

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
March 26, 2020

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of March 12, 2020 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Senior Administrative Secretary 4-5
2. **RATIFY** job announcement bulletin for Senior Administrative Secretary (Revised) 6-7
3. **RATIFY** job announcement bulletin for Intermediate Office Assistant – BL Spanish 8-9
4. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Schools, BL Spanish 10-11
5. **RATIFY** job announcement bulletin for Purchasing Agent 12-13
6. **RATIFY** job announcement bulletin for Network Specialist 14-15
7. **APPROVE** the certification of Associate Research Information Systems Analyst eligibility list 20-0114-5267 established 03/17/2020 16

8.	APPROVE the certification of Maintenance Material Coordinator eligibility list 20-0119-0627 established 03/24/2020	16
9.	APPROVE the certification of Office Assistant - BL SP eligibility list 20-0117-5158 established 03/20/2020	16
10.	APPROVE the certification of Recreation Aide eligibility list 20-0140-5255 established 03/19/2020	16
11.	APPROVE the certification of Recreation Aide – Kids' Club eligibility list 20-0107-5257 established 03/19/2020	16
12.	APPROVE the certification of Recreation Aide - WRAP eligibility list 20-0106-5261 established 03/19/2020	16
13.	APPROVE the certification of School Safety Officer (Corrected) eligibility list 20-0096-5014 established 03/05/2020	16
III.	OLD BUSINESS	
	None	
IV.	NEW BUSINESS	
1.	APPROVE the recommendation to remove from eligibility list ID 41536002	17-31
2.	APPROVE Meeting dates for Personnel Commission 2020-2021	32
3.	APPROVE the following: Adopt the classification specification of School Safety Operations Manager Allocate the classification of School Safety Operations Manager to salary range 42 (M2)	33-39
V.	OTHER ITEMS	
VI.	NEXT REGULAR MEETING	
	April 9, 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	

In accordance with Governor Newsom's Executive Order N-25-20(11) Commission Members may participate and vote remotely by telephone. Members of the public may observe and offer public comment at the Personnel Commission Office Room 29 at 4400 Ladoga Avenue, Lakewood, CA 90713.

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

March 12, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, March 12, 2020 at 8:20 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
Terence Ulaszewski

Absent: Linda Vaughan

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Maria Braunstein, Personnel Analyst; Gregory Robinson, Associate Personnel Analyst; Dale Culton, Certification Services Manager; Connie Ballew, Acting Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Alejandra Torres, Human Resources Technician; Judith Alonso, Human Resources Technician; Susan Brister, Human Resources Technician; and Vanessa Ortiz, Human Resources Technician.

GUESTS

Vaurice Scott, CSEA Vice President - Unit A; Valeeta Pharr, retiree; Eric Larsen, Interim CSEA Vice President - Unit B; and Appellant 38320884.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of February 27, 2020.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

Valeeta Pharr, retiree, informed the Commission that she visited with Commissioner Linda Vaughan and that Ms. Vaughan is doing well.

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that the Personnel Commission is scheduled to present the 2018-2019 Annual Report of the Personnel Commission at the Board of Education Workshop meeting on Tuesday, March 17, 2020.

Maria Braunstein, Personnel Analyst, announced that there are over 30 recruitments in progress. Ms. Braunstein also reported that the Personnel Commission partnered with the Pacific Gateway Workforce Innovation Network and held a classified employment job fair on March 10, 2020. Ms. Braunstein thanked Judith Alonso, Human Resources Technician, Anne Follett, Human Resources Technician, and Vanessa Ortiz, Human Resources Technician for their work at the event. Ms. Braunstein also thanked Nutrition Services staff, Delisa Brister, Nutrition Services Operations Coordinator and Justine Abendschan, Human Resources Technician, for helping at the event.

Jesus Rios Jr., Employment Services Supervisor, reported summer school online application period will be ending on March 20, 2020 and 737 applications have been received to date.

Dale Culton, Certification Services Manager, reported that Recreation Aides are now able to work at multiple sites which will help to fill vacant positions.

Susan Leaming, Personnel Analyst, reported that six informational meetings were held District-wide regarding the proposed merger of the Intermediate Office Assistant and Intermediate Office Assistant-Schools, and the Senior Office Assistant-Schools and Senior Office Assistant classifications. Ms. Leaming stated that 175 employees in the affected classifications were invited and 28 employees attended a meeting. Mr. Culton discussed the seniority lists and the anticipated effect of the merger on existing employees. Ms. Leaming explained that the proposed merger would become effective July 1, 2020.

Mr. Kato reported that on March 3, 2020 he attended the Aspiring Principals workshop to discuss the merit system and the functions of the Personnel Commission.

CONSENT AGENDA

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

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

1. **RATIFY** job announcement bulletin for CDC Guidance Specialist
2. **RATIFY** job announcement bulletin for Nutrition Services Worker-Avalon
3. **APPROVE** the certification of Instructional Aide Special eligibility list 20-0101-0448 established 03/02/2020

4. **APPROVE** the certification of School Safety Officer eligibility list 20-0096-5014 established 03/05/2020
5. **APPROVE** the certification of District Security Officer eligibility list 20-0095-5202 established 03/05/2020
6. **APPROVE** the certification of Nutrition Services Worker eligibility list 20-0103-5068 established 03/06/2020
7. **APPROVE** the certification Food Production Utility Worker eligibility list 20-0116-0477 established 03/09/2020
8. **APPROVE** the certification of Welder eligibility list 20-0113-0137 established 03/10/2020
9. **APPROVE** the certification of Warehouse Manager eligibility list 20-0111-0301 established 03/11/2020

OLD BUSINESS None

NEW BUSINESS 1. **APPROVE** the recommendation to remove from eligibility list ID 38320884

The Commission moved NEW BUSINESS Item 1 to closed session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 26, 2020 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION The Personnel Commission retired into closed session at 8:37 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:57 a.m. and the following reportable action was taken:

1. A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to allow candidate ID 38320884 to continue in the hiring process.

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

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:00 a.m.

ABOUT OUR DISTRICT

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

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

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

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

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



**An Exciting Career
Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**SENIOR ADMINISTRATIVE
SECRETARY (C)**

\$29.65 - \$34.82 Hourly

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JOIN OUR WINNING TEAM

Long Beach Unified School District is seeking a Senior Administrative Secretary. The current vacancy is a permanent 12 months, 100% FTE (8 hours per day) position located in the Personnel Commission Office.

Under the direction of the Executive Officer, Personnel Commission and Classified Employment, the Senior Administrative Secretary will perform a variety of complex and technical assignments and is expected to exercise independent judgment and discretion, demonstrate initiative and carry out their responsibilities with a minimum of direction. An incumbent will plan, coordinate and organize office activities and coordinate flow of communications for the Executive Officer; prepare agendas for official meetings; record, transcribe, and produce minutes of official meetings; coordinate and schedule hearings and appeals.

For full details regarding the position, go to our website, select Class Specifications; choose Clerical and Secretarial, then Senior Administrative Secretary.

THE IDEAL CANDIDATE

Successful candidates will have graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

Additionally, candidates will have four years of secretarial experience including one year in a supervisory capacity or one year of experience at the level of Administrative Secretary with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for this class.

SALARY AND BENEFITS

The hourly salary for the Senior Administrative Secretary is \$29.65 - \$34.82, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Friday, 8:00 a.m. - 4:30 p.m.

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

Application Deadline: 4:30 p.m., Tuesday, March 31 2020

Applications for this position will only be accepted online from:
March 20, 2020 – March 31, 2020

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

Long Beach Unified School District
Personnel Commission Office
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(562) 435-5708

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

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SPECIAL REQUIREMENTS

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March 17, 2020 – March 31, 2020

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE OFFICE ASSISTANT – BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Friday, April 10, 2020

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned District office or program; serve as receptionist answering phones and greeting and assisting visitors; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

One year of clerical experience involving public contact.

Or

One year of experience as an Office Assistant or School Support Assistant with the Long Beach Unified School District.

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 Intermediate Office Assistant-BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate 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) May be required to travel from one school location to another. (4) This classification requires that incumbents be skilled in typing/ keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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:

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PERSONNEL COMMISSION

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24 hour job hotline: (562) 491-JOBS
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Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0148-5050

Maria Braunstem

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE OFFICE ASSISTANT-SCHOOLS – BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Friday, April 10, 2020

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned school office; answer phones and greet and assist students, parents and visitors; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

One year of clerical experience involving public contact.

Or

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0149-5052 ALT

Maria Braunstein

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

PURCHASING AGENT

FINAL FILING DATE:

4:30 p.m., Friday, April 10, 2020

JOB INFORMATION:

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

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.

MINIMUM QUALIFICATIONS

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:

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

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.

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0134-5128 JA

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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

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Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
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CLASSIFIED EMPLOYMENT OPPORTUNITY

NETWORK SPECIALIST

FINAL FILING DATE:

4:30 p.m., Wednesday, April 1, 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, perform a variety of specialized duties in the installation, configuration, maintenance and operation of the District's Local (LAN), Wide (WAN) and Wireless (WLAN) Area networks and equipment; monitor and evaluate network systems to assure proper operation; provide assistance to network users and technical support staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in computer science or a closely related field.

Professional certifications by major vendors such as Novell, Cisco or Microsoft are highly preferred.

EXPERIENCE:

Three years of experience installing and maintaining local, wide or wireless networks and related equipment for an organization with multiple locations and a minimum of 500 users.

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:

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

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SALARY RANGE HOURLY:

START: \$39.73
6 MONTHS: \$41.92
1 ½ YEARS: \$44.22
2 ½ YEARS: \$46.65
3 ½ YEARS: \$49.22

APPLICATION:

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SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0147-5119 JA

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LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 16

Date: March 26, 2020

Reason for Consideration: Approval

**ASSOCIATE RESEARCH INFORMATION SYSTEMS
ANALYST**

PROMOTIONAL

20-0114-5267

List Valid: 3/17/2020-3/17/2021

Total Applications Received: 6

No. Passed: 3

No. Failed: 1

Total Invited to Exam: 4

No. Withdrew: 0

No. Screened Out: 2

MAINTENANCE MATERIAL COORDINATOR

DUAL

20-0119-0627

List Valid: 3/24/2020-3/24/2021

Total Applications Received: 109

No. Passed: 10

No. Failed: 5

Total Invited to Exam: 20

No. Withdrew: 5

No. Screened Out: 89

OFFICE ASSISTANT – BL SP

OPEN

20-0117-5158

List Valid: 3/20/2020-3/20/2021

Total Applications Received: 156

No. Passed: 27

No. Failed: 54

Total Invited to Exam: 111

No. Withdrew: 30

No. Screened Out: 45

RECREATION AIDE

DUAL

20-0140-5068

List Valid: 3/19/2020-3/19/2021

Total Applications Received: 62

No. Passed: 18

No. Failed: 0

Total Invited to Exam: 52

No. Withdrew: 34

No. Screened Out: 10

RECREATION AIDE – KIDS' CLUB

DUAL

20-0107-0477

List Valid: 3/19/2020-3/19/2021

Total Applications Received: 31

No. Passed: 3

No. Failed: 0

Total Invited to Exam: 29

No. Withdrew: 26

No. Screened Out: 2

RECREATION AIDE – WRAP

DUAL

20-0106-5261

List Valid: 3/19/2020-3/19/2021

Total Applications Received: 19

No. Passed: 4

No. Failed: 0

Total Invited to Exam: 19

No. Withdrew: 15

No. Screened Out:

SCHOOL SAFETY OFFICER (CORRECTED)

DUAL CONTINUOUS

20-0096-5014

List Valid: 3/05/2020-9/05/2020

Total Applications Received: 19

No. Passed: 2

No. Failed: 1

Total Invited to Exam: 4

No. Withdrew: 1

No. Screened Out: 15

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 41536002

PAGES: 17-31

Date: 03/26/2020

Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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

PERSONNEL COMMISSION



MEETING DATES 2020-2021

All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

2020

July 2
July 16
July 30

August 13
August 27

September 10
September 24

October 8
October 22

November 5
November 19

December 3
December 17
*December 31

2021

January 14
January 28

February 11
February 25

March 11
March 25

April 8
April 22

May 6
May 20

June 3
June 17

*The regular biweekly meeting of the Personnel Commission on December 31, 2020 meeting is a non-duty day for 12-month employees. The Commission may elect to hold this meeting on an alternate date.

PERSONNEL COMMISSION



March 18, 2020

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a Classification

Background and Findings

The Chief of School Safety and Emergency Preparedness requested staff create a new classification of School Safety Operations Manager to assist the Chief in the planning, organization and management of the daily administrative and operational activities of the Office of School Safety and Emergency Preparedness. An incumbent will have responsibility for the oversight, management and functionality of school safety systems including security cameras, emergency notification, visitor management and electronic lock access control systems.

Salary Placement

Local agencies typically used for salary surveys were surveyed for compensation comparison. The results of the survey did not provide a clear guideline for salary placement and instead staff looked at internal relationships with existing classifications. Specifically, staff looked at internal relationships between the proposed classification and other manager classifications placed at salary range 42 (M2). The recommended allocation of 42 (M2) will align with the existing Emergency Preparedness Program Manager classification already utilized by the department.

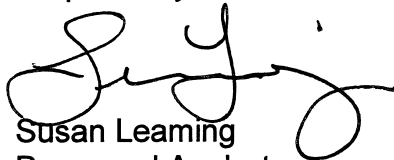
The Superintendent of Schools and the Chief of School Safety and Emergency Preparedness are in agreement with the proposed classification specification and recommended salary placement.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the classification specification of School Safety Operations Manager
2. Allocate the classification of School Safety Operations Manager to salary range 42 (M2)

Prepared by:


Susan Leaming
Personnel Analyst

Approved and Recommended:


Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: XXXX
Salary Range: 42 (M2)

SCHOOL SAFETY OPERATIONS MANAGER

JOB SUMMARY

Under general direction, plan, organize and manage the daily administrative and operational activities of the Office of School Safety and Emergency Preparedness; oversee, manage and assure the functionality of school safety systems including security cameras, emergency notification, visitor management and electronic lock access control systems; train and evaluate the performance of assigned staff; 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.

- Oversee, manage and assure the functionality of assigned school safety systems including security cameras, emergency notification, visitor management and electronic lock access control systems; troubleshoot operational issues. **E**
- Confer with contractors and District staff to assure safety systems are maintained; recommend system modifications; communicate with District staff, vendors, and other outside organizations to coordinate activities, resolve issues and exchange information. **E**
- Coordinate and provide technical support and training to school sites and District staff in the use of school safety systems; assign access passwords; authorize or respond to requests and subpoenas for archived footage from security cameras. **E**
- Oversee and manage the issuance and processing of District identification badges and electronic lock access cards; manage the distribution of subpoenas to School Safety personnel. **E**
- Manage adjustments in department resources to provide safety and protection for District students, staff and property; assure compliance with applicable laws, codes, rules and regulations. **E**
- Oversee and develop School Safety personnel work shifts to assure adequate coverage; adjust shifts according to staff availability and special activities or events needing extra coverage; authorize overtime and requests for time off. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee, review and conduct comprehensive background investigations for School Safety employment candidates in accordance with Police Officers Standard and

Training (P.O.S.T) Commission regulations. *E*

- Oversee and manage the coordination of District Safety Teams; recruit new members; maintain Safety Team information; activate Safety Teams as necessary. *E*
- Oversee and serve as a primary contact for school sites relating to inappropriate use of social media; research social media websites and request removal of inappropriate accounts and content. *E*
- Serve on the District's Emergency Operations Center (EOC) team; conduct EOC trainings; serve as incident commander as needed and participate in maintaining the EOC from which District officials will direct actions in the event of an emergency. *E*
- Participate in the development and preparation of the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; process budget documents. *E*
- Prepare or direct the maintenance of a variety of complex reports and records; research, analyze and compile necessary information and data; maintain files and databases related to assigned activities. *E*
- Perform special projects and prepare related forms and reports; attend to administrative details on special matters as assigned. *E*
- Communicate with administrators, school sites, parents, personnel, law enforcement agencies, public agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Provide technical expertise, information and assistance to District administration regarding department operations; assist in the formulation and development of programs and policies; advise administration of unusual trends or issues and recommend appropriate corrective action. *E*
- Attend and participate in a variety of meetings, conferences and in-service trainings; prepare and deliver presentations to individuals or groups concerning School Safety and Emergency Preparedness operations, policies, procedures and services. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal or District vehicle to travel to various sites to conduct work. *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

Incumbents in the School Safety Operations Manager classification plan, organize and manage the daily administrative and operational activities of the Office of School Safety and Emergency Preparedness including overseeing, managing and assuring the functionality of assigned school safety systems including security cameras and visitor management and electronic lock access control systems. Incumbents oversee, review and conduct comprehensive background investigations in accordance with Police Officers Standard and Training (P.O.S.T) Commission regulations.

EMPLOYMENT STANDARDS

Knowledge of:

Employment selection standards set forth by P.O.S.T.
Principles and practices of confidentiality to recognize actions that may compromise the integrity of investigation or investigation file documents.
Modern school safety systems, technologies and equipment.
Incident Command Center guidelines and procedures.
Research methods and report writing techniques.
General techniques and methodologies of project management.
Financial and statistical record-keeping techniques.
Budget preparation and control of expenditures.
Applicable laws, codes, rules and regulations related to assigned activities.
Oral and written communication skills.
Public speaking techniques.
Principles and practices of supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.

Ability to:

Manage and assure the functionality of assigned school safety systems.
Provide technical support and training to school sites and District staff in the use of school safety systems.
Oversee, review and conduct comprehensive P.O.S.T background investigations.
Implement Incident Command Center procedures.
Train, supervise and evaluate the performance of assigned staff.
Research, compile and analyze data.
Prepare comprehensive narrative and statistical reports.
Prepare and maintain records and files.
Analyze and review budgetary and financial data.
Interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with others.
Operate modern school safety security systems, technologies and equipment.
Operate a variety of office equipment including a computer and assigned software.
Meet schedules and timelines.
Maintain confidentiality of sensitive and privileged information.
Work independently with little direction.
Plan and organize work.

Education and Training:

Bachelor's degree including coursework in criminal justice, public administration, business administration, emergency management or a related field.

Completion of a P.O.S.T approved Background Investigation Course is desired.

Experience:

Three years of experience performing P.O.S.T background investigations including some experience in a supervisory capacity.

OR

Three years of experience in law enforcement or security work, preferably with juveniles or adolescents, including some experience in a supervisory capacity.

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

SPECIAL REQUIREMENTS

Incumbents in this classification not possessing P.O.S.T Background Investigation training must complete District-provided training within one year of employment.

Prior to employment in this classification, successful candidates must pass a comprehensive background investigation.

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

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 of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Office environment.

Driving a vehicle to conduct work.

Occasional evening or varied hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

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 one year 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: