

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

REGULAR MEETING AGENDA

Regular Meeting  
Building B, Room 29  
January 30, 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** Minutes of the Regular Meeting of January 16, 2020
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

1-6

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Welder
2. **RATIFY** job announcement bulletin for Accompanist
3. **RATIFY** job announcement bulletin for Office Assistant-Bilingual Spanish
4. **RATIFY** job announcement bulletin for Food Production Utility Worker
5. **RATIFY** job announcement bulletin for Assistant Public Information Director
6. **RATIFY** job announcement bulletin for Warehouse Manager
7. **RATIFY** job announcement bulletin for Associate Research Information Systems Analyst
8. **RATIFY** job announcement bulletin for Instructional Aide-Educare
9. **RATIFY** job announcement bulletin for Instructional Aide-Educare BL Spanish

7-8

9-10

11-12

13-14

15-16

17-18

19-20

21-22

23-24

10. <b>RATIFY</b> job announcement bulletin for Maintenance Mechanic	25-26
11. <b>RATIFY</b> job announcement bulletin for Maintenance Material Coordinator	27-28
12. <b>APPROVE</b> the certification of Recreation Aide eligibility list 20-0102-5255 established 01/24/2020	29
13. <b>APPROVE</b> the certification of Recreation Aide-Kids' Club eligibility list 20-0080-5257 established 01/24/2020	29
14. <b>APPROVE</b> the certification of Recreation Aide eligibility list 20-0092-5255 established 01/24/2020	29
15. <b>APPROVE</b> the certification of Administrative Dietitian eligibility list 20-0078-0537 established 01/23/2020	29
16. <b>APPROVE</b> the certification of Recreation Aide-WRAP eligibility list 20-0081-5261 established 01/28/2020	29
17. <b>APPROVE</b> the certification of Instructional Aide-Educare eligibility list 20-0082-5205 established 01/29/2020	30
18. <b>APPROVE</b> the certification of Instructional Aide-Educare BL Spanish eligibility list 20-0050-5206 established 01/29/2020	30
19. <b>APPROVE</b> the certification of Plant Supervisor I eligibility list 20-0084-5026 established 1/30/2020	30
20. <b>APPROVE</b> the certification of Plant Supervisor II eligibility list 20-0085-5027 established 1/30/2020	30
 III. OLD BUSINESS	
None	
 IV. NEW BUSINESS	
1. <b>APPROVE</b> to reestablish the classification of Maintenance Programs Analyst at salary range 42(C1) and revised the title and classification specification of Business Services Analyst.	31-40
2. <b>APPROVE</b> the revised classification specification for Instructional Aide-Educare, Instructional Aide-Educare, BL Spanish, and Instructional Aide-Educare BL Khmer.	41-48
3. <b>APPROVE</b> the revised classification of Purchasing Agent.	49-56
4. <b>APPROVE</b> the Instructional Aide – Special Job Study.	57-58

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

February 13, 2020 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

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

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

MINUTES  
Regular Meeting

January 16, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, January 16, 2020 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender  
Linda Vaughan

Absent: Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Learning, Personnel Analyst; Dale Culton, Certification Services Manager; Connie Ballew, Acting Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Alejandra Torres, Human Resources Technician; Andrea Armas, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS

Chester Davidson, CSEA Chapter 2 Vice-President-Unit B.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of December 19, 2019.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that Pamela Brackman, Senior Administrative Secretary had resigned. Mr. Kato welcomed back Connie Ballew as the acting Senior Administrative Secretary.

Mr. Kato announced that Lakewood High School students will be taking Advanced Placement (AP) tests at the Monroe site at a future date. Mr. Kato explained that Lakewood High School is currently undergoing HVAC renovations and additional space for AP testing was needed.

Mr. Kato thanked CSEA leadership, specifically Gilbert Bonilla, CSEA Chapter 2 President, and Chet Davidson, CSEA Chapter 2 Vice-President-Unit B, for their continued support of current Personnel Commission projects and initiatives.

Maria Braunstein, Personnel Analyst, thanked recruitment and testing staff for all their hard work and provided the Commission an overview of current recruitment and testing activities.

Jesus Rios Jr., Employment Services Supervisor, thanked certification staff for all their recent hard work. Mr. Rios Jr. mentioned that since July 1<sup>st</sup>, staff has fingerprinted 368 employment candidates. Mr. Rios Jr. announced that Summer School/School Enrichment and Learning (SEAL) employment applications will be available online only from February 4, 2020 through March 20, 2020. Mr. Rios Jr. informed the Commission that the online application can only be accessed from laptops and computers, not phones or tablets or chromebooks. Mr. Rios Jr. stated that kiosks will be available in the Personnel Commission lobby and also at Human Resource Services for classified staff to complete their application. Mr. Rios also stated that weekly summer application workshops will be held at the Personnel Commission beginning February 7, 2020.

Susan Leaming, Personnel Analyst, introduced Aisha Alex, Human Resource Assistant, to the Commission. Ms. Alex shared with the Commission that she has been an substitute Intermediate Office Assistant for three years and is looking forward to working at the Personnel Commission in her new assignment.

Ms. Leaming also shared that there will be another two sessions of CPR/First Aid certification training on Friday, February 7, 2020 and a CalPERS retirement planning workshop will be held on February 5, 2020 in the auditorium at the Personnel Commission.

Ms. Leaming informed the Commission that the Instructional Aide – Special Job Study is scheduled to be on the January 30, 2020 Commission agenda.

## CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to ratify items 1-20 and approve items 21-36 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Bus Driver-Avalon

2. **RATIFY** job announcement bulletin for Campus Security Officer-Avalon
3. **RATIFY** job announcement bulletin for Child Care Worker
4. **RATIFY** job announcement bulletin for Custodian-Avalon
5. **RATIFY** job announcement bulletin for Custodian Assistant
6. **RATIFY** job announcement bulletin for District Security Officer
7. **RATIFY** job announcement bulletin for Head Start Instructional Aide
8. **RATIFY** job announcement bulletin for Head Start Instruction Aide - Bilingual Spanish
9. **RATIFY** job announcement bulletin for High School Office Supervisor
10. **RATIFY** job announcement bulletin for Instructional Aide-Special
11. **RATIFY** job announcement bulletin for Instructional Aide-Special-Avalon
12. **RATIFY** job announcement bulletin for Middle School Supervisor
13. **RATIFY** job announcement bulletin for Nutrition Services Worker
14. **RATIFY** job announcement bulletin for Recreation Aide-Kids' Club
15. **RATIFY** job announcement for Recreation Aide – WRAP Expanded Learning
16. **RATIFY** job announcement bulletin for Senior Office Assistant Schools
17. **RATIFY** job announcement bulletin for Senior Office Assistant Schools Bilingual Spanish
18. **RATIFY** job announcement bulletin for Stage Technician
19. **RATIFY** job announcement bulletin for HVAC Technician
20. **RATIFY** job announcement bulletin for School Safety Officer
21. **APPROVE** the certification of Campus Security Officer eligibility list 20-0076-5011 established 01/06/2020
22. **APPROVE** the certification of Child Care Worker eligibility list 20-0069-5258 established 12/20/2019
23. **APPROVE** the certification of Custodian eligibility list 20-0070-0139 established 01/03/2020

24. **APPROVE** the certification of Custodian eligibility list 20-0054-0139 established 12/20/2019
25. **APPROVE** the certification of District Security Officer eligibility list 20-0079-52021 established 01/01/2020
26. **APPROVE** the certification of Groundskeeper eligibility list 20-0075-0172 established 12/26/2019
27. **APPROVE** the certification of HVAC Technician eligibility list 20-0058-5103 established 01/13/2020
28. **APPROVE** the certification of Instructional Aide - Special eligibility list 20-0073-0448 established 12/20/2019
29. **APPROVE** the certification of Kids' Club Assistant eligibility list 20-0071-0694 established 01/03/2020
30. **APPROVE** the certification of Kids' Club Lead Assistant eligibility list 20-0072-0515 established 01/06/2020
31. **APPROVE** the certification of Landscape Irrigation Worker eligibility list 20-0074-0617 established 12/23/2019
32. **APPROVE** the certification of Maintenance Director eligibility list 20-0033-0083 established 12/27/2019
33. **APPROVE** the certification of Maintenance Manager eligibility list 20-0067-0567 established 01/06/2020
34. **APPROVE** the certification of Nutrition Services Worker eligibility list 20-0064-5068 established 12/24/2019
35. **APPROVE** the certification of Recreation Aide eligibility list 20-0065-5355 established 12/30/2019
36. **APPROVE** the certification of School Safety Officer eligibility list 20-0068-5014 established 1/06/2020

**OLD BUSINESS**

None

**NEW BUSINESS**

1. **APPROVE** the recommendation to remove from eligibility list ID 14699461

**OTHER ITEMS**

None

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 30, 2020 at 8:00 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:26 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:02 a.m. and the following reportable action was taken:

1. A motion was made by Ms. Vaughan, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to **SUSTAIN** staff's recommendation to remove candidate ID 14699461 from the current eligibility list and allow to re-test in the future.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:03 a.m.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## WELDER

### FINAL FILING DATE:

4:30 p.m., Monday, February 03, 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 weld, cut, braze and fit a variety of metals including stainless steel, aluminum, and cast iron metals in the shop or in the field; to work metal with various hand and power tools; and to perform related duties as required.

### MINIMUM QUALIFICATIONS

#### TRAINING:

Equivalent to graduation from high school.

Completion of a recognized apprentice training program or at least four years of experience as an assistant to a combination welder during which the individual would have had the opportunity to acquire the ability to demonstrate the possession of all required skills, knowledge and abilities necessary to perform such work

#### EXPERIENCE:

Four years welding at the journey level may be substituted for the required training.

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

#### SPECIAL REQUIREMENTS:

(1) License as a certified welder for structural steel issued by the City of Los Angeles Department of Building and Safety prior to appointment. (2) 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. (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) Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law. (5) 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:	\$29.48
6 MONTHS:	\$31.10
1 ½ YEARS:	\$32.82
2 ½ YEARS:	\$34.63
3 ½ YEARS:	\$36.53

### APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0113-0137 AA

LBUSD employees, please see reverse side for important information.

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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## ACCOMPANIST

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

**PLEASE NOTE:** The current vacancies are 10 month positions w/ benefits. The eligibility list will be used to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, provide piano accompaniment for soloists and dance or choral groups at a variety of performances and special events including rehearsals, graduations, festivals and competitions; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

(1) Completion of at least two years of study (48 semester units or 60 quarters units) at an institution of higher education; Or (2) Attainment of an Associate of Arts degree or higher degree; Or (3) Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level coursework or advanced private training in piano and music theory.

#### EXPERIENCE:

One year of experience as an accompanist.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

#### WORKING ENVIRONMENT:

Classroom, theater, indoor/outdoor locations including some evenings, weekends and varied hours.

#### SPECIAL REQUIREMENTS:

**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: \$19.09  
6 MONTHS: \$20.15  
1 ½ YEARS: \$21.26  
2 ½ YEARS: \$22.42  
3 ½ YEARS: \$23.65

### 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 20-0115-5213 AT

LBUSD employees, please see reverse side for  
important information.

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

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

**Guidelines:**

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

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

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## OFFICE ASSISTANT – BILINGUAL SPANISH

### FINAL FILING DATE:

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED ONLINE

### ONLY FROM:

January 27, 2020 to February 5, 2020

Final Filing Deadline: 4:30 p.m., February 5, 2020

### JOB INFORMATION:

**PLEASE NOTE:** This position is a Full-time, 220 days, 10 month flex position located at the Child Development Office. The eligibility list will be used to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under the direction of an assigned supervisor, perform receptionist and routine clerical duties in support of an assigned office; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

### EDUCATION AND TRAINING:

Graduation from high school.

### EXPERIENCE:

Sufficient training and experience to demonstrate the knowledge and abilities listed on the class specification.

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 the Office Assistant – Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual / illiterate test. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (3) This classification requires that incumbents be skilled in typing/ keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to his class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

### SALARY RANGE HOURLY:

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

### APPLICATION:

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### SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Exam 20-0117-5158 AF

LBUSD employees, please see reverse side for important information.

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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.*

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

### FOOD PRODUCTION UTILITY WORKER

#### FINAL FILING DATE:

4:30 p.m., Thursday, February 6, 2020

#### JOB INFORMATION:

Position is 10 months and 100% FTE (8 hours per day). The current vacancy is located at Nutrition Services.

#### JOB SUMMARY:

Under close supervision, perform a variety of general grounds maintenance and complex cleaning and sanitation activities in support of the Nutrition Center; maintain grounds and Nutrition Center facilities in a clean, orderly and secure condition; clean, sanitize and perform preventative maintenance on commercial kitchen and cleaning and sanitation equipment; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Graduation from high school or equivalent. Coursework or on the job training in large-scale kitchen sanitation methods or equipment operation is desirable.

##### EXPERIENCE:

One year of experience performing custodial work. Experience performing custodial work in a large commercial setting involving specialized sanitation and cleaning requirements is preferred.

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

##### SPECIAL REQUIREMENTS:

Valid California Class C driver's license.

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

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

#### SALARY RANGE HOURLY:

START: \$19.62  
6 MONTHS: \$20.71  
1 ½ YEARS: \$21.85  
2 ½ YEARS: \$23.05  
3 ½ YEARS: \$24.31

#### APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

#### SELECTION PROCEDURE:

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

#### PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0116-0477 VO

LBUSD employees, please see reverse side for important information.

*Maria Braunstein*<sup>13</sup>

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

## ABOUT OUR DISTRICT

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

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

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

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

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Dual Exam 20-0112-5266 AT



**An Exciting Career  
Opportunity  
Awaits You at**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**ASSISTANT PUBLIC  
INFORMATION DIRECTOR**

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

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## **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 Business Services Director. Under administrative direction, plan, organize, control and direct the operations and activities of assigned Business Services departments and operational units; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

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

## **THE IDEAL CANDIDATE**

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

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

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

## **SPECIAL REQUIREMENTS**

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

## **SALARY AND BENEFITS**

The annual salary for Assistant Public Information Director is \$97,838 to \$114,870, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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**Application Deadline: 4:30 p.m., Friday, February 14, 2020**

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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 VII/MERIT SYSTEM EMPLOYER**

## ABOUT OUR DISTRICT

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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.

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Dual Exam 20-0111-0301 JA



# An Exciting Career Opportunity Awaits You at

## LONG BEACH UNIFIED SCHOOL DISTRICT

### WAREHOUSE MANAGER

**\$87,778 - 103,068 Annually**

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## **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 Warehouse Manager. Under general direction, plan, organize and manage the operations and activities of the District's centralized warehouse or Nutrition Center warehouse; assure warehouse activities meet site needs and distribution timelines; train and supervise the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Purchasing, Stores and Reprographics, then Warehouse Manager.

## **THE IDEAL CANDIDATE**

Successful candidates will have an Associate's degree including coursework in logistics, business administration, public administration or a related field.

Additionally candidates will have four years of experience receiving, inspecting, storing and shipping general stores and equipment including two years in a supervisory or managerial capacity. Experience working with food items is desirable.

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

Valid forklift operator certification at time of appointment.

May be required to travel from one location to another

## **SALARY AND BENEFITS**

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

## **OUR QUALIFYING PROCESS**

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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. Monday, February 3, 2020

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Long Beach Unified School District  
Personnel Commission Office  
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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



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Promo Exam 20-0114-5267 JA



**An Exciting PROMOTIONAL  
Career Opportunity  
Awaits You at**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**ASSOCIATE RESEARCH  
INFORMATION SYSTEMS  
ANALYST**

**\$6,049 – \$7,103 Monthly**

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A handwritten signature in black ink, appearing to be 'Gregory M. ...'.

## **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 Associate Research Information Systems Analyst. Under general supervision, plan, organize and manage the daily support and operations of the Research Information Systems office; schedule, coordinate and supervise software and technical training on the District's student data base and other related systems; coordinate and work with outside software vendors to resolve system issues and concerns; utilize independent judgment and initiative to develop new District procedures; train and supervise assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Research, Planning and Evaluation then Associate Research Information Systems Analyst.

## **THE IDEAL CANDIDATE**

Successful candidates will have graduated from an accredited four-year college or university with a bachelor's degree in computer science, education, psychology, behavioral or social science or a related field.

Candidates will have two years of experience troubleshooting student data systems in a help desk environment and training of end users.

Additional experience in student information systems may substitute on a year for year basis for up to two years of the required education.

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**

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

May be required to travel from one location to another.

## **SALARY AND BENEFITS**

The monthly salary for Associate Research Information Systems Analyst is \$6,049 to \$7,103, 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, 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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Personnel Commission Office  
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(562) 435-5708

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## INSTRUCTIONAL AIDE - EDUCARE

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

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

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

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

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

### EXPERIENCE:

Six months of experience working in an early childhood program.

### SPECIAL REQUIREMENTS:

To remain employed in this classification, an incumbent must meet the respective Child Development Permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense.

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

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

### SALARY RANGE HOURLY:

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

### APPLICATION:

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

### SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Continuous 20-0109-5205 OL

LBUSD employees, please see reverse side for important information.

*Maria Braunstein*

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.**
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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## INSTRUCTIONAL AIDE - EDUCARE BL SPANISH

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

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### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

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

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

#### EXPERIENCE:

Six months of experience working in an early childhood program.

#### SPECIAL REQUIREMENTS:

(1) To remain employed in this classification, an incumbent must meet the respective Child Development Permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (2) Positions in the Instructional Aide – Educare, BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test.

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

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

### SALARY RANGE HOURLY:

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

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Open Continuous 20-0110-5206 OL

LBUSD employees, please see reverse side for important information.

*Maria Braunstein*

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 PROMOTIONAL EMPLOYMENT OPPORTUNITY

## MAINTENANCE MECHANIC

### FINAL FILING DATE

4:30 p.m., Thursday, February 13, 2020

### REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

### 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 future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, to install, repair, adjust, and maintain mechanical and electrical equipment; and to perform related duties as required.

### MINIMUM QUALIFICATIONS

### EDUCATION AND TRAINING:

Equivalent to graduation from high school.

### EXPERIENCE:

Three years of journey-level experience repairing and maintaining intricate and complex equipment.

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. (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 eligible regardless of any other standing. (3) May be required to travel from one location to another. (4) Some incumbents in this class may be required to wear protective clothing, gear, and equipment as required by law.

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: \$28.69  
6 MONTHS: \$30.27  
1 ½ YEARS: \$31.93  
2 ½ YEARS: \$33.69  
3 ½ YEARS: \$35.54

### 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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[www.lbschools.net/Departments/Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Promo Exam 20-0118-0112 ALT

LBUSD employees, please see reverse side for important information.

*Maria Braunstein*

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## MAINTENANCE MATERIAL COORDINATOR

### FINAL FILING DATE:

4:30 p.m., Thursday, February 13, 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, plan, organize and coordinate the procurement, receipt, distribution and payment of materials for the Maintenance Branch; prepare and maintain a variety of records, logs and reports; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Associate's degree with coursework in public administration, business administration or a related field.

#### EXPERIENCE:

Two years of procurement experience involving the writing of specifications or production planning and scheduling materials use for building maintenance projects.

Any other combination of training and experience that could likely provide the desired skills, knowledge or 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.
- (2) May be required to travel from one school 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:	\$31.97
6 MONTHS:	\$33.74
1 ½ YEARS:	\$35.59
2 ½ YEARS:	\$37.56
3 ½ YEARS:	\$39.62

### 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 20-0119-0627 ALT

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.**
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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

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SUBJECT: Eligibility Lists

PAGE: 29

Date: January 30, 2020

Reason for Consideration: Approval

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**RECREATION AIDE**

**OPEN CONTINUOUS**

**20-0102-5255**

List Valid: 01/24/20-01/24/21

Total Applications Received: 9

No. Passed: 5

No. Failed: 0

Total Invited to Exam: 7

No. Withdrew: 2

No. Screened Out: 2

**RECREATION AIDE-KIDS' CLUB**

**OPEN CONTINUOUS**

**20-0080-5257**

List Valid: 1/24/20-1/24/21

Total Applications Received: 35

No. Passed: 8

No. Failed: 0

Total Invited to Exam: 28

No. Withdrew: 27

No. Screened Out: 0

**RECREATION AIDE**

**OPEN CONTINUOUS**

**20-0092-5255**

List Valid: 01/24/20-01/24/21

Total Applications Received: 33

No. Passed: 7

No. Failed: 1

Total Invited to Exam: 28

No. Withdrew: 20

No. Screened Out: 5

**ADMINISTRATIVE DIETITIAN**

**DUAL**

**20-0078-0537**

List Valid: 01/23/20-01/23/21

Total Applications Received: 22

No. Passed: 1

No. Failed: 3

Total Invited to Exam: 8

No. Withdrew: 4

No. Screened Out: 14

**RECREATION AIDE-WRAP**

**OPEN CONTINUOUS**

**20-0081-5261**

List Valid: 01/28/20-01/28/21

Total Applications Received: 30

No. Passed: 5

No. Failed: 1

Total Invited to Exam: 29

No. Withdrew: 23

No. Screened Out: 1

**INSTRUCTIONAL AIDE-EDUCARE BL SPANISH**

**OPEN CONTINUOUS**

**20-0050-5206**

List Valid: 01/29/20-01/29/21

Total Applications Received: 34

No. Passed: 1

No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 1

No. Screened Out: 32

LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 30

Date: January 30, 2020

Reason for Consideration: Approval

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**INSTRUCTIONAL AIDE-EDUCARE**

**OPEN CONTINUOUS**

**20-0082-5205**

List Valid: 01/29/20-01/29/21

Total Applications Received: 36

No. Passed: 3

No. Failed: 1

Total Invited to Exam: 4

No. Withdrew: 0

No. Screened Out: 32

**PLANT SUPERVISOR I**

**PROMOTIONAL**

**20-0084-5026**

List Valid: 01/30/20-01/30/21

Total Applications Received: 62

No. Passed: 27

No. Failed: 17

Total Invited to Exam: 53

No. Withdrew: 9

No. Screened Out: 9

**PLANT SUPERVISOR II**

**PROMOTIONAL**

**20-0085-5027**

List Valid: 01/30/20-01/30/21

Total Applications Received: 61

No. Passed: 14

No. Failed: 14

Total Invited to Exam: 36

No. Withdrew: 8

No. Screened Out: 25

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# PERSONNEL COMMISSION

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January 13, 2020

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

## Background and Findings

The single incumbent classification of Maintenance Programs Analyst (salary range 42 C1) was abolished in November 2010. The incumbent performed a variety of analytical studies in support of the Maintenance department and provided technical support to the work control center. The Business Services Administrator requested that the classification be reestablished and revised to reflect providing support to other Business Services departments. The classification title has also been revised to reflect this. There is no recommended change in salary level for the classification, it will remain at salary range 42 (C1).

The Chief Business and Financial Officer and Business Services Administrator have reviewed and are in support of the proposed recommendations. Since the revisions were extensive, copies of the Maintenance Program Analyst and revised class specification of Business Services Analyst are attached.

## Recommendations

Staff recommends the Personnel Commission:

1. Reestablish the classification of Maintenance Programs Analyst at salary range 42 (C1)
2. Adopt the revised title and classification specification of Business Services Analyst

Prepared by:

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

Susan Learning  
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 5115  
Salary Range: 42 (C1)

### MAINTENANCE PROGRAMS ANALYST

#### JOB SUMMARY

Under general supervision, perform a variety of analytical studies and projects in support of the Maintenance department such as work load, flow and distribution, technology, labor force utilization and cost analyses; assure technology services activities and equipment meet the needs of the department; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Perform a variety of analytical studies and projects in support of the Maintenance department such as work load, flow and distribution, technology services, labor force utilization and cost analyses. **E**
- Develop and present a variety of narrative and statistical reports; evaluate program and departmental costs and trends and the overall effectiveness of program and departmental operations. **E**
- Maintain specialized department software and databases; troubleshoot computers, servers, network infrastructure and peripheral equipment; perform daily server backups. **E**
- Provide assistance to department staff and work control center regarding computers, database and networking issues; identify issues requiring higher level technical resources; place service tickets with Information Services staff or contact vendors to resolve issues as needed. **E**
- Prepare bid specifications for the procurement and installation of new technology equipment for the department; evaluate products and vendor proposals; oversee the installation of new technology equipment within the department. **E**
- Develop and conduct individual and group training sessions; demonstrate computer programs; develop training and reference manuals and materials. **E**
- Provide technical expertise and information to the Maintenance Director regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Director of unusual trends or problems and recommend appropriate corrective action. **E**
- Communicate with administrators, District staff and outside agencies to exchange information, coordinate activities and resolve issues. **E**

- Attend and participate in a variety of meetings related to assigned activities; prepare and deliver oral presentations as requested. *E*
- Maintain a variety of records and files related to assigned activities. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work and visit sites. *E*
- Provide support to other departments regarding specialized software needs and computerized systems as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this class perform a variety of analytical studies and projects in support of the Maintenance department such as work load, flow and distribution, technology services, labor force utilization and cost analyses. In addition, an incumbent provides technical support to the department's work control center software and database. An incumbent troubleshoots and provides assistance to department staff and the work control center regarding computers, applications and networking issues.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Research methods and report writing techniques.

Basic bid preparation procedures.

Writing skills to prepare clear and concise specifications.

Methods and techniques of developing business process models and determining best practices.

Technical aspects of researching and comparing supplies and equipment.

Office productivity software such as Microsoft Office Suite.

Networking principles and server systems such as Novell NetWare or Microsoft Windows Server.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Public speaking techniques.

Mathematical computations.

Oral and written communication skills.

#### **Ability to:**

Perform a variety of analytical studies and projects in support of the Maintenance department.

Develop and present a variety of narrative and statistical reports.

Prepare bid specifications.  
Provide technical support and training to others in computer operations.  
Troubleshoot and apply appropriate resources to solve user problems.  
Analyze facts, information and data.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and timelines.  
Plan and organize work.  
Analyze situations accurately and adopt an effective course of action.  
Operate a variety of office equipment including a computer and assigned software.  
Work independently with little direction.  
Prepare and deliver oral presentations.

**Education and Training:**

Bachelor's degree in computer science, business administration or a related field.

**Experience:**

Three years of experience involving technical analysis and evaluation of business or information systems, preferably in a public agency.

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 classification require the use of a personal automobile and possession of a valid California Class C driver's license.

**WORKING ENVIRONMENT**

Office environment.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.

***AMERICANS WITH DISABILITIES ACT***

Persons with certain disabilities may be capable of performing the essential duties of

this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

DATE: 6/14/2007



## PERSONNEL COMMISSION

Class Code: XXXX  
Salary Range: 42 (C1)

### BUSINESS SERVICES ANALYST

#### JOB SUMMARY

Under general supervision, perform a variety of studies, data collections, and process analysis in support of the Business Services departments such as workload, flow and distribution, technology adaptation, labor force utilization and cost analyses; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Perform a variety of analytical studies and projects in support of the Business Services departments such as workload, flow and distribution, technology adaptation, labor force utilization and cost analyses. **E**
- Develop and present a variety of narrative and statistical reports; evaluate program and departmental costs and trends and the overall effectiveness of program and departmental operations. **E**
- Develop, compare, compile, and verify statistical information and present data in graphic, pictorial, tabular, written, and oral form. **E**
- Utilize computerized maintenance management software to generate ad-hoc reports and create recurring reports on work orders, preventive maintenance tasks, job plans, inventory levels, operating locations and equipment based on end users reporting requirements. **E**
- Provide assistance to department staff regarding computers, database and networking issues; identify issues requiring higher-level technical resources; place service tickets with Information Services staff or contact vendors to resolve issues as needed. **E**
- Develop and conduct individual and group training sessions; demonstrate computer programs; develop training and reference manuals and materials. **E**
- Provide technical expertise and information to the Business Services Administrator regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Business Services Administrator of unusual trends or problems and recommend appropriate corrective action. **E**
- Communicate with administrators, District staff and outside agencies to exchange information, coordinate activities and resolve issues. **E**

- Attend and participate in a variety of meetings related to assigned activities; prepare and deliver oral presentations as requested. *E*
- Maintain a variety of records and files related to assigned activities. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work and visit sites. *E*
- Provide support to other departments regarding specialized software needs and computerized systems as assigned.
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this class perform a variety of analytical studies and projects in support of the Business Services departments such as workload, flow and distribution, technology adaptation, labor force utilization and cost analyses. In addition, an incumbent provides technical support to the departmental staff on utilization of various software and databases.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Research methods and report writing techniques.

Writing skills to prepare clear and concise written reports.

Methods and techniques of developing business process models and determining best practices.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Public speaking techniques.

Mathematical computations.

Operation of a computer and assigned software.

Oral and written communication skills.

#### **Ability to:**

Perform a variety of analytical studies and projects in support of the Business Services departments.

Develop and present a variety of narrative and statistical reports.

Provide technical support and training to others in computer operations.

Troubleshoot and apply appropriate resources to solve user problems.

Analyze facts, information and data.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.  
Plan and organize work.  
Analyze situations accurately and adopt an effective course of action.  
Operate a variety of office equipment including a computer and assigned software.  
Work independently with little direction.  
Prepare and deliver oral presentations.

**Education and Training:**

Bachelor's degree in computer science, business administration, public administration or a related field.

**Experience:**

Three years of experience involving technical analysis and evaluation of business or information systems, preferably in a public agency.

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 classification require the use of a personal automobile and possession of a valid California Class C driver's license.

**WORKING ENVIRONMENT**

Office environment.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.

***AMERICANS WITH DISABILITIES ACT***

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee

must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA:

# PERSONNEL COMMISSION



January 14, 2020

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

## Background and Findings

The Head Start Director reviewed the class specification for Instructional Aide – Educare, BL Spanish, BL Khmer (salary range 10 C1) as recent recruitments have yielded small pools of qualified candidates. The class specification requires candidates submit their valid Child Development Permit at the time of application. In order to expand the field of candidates, the Head Start Director requested that applicants be able to submit the permit or proof of application for a permit with their application. Applicants applying with proof of application will be screened in, but must submit their valid permit by time of appointment.

The Head Start Director has reviewed and approved the proposed revisions.

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

## Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification specification for:
  - Instructional Aide – Educare
  - Instructional Aide – Educare, BL Spanish
  - Instructional Aide – Educare, BL Khmer

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 "K Kato".

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Specification  
Salary Range: 10 (C1)**

### CLASS CODE

### TITLE

05205	INSTRUCTIONAL AIDE – EDUCARE
05206	INSTRUCTIONAL AIDE – EDUCARE BL SPANISH
05207	INSTRUCTIONAL AIDE – EDUCARE BL KHMER

### JOB SUMMARY

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

### EXAMPLE OF DUTIES

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

- Assist Educare teachers in providing quality, comprehensive child development services to children and families; assist teachers in case managing specific needs with families, advocating for parents, and encouraging parent involvement in the program. **E**
- Assist in instructing children for the purpose of optimizing the development of each child; work with teachers to develop lesson plans with goals, objectives, activities and outcomes for children. **E**
- Observe, assess and document children's health, skills, behavior, growth and development; participate in Family/Child Reviews; develop individualized educational strength plans for children as assigned. **E**
- Provide opportunities for children to develop positive self-images and experience success; identify developmental concerns and follow agency protocols. **E**
- Assist in planning and implement developmentally appropriate activities to promote the social, emotional, physical and cognitive development of each child; guide the acquisition of social skills and model appropriate social behaviors and personal hygiene techniques. **E**
- Assist in maintaining a classroom environment, including positive guidance techniques, that meets applicable laws, codes, rules, regulations and Educare's philosophy and curriculum; participate in program evaluations and studies. **E**
- Provide assistance to, participate with, and monitor children in activities such as games, songs, meals and snacks, field trips, physical fitness exercises and seasonal sports; maintain equipment and facilities in a safe and clean condition. **E**
- Monitor behavior and assure children are under appropriate supervision at all times; utilize appropriate discipline methods; observe and report behavior and issues to the

teacher; supervise children for brief periods when the teacher is on site but away from the classroom. *E*

- Confer with teachers to schedule and conduct parent/staff conferences and two home visits per program year; encourage parent participation in the program and develop effective relationships with parents. *E*
- Attend and participate in meetings, workshops, in-services and training programs to maintain current knowledge of developments in the childcare field; participate in job-embedded professional development and reflective supervision activities including job observations and assessments. *E*
- Perform a variety of clerical duties such as preparing instructional materials, recording attendance, completing program documentation, and maintaining records and files; maintain confidentiality of sensitive and privileged information. *E*
- Assist in classroom organizing activities such as setting up lesson materials, preparing bulletin boards, replenishing supplies, arranging furniture to facilitate instructional needs and creating an orderly and clean classroom environment. *E*
- Operate a variety of office and instructional equipment such as a calculator, computer, copier, laminator, telephone, overhead projector, television and DVD player. *E*
- Administer first aid or necessary physical assistance to ill or distressed children; assist children with toileting needs as necessary; may administer prescribed medication in accordance with established procedures. *E*

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

An Instructional Aide – Educare works in a classroom or other learning environment to assist Educare teachers in providing quality, comprehensive child development services to children and families and assist in instructing children for the purpose of optimizing the development of each child. Incumbents in this classification may work with children possessing a physical disability or impairment. The pushing or pulling of a child in a wheelchair, the setting up and/or removing books or other instructional materials on desks or tables, providing incidental hygienic or diapering support characterizes just some of the additional support which may be required. Positions in this classification do not participate in providing K-12 curriculum based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements. Incumbents in the Instructional Aide – Educare BL Spanish and BL Khmer classifications are expected to perform the essential duties of the class utilizing bilingual skills to translate materials and interpret for students and families as needed.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Child development and early childhood principles, practices and curricula for ages 0-3 or 3-5.

Child guidance principles and practices.

Safe practices in classroom and playground activities.

Diverse needs of children and families from varying socioeconomic and cultural backgrounds.

Basic instructional methods and techniques.

Basic subjects taught in schools including arithmetic, grammar, spelling, language and reading.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Classroom procedures and appropriate conduct.

Operation of standard office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping and filing techniques.

**Ability to:**

Assist Educare teachers in providing quality, comprehensive child development services to children and families.

Assist with instruction and related activities in a learning environment.

Observe, assess and document children’s health, skills, behavior, growth and development.

Assist teachers in case managing specific needs with families, advocating for parents, and encouraging parent involvement in the program.

Assist in planning and implement developmentally appropriate activities for children.

Demonstrate understanding and patience toward children.

Adapt to changing circumstances and priorities within the learning environment.

Monitor, observe and report child behavior and progress according to approved policies and procedures.

Work within an interdisciplinary team as a cooperative and supportive team member.

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Maintain current knowledge of developments in the childcare field.

Establish and maintain cooperative and effective working relationships with others.

Interpersonal skills using, tact, patience and courtesy.

Communicate effectively both orally and in writing.

Operate standard office and classroom equipment including a computer and assigned software.

Observe health and safety regulations.

Perform clerical duties related to classroom activities such as typing, sorting, measuring, cutting, filing and duplicating.

Maintain routine records and files.

Administer first aid or necessary physical assistance to ill or distressed children.

**Education and Training:**

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

Child Development Associate Teacher Permit

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

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

**Experience:**

Six months of experience working in an early childhood program.

**SPECIAL REQUIREMENTS**

**If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification.**

To remain employed in this classification, an incumbent must meet the respective Child Development Permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense.

Positions in the Instructional Aide – Educare, BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test.

Positions in the Instructional Aide – Educare, BL Khmer classification require the ability to communicate effectively, both orally and in writing, in Khmer. Candidates must successfully pass the District's bilingual/biliterate test.

**WORKING ENVIRONMENT**

Classroom, office and playground environment.  
Incumbents may occasionally assist in the cleaning and personal hygiene of children.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate standard office and classroom equipment.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist children.  
Reaching overhead, above the shoulders and horizontally.  
Seeing to read a variety of materials and monitor activities.  
Hearing and speaking to exchange information.  
May include lifting, pushing, pulling or crawling on the floor.  
Walking.

***AMERICANS WITH DISABILITIES ACT***

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 4/28/2016

Revised:

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# PERSONNEL COMMISSION

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January 14, 2020

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

## Background and Findings

The Purchasing and Contracts Director recently reviewed the class specification for Purchasing Agent (salary range 34 C1) while initiating recruitment activities and worked with Commission Staff to revise the specification. Minor revisions were made to reflect current practices and processes. The class specification was last revised in 2010.

The Financial Services Officer and the Purchasing and Contracts Director have reviewed and approved the proposed revisions.

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

## Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification of Purchasing Agent

Prepared by:

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

Susan Leaming  
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 5128  
Salary Range: 34 (C1)

### PURCHASING AGENT

#### JOB SUMMARY

Under general supervision, perform a variety of specialized duties related to the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services; coordinate ordering and follow-up activities to assure efficient, fiscally sound and timely purchases; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Perform a variety of specialized duties related to the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services; assure the timely delivery of goods and services to schools and departments. **E**
- Confer with requestors regarding specification requirements of products and services; write and modify specifications in accordance with factors including manufacturing and marketing data, prices, delivery and availability. **E**
- Communicate with freight service companies, contractors, District staff and requestors to exchange information and verify status of orders; contact vendors to obtain information such as current pricing, delivery timelines and availability. **E**
- Research and evaluate sources of supply; interview vendors regarding new or improved products and practices; conduct vendor site visits and attend trade shows; obtain written or verbal quotations from vendors and negotiate terms and conditions. **E**
- Research and evaluate vendor product samples; conduct tests and demonstrations of products to determine quality and compliance with specifications; confer with end users to review products and establish District standards. **E**
- Order supplies, materials, food, equipment and services in accordance with established policies and procedures; prepare purchase orders; assure compliance with specifications and formal or informal quotations. **E**
- Receive, review and ~~recommend approval of buy-out source requisitions and input purchasing data to generate purchase orders; assure accuracy and completeness of order information, and provide signature; input purchase order data into computerized database.~~ **E**
- ~~Attend and conduct bid openings; p~~Prepare and evaluate quotations and formal bids and proposals; establish terms and conditions; assure compliance with applicable

- laws, codes, rules and regulations; conduct pre-bid and proposal meetings as needed. *E*
- Conduct bid openings and evaluate bid submissions; Rrecommend bid awards; select vendors utilizing judgment in evaluating pertinent factors such as price, quality, delivery options and vendor reliability. *E*
  - Create scoring rubrics and select review panels for Request for Proposals (RFP's); recommend proposal awards utilizing judgement in evaluating pertinent factors as established in the terms and conditions and rubric scoring results. *E*
  - Maintain vendor lists, catalogs, brochures and related source materials within each commodity area; update the Purchasing Handbook. *E*
  - Receive and sign for sample materials, equipment, and supplies;~~and verified services;~~ inspect materials ~~and services received~~ to determine if specifications have been met as needed. *E*
  - Confer with vendors and requestors regarding delayed shipments and defective, damaged or unacceptable goods and services; arrange for return or other corrective action as appropriate; arrange for expedited deliveries as requested. *E*
  - ~~Authorize invoices for payment in accordance with established guidelines;~~ Communicate with accounting personnel and vendors to resolve ~~payment issues~~discrepancies; make corrections as necessary. *E*
  - Maintain warehouse stock inventory; prepare quotations when inventory falls below predetermined stock levels; evaluate and add new items to stock; delete stock items from inventory as appropriate. *E*
  - Coordinate and participate in the preparation and maintenance of vital documents, narrative and statistical reports, records and files related to assigned activities; compose correspondence and memoranda; prepare and complete a variety of purchasing forms. *E*
  - Train and provide work direction and guidance to clerical staff; assign and review work; participate in the hiring and evaluation process as requested. *E*
  - Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging procurement trends and related laws, codes, rules and regulations. *E*
  - Conduct presentations regarding District purchasing objectives, plans and achievements to groups and committees; may drive a personal or District vehicle to conduct work and attend meetings as assigned by the position. *E*
  - Operate a variety of office equipment including a copier, fax machine, calculator, desktop scanner and a computer and assigned software. *E*
  - Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

Purchasing Agents oversee the complete buying cycle for a wide variety of assigned commodities and services. Incumbents coordinate activities involved with procuring goods and services including the preparation of vital documents and follow-up activities to assure efficient, fiscally sound and timely purchases. Incumbents exercise judgment

within a defined scope of authority to make efficient, ethical and fiscally sound purchases in compliance with applicable laws, ordinances, rules and regulations.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Purchasing policies, practices and terminology.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Local vendors, commodity markets and sources of supply.
- Technical aspects of researching, comparing and purchasing supplies, materials, food, equipment and services.
- Methods of invoicing including taxes and discounts.
- District organization, operations, policies and objectives.
- Bid and proposal preparation procedures, and specification requirements and evaluation methods.
- Research methods.
- Operation of a computer and assigned software.
- Mathematical computations.
- Weights and measures.
- Record-keeping and report preparation techniques.
- Principles of training and providing work direction and guidance to others.
- Interpersonal skills using tact, patience and courtesy.
- Writing skills to prepare clear and concise specifications and reports.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

**Ability to:**

- Perform a variety of specialized duties related to the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Research and evaluate sources of supply.
- Evaluate product capability and cost-effectiveness.
- Prepare requests for quotes and complex formal bid proposals and quotations.
- Analyze bids and proposals, requisitions, specifications and recommend award.
- Write clear and concise specifications and reports delineating critical differences in requirements.
- Expedite delivery of items and reconcile discrepancies in quality and quantity.
- Maintain vendor lists, catalogs and brochures.
- Maintain current knowledge of emerging procurement trends and related laws, codes, rules and regulations.
- Maintain records and files and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Complete work with many interruptions.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Understand and work within scope of authority.

Train and provide work direction and guidance to others.  
Add, subtract, multiply and divide quickly and accurately.

**Education and Training:**

Bachelor's degree in public administration, business administration or a related field.

**Experience:**

One year of procurement experience including writing specifications. Experience in a public agency is preferred.

Two years of additional experience may be substituted for two years of the higher education.

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.

Positions in this classification assigned to the Nutrition Center require applicants 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.

**WORKING ENVIRONMENT**

Office, warehouse and school site environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and office equipment.  
Hearing and speaking to exchange information in person and on the telephone.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials.  
Reaching overhead, above the shoulders and horizontally.  
Lifting, carrying, pushing or pulling objects weighing up to 25 pounds.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Date: 3/6/2008

Revised: 4/15/2010

Revised:

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Instructional Aide-Special Job Study

PAGE: 57-58

Date: January 30, 2020

Reason for  
Consideration: Approval

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Personnel Commission staff submits the following classification study for consideration of the Commission.

Because of the quantity of duplicating materials involved in copying these pages, distribution has been limited. Copies will be provided upon request.