

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

Regular Meeting
Room 142
September 24, 2020

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of September 10, 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 Kids' Club Supervisor I,II, III 4-5
2. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I (Revised) 6-7
3. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II (Revised) 8-9
4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III (Revised) 10-11
5. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW4-5258 established 09/15/2020 12
6. **APPROVE** the certification of District Security Officer eligibility list 21-0010-5202 established 09/23/2020 12
7. **APPROVE** the certification of District Security Officer eligibility list 21-0016-5202 established 09/23/2020 12
8. **APPROVE** the certification of Head Start Instructional Aide eligibility list 21-0004-0657 established 09/21/2020 12

9.	APPROVE the certification of Instructional Aide - Educare eligibility list 21-0002-5205 established 09/21/202	12
III.	OLD BUSINESS	
1.	APPROVE the following: Revision to the Rules and Regulations of the Classified Service, Rule 8.1.J.4 (Second Reading)	13-17
IV.	NEW BUSINESS	
1.	APPROVE the extension of Elementary School Office Supervisor 20-0049-3345 eligibility list established 11/12/2019	18
2.	APPROVE the extension of Purchasing Assistant 20-0026-5129 eligibility list established 10/24/2019	18
3.	APPROVE the extension of School Support Secretary 20-0037-3361 eligibility list established 10/31/2019	18
4.	APPROVE the extension of School Support Secretary – BL Spanish 20-0036-5159 eligibility list established 10/31/2019	18
5.	APPROVE the extension of Staff Secretary 20-0016-3364 eligibility list established 10/16/2019	18
6.	APPROVE the extension of Staff Secretary – Bilingual Spanish 20-0031-5085 eligibility list established 10/16/2019	18
V.	OTHER ITEMS	
	None	
VI.	NEXT REGULAR MEETING	
	October 8, 2020 at 8:15 a.m. in Room 142 at 1515 Hughes Way, Long Beach, California, 90810	
VII.	CLOSED SESSION	
1.	Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment	

VIII. ADJOURNMENT

In accordance with Governor Newsom's Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely by telephone. Members of the public may observe the Personnel Commission meeting in real time simulcast by selecting the Video & Multimedia icon at lbschools.net and clicking on the 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

September 10, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, September 10, 2020 at 8:15 a.m. in the Community Room at 1515 Hughes Way, Long Beach, California. The meeting was broadcasted on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Sheryl Bender.

ROLL

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

Present: Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS TELEPHONICALLY PRESENT

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

GUESTS TELEPHONICALLY PRESENT

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

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of August 27, 2020.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that Aaron Dominguez, Human Resources Technician, accepted a position at another district and his last day at the Personnel Commission is Friday, September 11, 2020. Mr. Kato congratulated Gregory Robinson, Personnel Analyst, on his promotion from Associate Personnel Analyst effective today, Thursday, September 10, 2020.

Gregory Robinson, Personnel Analyst, reported that forty-two (42) recruitments are in progress and five (5) eligibility lists have been created in the last two weeks. Mr. Robinson also reported that he and Maria Braunstein, Personnel Analyst, continue to meet with subject matter experts to develop and revise employment examinations.

Aaron Dominguez, Human Resources Technician, reported that in the month of August, the Certification unit fingerprinted forty (40) employment candidates and distributed one hundred and ninety six (196) classified performance evaluations. Mr. Dominguez recognized Anne Follett, Human Resources Technician, who received a thank you email from a recently processed new employee that read "Hello Anne, thank for all your help. You made the process of joining Long Beach Unified School District flow so natural. I'm excited for my future." Mr. Dominguez emphasized that this is an example of the level of customer service the Certification unit strives for when processing new employees and they will continue to find ways to improve processes. Mr. Dominguez concluded by saying farewell and that he accepted a position with another district which provides him an opportunity to grow professionally in his career. Mr. Dominguez thanked the Commissioners for all of their support and stated it has been a pleasure to work at the Personnel Commission and with the Commission staff. Commissioner Bender congratulated Mr. Dominguez and wished him well in his new position.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for College and Career Specialist
2. **RATIFY** job announcement bulletin for Nutrition Services Operations Coordinator
3. **APPROVE** the certification of Executive Secretary to the Superintendent/Board of Education (C) eligibility list 21-0020-3347 established 09/02/2020
4. **APPROVE** the certification of Purchasing Agent eligibility list 20-0134-5128 established 09/11/2020
5. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 21-0018-5257 established 08/31/2020
6. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 21-0027-5257 established 09/08/2020
7. **APPROVE** the certification of Stage Technician eligibility list 20-0062-0379 established 09/02/2020



CLASSIFIED EMPLOYMENT OPPORTUNITY

KIDS' CLUB SUPERVISOR I, II, III

FINAL FILING DATE:

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

JOB INFORMATION:

Permanent 10 months positions. Eligibility lists are being created to fill future vacancies as they occur.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

OR

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

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

EXPERIENCE:

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

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

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

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

SPECIAL REQUIREMENTS:

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

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

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

SALARY RANGE HOURLY:

	<u>SPVR. I</u>	<u>SPVR. II</u>	<u>SPVR. III</u>
START:	\$20.84	\$22.00	\$23.23
6 MONTHS:	\$21.99	\$23.21	\$24.50
1 ½ YEARS:	\$23.20	\$24.49	\$25.85
2 ½ YEARS:	\$24.47	\$25.83	\$27.28

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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Office: (562) 435-5708
24 hour job hotline: (562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

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

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

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

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

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

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



REVISED CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES SUPERVISOR I

FINAL FILING DATE:

4:30 p.m., Thursday, May 28, 2020

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an elementary, small specialized secondary school site or a K-8 site with single line service; maintain the kitchen and serving area in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Two years of quantity food preparation and service experience including one year in lead capacity or one year as a Senior Nutrition Services Worker. Supervisory experience is desirable.

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

SPECIAL REQUIREMENTS:

(1) A valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

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

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:	\$20.84
6 MONTHS:	\$21.99
1 ½ YEARS:	\$23.20
2 ½ YEARS:	\$24.47

APPLICATION:

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

SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0155-5064 VO

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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REVISED CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES SUPERVISOR II

FINAL FILING DATE:

4:30 p.m., Thursday, May 28, 2020

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at a middle, K-8, larger specialized secondary school site or Avalon school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Three years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor I.

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

SPECIAL REQUIREMENTS:

(1) Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

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

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

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

SALARY RANGE HOURLY:

START:	\$23.23
6 MONTHS:	\$24.50
1 ½ YEARS:	\$25.85
2 ½ YEARS:	\$27.28

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0156-5065 VO

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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REVISED CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES SUPERVISOR III

FINAL FILING DATE:

4:30 p.m., Thursday, May 28, 2020

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned comprehensive high school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Four years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor II.

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

SPECIAL REQUIREMENTS:

(1) Valid Food Safety Manager Certificate approved by the American National Standards Institute. Incumbents must maintain certification throughout employment in this classification.

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

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

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SALARY RANGE HOURLY:

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

APPLICATION:

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SELECTION PROCEDURE:

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

Dual Exam 20-0157-5066 VO

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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.*

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

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

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 12

Date: September 24, 2020

Reason for Consideration: Approval

CHILD CARE WORKER

OPEN

21-CCW4-5258

List Valid: 09/15/2020-09/15/2021

Total Applications Received: 18

No. Passed: 18

No. Failed: 0

Total Invited to Exam: 18

No. Withdrew: 0

No. Screened Out: 0

DISTRICT SECURITY OFFICER

OPEN CONTINUOUS

21-0010-5202

List Valid: 09/23/2020-03/23/2021

Total Applications Received: 12

No. Passed: 5

No. Failed: 0

Total Invited to Exam: 7

No. Withdrew: 2

No. Screened Out: 5

DISTRICT SECURITY OFFICER

OPEN CONTINUOUS

21-0016-5202

List Valid: 09/23/2020-03/23/2021

Total Applications Received: 15

No. Passed: 0

No. Failed: 6

Total Invited to Exam: 6

No. Withdrew: 0

No. Screened Out: 9

HEAD START INSTRUCTIONAL AIDE

DUAL

21-0004-0657

List Valid: 09/21/2020-09/21/2021

Total Applications Received: 17

No. Passed: 1

No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 2

No. Screened Out: 14

INSTRUCTIONAL AIDE – EDUCARE

DUAL

21-0002-5205

List Valid: 09/21/2020-09/21/2021

Total Applications Received: 33

No. Passed: 4

No. Failed: 1

Total Invited to Exam: 8

No. Withdrew: 3

No. Screened Out: 25

PERSONNEL COMMISSION



September 14, 2020

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

Background and Findings

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

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

The attached rule is being submitted for a second reading for approval with the following rationale:

Rule 8.1.J.4 PRECEDENCE OF TRANSFER: This rule is being modified to mirror current CSEA Unit A and Unit B contract language and Chapter VI of the *Rules and Regulations of the Classified Service* by increasing the number of calendar days required before a manager must interview a candidate again for another vacant position in the same classification from ninety (90) days to one hundred and twenty (120) days.

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

Recommendations

Staff recommends the Personnel Commission approve this rule revision.

Prepared by:

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

Susan Leaming
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato
Executive Officer

**CHAPTER VIII
TRANSFERS**

8.1. TRANSFER PROCEDURES

A. ADMINISTRATIVE TRANSFER

1. **TRANSFER WITHIN THE SAME CLASS.** An employee may be transferred administratively from one position to another position in the same class to meet the needs of the district as determined by the district. Such transfer shall be at the discretion of the division head(s) where the positions are located. The Personnel Commission shall be notified in writing of such transfer prior to the effective date of the transfer.
2. **TRANSFER TO A RELATED CLASS.** Transfer of an employee to a position in a related class at the same or lower salary level may be authorized by the Personnel Commission upon the request of the division head(s) indicating the circumstances that necessitate the transfer.
3. **TRANSFER NOT TO ALTER LAYOFF.** Transfer shall not be used to alter the incidence of an impending layoff. However, when the elimination of a position at a worksite necessitates a transfer, the transfer will be accomplished as follows:
 - a. If there is only one person assigned to the class at the site where the position is eliminated, that person will be transferred.
 - b. If there are two or more people assigned to the class at the site where the position is eliminated, the manager will ask for volunteers for transfer.
 - (1) If two or more people volunteer for transfer, the employee with the most District seniority in the class will be transferred.
 - (2) If there are no volunteers for transfer, the employee with the least District seniority in the class at the site will be transferred.
 - c. In the event there is no vacant position in the class available, layoff procedures for lack of work/lack of funds will be initiated.

- B. REASONS FOR ADMINISTRATIVE TRANSFER.** Reasons for any transfer which is not originated by the employee shall be discussed with the employee by the appropriate division head or designee at least (10) working days prior to the transfer, except in the case of extenuating circumstances.

C. TRANSFER REQUEST BY EMPLOYEE

1. Transfer to same class--An employee with permanent status may request a transfer from one position to another within the same class. Such request shall be in writing and submitted to the Personnel Commission office. A transfer request shall remain active through November 30 at which time the request must be renewed. No obligation shall exist to fill a position by transfer rather than by any other methods of appointment; however, each employee will be notified that his/her transfer request has been received and will be considered as openings occur.
2. Transfer to a related class--An employee with permanent status may also request a transfer from one position in a given classification to a related classification at the same or lower salary level. Such request shall be submitted in accordance with paragraph C (1) above. However, the request must be approved by the Personnel Commission staff prior to certification as an available transfer eligible.

D. RELATED CLASS CRITERIA

1. Personnel Commission staff shall determine whether or not classes are related based on similarity of:
 - a. Duties
 - b. Examination content
 - c. Experience and education qualifications
 - d. Promotional field (above and below)
2. The extent to which the two classes are related will be considered. In general, more latitude in approving transfers is allowed:
 - a. As the employee's length of service with the school district increases.
 - b. When the request for transfer is based on layoff, reclassification, or health.
 - c. When there is no eligibility list for the class to which transfer is requested.
 - d. When the employee's education and experience verifies he/she meets the requirements of the new class.

E. STATUS ATTAINED BY TRANSFER. A permanent employee, upon transfer to another position in the same class or to a related class, shall assume permanent status in the new position.

- F. **TRANSFER OF PROBATIONARY EMPLOYEE.** Probationary employees are not eligible to request voluntary transfers except under unusual circumstances, and then only with the concurrence of their immediate supervisor. Should a probationary employee transfer request be granted, the supervisor approving the transfer must complete an evaluation before the effective date of the transfer if an evaluation is due. A probationary employee transferred to another position in his/her class shall acquire permanent status in the class upon the completion of the balance of the probationary period. A probationer may not be transferred to a position in a related class but must be appointed from an appropriate eligibility list.
- G. **SALARY AND BENEFITS UPON TRANSFER**
1. Receive the same step in the salary range for the new position.
 2. Retain his/her anniversary date for receiving salary increments.
 3. Retain his/her accumulated sick leave and vacation credits.
- H. **SENIORITY RIGHTS.** A transferred employee shall retain seniority credits already earned in accordance with Education Code 45308.
- I. **PHYSICAL INCAPACITY.** When an employee becomes physically incapacitated for the performance of any of his/her duties as determined by the Personnel Physician, the department head may, with the approval of the Commission, transfer him/her to a position in a class of the same or lower salary level which he/she has the ability to fill or for which he/she may be expected to acquire the necessary ability after a reasonable program of in-service training. In case of transfer to a lower level, the employee shall receive the same salary he/she is receiving in his/her former class but not to exceed the maximum of the salary of the class to which he/she is transferred. He/she shall retain his/her anniversary date.

Reference: California Education Code 45279

- J. **PRECEDENCE OF TRANSFERS.**
1. No obligation shall exist to fill a position by transfer rather than by other methods of appointment.
 2. When there are fewer than three (3) transfer requests on the eligibility list, each employee requesting a transfer will be interviewed for the available position. When there are more than three (3) transfer requests on the eligibility list, the person responsible for filling the position will select at least three (3) employees requesting a transfer to be interviewed.

3. When a manager is interviewing concurrently to fill more than one vacant position in the same classification, a single interview of a candidate shall fulfill the requirements of interviewing for all such positions.
4. A manager shall not be required to interview a candidate again if that manager has interviewed that candidate for another vacant position in the same classification within the previous one hundred and twenty (120) ~~ninety (90)~~ calendar days.

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Extended Eligibility Lists

PAGE: 18

Date: September 24, 2020

Reason for Consideration: Approval

ELEMENTARY SCHOOL OFFICE SUPERVISOR **PROMOTIONAL** **20-0049-3345**

Extended list expiration date: 05/12/2021
Total applicants on list: 37
No. of current eligible: 29

Extended List Period: 6 months
No. of waivers or removals: 0

PURCHASING ASSISTANT **DUAL** **20-0026-5129**

Extended list expiration date: 04/24/2021
Total applicants on list: 9
No. of current eligible: 8

Extended List Period: 6 months
No. of waivers or removals: 0

SCHOOL SUPPORT SECRETARY **DUAL** **20-0037-3361**

Extended list expiration date: 04/30/2021
Total applicants on list: 38
No. of current eligible: 38

Extended List Period: 6 months
No. of waivers or removals: 0

SCHOOL SUPPORT SECRETARY – BL SPANISH **DUAL** **20-0036-5159**

Extended list expiration date: 04/30/2021
Total applicants on list: 20
No. of current eligible: 19

Extended List Period: 6 months
No. of waivers or removals: 0

STAFF SECRETARY **DUAL** **20-0016-3364**

Extended list expiration date: 04/16/2021
Total applicants on list: 20
No. of current eligible: 18

Extended List Period: 6 months
No. of waivers or removals: 1

STAFF SECRETARY – BILINGUAL SPANISH **DUAL** **20-0031-5085**

Extended list expiration date: 04/16/2021
Total applicants on list: 7
No. of current eligible: 4

Extended List Period: 6 months
No. of waivers or removals: 0