

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
1515 Hughes Way
Long Beach, California 90810
REGULAR MEETING AGENDA

Regular Meeting
Room 142
October 8, 2020

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** the Minutes of the Regular Meeting of September 24, 2020 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 Assistant Public Information Director 5-6
2. **RATIFY** job announcement bulletin for Fleet Maintenance Manager (Extended) 7-8
3. **RATIFY** job announcement bulletin for Kids' Club Supervisor I,II, III (Extended) 9-10
4. **APPROVE** the certification of Head Start Instructional Aide – BL SP eligibility list 21-0005-5235 established 09/30/2020 11
5. **APPROVE** the certification of Instructional Aide – Educare – BL SP eligibility list 21-0003-5206 established 09/30/2020 11
6. **APPROVE** the certification of Kids' Club Assistant eligibility list 21-0007-0694 established 09/30/2020 11
7. **APPROVE** the certification of Kids' Club Lead Assistant eligibility list 21-0008-0515 established 09/30/2020 11
8. **APPROVE** the certification of Nutrition Services Supervisor I eligibility list 20-0155-5064 established 09/15/2020 11

- 9. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list 20-0156-5065 established 09/16/2020 11
- 10. **APPROVE** the certification of Nutrition Services Supervisor III eligibility list 20-0157-5066 established 09/16/2020 11
- 11. **APPROVE** the certification of School Safety Officer eligibility list 21-0009-5014 established 09/22/2020 12

III. OLD BUSINESS

None

IV. NEW BUSINESS

None

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

October 22, 2020 at 8:15 a.m. in Room 142 at 1515 Hughes Way, Long Beach, California, 90810

VII. CLOSED SESSION

- 1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

VIII. ADJOURNMENT

In accordance with Governor Newsom’s Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely by telephone. Members of the public may observe the Personnel Commission meeting in real time simulcast by selecting the Video & Multimedia icon at lbschools.net and clicking on the LBSD YouTube channel link. Members of the public may make comments in the meeting by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage at lbschools.net/Departments/Personnel_Commission/.

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
1515 Hughes Way
Long Beach, CA 90810

MINUTES
Regular Meeting

September 24, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, September 24, 2020 at 8:15 a.m. in Room 142 at 1515 Hughes Way, Long Beach, California. The meeting was broadcasted on the LBUSD YouTube channel and attendees were participating by teleconference.

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 telephonic attendance as established by roll call:

Present: Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS TELEPHONICALLY PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Gregory Robinson, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Employment Services Supervisor; Ashleigh Fernando, Senior Administrative Secretary (Acting); Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Silaue Taelifi, Human Resources Technician; Alejandra Torres, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS TELEPHONICALLY PRESENT

Vaurice Scott, CSEA Chapter 2 Vice President – Unit A; Chester Davidson, CSEA Chapter 2 Vice President – Unit B; Gary Marshall, Multimedia Technology Supervisor; and Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of September 10, 2020.

<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, thanked Francelia Wilbert, Area Custodial Manager, and Jonathan Mendoza, Custodial Services Inspector, for their recent visits to Personnel Commission to review cleaning practices in regards to the pandemic. Mr. Kato recognized Noel Aguirre, Plant Supervisor I and Peter Kim, Custodian for their efforts to assure the updated cleaning requirements are properly implemented. Mr. Kato mentioned that Mr. Aguirre and Mr. Kim have been very responsive to the increased requests for cleaning of meeting rooms and offices.

Mr. Kato thanked Jung Eun Park, Human Resources Analyst II, from the Los Angeles County Office of Education (LACOE) for her work running the recent Personnel Analyst recruitment on behalf of the Personnel Commission. Mr. Kato stated Ms. Park worked well with Commission staff and he is thankful for having such a good working relationship with LACOE.

Lastly, Mr. Kato informed the Commissioners that the Personnel Commissioners Association of Southern California (PCASC) is hosting a legal update via Zoom with attorney Kristine Kwong on Friday, October 16th for PCASC members and the link will be available to them.

Maria Braunstein, Personnel Analyst, reported on the various recruitments in progress. Ms. Braunstein mentioned she will continue to work with the Long Beach School for Adults by assisting students enrolled in the Building Maintenance Custodial Services course currently offered via Zoom. Ms. Braunstein explained that staff assists students setting up online accounts in NEOGOV and conducts application reviews to assure the completeness of their online applications. Students that successfully complete the course are eligible to apply for Custodian with the Long Beach Unified School District. Ms. Braunstein also discussed exploring methods of safely conducting in-person performance exams and that she is working with staff from the City of Los Angeles to establish protocols on how performance examinations will be conducted.

Jesus Rios Jr., Employment Services Supervisor, thanked staff for their continued work fingerprinting and processing candidates to assure schools are fully staffed. Mr. Rios Jr. recognized Silaue Taeleifi, Human Resources Technician, for assisting with the classified substitute desk, evaluations, and training Oralia Leyva, Human Resources Technician, who accepted a transfer to the desk from the Recruitment and Testing Unit. Mr. Rios welcomed Ms. Leyva and mentioned he has already received positive feedback from school site staff who have worked with her.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Kids' Club Supervisor I,II, III
2. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I (Revised)
3. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II (Revised)
4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III (Revised)

5. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW4-5258 established 09/15/2020
6. **APPROVE** the certification of District Security Officer eligibility list 21-0010-5202 established 09/23/2020
7. **APPROVE** the certification of District Security Officer eligibility list 21-0016-5202 established 09/23/2020
8. **APPROVE** the certification of Head Start Instructional Aide eligibility list 21-0004-0657 established 09/21/2020
9. **APPROVE** the certification of Instructional Aide - Educare eligibility list 21-0002-5205 established 09/21/2020

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-4 and approve items 5-9 on the Consent Agenda.

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

OLD BUSINESS

1. **APPROVE** the following:
Revision to the Rules and Regulations of the Classified Service, Rule 8.1.J.4 (Second Reading)

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve Old Business item 1.

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

NEW BUSINESS

1. **APPROVE** the extension of Elementary School Office Supervisor 20-0049-3345 eligibility list established 11/12/2019

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business item 1.

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

2. **APPROVE** the extension of Purchasing Assistant 20-0026-5129 eligibility list established 10/24/2019
3. **APPROVE** the extension of School Support Secretary 20-0037-3361 eligibility list established 10/31/2019
4. **APPROVE** the extension of School Support Secretary – BL Spanish 20-0036-5159 eligibility list established 10/31/2019
5. **APPROVE** the extension of Staff Secretary 20-0016-3364 eligibility list established 10/16/2019
6. **APPROVE** the extension of Staff Secretary – Bilingual Spanish 20-0031-5085 eligibility list established 10/16/2019

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business items 2-6.

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

OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 8 at 8:15 a.m. at 1515 Hughes Way, Long Beach, California and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.
CLOSED SESSION	The Personnel Commission retired into closed session at 8:29 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 8:55 a.m. and no reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:56 a.m.

ABOUT OUR DISTRICT



**An Exciting Career
Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**ASSISTANT PUBLIC
INFORMATION DIRECTOR**

\$97,838 - \$114,871 Annually

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

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

The school district has won widespread recognition for excellence in academic achievement, the arts and athletics. LBUSD's successes have been chronicled by national media including the New York Times, Washington Post, The Atlantic, U.S. News and World Report, USA Today, Newsweek, Time, Parade, Sports Illustrated, ESPN, Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and others.

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

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

Marie R...

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Assistant Public Information Director. Under administrative direction, assist in planning, organizing, controlling and directing the internal and external communications of the Long Beach Unified School District; promote understanding, satisfaction, and support for the District through public awareness; serve as the primary spokesperson for assigned District departments and programs; perform related duties as assigned.

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

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in public relations, journalism, communications or a related field. A Master's degree in one of these disciplines is desirable. Experience communicating effectively, both orally and in writing, in Spanish is highly desirable.

Additionally candidates will have four years of media and public relations experience involving print, radio, internet and/or television including some experience as a spokesperson. Public information and communications experience in a school district, municipality or other public agency is highly desirable.

Any other combination of training and experience, which likely provides the required knowledge and abilities, may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license. May be required to travel from one location to another.

SALARY AND BENEFITS

The annual salary for Assistant Public Information Director is \$97,838 to \$114,871, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

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

Application Deadline: 4:30 p.m., Friday, October 16, 2020

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

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

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

ABOUT OUR DISTRICT

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

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

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

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

Dual Exam 21-0025-0516 ALT



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

RECRUITMENT EXTENDED

FLEET MAINTENANCE MANAGER

\$87,778 - \$103,068 ANNUALLY

A handwritten signature in black ink, appearing to read 'Mary', is written over a horizontal line.

and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

SALARY AND BENEFITS

The annual salary for Fleet Maintenance Manager is \$87,778 to \$103,068, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: [http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

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

Application Deadline: 4:30 p.m. Friday, September 4, 2020
Extended Deadline: 4:30 p.m. Friday, October 16, 2020

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

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

[http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)
WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Fleet Maintenance Manager. Under the general direction of the Transportation Director, plan, coordinate and manage the fleet maintenance activities and related services of the Transportation Department; assure compliance with applicable laws, codes, rules, regulations and safety requirements; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

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

THE IDEAL CANDIDATE

Successful candidates will have an Associate's degree including coursework in business administration, management, accounting or a related field or completion of a journey-level apprenticeship program in vehicle maintenance.

Additionally candidates will have five years of journey-level experience in vehicle maintenance and repair involving gasoline, diesel and alternative fueled engines, including one year of experience in a supervisory capacity.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Incumbents in this classification must obtain a valid California Class B driver's license with passenger and air brake endorsements within six months of employment. A valid California Class A driver's license is desirable.

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

Under Federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, chemicals

RECRUITMENT EXTENDED



CLASSIFIED EMPLOYMENT OPPORTUNITY

KIDS' CLUB SUPERVISOR I, II, III

FINAL FILING DATE:

4:30 P.M., Friday, September 25, 2020

Extended Deadline: 4:30 p.m., Thursday, October 15, 2020

JOB INFORMATION:

Permanent 10 months positions. Eligibility lists are 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) 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:	\$20.84	\$22.00	\$23.23
6 MONTHS:	\$21.99	\$23.21	\$24.50
1 ½ YEARS:	\$23.20	\$24.49	\$25.85
2 ½ YEARS:	\$24.47	\$25.83	\$27.28

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 21-0032-3266 ALT
21-0033-3267
21-0034-3268

Maria Braunstein

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

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

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

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

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

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 11

Date: October 8, 2020

Reason for Consideration: Approval

HEAD START INSTRUCTIONAL AIDE – BL SP	DUAL	21-0005-5235
List Valid: 09/30/2020-09/30/2021		
Total Applications Received: 7	Total Invited to Exam: 6	
No. Passed: 2	No. Withdrew: 3	No. Screened Out: 1
No. Failed: 1		
INSTRUCTIONAL AIDE – EDUCARE – BL SP	DUAL	21-0003-5206
List Valid: 09/30/2020-09/30/2021		
Total Applications Received: 10	Total Invited to Exam: 2	
No. Passed: 0	No. Withdrew: 0	No. Screened Out: 8
No. Failed: 2		
KIDS’ CLUB ASSISTANT	OPEN CONTINUOUS	21-0007-0694
List Valid: 09/30/2020-09/30/2021		
Total Applications Received: 72	Total Invited to Exam: 46	
No. Passed: 9	No. Withdrew: 30	No. Screened Out: 26
No. Failed: 7		
KIDS’ CLUB LEAD ASSISTANT	OPEN CONTINUOUS	21-0008-0515
List Valid: 09/30/2020-09/30/2021		
Total Applications Received: 50	Total Invited to Exam: 25	
No. Passed: 6	No. Withdrew: 12	No. Screened Out: 25
No. Failed: 7		
NUTRITION SERVICES SUPERVISOR I	DUAL	20-0155-5064
List Valid: 09/15/2020-09/15/2021		
Total Applications Received: 39	Total Invited to Exam: 19	
No. Passed: 7	No. Withdrew: 6	No. Screened Out: 20
No. Failed: 6		
NUTRITION SERVICES SUPERVISOR II	DUAL	20-0156-5065
List Valid: 09/16/2020-09/16/2021		
Total Applications Received: 23	Total Invited to Exam: 18	
No. Passed: 5	No. Withdrew: 8	No. Screened Out: 5
No. Failed: 5		
NUTRITION SERVICES SUPERVISOR III	DUAL	20-0157-5066
List Valid: 09/16/2020-09/16/2021		
Total Applications Received: 19	Total Invited to Exam: 16	
No. Passed: 6	No. Withdrew: 6	No. Screened Out: 3
No. Failed: 4		

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 12

Date: October 8, 2020

Reason for Consideration: Approval

SCHOOL SAFETY OFFICER

OPEN CONTINUOUS

21-0009-5014

List Valid: 09/22/2020-09/22/2021

Total Applications Received: 15

No. Passed: 5

No. Failed: 2

Total Invited to Exam: 9

No. Withdrew: 2

No. Screened Out: 6