

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
February 14, 2019

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order – Linda Vaughan
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of January 31, 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 Kids' Club Supervisor I, II, III 5-6
2. **RATIFY** job announcement bulletin for Nutrition Services Worker 7-8
3. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker 9-10
4. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker 11-12
5. **RATIFY** job announcement bulletin for Kids' Club Assistant 13-14
6. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant 15-16
7. **APPROVE** the certification of Assistant Facilities Project Manager eligibility list 19-0031-5104 established 1/24/2019 17

8.	APPROVE the certification of Instructional Aide - Special eligibility list 19-0066-0448 established 1/24/2019	17
9.	APPROVE the certification of College and Career Specialist eligibility list 19-0035-5177 established 1/24/2019	17
10.	APPROVE the certification of Recreation Leader – WRAP eligibility list 19-0080-6362 established 1/29/2019	17
11.	APPROVE the certification of Child Care Worker eligibility list 19-0086-5258 established 02/4/2019	17
12.	APPROVE the certification of Recreation Aide - Kids' Club eligibility list 19-0078-5257 established 02/04/2019	17
13.	APPROVE the certification of Grounds Equipment Operator II eligibility list 19-0045-0176 established 1/31/2019	17
14.	APPROVE the certification of Groundskeeper eligibility list 19-0050-0172 established 2/4/2019	18
15.	APPROVE the certification of Recreation Aide eligibility list 19-0077.2-5255 established 2/5/2019	18
16.	APPROVE the certification of Recreation Aide - WRAP eligibility list 19-0079.2-5261 established 2/5/2019	18
III.	OLD BUSINESS	
	1. APPROVE the following: Revisions to the Rules and Regulations of the Classified Service (2 nd Reading).	19-21
IV.	NEW BUSINESS	
V.	OTHER ITEMS	
VI.	NEXT REGULAR MEETING	
	February 28, 2019 at 8:15 a.m. in Building B, Room 29	
VII.	CLOSED SESSION	
	1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment	
VIII.	ADJOURNMENT	

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

KIDS' CLUB SUPERVISOR I, II, III

FINAL FILING DATE:

4:30 P.M., Wednesday, February 20, 2019.

JOB INFORMATION:

Permanent 10 months position. Current vacancies are located at Kids' Club Program Office (I, II), and Cubberly, Henry (III). Eligibility list for I, II and III is being created to fill future vacancies as they occur.

JOB SUMMARY:

Under general supervision, plan, organize, oversee and participate in the activities and operations of an assigned Kids' Club (day care) program; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Sixty units of college level coursework including 12 units of college-level coursework in early childhood education, social sciences, recreation or child development.

OR

One of the following valid Child Development Permits issued by the California Commission on Teacher Credentialing:

- Child Development Site Supervisor Permit
- Child Development Program Director Permit

EXPERIENCE:

Kids' Club Supervisor I: two years of experience working with 30 children or more in an extended day care or similar recreation program with comprehensive theme-based activities. Lead or supervisory experience is preferred.

Kids' Club Supervisor II: three years of experience working with 30 children or more in an extended day care or similar recreation program with comprehensive theme-based activities including one year of lead or supervisory experience.

Kids' Club Supervisor III: four years of experience working with 50 children or more in an extended day care or similar recreation program with comprehensive theme-based activities including two years of supervisory experience.

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

SPECIAL REQUIREMENTS:

(1) Some positions in these classifications may require the use of a personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one school location to another. (3) Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (4) Incumbents must obtain a valid California Food Handlers Card within six months of employment in this classification.

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:

	<u>SPVR. I</u>	<u>SPVR. II</u>	<u>SPVR. III</u>
START:	\$20.43	\$21.57	\$22.78
6 MONTHS:	\$21.56	\$22.76	\$24.03
1 ½ YEARS:	\$22.75	\$24.01	\$25.35
2 ½ YEARS:	\$23.99	\$25.33	\$26.75

APPLICATION:

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

SELECTION PROCEDURE:

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

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www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0091-3266 SF
19-0092-3267
19-0093-3268

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Wednesday, February 20, 2019
SUBSTITUTE SALARY: \$14.28

JOB INFORMATION:

The current need is substitutes. List may be used to fill vacancies as they occur. Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes.

The Eligible List of successful candidates may also be used to fill future vacancies as they occur

JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

Required job knowledge include: standard kitchen utensils and equipment; general kitchen sanitation and safety practices; basic food preparation methods including washing, cutting and assembling food items; basic math and cashiering skills; basic record-keeping techniques; and more.

Required job abilities include: assist in maintaining nutrition service equipment and areas in a clean and sanitary condition; operate standard kitchen utensils and equipment; wash, cut, mix and assemble ingredients and food items; and more.

For full details regarding the position, go to our website, select Class Specifications; choose Nutrition Services, then Nutrition Services Worker.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

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

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

SALARY RANGE HOURLY:

START:	\$14.28
6 MONTHS:	\$15.07
1 ½ YEARS:	\$15.89
2 ½ YEARS:	\$16.77
3 ½ YEARS:	\$17.70

SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

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

Open 19-0094-5068 AM

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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

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Guidelines:

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- ❖ **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

INTERMEDIATE NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Monday, February 25, 2019

JOB INFORMATION:

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

JOB SUMMARY:

Under close supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of food service experience or three months at the level of Nutrition Service Worker.

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

SPECIAL REQUIREMENTS:

(1) Valid Food Safety Manager certificate is desirable. (2) Some positions in this classification may require a valid California Class C driver's license and incumbents in these positions 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) Accepting employment in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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

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SALARY RANGE HOURLY:

START: \$15.48
6 MONTHS: \$16.34
1 ½ YEARS: \$17.23
2 ½ YEARS: \$18.18
3 ½ YEARS: \$19.19

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0095-5058 AM

LBUSD employees, please see reverse side for
important information.

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Monday, February 25, 2019

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

One year of food service experience or six months of experience at the level of Intermediate Nutrition Service Worker.

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

SPECIAL REQUIREMENTS:

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

(2) Some positions in this classification may require a valid California Class C driver's license and incumbents in these positions 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) Accepting employment in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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

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SALARY RANGE HOURLY:

START: \$16.80
6 MONTHS: \$17.73
1 ½ YEARS: \$18.70
2 ½ YEARS: \$19.73
3 ½ YEARS: \$20.81

APPLICATION:

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SELECTION PROCEDURE:

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[Personnel_Commission/](#)

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0096-5071 AM

LBUSD employees, please see reverse side for
important information.

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

KIDS' CLUB ASSISTANT

FINAL FILING DATE:

4:30 P.M., Tuesday, March 5, 2019.

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, assist in the implementation of a Kids' Club (day care) program which meets the needs of individual children; participate in and monitor children in program activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

EXPERIENCE:

Six months of experience working with children in an instructional, extended day care or similar recreation program.

Any other combination of training and experience that could likely provide the required knowledge and abilities may be considered.

SPECIAL REQUIREMENTS:

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

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.

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SALARY RANGE HOURLY:

START:	\$15.08
6 MONTHS:	\$15.90
1 ½ YEARS:	\$16.78
2 ½ YEARS:	\$17.70
3 ½ YEARS:	\$18.67

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0100-0694 SF

LBUSD employees, please see reverse side for important information.

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

KIDS' CLUB LEAD ASSISTANT

FINAL FILING DATE:

4:30 P.M., Tuesday, March 5, 2019.

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, assist in the planning and implementation of a Kids' Club (day care) program which meets the needs of individual children; participate in and monitor children in program activities; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school supplemented by 12 units of early childhood education, social sciences, recreation, child development or a closely related field.

Or

One of the following valid Child Development Permits issued by the California Commission on Teacher Credentialing:

- Child Development Associate Teacher Permit
- Child Development Teacher Permit
- Child Development Master Teacher Permit
- Child Development Site Supervisor Permit
- Child Development Program Director Permit

EXPERIENCE:

One year of experience working with 30 children or more in an extended day care or similar recreation program.

Any other combination of training and experience that could likely provide the required knowledge and abilities may be considered.

SPECIAL REQUIREMENTS:

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

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:

START:	\$16.35
6 MONTHS:	\$17.26
1 ½ YEARS:	\$18.20
2 ½ YEARS:	\$19.20
3 ½ YEARS:	\$20.26

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline: (562) 491-JOBS
[www.lbschools.net/Departments/
Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0101-0515 SF

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:

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 17

Date: February 14, 2019

Reason for
Consideration: Approval

ASSISTANT FACILITIES PROJECT MANAGER

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

Total Applications Received: 38

No. Passed: 3 No. Failed: 4

DUAL

19-0031-5104

Total Invited to Exam: 12

No. Withdrew: 12 No. Screened Out: 27

INSTRUCTIONAL AIDE - SPECIAL

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

Total Applications Received: 94

No. Passed: 14 No. Failed: 2

OPEN/CONTINUOUS

19-0066-0448

Total Invited to Exam: 22

No. Withdrew: 6 No. Screened Out: 72

COLLEGE AND CAREER SPECIALIST

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

Total Applications Received: 64

No. Passed: 6 No. Failed: 15

DUAL

19-0035-5177

Total Invited to Exam: 31

No. Withdrew: 10 No. Screened Out: 33

RECREATION LEADER - WRAP

List Valid: 2/6/2019-2/6/2020

Total Applications Received: 34

No. Passed: 11 No. Failed: 2

OPEN/CONTINUOUS

19-00-80-5262

Total Invited to Exam: 25

No. Withdrew: 12 No. Screened Out: 9

CHILD CARE WORKER

List Valid: 02/12/2019-02/12/2020

Total Applications Received: 47

No. Passed: 23 No. Failed: 2

OPEN/CONTINUOUS

19-0086-5258

Total Invited to Exam: 42

No. Withdrew: 17 No. Screened Out: 5

RECREATION AIDE - KIDS' CLUB

List Valid: 01/12/2019-02/12/2020

Total Applications Received: 38

No. Passed: 15 No. Failed: 0

OPEN/CONTINUOUS

19-0078-5257

Total Invited to Exam: 35

No. Withdrew: 20 No. Screened Out: 3

GROUNDS EQUIPMENT OPERATOR II

List Valid: 2/12/2019-2/12/2019

Total Applications Received: 15

No. Passed: 4 No. Failed: 0

DUAL

19-0045-0176

Total Invited to Exam: 7

No. Withdrew: 3 No. Screened Out: 8

GROUNDSKEEPER

List Valid: 2/13/2019-2/13/2020

Total Applications Received: 39

No. Passed: 11 No. Failed: 3

DUAL

19-0050-0172

Total Invited to Exam: 19

No. Withdrew: 5 No. Screened Out: 20

PERSONNEL COMMISSION



February 7, 2019

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revisions to the *Rules and Regulations of the Classified Service*

Background and Findings

California Education Code 45260 Rules; Standards; Authority of Commission states, in part,

"The Commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness".

The attached rules are being submitted for a second reading for approval with the following rationale:

Rule 1.1 DEFINITIONS:

UNCLASSIFIED SERVICE: Due to changes to Education Code 45256, part-time playground positions are no longer exempt from the classified service. Therefore, language referring to the exemption has been removed from this definition.

Rule 3.1 A.6 CLASSIFICATION OF EMPLOYEES AND POSITIONS: Due to changes to Education Code 45256, part-time playground positions are no longer exempt from the classified service. Therefore, language referring to the exemption has been removed from this definition.

Deletions to the rules are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission approve these rule revisions.

Prepared by:

Approved and Recommended:

Handwritten signature of Susan Leaming.

Susan Leaming
Personnel Analyst

Handwritten signature of Kenneth Kato.

Kenneth Kato
Executive Officer

**CHAPTER III
POSITION CLASSIFICATION PLAN**

3.1 CLASSIFICATION OF EMPLOYEES AND POSITIONS

A. PERSONNEL COMMISSION RESPONSIBILITY TO CLASSIFY POSITIONS

The Commission shall classify all employees and positions except those which are exempt from the classified service. "To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies and preparing written class specifications.

Those positions exempt from the classified service are

1. Positions which require certification qualifications
2. Full-time students employed part-time
3. Part-time students employed part-time in any college work study program, or In a work experience education program conducted by a community college District pursuant to Article 7 (commencing with Section 51760) of Chapter 5 of Part 28 and that is financed by state or federal funds.
4. Apprentice positions
5. Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board or by the Commission when so designated by the Commission
6. ~~Part time playground positions, where the employee is not otherwise employed in a classified position. Part time playground positions shall be considered part of the classified service when the employee in the position also works in the same school district in a classified position.~~

Reference: California Education Code 45256

CHAPTER I DEFINITIONS

1.1 DEFINITIONS

...

UNCLASSIFIED SERVICE - Also known as exempt classes which are positions and employees not in the classified or certificated services. ~~Part-time playground positions, f~~Full-time students employed part-time, apprentices, and professional experts employed on a temporary basis for a specific project are all considered exempt classes.