

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

REGULAR MEETING AGENDA

Regular Meeting  
Building B, Room 29  
February 13, 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 January 30, 2020
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

1-6

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Public Information Director (revised) 7-8
2. **RATIFY** job announcement bulletin for Stage Technician 9-10
3. **RATIFY** job announcement bulletin for Instructional Aide-Special 11-12
4. **RATIFY** job announcement bulletin for Instructional Aide-Educare 13-14
5. **RATIFY** job announcement bulletin for Instructional Aide Educare BL Spanish 15-16
6. **RATIFY** job announcement bulletin for Facilities Use Technician 17-18
7. **RATIFY** job announcement bulletin for Inventory Control Technician 19-20
8. **APPROVE** the certification of Instructional Aide Special eligibility list 20-0094-0448 established 02/05/2020 21

9.	<b>APPROVE</b> the certification of Custodian Assistant eligibility list 20-0087-5025 established 01/31/2020	21
10.	<b>APPROVE</b> the certification of Senior Office Assistant-Schools eligibility list 20-0097-3363 established 02/06/2020	21
11.	<b>APPROVE</b> the certification of Senior Office Assistant-Schools BL Spanish eligibility list 20-0098-5091 established 02/06/2020	21
12.	<b>APPROVE</b> the certification of Nutrition Services Worker eligibility list 20-0083-5068 established 02/11/2020	21
III.	OLD BUSINESS	
	None	
IV.	NEW BUSINESS	
1.	<b>APPROVE</b> the revised classification of Student Data Systems Specialist.	23-28
2.	<b>APPROVE</b> the recommendation to remove from eligibility list ID 7149900	29-40
V.	OTHER ITEMS	
VI.	NEXT REGULAR MEETING	
	February 27, 2020 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 accomadation 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

January 30, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Vice-Chairperson, on Thursday, January 30, 2020 at 8:19 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 Vice-Chairperson, Linda Vaughan.

ROLL

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

Present: Terence Ulaszewski  
Linda Vaughan

Absent: Sheryl Bender

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Susan Learning, Personnel Analyst; Dale Culton, Certification Services Manager; Gregory Robinson, Associate Personnel Analyst; Connie Ballew, Acting Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Alejandra Torres, Human Resources Technician; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Oralia Leyva, Human Resources Technician; Susan Brister, Human Resources Technician and Aisha Alex, Human Resources Assistant.

GUESTS

Chester Davidson, CSEA Chapter 2 Vice-President-Unit B; Vaurice Scott, CSEA Vice President-Unit A; Dr. Claudia Sosa-Valderrama, Director of Head Start; Carrie De Leon, Itinerant Teacher, Special Education; and Suzanne Ansari, Senior Consultant, CPS/HR Consulting.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulazewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of January 16, 2020.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, reported that he attended the quarterly Confidential and Supervising Secretaries Association (CASSA) meeting with Christopher Steinhauser, Superintendent of Schools. Mr. Kato also thanked Michelle Francis, CASSA President, and CSEA leadership for meeting with Personnel Commission staff on Tuesday to discuss the classified layoff process.

Greggory Robinson, Associate Personnel Analyst, announced that Recruitment and Testing currently has thirty-eight open recruitments in varying stages of completion. Mr. Robinson announced that the annual Nutrition Services recruitments will open in the near future.

Mr. Robinson informed the Commission that Maria Braunstein, Personnel Analyst; Oralía Leyva, Human Resources Technician, and Vanessa Ortiz, Human Resources Technician, recently met with Pacific Gateway to discuss upcoming recruitment events and explore opportunities for remote testing at their location.

Jesus Rios Jr., Employment Services Supervisor, recognized Anne Follett, Human Resources Technician, Aaron Dominguez, Human Resources Technician; Ashleigh Fernando, Human Resources Assistant, and Aisha Alex, Human Resources Assistant, for their assistance in preparing for the opening of the Summer School/School Enrichment and Learning (SEAL) employment online application process.

Dale Culton, Certification Manager, thanked Mr. Rios for his lead role in the SEAL employment process and also thanked Emi Serna, Senior Systems Analyst in Information Services, for her assistance with the online application. Mr. Culton announced that several staff members will be attending a training at Human Resources Services regarding the new W-4 form. Mr. Culton also informed the Commission that the District is going to allow Recreation Aides to work at multiple sites.

Susan Leaming, Personnel Analyst, introduced Dr. Claudia Sosa-Valderrama, Director of Head Start, Carrie De Leon, Itinerant Teacher, Special Education, and Suzanne Ansari, Senior Consultant, CPS/HR Consulting, and thanked them for their attendance.

Mr. Kato shared information with the Commission regarding the selection process for the new Superintendent of Schools.

CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-11 and approve items 12-20 on the Consent Agenda.

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

- RATIFY** job announcement bulletin for Welder

2. **RATIFY** job announcement bulletin for Accompanist
3. **RATIFY** job announcement bulletin for Office Assistant-Bilingual Spanish
4. **RATIFY** job announcement bulletin for Food Production Utility Worker
5. **RATIFY** job announcement bulletin for Assistant Public Information Director
6. **RATIFY** job announcement bulletin for Warehouse Manager
7. **RATIFY** job announcement bulletin for Associate Research Information Systems Analyst
8. **RATIFY** job announcement bulletin for Instructional Aide-Educare
9. **RATIFY** job announcement bulletin for Instructional Aide-Educare BL Spanish
10. **RATIFY** job announcement bulletin for Maintenance Mechanic
11. **RATIFY** job announcement bulletin for Maintenance Material Coordinator
12. **APPROVE** the certification of Recreation Aide eligibility list 20-0102-5255 established 01/24/2020
13. **APPROVE** the certification of Recreation Aide-Kids' Club eligibility list 20-0080-5257 established 01/24/2020
14. **APPROVE** the certification of Recreation Aide eligibility list 20-0092-5255 established 01/24/2020
15. **APPROVE** the certification of Administrative Dietitian eligibility list 20-0078-0537 established 01/23/2020
16. **APPROVE** the certification of Recreation Aide-WRAP eligibility list 20-0081-5261 established 01/28/2020
17. **APPROVE** the certification of Instructional Aide-Educare eligibility list 20-0082-5205 established 01/29/2020
18. **APPROVE** the certification of Instructional Aide-Educare BL Spanish eligibility list 20-0050-5206 established 01/29/2020
19. **APPROVE** the certification of Plant Supervisor I eligibility list 20-0084-5026 established 1/30/2020
20. **APPROVE** the certification of Plant Supervisor II eligibility list 20-0085-5027 established 1/30/2020

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** to reestablish the classification of Maintenance Programs Analyst at salary range 42 (C1) and revise the title and classification specification to Business Services Analyst

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve to reestablish the classification of Maintenance Programs Analyst at Salary range 42 (C1) and revise the title and classification specification to Business Services Analyst.

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

2. **APPROVE** the revised classification specification for Instructional Aide-Educare, Instructional Aide-Educare, BL Spanish, and Instructional Aide-Educare BL Khmer

Following brief 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 classification specification for Instructional Aide-Educare, Instructional Aide-Educare BL Spanish and Instructional Aide-Educare BL Khmer

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

3. **APPROVE** the revised classification of Purchasing Agent

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 classification of Purchasing Agent.

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

4. **APPROVE** the Instructional Aide – Special Job Study

Following an overview of the study provided by Susan Learning, Personnel Analyst, and Suzanne Ansari, Senior Consultant, CPS/HR Consulting, 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 Instructional Aide-Special Job Study classification recommendations.

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

OTHER ITEMS                   None

NEXT REGULAR MEETING           The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 13, 2020 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 9:25 a.m. with no reportable actions taken.

ADJOURNMENT                 The Regular Meeting of the Personnel Commission was declared adjourned at 9:26 a.m.

## ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national 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 Americas finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

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

Dual Exam 20-0112-5266 AT



**An Exciting Career  
Opportunity  
Awaits You at**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**ASSISTANT PUBLIC  
INFORMATION DIRECTOR**

**\$97,838 - \$114,870 Annually**

A handwritten signature in black ink, appearing to be 'Gregg M.', is written over a horizontal line of small, illegible text.

## **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 public information and communications programs 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 the possession of a valid California Class C driver's license.

## **SALARY AND BENEFITS**

The annual salary for Assistant Public Information Director is \$97,838 to \$114,870, 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/) 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, February 14, 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  
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(562) 435-5708

[http://www.lbschools.net/Departments/Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)  
**WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER**



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## STAGE TECHNICIAN

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

Permanent 10 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, perform a variety of technical duties in the planning, design, construction, operation and maintenance of theater sets, materials and equipment including stage, sound and lighting systems; train and provide work direction and guidance to students in the technical operation of the theater and equipment; 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 coursework, training or certification in various aspects of theater production and staging such as scenic design, construction, art, lighting and carpentry.

#### EXPERIENCE:

Two years of experience in stage design and operation.

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:

- (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

**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 a case-by-case basis.

### SALARY RANGE HOURLY:

START:	\$23.09
6 MONTHS:	\$24.37
1 ½ YEARS:	\$25.71
2 ½ YEARS:	\$27.12
3 ½ YEARS:	\$28.61

### 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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Continuous OL

LBUSD employees, please see reverse side for important information.

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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## INSTRUCTIONAL AIDE – SPECIAL

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur. Positions are part time (3.8 hours) only. Substitute positions are also available.

### JOB SUMMARY:

Under general supervision, assist certificated staff in reinforcing instructional activities for students with special needs identified in an Individualized Education Program (IEP); participate in the monitoring, discipline and behavior modification of students; assist in meeting the physical care and hygienic needs of students; 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 (2) 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.

\*Verification will be required for high school graduation, college units & degrees.

\*Official transcripts of units must be attached at time of application. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned).

#### EXPERIENCE:

Six (6) months of paid or volunteer experience working with children in a structured environment.

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.

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: \$17.61  
 6 MONTHS: \$18.58  
 1 ½ YEARS: \$19.60  
 2 ½ YEARS: \$20.67  
 3 ½ YEARS: \$21.81

### SPECIAL REQUIREMENTS:

1) Some assignments will require successful completion of District-provided CPR/First Aid training. (2) Some assignments will require successful completion of District-provided training to perform physical health care treatments to meet student needs. (3) After an employee in this class has been provided initial training to work with students with physical health care needs and feels the need for additional training, they may request it. Requests shall be in writing to the site administrator who shall arrange for the needed training and notify the employee.

### 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 will be comprised of an, evaluation of responses on a supplemental application; and an occupational written examination (100%). **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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Open Continuous OI

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.*

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## INSTRUCTIONAL AIDE - EDUCARE

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE (8 hours per day). Eligibility List is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general and reflective supervision, assist Educare teachers in providing quality, comprehensive child development services to children and families; assist teachers in case managing specific needs with families, advocating for parents and encouraging parent involvement in the program; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent and one of the following valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

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

An Associate's degree in Early Childhood Education, Child Development or a related field is preferred.

### EXPERIENCE:

Six months of experience working in an early childhood program.

### SPECIAL REQUIREMENTS:

1) If applying with proof of application for a Child Development Permit; a valid permit must be submitted prior to appointment in this classification. (2) To remain employed in this classification, an incumbent must meet the respective Child Development Permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense.

**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:	\$16.68
6 MONTHS:	\$17.60
1 ½ YEARS:	\$18.56
2 ½ YEARS:	\$19.58
3 ½ YEARS:	\$20.66

### 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, 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  
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24 hour job hotline:(562) 491-JOBS  
[www.lbschools.net/Departments/Personnel\\_Commission](http://www.lbschools.net/Departments/Personnel_Commission)

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Continuous OL

LBUSD employees, please see reverse side for important information.

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

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

**Guidelines:**

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

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

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## INSTRUCTIONAL AIDE - EDUCARE BL SPANISH

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE (8 hours per day). Eligibility List is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general and reflective supervision, assist Educare teachers in providing quality, comprehensive child development services to children and families; assist teachers in case managing specific needs with families, advocating for parents and encouraging parent involvement in the program; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent and one of the following valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

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

An Associate's degree in Early Childhood Education, Child Development or a related field is preferred.

#### EXPERIENCE:

Six months of experience working in an early childhood program.

#### SPECIAL REQUIREMENTS:

(1) If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification. (2) To remain employed in this classification, an incumbent must meet the respective Child Development Permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (3) Positions in the Instructional Aide – Educare, BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's 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:	\$16.68
6 MONTHS:	\$17.60
1 ½ YEARS:	\$18.56
2 ½ YEARS:	\$19.58
3 ½ YEARS:	\$20.66

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## FACILITIES USE TECHNICIAN

### FINAL FILING DATE:

Final Filing Deadline: 4:30 p.m., February 25, 2020

### JOB INFORMATION:

**PLEASE NOTE:** This is a Permanent 12 month 100% position w/ benefits. The current vacancy is located at Purchasing. The eligibility list will be used to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, perform a variety of technical duties related to the use of District facilities by District groups and community organizations; assure compliance with applicable laws, codes, policies and guidelines; process permit applications and collect related payments; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in accounting, business administration or a related field is highly desirable.

#### EXPERIENCE:

Two years of clerical record-keeping experience involving the application of procedures and regulations.

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

#### WORKING ENVIRONMENT:

Office environment.

#### SPECIAL REQUIREMENTS:

**Note:** This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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: \$21.87  
6 MONTHS: \$23.08  
1 ½ YEARS: \$24.34  
2 ½ YEARS: \$25.69  
3 ½ YEARS: \$27.10

### 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:

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

Dual Exam 20-0121-3348 AA

LBUSD employees, please see reverse side for important information.

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

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**Guidelines:**

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**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

## INVENTORY CONTROL TECHNICIAN

### FINAL FILING DATE:

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED ONLINE

### ONLY FROM:

February 19, 2020 to February 25, 2020

Final Filing Deadline: 4:30 p.m., February 25, 2020

### JOB INFORMATION:

**PLEASE NOTE:** This is a Permanent 12 month 100% position w/ benefits. The current vacancy is located at Purchasing. The eligibility list will be used to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general direction, perform capital or stock inventory control work in support of the District's purchasing function; prepare and maintain computerized records and reports of the District's fixed assets or stock inventory; coordinate and perform mandated inventories; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in purchasing, business administration or a related field is highly desirable.

#### EXPERIENCE:

Two years of experience involving maintaining computerized inventory records of supplies and equipment or one year of experience as a Purchasing Assistant with the Long Beach Unified School District.

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

#### WORKING ENVIRONMENT:

Office and warehouse environment.  
Exposure to fumes, dust and odors.  
Working around and with machinery having moving parts.  
Constant interruptions.

#### SPECIAL REQUIREMENTS:

**Note:** (1) Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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### SALARY RANGE HOURLY:

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0120-5126 AA

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LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 21

Date: February 13, 2020

Reason for Consideration: Approval

**INSTRUCTIONAL AIDE SPECIAL**

**OPEN CONTINUOUS**

**20-0094-0448**

List Valid: 02/05/20-02/05/21

Total Applications Received: 48

No. Passed: 7                      No. Failed: 1

Total Invited to Exam: 10

No. Withdrew: 2

No. Screened Out: 38

**CUSTODIAN ASSISTANT**

**OPEN**

**20-0087-5025**

List Valid: 01/31/20-01/31/21

Total Applications Received: 47

No. Passed: 21                      No. Failed: 11

Total Invited to Exam: 42

No. Withdrew: 10

No. Screened Out: 5

**SENIOR OFFICE ASSISTANT-SCHOOLS**

**DUAL**

**20-0097-3363**

List Valid: 02/06/20-02/02/21

Total Applications Received: 127

No. Passed: 43                      No. Failed: 33

Total Invited to Exam: 99

No. Withdrew: 23

No. Screened Out: 28

**SENIOR OFFICE ASSISTANT-SCHOOLS BL SPANISH**

**DUAL**

**20-0098-5091**

List Valid: 02/06/20-02/06/21

Total Applications Received: 54

No. Passed: 14                      No. Failed: 16

Total Invited to Exam: 42

No. Withdrew: 12

No. Screened Out: 12

**NUTRITION SERVICES WORKER**

**DUAL**

**20-0083-5068**

List Valid: 02/11/20-08/11/20

Total Applications Received: 44

No. Passed: 7                      No. Failed: 8

Total Invited to Exam: 34

No. Withdrew: 19

No. Screened Out: 10

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# PERSONNEL COMMISSION

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January 24, 2020

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

## Background and Findings

The Assistant Superintendent, Research, Planning, Evaluation and School Improvement requested staff modify the requirements of the Student Data Systems Specialist (salary range 29 C1) to better reflect those of the classification above it in the hierarchy, Associate Research Information Systems Analyst (salary range 35 M2). Specifically, the disciplines of education were expanded to mirror those of the Analyst and the experience requirements were strengthened to provide a clearer standard for screening applicants.

The Assistant Superintendent, Research, Planning, Evaluation and School Improvement has reviewed and approved the modifications.

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

## Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification of Student Data Systems Specialist

Prepared by:

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

Susan Learning  
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read "K3K".

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 5164  
Salary Range: 29 (C1)

### STUDENT DATA SYSTEMS SPECIALIST

#### JOB SUMMARY

Under general direction, provide technical support and training to school sites and District staff in the use of student data systems and data entry of various student records; assure accuracy and timely submission of student data; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Provide technical support and training to school sites and District staff in the use of student data systems and data entry of various student records; answer phones and receive requests for assistance with computers, software, hardware and network issues; provide assistance and route requests to appropriate staff as necessary. **E**
- Listen to users to establish facts about a problem, what the user did leading up to the problem and deduce sources of error; respond to questions and apply knowledge of student data system procedures; communicate step-by-step instructions to users. **E**
- Troubleshoot system problems; coordinate and arrange for major repairs as necessary; confer with technical support personnel to resolve malfunctions. **E**
- Assure accuracy and timely submission of student data; create and disseminate special reports for schools, faculty and the District; create queries as necessary to print reports; compile information and generate reports. **E**
- Develop system queries and reports on the assigned student information system; run requested reports and provide specific information to District sites and administration. **E**
- Create, modify, test and delete user accounts and logins for the student data system in accordance with established procedures; reset passwords for individual accounts. **E**
- Create unique State student identifiers and maintain student information using the State-mandated data system. **E**
- Plan, organize and recommend priorities for smooth and timely operations relating to computerized records; coordinate procedures and problem resolution; support key users school sites. **E**
- Assist in preparing a variety of periodic and special reports such as attendance, schedules, grades and student demographic data; assure integrity of student data and reports. **E**
- Assist in the development and maintenance of the school site user manual; assist in the development of operating procedures and recommend designs for various forms and screens. **E**
- Communicate with other departments, District staff and school sites to exchange information, resolve issues and coordinate activities. **E**

- Review and verify the accuracy of completed work including forms, correspondence and various student documents for completeness and compliance with applicable laws, codes, regulations and procedures; maintain confidentiality of sensitive and privileged information. *E*
- Conduct training for District staff in the proper operation and troubleshooting of student data systems, computers, software applications and related peripherals; develop training programs and related instructional information; drive a vehicle to various sites to train users. *E*
- Maintain a variety of records and files related to work performed. *E*
- Perform a variety of clerical support duties for administrators; answer telephones and take and relay messages; type correspondence, memoranda and bulletins; file documents; receive and sort incoming mail. *E*
- Attend a variety of meetings, conferences and workshops to maintain current knowledge of technological advances related to assigned activities. *E*
- Assist in researching and evaluating new student data technologies and products.

*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**

The Student Data Systems Specialist classification is designed to serve as a technical resource, providing technical support and assistance to clerical or professional staff utilizing the District's student data systems. An incumbent is the first point of contact in troubleshooting and solving end user issues with the student data system and related peripherals in addition to assuring the accuracy and timely submission of student data. A Student Data Systems Specialist is required to maintain the confidentiality of sensitive and privileged information and must demonstrate sound interpersonal and customer service skills.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles, methods, practices and issues of operating an electronic data processing computer and peripheral equipment.

Operation of assigned software applications including the student information system.

Training methods and techniques.

District and site procedures related to attendance and grade reporting.

Technical aspects of field of specialty.

Record-keeping techniques.

District organization, operations, policies and objectives.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Operation of standard office equipment.

Public speaking techniques.

**Ability to:**

Provide technical support and training to school sites and District staff in the use of student data systems and data entry of various student records.  
Compile statistical data in a timely and efficient manner and prepare reports.  
Provide technical support and training to staff in computer operations.  
Troubleshoot student data system problems.  
Exercise independent judgment and initiative within established guidelines.  
Maintain current knowledge of technological advances in the field.  
Reassure and assist others on the telephone in a tactful and sensitive manner.  
Operate a variety of standard office equipment.  
Establish and maintain files and records.  
Make arithmetic calculations quickly and accurately.  
Plan and organize work.  
Work within a team environment.  
Meet schedules and time lines.  
Prepare and deliver oral presentations.  
Complete work with many interruptions.  
Communicate effectively both orally and in writing.

**Education and Training:**

Graduation from high school supplemented by college-level coursework in computer science, statistics, education, psychology, behavioral or social science or a related field.

**Experience:**

Two years of experience working with student data systems including developing system queries and reports. Experience involving troubleshooting student data systems and training of end users is highly desirable.

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

***SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:***

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.  
Extended viewing of a computer monitor.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching.  
Lifting, carrying, pushing or pulling moderately heavy supplies 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.

PCA: 2/16/2012  
Revised:

LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 29-40

Date: January 30, 2020

Reason for Consideration: Approval

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List ID 7149900 PAGES: 27-37

Date: 02/13/2020

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 not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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