

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
880 Locust Ave.
Long Beach, California 90813
REGULAR MEETING AGENDA

Regular Meeting
October 22, 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 October 8, 2020 1-3
 5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
 6. **HEAR** public on items not listed on the agenda
 7. **HEAR** report from the Executive Officer
- II. CONSENT AGENDA
 1. **RATIFY** job announcement bulletin for Carpenter 4-5
 2. **RATIFY** job announcement bulletin for Electrician 6-7
 3. **RATIFY** job announcement bulletin for Groundskeeper 8-9
 4. **RATIFY** job announcement bulletin for Nutrition Services Manager (Revised) 10-11
 5. **RATIFY** job announcement bulletin for Physician Services Technician (C) 12-13
 6. **RATIFY** job announcement bulletin for Plumber 14-15
 7. **RATIFY** job announcement bulletin for Staffing Analyst – Human Resource Services 16-17
 8. **APPROVE** the certification of Behavior Intervention Assistant eligibility list 20-0164-5216 established 10/22/2020 18
 9. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW5-5258 established 10/13/2020 18

10. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW6-5258 established 10/13/2020 18
11. **APPROVE** the certification of Custodian eligibility list 21-0017-0139 established 10/09/2020 18
12. **APPROVE** the certification of Head Start Instructional Aide– BL SP eligibility list 20-0105-5235 established 08/13/2020 (Revised) 18
13. **APPROVE** the certification of Head Start Instructional Aide – BL SP eligibility list 20-0138-5235 established 08/13/2020 (Revised) 18
14. **APPROVE** the certification of Instructional Aide – Educare – BL SP eligibility list 20-0110-5206 established 08/013/2020 (Revised) 19
15. **APPROVE** the certification of Instructional Aide – Educare – BL SP eligibility list 20-0145-5206 established 08/13/2020 (Revised) 19
16. **APPROVE** the certification of Nutrition Services Operations Coordinator eligibility list 21-0026-5063 established 10/21/2020 19
17. **APPROVE** the certification of Nutrition Services Worker eligibility list 21-0006-5068 established 10/01/2020 19
18. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 21-0018-5257 established 08/31/2020 (Revised) 19
19. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 21-0027-5257 established 09/08/2020 (Revised) 19
20. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 21-0030-5257 established 10/14/2020 20
21. **APPROVE** the certification of School Safety Officer eligibility list 21-0015-5014 established 10/16/2020 20

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2019-2020

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

November 5, 2020 at 8:15 a.m. at Marketing and Media Services, 880 Locust Ave, Long Beach, California, 90813

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 LBUSD 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

October 8, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Vice-Chairperson, on Thursday, October 8, 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 Vice-Chairperson, Terence Ulaszewski.

ROLL

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

Present: Terence Ulaszewski
Linda Vaughan

Absent: Sheryl Bender

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); Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS TELEPHONICALLY PRESENT

Steve Rockenbach, Director Employee Relations and Ethics; Vaurice Scott, CSEA Chapter 2 Vice President – Unit A; 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 24, 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, reported that the Personnel Commission offices were assessed for room capacity and verified the six (6) foot distance among work stations. Mr. Kato thanked staff for being observant of Long Beach Unified School District social distancing and mask protocols. Mr. Kato also thanked Ashleigh Fernando, Senior Administrative Secretary (Acting), and Jesus Rios Jr., Employment Services Supervisor, for assuring the room capacity signage is correctly posted throughout the offices.

Mr. Kato reported he attended the October 7, 2020 Board of Education meeting and that the Board voted unanimously to support the reappointment of Personnel Commissioner Terence Ulaszewski for another three year term. Mr. Kato congratulated Mr. Ulaszewski and thanked Gilbert Bonilla Jr., California School Employees Association (CSEA) Chapter 2 President, for submitting a letter to the California State Superintendent indicating CSEA's support of Mr. Ulaszewski's reappointment.

Terence Ulaszewski, Commissioner, noted the Board of Education has great respect for the Personnel Commission staff and appreciate the services they provide to the District. Mr. Ulaszewski thanked Mr. Bonilla and CSEA for their support of his reappointment and for continuing a positive working relationship with the Commission. Mr. Ulaszewski also thanked Megan Kerr, Board of Education Member, for her supportive comments during the Board meeting.

Greggory Robinson, Personnel Analyst, reported Recruitment and Testing currently has forty-four (44) open recruitments in varying stages of completion. Mr. Robinson mentioned he is working with David Van Westerhuyzen, Maintenance Director, on exploring options to conduct performance examinations during the COVID-19 pandemic for journey-level trade's classifications such as Plumber, Electrician, and Carpenter.

Jesus Rios Jr., Employment Services Supervisor, recognized Certification staff for their continued efforts to fingerprint employment candidates, distribute performance evaluations, and input employee assignments. Mr. Rios Jr., recognized Susan Brister, Human Resources Technician, for her ongoing efforts to accurately enter salary adjustments for classified staff.

Susan Leaming, Personnel Analyst, informed the Commission that she and Mr. Kato are completing the 2019-2020 Annual Report of the Personnel Commission and anticipate bringing it to the Commission for their approval at the next meeting.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Public Information Director
2. **RATIFY** job announcement bulletin for Fleet Maintenance Manager (Extended)
3. **RATIFY** job announcement bulletin for Kids' Club Supervisor I, II, III (Extended)
4. **APPROVE** the certification of Head Start Instructional Aide – BL SP eligibility list 21-0005-5235 established 09/30/2020
5. **APPROVE** the certification of Instructional Aide – Educare – BL SP eligibility list 21-0003-5206 established 09/30/2020

6. **APPROVE** the certification of Kids' Club Assistant eligibility list 21-0007-0694 established 09/30/2020
7. **APPROVE** the certification of Kids' Club Lead Assistant eligibility list 21-0008-0515 established 09/30/2020
8. **APPROVE** the certification of Nutrition Services Supervisor I eligibility list 20-0155-5064 established 09/15/2020
9. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list 20-0156-5065 established 09/16/2020
10. **APPROVE** the certification of Nutrition Services Supervisor III eligibility list 20-0157-5066 established 09/16/2020
11. **APPROVE** the certification of School Safety Officer eligibility list 21-0009-5014 established 09/22/2020

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 1-3 and approve items 4-11 on the Consent Agenda.

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

OLD BUSINESS	None
NEW BUSINESS	None
OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 22 at 8:15 a.m. at Marketing and Media Services, 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 8:25 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 8:52 a.m. and no reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:53 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

CARPENTER

FINAL FILING DATE:

4:30 p.m., Tuesday, October 27, 2020.

JOB INFORMATION:

Permanent 12 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, to perform journey-level rough and finish carpentry in the construction, installation, alteration and repair of District facilities; to perform a variety of related installation, alteration and repair work at District facilities and on District structures; to fabricate, assemble and repair school and office furniture and cabinets in the carpenter shop; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

- (1) Possession of a valid Class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. Some employees in this class may be required to take training in order to obtain at District expense a valid class B driver's license after appointment.
- (2) Under federal law those employees required to possess a class B driver's license shall be subject to alcohol and controlled substance testing.
- (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.
- (4) 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, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT:

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

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

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

SALARY RANGE HOURLY:

START:	\$29.48
6 MONTHS:	\$31.10
1 ½ YEARS:	\$32.81
2 ½ YEARS:	\$34.62
3 ½ YEARS:	\$36.52

PHYSICAL DEMANDS:

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

APPLICATION:

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/

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Dual Exam 21-0038-0114 AA

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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.



CLASSIFIED EMPLOYMENT OPPORTUNITY

ELECTRICIAN

FINAL FILING DATE:

4:30 p.m., Tuesday, October 27, 2020

JOB INFORMATION:

Permanent 12 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, to perform journey-level electrical work in the repair, alteration, construction, installation and maintenance of electrical distribution centers, installations and lighting and power systems and equipment; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. Completion of a recognized apprentice training program of at least four years duration,
OR

EXPERIENCE:

Four years of journey-level experience performing electrical work.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid class C Driver's license and evidence of a safe driving record is required at the time of appointment. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the candidate regardless of any other standing. (3) 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, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT:

Indoor and outdoors; inclement weather; work in tight spaces such as vaults, attics and under floors of buildings; dust; exposure to electrical power supply and high voltage.

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:	\$31.97
6 MONTHS:	\$33.74
1 ½ YEARS:	\$35.59
2 ½ YEARS:	\$37.56
3 ½ YEARS:	\$39.62

PHYSICAL DEMANDS:

Lifting, carrying, pushing and/or pulling up to 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds; ascend and descend ladders, stairs, scaffolding, ramps, poles and the like, one or more stories above ground level; bending at the waist; kneeling; stretching and reaching overhead and horizontally; dexterity of fingers and hands to operate hand and power tools and equipment; seeing to observe and perform repairs and distinguish the colors of wires; stooping, kneeling, crouching, and crawling through attics under flooring and in similar spaces.

APPLICATION:

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SELECTION PROCEDURE:

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

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Dual Exam 21-0040-0161 JA

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDSKEEPER

FINAL FILING DATE:

4:30 p.m., Wednesday, October 14, 2020

JOB INFORMATION:

Current need is for substitutes. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of paid residential or commercial gardening or landscaping work.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require the possession of a valid California Class C driver's license. (2) Applicants for this class 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. (3) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, chemicals, herbicides and gases. Driving a district truck to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide 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: \$19.62
6 MONTHS: \$20.70
1 ½ YEARS: \$21.84
2 ½ YEARS: \$23.04
3 ½ YEARS: \$24.31

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance equipment. Bending at the waist, kneeling, stooping or crouching. Walking or standing for extended periods of time. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Heavy physical labor. Seeing to perform grounds work. Digging.

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VIII/MERIT SYSTEM EMPLOYER

Dual Exam 21-0036-0172 ALT

LBUSD employees, please see reverse side for
important information. 8

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

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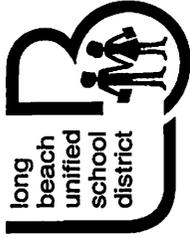
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4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one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

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

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

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

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

An Exciting Career Opportunity Awaits You At LONG BEACH UNIFIED SCHOOL DISTRICT

REVISED

NUTRITION SERVICES MANAGER

\$87,774 - \$103,062 Annually

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 Nutrition Services Manager. Under general direction, plan, organize and direct the daily activities and operations of approximately twenty school cafeteria operations; plan, participate in and coordinate food and commodity procurement, preparation, delivery and service support operations; 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 Nutrition Services, then select Nutrition Services Manager.

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

THE IDEAL CANDIDATE

Successful candidates will have a bachelor's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.

Additionally, successful candidates will have at least two years of experience at a supervisory or management level in an institutional food service organization

Additional supervisory or managerial food service experience in a large institutional setting may be substituted for up to two years of the required education.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license and use of a personal automobile.

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

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

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

SALARY AND BENEFITS

The annual salary for Nutrition Services Manager is \$87,774 to \$103,062 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, May 29, 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



CLASSIFIED EMPLOYMENT OPPORTUNITY

PHYSICIAN SERVICES TECHNICIAN (C)

FINAL FILING DATE:

4:30 p.m., Wednesday, October 28, 2020

JOB INFORMATION:

Permanent 12 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 direction, perform a variety of technical and confidential duties in support of the District's Employment Physician Services; assist in the return to work of nonindustrial injured and ill District employees; prepare a variety of records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level course work in human resources, accounting or a related field.

EXPERIENCE:

Two years of technical or professional-level human resources or medical office administrative experience.

OR

Two years of experience as a Human Resources Technician 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.

SPECIAL REQUIREMENTS:

(1) Positions in this classification 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 location to another.

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

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

SALARY RANGE HOURLY:

START:	\$25.89
6 MONTHS:	\$27.32
1 ½ YEARS:	\$28.82
2 ½ YEARS:	\$30.40

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

Promo Exam 21-0043-5139 AA

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.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

PLUMBER

FINAL FILING DATE:

4:30 p.m., Tuesday, October 27, 2020

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located at Maintenance. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to perform journey-level plumbing work in the installation, alteration, maintenance, and repair of plumbing fixtures and systems; perform maintenance and repair on heating systems and related equipment; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school supplemented by completion of a recognized four-year plumbing apprenticeship program or possession of a valid journey-level plumbing certificate or license issued from an authorized agency.

EXPERIENCE:

Four years of journey-level experience in plumbing installation, alterations and repair work.

Any other combination of training and/or experience, which demonstrates that the applicant possesses the required skills, knowledge and abilities, may be considered.

SPECIAL REQUIREMENTS:

(1) Positions in this classification require the possession of a valid California Class C driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standards. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) A Backflow Testers License Issued by the Los Angeles County Health Department must be obtained by completion of the probationary period. (4) A Certificate issued by P.I.P.E. and a Los Angeles County Certificate showing acceptance by the State Fire Marshal in Fire Suppression Systems are desired. (5) 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, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT:

Indoor and outdoors; inclement weather; work in tight spaces such as vaults, attics and under floors of buildings; dust; exposure to offensive vapors and fumes and sewage.

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

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SALARY RANGE HOURLY:

START:	\$31.97
6 MONTHS:	\$33.74
1 ½ YEARS:	\$35.59
2 ½ YEARS:	\$37.56
3 ½ YEARS:	\$39.62

PHYSICAL DEMANDS:

Heavy work; lifting; carrying; and/or pushing 100 lbs. with frequent lifting and/or carrying of objects weighing up to 50 lbs. dexterity of fingers and hands to operate hand and power tools and equipment; stooping, kneeling, crouching, and crawling under flooring, vaults and similar spaces.

APPLICATION:

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SELECTION PROCEDURE:

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PERSONNEL COMMISSION

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Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 21-0039-0242 ALT

LBUSD employees, please see reverse side for important information.

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ABOUT OUR DISTRICT

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Dual Exam 21-0045-5195 ALT

Maria Braunstein



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

STAFFING ANALYST - HUMAN RESOURCE SERVICES

\$83,137 - \$97,614 ANNUALLY

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 Staffing Analyst - Human Resource Services.

Under general direction, perform highly responsible and professional personnel administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking and customer service; serve as a resource to District personnel, applicants and others concerning certificated personnel policies, procedures, laws, codes, rules and regulations; train and supervise assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Human Resource Services and Personnel Commission, then Staffing Analyst - Human Resource Services.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in public, business, or human resources administration, education or a closely related field.

Additionally, candidates will have three years of experience involving certificated personnel activities such as recruitment, applicant tracking and staffing including one year at a management or supervisory level. Experience in a California public school setting is preferred.

A master's degree in public, business, or human resources administration, education or a closely related field may be substituted for one year of the required experience.

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

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

Applicants must provide proof of completion of teacher interview protocol training prior to appointment in this classification.

SALARY AND BENEFITS

The annual salary for Staffing Analyst - Human Resource Services is \$83,137 to \$97,614, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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HOW TO APPLY

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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 30, 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
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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 VIII/MERIT SYSTEM EMPLOYER

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 18

Date: October 22, 2020

Reason for Consideration: Approval

BEHAVIOR INTERVENTION ASSISTANT

DUAL

20-0164-5216

List Valid: 10/22/2020-10/22/2021

Total Applications Received: 86

No. Passed: 9

No. Failed: 10

Total Invited to Exam: 27

No. Withdrew: 8

No. Screened Out: 59

CHILD CARE WORKER

OPEN

21-CCW5-5258

List Valid: 10/13/2020-10/13/2021

Total Applications Received: 8

No. Passed: 8

No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 0

No. Screened Out: 0

CHILD CARE WORKER

OPEN

21-CCCW6-5258

List Valid: 10/13/2020-04/13/2021

Total Applications Received: 13

No. Passed: 12

No. Failed: 1

Total Invited to Exam: 13

No. Withdrew: 0

No. Screened Out: 0

CUSTODIAN

DUAL

21-0017-0139

List Valid: 10/09/2020-10/09/2021

Total Applications Received: 134

No. Passed: 35

No. Failed: 27

Total Invited to Exam: 96

No. Withdrew: 34

No. Screened Out: 38

**HEAD START INSTRUCTIONAL AIDE – BL SP
(REVISED)**

DUAL

20-0105-5235

List Valid: 08/13/2020-08/13/2021

Total Applications Received: 14

No. Passed: 1

No. Failed: 1

Total Invited to Exam: 4

No. Withdrew: 2

No. Screened Out: 10

**HEAD START INSTRUCTIONAL AIDE – BL SP
(REVISED)**

DUAL

20-0138-5235

List Valid: 08/13/2020-08/13/2021

Total Applications Received: 12

No. Passed: 1

No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 5

No. Screened Out: 6

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 19

Date: October 22, 2020

Reason for Consideration: Approval

**INSTRUCTIONAL AIDE – EDUCARE - BL SP
(REVISED)**

DUAL

20-0110-5206

List Valid: 08/13/2020-08/13/2021

Total Applications Received: 18

No. Passed: 1

No. Failed: 1

Total Invited to Exam: 3

No. Withdrew: 1

No. Screened Out: 15

**INSTRUCTIONAL AIDE – EDUCARE - BL SP
(REVISED)**

DUAL

20-0145-5206

List Valid: 08/13/2020-08/13/2021

Total Applications Received: 18

No. Passed: 1

No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 1

No. Screened Out: 16

**NUTRITION SERVICES OPERATIONS
COORDINATOR**

DUAL

21-0026-5063

List Valid: 10/21/2020-10/21/2021

Total Applications Received: 20

No. Passed: 10

No. Failed: 1

Total Invited to Exam: 11

No. Withdrew: 0

No. Screened Out: 9

NUTRITION SERVICES WORKER

DUAL

21-0006-5068

List Valid: 10/01/2020-4/01/2021

Total Applications Received: 35

No. Passed: 4

No. Failed: 1

Total Invited to Exam: 29

No. Withdrew: 24

No. Screened Out: 6

RECREATION AIDE – KIDS’ CLUB (REVISED)

OPEN CONTINUOUS

21-0018-5257

List Valid: 08/31/2020-08/31/2021

Total Applications Received: 11

No. Passed: 10

No. Failed: 0

Total Invited to Exam: 11

No. Withdrew: 0

No. Screened Out: 1

RECREATION AIDE – KIDS’ CLUB (REVISED)

OPEN CONTINUOUS

21-0027-5257

List Valid: 09/08/2020-09/08/2021

Total Applications Received: 11

No. Passed: 9

No. Failed: 0

Total Invited to Exam: 11

No. Withdrew: 0

No. Screened Out: 2

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 20

Date: October 22, 2020

Reason for Consideration: Approval

RECREATION AIDE – KIDS’ CLUB

OPEN CONTINUOUS

21-0030-5257

List Valid: 10/14/2020-10/14/2021

Total Applications Received: 7

No. Passed: 7 No. Failed: 0

Total Invited to Exam: 7

No. Withdrew: 0

No. Screened Out: 0

SCHOOL SAFETY OFFICER

OPEN CONTINUOUS

21-0015-5014

List Valid: 10/16/2020-10/16/2021

Total Applications Received: 23

No. Passed: 3 No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 2

No. Screened Out: 18