

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

MEETING AGENDA

Regular Meeting  
Building B, Room 29  
January 7, 2016

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Stacey V. Lewis
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 December 10, 2015 1 – 5
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 Executive Director – Facilities Development and Planning 6 – 7
2. **RATIFY** job announcement bulletin for Grounds Equipment Operator I 8 – 9
3. **RATIFY** job announcement bulletin for Grounds Equipment Operator II 10 – 11
4. **RATIFY** job announcement bulletin for Instructional Warehouse Assistant 12 – 13
5. **RATIFY** job announcement bulletin for Kids' Club Assistant 14 – 15
6. **RATIFY** job announcement bulletin for Purchasing Supervisor 16 – 17
7. **RATIFY** job announcement bulletin for School Safety Communications Operator 18 – 19
8. **APPROVE** the certification of Campus Security Officer 16-0044-5011 eligibility list established December 28, 2015 20
9. **APPROVE** the certification of Head Start Instructional Aide 16-0036-0657 eligibility list established December 21, 2015 20
10. **APPROVE** the certification of Human Resources Assistant 16-0040-3350 eligibility list established December 30, 2015 20

11. **APPROVE** the certification of Instructional Aide Interpreter – Deaf/Hard of Hearing 16-0039-3272 eligibility list established December 16, 2015 20
  12. **APPROVE** the certification of Senior Administrative Secretary 16-0043-3362 eligibility list established December 23, 2015 20
  13. **APPROVE** the certification of Student Data Systems Specialist 16-0011-5164 eligibility list established December 14, 2015 20
- III. OLD BUSINESS
- IV. NEW BUSINESS
1. **APPROVE** the abolishment of the following classification:  
Abolish the classification of Research Operations Manager (42 M2) 21 – 25
  2. **APPROVE** the recommendation to remove from eligibility list ID 6698142 26 – 45
  3. **APPROVE** the recommendation to remove from eligibility list ID 25161562 46 – 63
  4. **APPROVE** the recommendation to remove from eligibility list ID 20352967 64 – 85
  5. **APPROVE** the recommendation to remove from eligibility list ID 25760211 86 – 102
  6. **APPROVE** the recommendation to remove from eligibility list ID 18780731 103 – 118
  7. **APPROVE** the recommendation to remove from eligibility list ID 22159048 119 – 139
  8. **APPROVE** the recommendation to remove from eligibility list ID 2471223 140 – 154
  9. **APPROVE** the recommendation to remove from eligibility list ID 23732005 155 – 168
  10. **APPROVE** the recommendation to remove from eligibility list ID 9969119 169 – 187
- V. OTHER ITEMS
- VI. NEXT REGULAR MEETING
- January 21, 2016 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 Commission office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a) 1.

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

**MINUTES**

Regular Meeting

December 10, 2015

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey V. Lewis, Chairperson, on Thursday, December 10, 2015, at 10:00 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 Stacey V. Lewis.

**ROLL**

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

Present:           Stacey V. Lewis  
                      Terence Ulaszewski  
                      Linda J. Vaughan

**STAFF MEMBERS  
PRESENT**

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Shristie Nair, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Adriana Araujo, Staff Secretary; Susan Brister, Human Resources Technician; and Judith Lopez, Human Resources Technician

**GUESTS**

Tom Hickman, Chief of School Safety and Emergency Preparedness; and Valeeta Pharr, CSEA Chapter 2 President.

**MINUTES OF  
REGULAR MEETING  
APPROVED**

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of November 12, 2015.

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

**RECEIVE  
CORRESPONDENCE**

A document by a pending coach. Following the submission, the candidate opted to retract the correspondence.

**PUBLIC HEARD**

None

**REPORT FROM  
EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, informed the Commission of his attendance at the Personnel Commission Association of Southern California (PCASC) session on Friday, November 13, 2015. Mr. Kato reported on the update to the entire phone system in the Personnel Commission office. Mr. Kato reported he attended the CSEA Chapter meeting on November 19, 2015 to answer questions about the Personnel Commission or address concerns. He extended his gratitude to Valeeta Pharr, CSEA Chapter 2 President, for the welcoming environment at the meeting. Mr. Kato mentioned his presence at

the Association of Long Beach Educational Managers and Confidential Employees meeting on November 17, 2015 per their request. Mr. Kato informed the Commission that he attended an All Principals meeting on November 18, 2015 to answer any questions. Mr. Kato reported that he presented the 2014-2015 Personnel Commission Annual Report to the Board of Education on November 16, 2015. The report was well-received by the Board. Commissioner Ulaszewski was also present and addressed the Board.

Mr. Kato reported on his site visit to Polytechnic High School and Roosevelt Elementary School with Ann Culton, Administrative Coordinator, Human Resource Services, on Monday, December 7, 2015, extending his gratitude to the hospitable principals for accommodating the visits. Mr. Kato informed the Commission of Commissioner Lewis's endorsement for reappointment at the Board of Education meeting on December 1, 2015. Mr. Kato notified the Commission of the District-wide toy drive taking place until December 18, 2015. Mr. Kato concluded with upcoming office closures in observance of the holidays on December 23, 24, 25, 31, and January 1, 2016.

Dale Culton, Certification Services Manager, informed the Commission of the monthly interviews for Instructional Aide – Specials. Mr. Culton extended his gratitude to Special Education for their support throughout the hiring process for their aides.

Mary Cates, Human Resources Supervisor, updated the Commission on current substitute requests on Thursday, December 10, 2015 totaling 631 for classified and certificated employees for that day. Ms. Cates informed the Commission that 93% of requests were filled. Ms. Cates notified the Commission of ASEOP and Vacancy Assignment trainings she and Judith Lopez, Human Resources Technician, executed in collaboration with Karen Kemp, Human Resources Supervisor, and Janine Sorenson, Associate Analyst, Human Resource Services, on December 1 and 4, 2015 for new secretaries and office supervisors. Ms. Cates reported on classified evaluation list distribution with plans to complete distribution to all school sites and departments prior to the commencement of winter break.

Maria Braunstein, Personnel Analyst, reported on 22 current and 27 upcoming recruitments. Ms. Braunstein informed the Commission of meetings she and Shristie Nair, Personnel Analyst, have had with subject matter experts to ensure relevancy and validity of examinations.

#### CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 1-15.

1. **RATIFY** job announcement bulletin for Executive Director – Facilities Development and Planning
2. **RATIFY** job announcement bulletin for Middle School Office Supervisor
3. **RATIFY** job announcement bulletin for Multimedia Technology Supervisor
4. **APPROVE** the certification of ASB Financial Technician 16-0041-0751 eligibility list established December 10, 2015

5. **APPROVE** the certification of Benefits Analyst 16-0020-5198 eligibility list established December 4, 2015
6. **APPROVE** the certification of Campus Security Officer 16-0015-5011 eligibility list established December 2, 2015
7. **APPROVE** the certification of Campus Security Officer 16-0024-5011 eligibility list established December 2, 2015
8. **APPROVE** the certification of Campus Security Officer 16-0029-5011 eligibility list established December 2, 2015
9. **APPROVE** the certification of Instructional Assistant – Computer Resources 16-0034-0603 eligibility list established December 3, 2015
10. **APPROVE** the certification of Instructional Aide – Special 16-0031-0448 eligibility list established November 16, 2015
11. **APPROVE** the certification of Nutrition Services Worker 16-0023-5068 eligibility list established December 1, 2015
12. **APPROVE** the certification of Production Center Supervisor 16-0027-5070 eligibility list established December 1, 2015
13. **APPROVE** the certification of Library/Media Assistant 16-0028-0465 eligibility list established November 20, 2015
14. **APPROVE** the certification of Locker Room Attendant 16-0033-0208 eligibility list established November 16, 2015
15. **APPROVE** the certification of Senior ASB Financial Technician 16-0042-0761 eligibility list established December 10, 2015

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

#### OLD BUSINESS

None

#### NEW BUSINESS

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 1.

1. **APPROVE** the abolishment of the following:  
Abolish the classification of Assistant Warehouse Manager

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

Following discussion, a motion was made by Ms. Vaughan, seconded by Mr.

Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business item 2.

2. **APPROVE** the revision of the following:  
Revise the classification specification for Administrator, K-16  
Collaborations and External Programs

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

Following discussion, a motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business item 3.

3. **APPROVE** the revision of the following:  
Revise the classification specification for School Safety Officer

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

The Commission moved items 4 and 5 of New Business to Closed Session.

4. **APPROVE** the recommendation to remove from eligibility list  
ID 24331595
5. **APPROVE** the recommendation to remove from eligibility list  
ID 13506477

## OTHER ITEMS

Commissioner Linda Vaughan reported on the Personnel Commission Association of Southern California (PCASC) workshop on November 13, 2015 where CSEA received accolades for the support of classified employees. Commissioner Terence Ulaszewski noted for the record that, although all three Personnel Commissioners attended this PCASC event, no District business was discussed and no decisions or actions were taken.

Commissioner Terence Ulaszewski informed the Commission of recognition received from the Board of Education for the hard work of Personnel Commission over the last fiscal year.

Ms. Lewis notified the Commission of the returning Summer Youth Employment Program offered by the Port of Long Beach. Ms. Lewis extended well-wishes for a safe holiday season and appreciation for the Personnel Commission staff. Ms. Lewis reminded all to be mindful of their surroundings and office procedures.

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission of the newest edition of the CSEA historical book of legislation and distributed copies. Ms. Pharr reported that the teachers' bargaining unit reached a tentative settlement, thus CSEA will return for negotiations in 2016. Ms. Pharr wished all happy holidays and extended appreciation to all for their support of employees of Long Beach Unified School District.

**NEXT REGULAR  
MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for January 7, 2016, 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 10:43 a.m. to discuss New Business items 4 and 5.

**OPEN SESSION**

The Personnel Commission returned to open session at 11:10 a.m. The following reportable actions were taken:

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** recommendation to remove from eligibility list ID 24331595 for the duration of 1 year.

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

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to remove from eligibility list ID 13506477 for the duration of 2 years.

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

**ADJOURMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 11:12 a.m. with the consent of the members.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL  
DISTRICT

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Stacey V. Lewis, Chairperson

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Kenneth Kato, Executive Officer

## 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 model of excellence. 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 has been a five-time finalist for the prize.

LBUSD educates 81,000 students in 84 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 1,700 Head Start pupils in 21 Head Start centers. The district employs more than 8,000 people, making it the largest employer in Long Beach.

LBUSD 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. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world.

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, Sports Illustrated and other national news media.

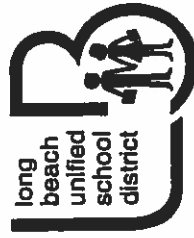
These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

Long Beach, the International City and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of approximately 492,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access to several major freeways, airports and seaports, and the many famous recreational and cultural sites throughout the Southern California area.

DUAL EXAM 16-0046-5084as (mb)

*MB*

# RECRUITMENT EXTENDED



**An Exciting Career  
Opportunity  
Awaits You At**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**EXECUTIVE DIRECTOR –  
FACILITIES DEVELOPMENT  
AND PLANNING**

**\$129,646 – \$152,235  
Annually**



## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Executive Director – Facilities Development and Planning. Under the direction of the Chief Business and Financial Officer, this Executive Director will plan, implement and administer a comprehensive program in the areas of facility planning and development and real estate acquisition; develop, administer and monitor the District's long-range capital improvement strategic master plans.

The District offers an excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

For full details regarding the position, go to our website, select Class Specifications; choose Facilities, Planning, Engineering and Construction, then Executive Director – Facilities Development and Planning.

## **THE IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in business administration, public administration, education (specializing in school business), planning, environmental design, architecture, engineering, construction management, or a related field. A Master's degree in urban planning or above-mentioned fields is highly desirable.

Additionally, candidates will have five years of large-scale facilities planning and construction management experience. Experience in educational facilities planning, funding and construction management is highly preferred.

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

## **SPECIAL REQUIREMENTS**

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

An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

## **OUR QUALIFYING PROCESS**

This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. 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: 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.** Attendance will be at the applicant's expense. 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.lbusd.k12.ca.us/Departments/Personnel Commission/](http://www.lbusd.k12.ca.us/Departments/Personnel%20Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

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

**4:30 p.m., Friday, December 4, 2015**

**EXTENDED DEADLINE: 4:30 P.M., JANUARY 7, 2016**

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

Long Beach Unified School District  
Personnel Commission Office  
4400 Ladoga Avenue  
Lakewood, CA 90713  
(562) 435-5708

[http://www.lbusd.k12.ca.us/Departments/Personnel Commission/](http://www.lbusd.k12.ca.us/Departments/Personnel%20Commission/)

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



2008 Finalist  
the broad prize  
for Urban Education



# Classified Promotional Opportunity

## APPLY TO:

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/)

## GROUND'S EQUIPMENT OPERATOR I - 0175

**Final Filing Date: 4:30 p.m., Wednesday, January 6, 2016.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ¼ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,436	\$3,625	\$3,824	\$4,036	\$4,258
<u>HOURLY:</u>	\$19.82	\$20.92	\$22.07	\$23.29	\$24.57

### PROMOTIONAL:

Employees of the School District 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:

12 month, 100% position. Eligibility list is being created to fill future vacancies as they occur.

### APPLICATION:

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** Under immediate supervision, perform a variety of duties in the operation of power driven grounds equipment to mow, edge and maintain large athletic fields and grounds areas; service, maintain and perform minor repairs on assigned equipment; observe health and safety procedures; and regulations and perform related duties as assigned.

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

### MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

#### TRAINING:

Graduation from high school.

#### EXPERIENCE:

One year experience operating and performing routine maintenance on various types of power groundskeeping equipment, including ride-alone mowers, edgers and dump trucks or one year as a Groundskeeper in the Long Beach Unified School District.

#### SPECIAL:

(1) 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. (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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.

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.

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

16-0048-0175 EE  
Promotional Examination

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.*



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

**APPLY TO:**  
Personnel Commission, Long Beach Unified School District  
4400 Ladera 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/)

## GROUND'S EQUIPMENT OPERATOR II - 0176

**Final Filing Date: 4:30 p.m., Wednesday, January 6, 2016.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<b>MONTHLY:</b>	\$3,627	\$3,828	\$4,038	\$4,260	\$4,495
<b>HOURLY:</b>	\$20.93	\$22.09	\$23.30	\$24.58	\$25.94

**JOB INFORMATION:** 12 month, 100% positions. The current vacancies are located in Grounds Services.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY** Under immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; and perform related duties as required.

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

### MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

**TRAINING:** Graduation from high school.

**EXPERIENCE:** Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I in the Long Beach Unified School District.

**SPECIAL:** (1) Valid California Class B driver's license at time of application. (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. (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 16-0049-0176 EE  
Dual Examination

LBUSD Employees, please see reverse side for Important Information

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.*



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# Classified Employment Opportunity

long  
beach  
unified  
school  
district



## APPLY TO:

Personnel Commission, Long Beach Unified School District  
4400 Ladoqa Avenue, Lakewood, CA 90713 - Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS

<http://www.lbschools.net/Departments/Personnel Commission/>

## INSTRUCTIONAL WAREHOUSE ASSISTANT - 3353

**Final Filling Date: 4:30 p.m., Thursday, January 21, 2016.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>	<u>3 1/2 YEARS</u>
<u>MONTHLY:</u>	\$3,083	\$3,253	\$3,432	\$3,620	\$3,819
<u>HOURLY:</u>	\$17.79	\$18.77	\$19.80	\$20.89	\$22.04

**JOB INFORMATION:** Permanent 40 hours/week, 12 months position. Current vacancy is located at Textbook/Library Services.

**APPLICATION:** 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 any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** Under the direction of an assigned supervisor, perform a variety of duties related to the receipt, processing, storage and distribution of books, examinations and instructional and media materials to District sites; prepare books, examinations and instructional and media materials for delivery; prepare and maintain records and lists related to assigned activities; perform related duties as assigned.

**Note:** Before being considered for employment, 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.

**MINIMUM QUALIFICATIONS INCLUDE:** Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

**TRAINING:** Equivalent to graduation from high school.

**EXPERIENCE:** One year of clerical work involving the receipt, issuance, documentation, and storage of supplies and equipment. Experience working with books or testing materials is preferred.

**SPECIAL:**

- 1) Positions in this classification require the use of a personal automobile and possession of a valid California driver's license.
- 2) Some positions in this classification may require forklift certification within six months of employment.
- 3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**PHYSICAL DEMANDS:** Dexterity of hands and fingers to operate a computer keyboard and warehouse equipment. Hearing and speaking to exchange information in person and on the telephone. Walking, sitting or standing for extended periods of time. Seeing to read a variety of materials. Lifting, carrying, pushing and pulling heavy objects, book carts and boxes weighing approximately 40 pounds and with assistance up to approximately 50 pounds. Reaching overhead, above the shoulders and horizontally. Bending at the waist, kneeling and crouching. Climbing ladders to reach textbooks and instructional materials. Heavy physical labor.

## **SELECTION PROCEDURE:**

The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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.

**SELF-CERTIFICATION:** In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class.

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

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.*



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# Classified Employment Opportunity

## APPLY TO:

Personnel Commission, Long Beach Unified School District  
4400 Ladoga Ave., 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/)

## KIDS' CLUB ASSISTANT - 0694

(Positions not to exceed 18 hours per week)

**Final Filing Date: 4:30 p.m., Thursday, January 14, 2016.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$2,416	\$2,548	\$2,689	\$2,835	\$2,991
<u>HOURLY:</u>	\$13.94	\$14.70	\$15.51	\$16.36	\$17.26

**JOB INFORMATION:** Eligibility list is being created to fill future vacancies as they occur.

## APPLICATION:

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** Under immediate supervision, a Kid's Club Assistant will actively participate in the activities of a Kid's Club program designed to provide child care both before and after regular school times, and may range from 6:00-6:30 a.m. to 6:00-6:30 p.m., or as otherwise established. Incumbents are expected to be good role models for the children in a culturally diverse environment and encourage the development of sound social behavioral and interactions skills among the children and perform related duties as assigned. They will be assigned to work a schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule; and perform related duties as assigned.

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

## MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

**TRAINING:** Graduation of high school or equivalent. Course work in child development or social work is desirable.

**EXPERIENCE:** Six months of experience working with children in an instructional group or child-care setting.

**SPECIAL:** 1) Some positions may require the use of a personal automobile and possession of a valid California Class C driver's license. 2) May be required to travel from one school location to another. 3) Accepting employment in a position in this classifications requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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. Selective certification shall be made for positions in this classification which require a valid driver's license (Education Code 45277). 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.

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LBUSD Employees, please see reverse side for important information

Exam 16-0060-0694 EE  
Dual Examination

*Maria But*



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.*



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# Classified Employment Opportunity

## APPLY TO:

Personnel Commission, Long Beach Unified School District  
4400 Ladoga Ave, 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/)

## PURCHASING SUPERVISOR - 5131

**Final Filling Date: 4:30 p.m., Thursday, January 14, 2016.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$5,947	\$6,274	\$6,620	\$6,983
<u>HOURLY:</u>	\$34.31	\$36.20	\$38.19	\$40.29

**JOB INFORMATION:** 100%, 12 month position. The current vacancy is located in Purchasing.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** Under general direction, plan, organize, oversee and participate in the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services; oversee ordering and follow-up activities to assure efficient, fiscally sound and timely purchases; train and supervise the performance of assigned staff; perform related duties as assigned.

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

### MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

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

**EXPERIENCE:** Three years of procurement experience including writing specifications, preferably in a public agency. Experience in a lead or supervisory capacity is highly preferred.

**SPECIAL:** (1) Positions in this classification require the use of a 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.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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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Exam 16-0059-5131 EE  
Dual Examination

LBUSD Employees, please see reverse side for important information

*Maria Braunstein*

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.*



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# Classified Employment Opportunity

**APPLY TO:**  
Personnel Commission, Long Beach Unified School District  
4440 Ladoga Avenue, Long Beach, CA 90713 Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS  
[http://www.lbschools.net/Departments/Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

## SCHOOL SAFETY COMMUNICATIONS OPERATOR – 5013

**Final Filing Date: 4:30 p.m., Friday, January 15, 2016.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,531	\$3,725	\$3,929	\$4,146	\$4,374
<u>HOURLY:</u>	\$20.38	\$21.49	\$22.67	\$23.92	\$25.24

**JOB INFORMATION:** Permanent 50%, 12 month position. The current vacancy is located in School Safety. Adjustable work schedule including evenings, weekends and graveyard shifts.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at: [http://www.lbschools.net/Departments/Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

**JOB SUMMARY:** Under general supervision, a School Safety Communications Operator, assigned to the District School Safety Communications Center, receives calls for assistance and dispatches safety personnel to District sites for appropriate action. An incumbent must exercise independent judgment and thinking when receiving and responding to calls. An incumbent also monitors signals from intrusion and fire alarms and relays radio messages to mobile school safety units and local law enforcement agencies; and performs related duties as required.

**Note:** Before being considered for employment, 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.

### **MINIMUM QUALIFICATIONS INCLUDE:**

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

**TRAINING:** Equivalent to graduation from high school.

**EXPERIENCE:** One year of experience in security communications work, preferably six months of dispatching work in a public agency or the United States armed forces.

**SPECIAL:** (1) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**PHYSICAL DEMANDS:** Hear normal voice-range frequencies; speaking to exchange information in person and on the telephone (hearing and speech must be unimpaired); seeing to read, prepare and proofread documents; dexterity of hands and fingers to operate communications equipment and keyboard; sitting for extended periods of time.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a 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.

**SELF-CERTIFICATION:** In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 30 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class.

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

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LBUSD Employees, please see reverse side for important information.

Exam16-0058-5013 SF  
Dual Examination

*Monica R...*

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

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

**Guidelines:**

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

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

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

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LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 20

Date: January 7, 2016

Reason for  
Consideration: Approval

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<b>Campus Security Officer</b> List Valid: 12/28/15 – 12/28/16 Total applications received: 95 No. Passed: 6      No. Failed: 1	<b>Open Continuous</b>  Total invited to exam: 8 No. Withdrew: 1	<b>16-0044-5011</b>   No. Screened Out: 87
<b>Head Start Instructional Aide</b> List Valid: 12/21/15 – 12/21/16 Total applications received: 122 No. Passed: 16      No. Failed: 1	<b>Dual</b>  Total invited to exam: 24 No. Withdrew: 7	<b>16-0036-0657</b>   No. Screened Out: 98
<b>Human Resources Assistant</b> List Valid: 12/30/15 – 12/30/16 Total applications received: 210 No. Passed: 19      No. Failed: 20	<b>Dual</b>  Total invited to exam: 62 No. Withdrew: 23	<b>16-0040-3350</b>   No. Screened Out: 148
<b>Instructional Aide Interpreter – Deaf/Hard of Hearing</b> List Valid: 12/16/15 – 12/16/16 Total applications received: 10 No. Passed: 3      No. Failed: 0	<b>Open Continuous</b>  Total invited to exam: 3 No. Withdrew: 0	<b>16-0039-3272</b>   No. Screened Out: 7
<b>Senior Administrative Secretary</b> List Valid: 12/23/15 – 12/23/16 Total applications received: 71 No. Passed: 9      No. Failed: 4	<b>Dual</b>  Total invited to exam: 20 No. Withdrew: 7	<b>16-0043-3362</b>   No. Screened Out: 51
<b>Student Data Systems Specialist</b> List Valid: 12/14/15 – 12/14/16 Total applications received: 10 No. Passed: 2      No. Failed: 3	<b>Promotional</b>  Total invited to exam: 5 No. Withdrew: 0	<b>16-0011-5164</b>   No. Screened Out: 5

CERTIFIED TO BE CORRECT:     Kenneth Kato     DATE: December 30, 2015



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

December 10, 2015

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

### Background and Findings

The single incumbent classification of Research Operations Manager (42 M2) was created in 2000 and has been vacant since June 2010 when the position was abolished. The incumbent was responsible for the daily operations of the Research Office and supervised the work of clerical and technical staff. These duties have been distributed to other management and supervisory classifications within the department.

No employees will be affected by this action as the class is vacant and there is no reemployment list in place.

The Assistant Superintendent, Research, Planning and Evaluation supports the abolishment and does not anticipate utilizing the Research Operations Manager classification in the future.

### Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of Research Operations Manager

Prepared by:

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 3328  
Salary Range: 42 (M2)

### RESEARCH OPERATIONS MANAGER

#### JOB SUMMARY

Under the direction of the Assistant Superintendent, Research, Evaluation and Planning, plan, organize and coordinate the activities of the Research Office including Testing, Technical Studies, Research-Evaluation and Administrative Studies units; coordinate and verify completion of federal, State and District administrative reports; train and evaluate the performance of assigned personnel.

#### 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.*

- Plan, organize and coordinate the activities of the Research Office including Testing, Technical Studies, Research-Evaluation and Administrative Studies units; assure the administrative functions of the office are effectively accomplished; develop and revise work flow and office procedures; develop forms for the department; maintain appropriate records and files. *E*
- Create a variety of correspondence explaining and responding to inquiries concerning the District and State testing programs to District personnel, parents and the general public; provide information concerning schedules, procedures and reporting requirements to schools and District administration. *E*
- Coordinate and verify completion of federal, State and District administrative reports; assure compliance with data collection time lines, data verification procedures and applicable laws and regulations; arrange for additional staff or reschedule work assignments to meet schedules or deadlines. *E*
- Interpret and explain laws related to data collection, test security, student confidentiality and Board policies and procedures related to promotion, retention, accountability and assessment of students. *E*
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; hire, supervise and coordinate temporary workers. *E*
- Operate a variety of office equipment including a computer and assigned software; troubleshoot malfunctions and arrange for repairs of equipment. *E*
- Investigate and resolve issues related to District personnel and procedures; provide communication support services and troubleshooting solutions with school sites; initiate appropriate action or follow-up. *E*



- Oversee the budget preparation activities, time keeping preparation and submission, and purchasing and requisitioning supply and equipment needs. *E*
- Interpret and explain test scores and various technical reports orally or in writing to District personnel and others. *E*
- Maintain office appointment calendar; schedule and make travel arrangements for meetings and conferences. *E*
- Attend and represent the office at a variety of meetings related to assigned activities. *E*
- Assist professional research staff with a variety of special projects as assigned. *E*
- Maintain the office petty cash funds and related records. *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**

The Research Operations Manager class is responsible for the daily operations and management of the Research Office, exercising appropriate judgement and decision-making skills. Incumbents plan, organize and coordinate the activities of the Research Office and oversee the work of staff. An incumbent should demonstrate exceptional interpersonal skills, positive public relations in contacts with the public and District employees and initiative in accomplishing the critical work activities of the office.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

District and State testing programs, schedules, procedures and reporting requirements.  
Board policies and procedures related to promotion, retention, accountability and assessment.

Principles of supervision and training.

District organization, operations, policies and procedures.

Applicable laws, codes, rules and regulations related to assigned activities.

Financial and statistical record-keeping techniques.

Business letters and reports writing techniques.

District personnel practices and procedures.

Oral and written communication skills.

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

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Budget preparation and control.

#### **Ability to:**

Plan, organize and coordinate the activities of the Research Office including Testing, Technical Studies, Research-Evaluation and Administrative Studies units.

Coordinate and verify completion of federal, State and District administrative reports.

Train and evaluate assigned personnel.  
Interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.  
Coordinate and review the work of temporary staff.  
Understand and resolve issues, complaints or problems.  
Assure smooth and efficient office operations.  
Determine resource needs for assigned work units.  
Analyze situations accurately and adopt an effective course of action.  
Compose correspondence and written materials independently or from oral instructions..  
Work independently with little direction.  
Prepare and maintain financial and statistical records.  
Complete work with many interruptions.  
Operate a variety of office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Plan and organize work.

**Education and Training:**

Associate's degree with course work in business, education, computer science or a related field.

**Experience:**

Either four years of clerical or secretarial experience including two years in a supervisory position or one year of experience at the level of Research Office Technician. 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.

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

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

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

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

Bending at the waist, kneeling or crouching to file 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 (1) 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.

June 8, 2000

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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**SUBJECT:** Removal from Eligibility List

**PAGES:** 26 - 45

**Date:** January 7, 2016

**Reason for  
Consideration:** Restricted Action

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

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

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the eligible 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  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 46 – 63

Date: January 7, 2016

Reason for  
Consideration: Restricted Action

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 64 – 85

Date: January 7, 2016

Reason for  
Consideration: Restricted Action

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 86 – 102

Date: January 7, 2016

Reason for  
Consideration: Restricted Action

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

4.2.A.6 – "Presently continuing to serve a judicially imposed sentence including probationary period for conviction, unless the District waives this subsection."

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 103 – 118

Date: January 7, 2016

Reason for  
Consideration: Restricted Action

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 119 – 139

Date: January 7, 2016

Reason for  
Consideration: Restricted Action

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 140 – 154

Date: January 7, 2016

Reason for  
Consideration: Restricted Action

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 155 – 168

Date: January 7, 2016

Reason for  
Consideration: Restricted Action

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 169 – 187

Date: January 7, 2016

Reason for  
Consideration: Restricted Action

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