW BUSINESS                                                                                                                    |        |
| 1.    | <b>ABOLISH</b> the grandfathered classification of Welder (Class Code 0303)                                                     | 21-24  |
| 2.    | <b>APPROVE</b> the recommendation to remove from eligibility list ID 32445314                                                   | 25-36  |
| 3.    | <b>APPROVE</b> the recommendation to remove from eligibility list ID 32326953                                                   | 37-46  |
| 4.    | <b>APPROVE</b> the request for Hearing in Disciplinary Matter Employee E9824782                                                 | 47-148 |
|       |                                                                                                                                 |        |
| V.    | OTHER ITEMS                                                                                                                     |        |
|       |                                                                                                                                 |        |
| VI.   | NEXT REGULAR MEETING<br><br>August 1, 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 20, 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 20, 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 Lynn Braunstein, Personnel Analyst; Pamela Brackman, Senior Administrative Secretary; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Judith Alonso, Human Resources Assistant, Andrea Armas, Human Resources Technician, Susan Brister, Human Resources Technician, Aaron Dominguez, Human Resources Technician; Ashleigh Fernando, Human Resources Assistant, Oralia Leyva Leonor, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Silaue Taeleifi, Human Resources Technician.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President

MINUTES OF REGULAR MEETING APPROVED

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 the minutes of the Regular Meeting of June 6, 2019.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that the SEAL (School Enrichment & Learning Applications) Program, ESY (Extended School Year) for Special Education, and regular summer school for high schools are in service. The Personnel Commission staff has placed office supervisors, Recreation Aides along with existing custodial services at the chosen schools sites. Mr. Kato continued that he and Dale Culton, Certificate Services Manager have been attending department-wide meetings regarding SEAL logistical arrangements arranged by Yumi Takahashi, Chief Business & Financial Officer.

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that funding for the Headstart program was restored. Staff will be working to rescind any layoff notices that are affected by the new funding.

In closing, Mr. Kato presented to the Commissioners, a revised District organization chart that had been presented at the June 10 Board of Education meeting. Also included, was a handout on the Principal reassignments at each school site.

Maria Lynn Braunstein, Personnel Analyst, informed the Commission that since there will be no school on site next year, the cafeteria will be utilized once again for testing purposes. This space can accommodate up to 60 people. Noel Aguirre, Plant Supervisor, is helping ready the space with tables and seating. Ms. Braunstein introduced and welcomed Ashleigh Fernando, Human Resources Assistant, to the Recruitment and Testing staff. Ms. Fernando has worked as a substitute for the past three (3) years in a variety of positions. Ms. Braunstein reported that she has met with several laid-off Headstart and Educare staff for displacement services. This service has been a positive experience to discuss the many opportunities within the District, and offers encouragement and reassurance through a difficult time. Ms. Braunstein closed with thanking the entire Recruitment and Testing staff for all their hard work.

Executive Director, Ken Kato, added that he and Dale Culton, Certification Services Manager held a special meeting with displaced Headstart and Educare staff to explain the funding process and to answer any questions or concerns.

Dale Culton, Certification Services Manager, informed the Commission that letters will begin to go out to previously displaced Headstart and Educare employees as the Board of Education acted to rescind numerous abolishments. Staff is continuing work on filling summer school vacancies due to employees declining summer placements. Mr. Culton announced that today was Mary Cates, Human Resource Supervisor, last Personnel Commission meeting before her retirement on June 28. Mr. Culton thanked Ms. Cates for all her hard work and support she has provided throughout the years.

Mary Cates, Human Resources Supervisor, informed the Commission that 1,068 summer school applications were received this year. The deadline for summer assignments is this week, and staff sent out all the regret letters including emails. In

closing remarks, Ms. Cates stated that she has enjoyed her 23 year career with the District.

Ken Kato, Executive Director, added that the Instructional Aide-Special Study report will be delayed until Susan Learning, Personnel Analyst, returns in the fall.

## 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 ratify items 1-9 and approve items 10-17 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. **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. **RATIFY** 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
8. **RATIFY** job announcement bulletin for Senior Payroll Accounting Technician
9. **RATIFY** job announcement bulletin for Speech-Language Pathology Assistant
10. **APPROVE** the certification of Behavior Intervention Supervisor eligibility list 19-0117-5212 established 06/17/2019
11. **APPROVE** the certification of Bus Driver-Catalina Island eligibility list 19-0127-0101 established 06/12/2019
12. **APPROVE** the certification of Custodian-Avalon eligibility list 19-0129-0139 established 06/10/2019

13. **APPROVE** the certification of Health Assistant-Avalon eligibility list 19-0128-5170 established 06/20/2019
14. **APPROVE** the certification of Instructional Aide-Special eligibility list 19-0144-0448 established 06/20/2019
15. **APPROVE** the certification of Nutrition Services Supervisor II-Avalon eligibility list 19-0131-5065 established 06/13/2019
16. **APPROVE** the certification of Nutrition Services Worker-Avalon eligibility list 19-0132-5068 established 06/13/2019
17. **APPROVE** the certification of Reprographics Technician eligibility list 19-0141-5132 established 06/17/2019

**OLD BUSINESS**

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

The Personnel Commission recognizes one of its staff members annually as the Personnel Commission Employee of the Year. Mr. Kato gave accolades and announced the Personnel Commission Employee of the Year, Susan Brister, Human Resources Technician.

**NEW BUSINESS**

1. **APPROVE** the revised classification of Grounds Crew Supervisor

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 revised Grounds Crew Supervisor 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. **APPROVE** the recommendation to remove from eligibility list ID 3953161

The Commission moved New Business item 2 to closed session.

**OTHER ITEMS**

None

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 18, 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 8:52 a.m.

**OPEN SESSION**

The Personnel Commission returned to open session at 9:30 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 **GRANT** the appeal of candidate 3953161 and continue with the hiring process.

<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 9:32 a.m.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## CARPENTER

### FINAL FILING DATE:

4:30 p.m., Monday, July 22, 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 perform journey-level rough and finish carpentry in the construction, installation, alteration and repair of District facilities; to perform a variety of related installation, alteration and repair work at District facilities and on District structures; to fabricate, assemble and repair school and office furniture and cabinets in the carpenter shop; and to perform related duties as required.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school supplemented by completion of a recognized carpenter apprentice training program of four years duration.

#### EXPERIENCE:

Four years of experience in carpentry installation, alteration and repair work, three at the journey level.

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. 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) Under federal law those employees required to possess a class B driver's license shall be subject to alcohol and controlled substance testing.
- (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 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.
- (4) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.
- (5) May be required to travel from one location to another.

#### WORKING ENVIRONMENT:

Outdoors in inclement weather; working indoors and in shop environment; driving from site to site.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

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

### SALARY RANGE HOURLY:

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

### PHYSICAL DEMANDS:

Considerable physical effort; climbing and descending scaffolding and ladders; operating heavy equipment such as trenchers; walking and standing for extended periods of time; kneeling; bending at the waist; crouching; reaching overhead; lifting objects weighing up to 60 pounds; crawling in attics, under floors and in tight spaces; working at heights from a crane lift; dexterity of fingers and hands to operate specialized equipment; working around machinery having moving parts; hearing and speaking to exchange information.

### 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. Application must be made on official 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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VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0004-0114 AA

LBUSD employees, please see reverse side for

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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## INSTRUCTIONAL ASSISTANT-SCHOOL FOR ADULTS

### FINAL FILING DATE:

4:30 p.m., Monday, July 22, 2019

### JOB INFORMATION:

Permanent 10 month position. Position is .475% FTE. Current vacancy is located at Long Beach School for Adults.

### JOB SUMMARY:

Under general supervision, perform a variety of instructional and clerical duties in support of the School for Adults; administer and score Comprehensive Adult Student Assessment Systems (CASAS) reading and math assessments and Test of Adult Basic Education (TABE); provide instructional support to students in a learning lab environment; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

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

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

In addition to the above standards, applicants must provide proof of completion of college-level coursework relating to the activities of this classification, such as education or information technology.

#### EXPERIENCE:

One year of experience providing instructional assistance in an educational environment including experience working with computers and peripheral equipment.

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

#### SPECIAL REQUIREMENTS:

Positions in the instructional Assistant – School for Adults – BL classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the district bilingual/biliterate test.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

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

### SALARY RANGE HOURLY:

START:	\$21.44
6 MONTHS:	\$22.63
1 ½ YEARS:	\$23.87
2 ½ YEARS:	\$25.19
3 ½ YEARS:	\$26.58

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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

Dual Exam 20-0002-0766 AA

LBUSD employees, please see reverse side for  
important information.

*Maria Braunstein*

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

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

**Guidelines:**

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

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

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## RECREATION AIDE-KIDS' CLUB

### FINAL FILING DATE:

Open-Continuous

### JOB INFORMATION:

The current need is for substitutes. Eligibility list may be used to fill future vacancies as they occur.

### JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for children enrolled in the Kids' Club program; organize and oversee recreational and playground activities; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### TRAINING AND EXPERIENCE:

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

#### SPECIAL REQUIREMENTS:

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

#### WORKING ENVIRONMENT:

Playground, indoor and outdoor environment. Evening and varied hours. Seasonal heat and cold or adverse weather conditions.

#### PHYSICAL DEMANDS:

Walking or standing for extended periods of time. Bending at the waist, kneeling or crouching. Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds. Twisting and turning to monitor activities of children. Hearing and speaking to exchange information in person and on the telephone. Dexterity of hands and fingers to operate playground and office equipment. Seeing to monitor activities of children.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required 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:

\$13.54

### 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. Application must be made on official 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

Open Continuous 20-0001-5257 SO

LBUSD employees, please see reverse side for important information.

*Maria Braunstein*

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- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SENIOR HEALTH ASSISTANT

### FINAL FILING DATE:

4:30-p.m., Wednesday, July 3, 2019

### JOB INFORMATION:

Permanent 10 month position. Position is 47.5% FTE. Current vacancy is in Nursing Services.

### JOB SUMMARY:

Under general direction, provide a variety of specialized health services to students at assigned school sites; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

#### EXPERIENCE:

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

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

#### SPECIAL REQUIREMENTS:

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

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  
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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 19-0137-5174 SO

LBUSD employees, please see reverse side for important information.

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

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

**Guidelines:**

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

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

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**- REVISED -**



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## WATER/BOILER TREATMENT SPECIALIST

### FINAL FILING DATE:

4:30 p.m., Monday, July 22, 2019.

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, to inspect and maintain boilers and cooling towers and related auxiliary equipment at District sites; to instruct custodial and other site personnel in the safe operation and maintenance of boilers and cooling towers at District sites; and to perform related duties as required.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school.

#### EXPERIENCE:

Three years operating and maintaining automatic low-pressure boilers and auxiliary equipment.

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.

#### WORKING ENVIRONMENT:

Outside in inclement weather; inside in high temperatures of boiler rooms; cooling towers; exposure to fumes and dust; exposure to chemicals used for water boiler treatment; drive district vehicle from site to site.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

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

### SALARY RANGE HOURLY:

START:	\$25.93
6 MONTHS:	\$27.36
1 ½ YEARS:	\$28.87
2 ½ YEARS:	\$30.45
3 ½ YEARS:	\$32.12

### PHYSICAL DEMANDS:

See well enough to read gauges, thermometers, sight glasses, floats, steam and water leaks, distinguish different colors when testing water and chemicals; hear well enough to detect steam and air leaks; stooping, crawling, kneeling, pushing, bending and walking, climbing ladders and steps stools; dexterity of fingers and hands to operate hand and power tools and equipment; strength to push or pull objects up to 50 pounds.

### 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. Application must be made on official 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 20-0005-3299 AA

LBUSD employees, please see reverse side for important information.

*Maria Braunstein*

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

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

**Guidelines:**

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## WELDER

### FINAL FILING DATE:

4:30 p.m., Monday, July 22, 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 weld, cut, braze and fit a variety of metals including stainless steel, aluminum, and cast iron metals in the shop or in the field; to work metal with various hand and power tools; and to perform related duties as required.

### MINIMUM QUALIFICATIONS

#### TRAINING:

Equivalent to graduation from high school.

Completion of a recognized apprentice training program or at least four years of experience as an assistant to a combination welder during which the individual would have had the opportunity to acquire the ability to demonstrate the possession of all required skills, knowledge and abilities necessary to perform such work

#### EXPERIENCE:

Four years welding at the journey level may be substituted for the required training.

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) License as a certified welder for structural steel issued by the City of Los Angeles Department of Building and Safety prior to appointment. (2) 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. (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 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. (4) Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law. (5) May be required to travel from one location to another.

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### SALARY RANGE HOURLY:

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

### APPLICATION:

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. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

### SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0003-0137 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

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LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 19

Date: July 18, 2019

Reason for  
Consideration: Approval

**ACCOUNTANT**

**DUAL EXAMINATION**

**19-0139-0358**

List Valid: 06/28/19-06/28/20  
Total Applications Received: 61  
No. Passed: 7                      No. Failed: 28

Total Invited to Exam: 45  
No. Withdrew: 9                      No. Screened Out: 17

**CHILD CARE WORKER**

**OPEN CONTINUOUS**

**19-0142-5258**

List Valid: 06/28/19-06/28/20  
Total Applications Received: 55  
No. Passed: 23                      No. Failed: 1

Total Invited to Exam: 49  
No. Withdrew: 25                      No. Screened Out: 6

**CUSTODIAN**

**OPEN EXAMINATION**

**19-0120-0139**

List Valid: 07/02/19-07/02/20  
Total Applications Received: 166  
No. Passed: 55                      No. Failed: 19

Total Invited to Exam: 110  
No. Withdrew: 36                      No. Screened Out: 56

**EMPLOYMENT SERVICES SUPERVISOR**

**DUAL EXAMINATION**

**19-0126-5250**

List Valid: 07/02/19-07/02/20  
Total Applications Received: 53  
No. Passed: 3                      No. Failed: 12

Total Invited to Exam: 20  
No. Withdrew: 5                      No. Screened Out: 33

**INSTRUCTIONAL AIDE SPECIAL**

**OPEN CONTINUOUS**

**19-0148-0448**

List Valid: 07/19/2019-07/19/2020  
Total Applications Received: 72  
No. Passed: 14                      No. Failed: 1

Total Invited to Exam: 20  
No. Withdrew: 5                      No. Screened Out:

**INTERMEDIATE ACCOUNTING ASSISTANT**

**DUAL EXAMINATION**

**19-0138-0755**

List Valid: 06/28/19-06/28/20  
Total Applications Received: 72  
No. Passed: 13                      No. Failed: 32

Total Invited to Exam: 55  
No. Withdrew: 10                      No. Screened Out: 17

**TECHNOLOGY FIELD OPERATIONS SUPERVISOR**

**DUAL EXAMINATION**

**19-0140-5259**

List Valid: 06/27/19-06/27/20  
Total Applications Received: 19  
No. Passed: 5                      No. Failed: 6

Total Invited to Exam: 14  
No. Withdrew: 3                      No. Screened Out: 5

CERTIFIED TO BE CORRECT:           Kenneth Kato                DATE: July 12, 2019

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# PERSONNEL COMMISSION

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July 11, 2019

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

## Background and Findings

Staff was notified that the last incumbent in the Welder grandfathered classification has retired. This class was grandfathered during the Maintenance Job Family Study in 2001 so current incumbents would remain at the higher salary range, while new employees would start at a lower salary range.

No staff will be impacted by this action and no individuals are on the reemployment list for this class.

## Recommendations

Staff recommends the Personnel Commission:

1. Abolish the grandfathered classification of Welder (Class Code 0303)

Prepared by:

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

Susan Leaming  
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Specification  
0303 EEO 017 C1**

### WELDER

#### JOB SUMMARY

Under general supervision, to weld, cut, braze and fit a variety of metals including stainless steel, aluminum, and cast iron metals in the shop or in the field; to work metal with various hand and power tools; and to perform related duties as required.

#### 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 work and coordinate with other maintenance shops or a District site. *E*
- Determine the types of material most appropriate for the job to be performed. *E*
- Weld metal parts, using gas or electric welding equipment as specified by layout, welding diagram or oral instructions. *E*
- Lay out, cut, sharpen, bend, draw out, shape and fit various metals for welding; prepare angles and joints for proper fit-ups. *E*
- Position parts in jigs or fixtures on bench or floor or clamp together; weld such items as boiler tubing, gas and steam pipe, trailer parts, handrails, tanks, pipe sections, fabricated metal parts and frames; inspect welds for porosity and degree of penetration; clean, peen and grind completed welds. *E*
- Hardface special parts such as power shovel or backhoe teeth and cutting tools and hammers. *E*
- Operate a variety of power machine tools such as drill press, pedestal grinder, power sheer, hacksaw, brake, power roller, punch, and trip hammer; use hand tools such as chip hammer, level and file. *E*
- Set up, regulate, maintain, and make repairs to welding equipment. *E*
- Estimate costs of a job as directed; order and buy materials and supplies. *E*
- Keep records of time and materials for various jobs. *E*
- Operate a District vehicle. *E*

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

#### DISTINGUISHING CHARACTERISTICS

A Welder is a certified journey-level worker who welds a variety of metals such as stainless steel, cast iron and aluminum in both fabrication and repair work. An incumbent generally receives work in the form of drawings, sketches or oral instructions

and usually works with little supervision. A Welder frequently works in awkward positions.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Standards and practices of the American Welding Society.  
Reading drawings, diagrams, blueprints, sketches and plans.  
Gas welding equipment and materials used in mig, tig, brazing and soldering.  
Electric welding equipment.  
Symbols of the American Welding Society.  
Properties and composition of ferrous, non-ferrous and alloy metals.  
Safe operation of welding and related shop equipment.  
Types of welds, joints, and welding rods and materials.  
Proper storage of materials and supplies.  
Fabrication and use of templates.  
Mathematics applicable to the welding trade.

**Ability to:**

Plan and coordinate work.  
Read and understand drawings, sketches, blueprints, diagrams and plans.  
Fabricate and repair metal products and equipment.  
Weld ferrous and non-ferrous metals and alloys.  
Safe operation of welding equipment.  
Safe operation of a variety of power and hand tools in the shop and in the field.  
Keep records of time and materials.  
Requisition supplies and materials.  
Estimate cost and time for jobs.  
Follow oral and written directions.  
Operate a vehicle observing legal and defensive driving practices.  
Establish and maintain effective working relationships with others.

**Training:**

Equivalent to graduation from high school.

Completion of a recognized apprentice training program or at least four years of experience as an assistant to a combination welder during which the individual would have had the opportunity to acquire the ability to demonstrate the possession of all required skills, knowledge and abilities necessary to perform such work.

**Experience:**

Four years welding at the journey level may be substituted for the required training.

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**

License as a certified welder for structural steel issued by the City of Los Angeles Department of Building and Safety prior to appointment.

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.

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.

Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law.

**WORKING ENVIRONMENT**

Outdoors occasionally in inclement weather; indoors in District facilities; welding shop; tight spaces; roofs; attics, boiler rooms, trenches, tunnels; exposure to fumes and smoke and radiant heat.

**PHYSICAL DEMANDS**

Lifting up to 70 pounds; climb ladders and scaffolds; reaching overhead above the shoulders; kneeling and bending; dexterity of fingers and hands to operate hand and power tools and equipment.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

7/91; revised PCA 3/2/00

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List ID 32445314 PAGES: 25-36

Date: July 18, 2019 Reason for Consideration: Restricted Action

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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 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.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List ID 32326953 PAGES: 37-46

Date: July 18, 2019 Reason for Consideration: Restricted Action

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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.6 – “presently continuing to serve a judicially imposed sentence including a probationary period for a conviction, unless the District waives this subsection.”

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 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.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Request for Hearing in Disciplinary Matter Employee E9824782

PAGES: 47-148

Date: July 18, 2019

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Personnel Commission Rule 11.5. is an Appeal of Disciplinary Action:

11.5. B – “An appeal shall be presented to the Personnel Commission at the next regularly scheduled meeting. The Commission shall coordinate the hearing of said charges within a reasonable length of time from the receipt of the appeal. The investigation and hearing shall be confined to the reasons for action as charged by the Board of Education or its assignee and the relevant defenses set forth in the appeal and answer.”

It is recommended the Commission act to investigate the matter, order a hearing, and authorize a hearing officer to conduct the hearing as provided for in the rules.

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.