



## PERSONNEL COMMISSION

**PLEASE POST**

### MEETING AGENDA

Testing Room  
Personnel Commission Office  
4400 Ladoga Avenue  
Lakewood, California 90713

January 8, 2015  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER

2. PRELIMINARY

2.1 Pledge of Allegiance to the Flag

2.2 Commissioners roll call

Stacey Lewis, Chairperson  
Linda Vaughan, Vice-Chairperson  
Terry Ulaszewski, Member

Present \_\_\_\_\_  
Present \_\_\_\_\_  
Present \_\_\_\_\_

2.3 Introduction of Guests

3. HEARING OF PUBLIC TESTIMONY AND QUESTIONS  
FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA

4. REPORT FROM THE EXECUTIVE OFFICER

5. HEARINGS

None

6. MINUTES

6.1 Approval of Minutes for December 11, 2014

Action

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Receive and take action on the Hearing Officer's report in  
the disciplinary matter of employee # E 00177750

Restricted Action

7.2 Recommendation to Remove from Eligibility List per  
P.C. Rule 4.2.A.7 & 4.2.A.8

Restricted Action

7.3 Approve temporary upgrade for Marilyn Balmer, Personnel  
Analyst to Personnel Commission Administrator

Action

8. BULLETINS AND TESTING ACTIONS

8.1 Bulletins – Per Personnel Commission Rule 4.3.B

Action

Choral Accompanist	Dual	15-0093-0122
Computer Support Technician	Dual	15-0092-5108
Elementary School Office		
Supervisor	Promo	15-0089-3345
Instructional Assistant –		

<b>Intensive Behavioral Treatment</b>	<b>Dual</b>	<b>15-0086-5035</b>
<b>Job Developer</b>	<b>Dual</b>	<b>15-0101-0463</b>
<b>Nutrition Services Worker (Avalon)</b>	<b>Open/Continuous</b>	
<b>Senior Executive Secretary</b>	<b>Promo</b>	<b>15-0088-0679</b>
<b>School Safety Officer</b>	<b>Dual</b>	<b>15-0094-5014</b>
<b>School Support Secretary</b>	<b>Promo</b>	<b>15-0090-3361</b>
<b>School Support Secretary- Bilingual Spanish</b>	<b>Promo</b>	<b>15-0091-5159</b>
<b>Warehouse Materials Processor</b>	<b>Dual</b>	<b>15-0102-0712</b>

- 8.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B Action
- |  |                          |
|--|--------------------------|
| <b>Accountant</b>                                      | <b>Dual 15-0058-0358</b> |
| List Valid: 12/19/14 – 12/19/15                        |                          |
| <b>Custodian</b>                                       | <b>Dual 15-0064-0139</b> |
| List Valid: 1/02/15 – 1/02/16                          |                          |
| <b>Intermediate Accounting<br/>Assistant (Revised)</b> | <b>Dual 15-0052-0755</b> |
| List Valid: 11/18/14 – 11/18/15                        |                          |
| <b>Intermediate Payroll<br/>Accounting Technician</b>  | <b>Dual 15-0059-0756</b> |
| List Valid: 12/19/14 – 12/19/15                        |                          |
| <b>Kids' Club Assistant</b>                            | <b>Dual 15-0055-0694</b> |
| List Valid: 12/15/14 – 12/15/15                        |                          |
| <b>Senior Payroll Accounting<br/>Technician</b>        | <b>Dual 15-0060-0762</b> |
| List Valid: 12/19/14 – 12/19/15                        |                          |

9. OTHER ITEMS

- 9.1 Open House at the Personnel Commission offices  
following the meeting of January 22, 2015

10. The next regular scheduled meeting of the Personnel Commission is scheduled for January 22, 2015 at 8:15 a.m. at Personnel Commission Office at 4400 Ladoga Avenue, Lakewood, California.

11. CLOSED SESSION

12. ADJOURNMENT

**ACCESS TO PUBLIC DOCUMENTS**

*Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood CA 90713, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:30p.m.).*

*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 pursuant to Government Code 54954.2 (a) 1.*

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for December 11, 2014

PAGES: 6.1.1 – 6.1.4

Date: January 8, 2015

Reason for Consideration: Action

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Personnel Commission Office  
4400 Ladoga Avenue  
Lakewood, CA 90713

Chairperson Stacey Lewis called the meeting of the Personnel Commission to order at 9:30 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

**COMMISSION MEMBERS PRESENT**

Stacey Lewis, Chairperson  
Linda Vaughan, Vice-Chairperson  
Terence Ulaszewski, Member

**STAFF MEMBERS PRESENT**

Marilyn Balmer, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary  
Susan Brister, Human Resources Technician  
Esther Martinez, Human Resources Technician  
Damaris Padilla, Human Resources Technician  
Shelley Scott, Human Resources Technician

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President and Pat Heineke.

**HEARING OF PUBLIC TESTIMONY AND  
QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA**

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QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA

None

**REPORT FROM THE EXECUTIVE OFFICER**

REPORT FROM THE EXECUTIVE OFFICER

Due to the resignation of Dr. Gail McMahon, Executive Officer, Marilyn Balmer, Personnel Analyst will provide the report.

Ms. Balmer gave a status report on various projects that are occurring as we settle into our new location.

Staff provided a brief update of their unit activities.

## MINUTES

## MINUTES

The Commission approved the minutes of the November 13 and December 5, 2014 Personnel Commission meetings. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Ulaszewski seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote.

### RECEIVE AND TAKE ACTION ON THE HEARING OFFICERS REPORT

### RECEIVE AND TAKE ACTION ON THE HEARING OFFICERS REPORT

This item was pulled and will be placed on the January 8, 2015 agenda.

### CONSIDERATION OF THE PROCESS TO REPLACE THE EXECUTIVE OFFICER, PERSONNEL COMMISSION, INCLUDING AN INTERIM OR ACTING APPOINTMENT

### CONSIDERATION OF THE PROCESS TO REPLACE THE EXECUTIVE OFFICER, PERSONNEL COMMISSION, INCLUDING AN INTERIM OR ACTING APPOINTMENT

It was moved by Vice-Chairperson Vaughan to move this item into closed session to discuss compensation. Commissioner Ulaszewski seconded the motion. The motion carried. The vote was unanimous with all members present participating in the vote.

### APPOINTMENT OF A COMMISSION MEMBER TO COORDINATE THE EXECUTIVE OFFICER, PERSONNEL COMMISSION RECRUITMENT

### APPOINTMENT OF A COMMISSION MEMBER TO COORDINATE THE EXECUTIVE OFFICER PERSONNEL COMMISSION RECRUITMENT

It was moved by Vice-Chairperson Vaughan to appoint Commissioner Ulaszewski. Chairperson Lewis seconded the motion. The motion carried. The vote was unanimous with all members present participating in the vote.

### CLASSIFICATION/RESTRUCTURE

### CLASSIFICATION/RESTRUCTURE

The Personnel Commission acted to approve the following classification recommendation per Education Code 45256 and according to Personnel Commission Rules. The following classification item was approved.

#### RECLASSIFY A POSITION

Maria Braunstein      From: Associate Personnel Analyst (SR 35 M2)  
                                    To: Personnel Analyst (SR 40 M2)

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the reclassification. The motion carried. The vote was unanimous with all members present participating in the vote.

The Personnel Commission directed staff to review the classification specification for the Associate Personnel Analyst classification.

## REMOVAL FROM ELIGIBILITY LIST

## REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7 and 4.2.A.8. Appellant 21054516 was not present. The Commission moved this item to Closed Session.

## REMOVAL FROM ELIGIBILITY LIST

## REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.24. Appellant 21210846 was not present. The Commission moved this item to Closed Session.

## ELIGIBILITY LISTS

## ELIGIBILITY LISTS

Personnel Commission Rule 5.1.B, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the eligibility lists.

The motion carried. The vote was unanimous with all members present participating in the vote. The following eligibility lists were approved:

<b>Head Start Instructional Aide</b> List Valid: 11/26/14 – 11/26/15	<b>Dual</b>	<b>15-0054-0657</b>
<b>Instructional Aide- Instrumental Music</b> List Valid: 11/21/14 – 11/21/15	<b>Dual</b>	<b>15-0049-0447</b>
<b>Instructional Aide-Mobile Classroom</b> List Valid: 11/25/14 – 11/25/15	<b>Dual</b>	<b>15-0048-0601</b>
<b>Instructional Aide-Special</b> List Valid: 11/17/14 – 11/17/15	<b>Dual</b>	<b>15-0068-0448</b>
<b>Instructional Aide-Special</b> List Valid: 12/04/14 – 12/04/15	<b>Dual</b>	<b>15-0076-0448</b>
<b>Intermediate Accounting Assistant</b> List Valid: 11/18/14 – 11/18/15	<b>Dual</b>	<b>15-0052-0755</b>
<b>Intermediate Office Assistant-Schools (Avalon)</b> List Valid: 11/14/14 – 11/14/15	<b>Dual</b>	<b>15-0043-3354</b>
<b>School/Community Liaison – BI Spanish (Avalon)</b> List Valid: 11/14/14 – 11/14/15	<b>Dual</b>	<b>15-0045-5178</b>
<b>School/Community Liaison – BI Spanish</b> List Valid: 12/12/14 – 12/12/15	<b>Dual</b>	<b>15-0039-5178</b>
<b>Senior Accounting Assistant</b> List Valid: 11/18/14 – 11/18/15	<b>Dual</b>	<b>15-0053-0760</b>

## OPEN HOUSE AT THE PERSONNEL COMMISSION

## OPEN HOUSE AT THE PERSONNEL COMMISSION

The Personnel Commission scheduled the open house of the Personnel Commission offices for the meeting of January 22, 2015.

## OTHER ITEMS

Commissioner Ulaszewski thanked the Board of Education and CSEA for their support in his reappointment to the Personnel Commission.

Chairperson Lewis wished everyone a Happy Holidays and thanked them for all they do for the school district.

## NEXT MEETING

NEXT MEETING

The Commission acted to cancel the Personnel Commission meeting of December 25, 2014. The vote was unanimous with all members present participating in the vote. The next regular meeting of the Personnel Commission will be held on Thursday, January 8, 2015, at 8:15 a.m. at 4400 Ladoga Avenue, Lakewood, California.

## CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 10:09 a.m. to consider the recommendations to remove appellants: 21054516, 11182289, from current eligibility lists and to consider the process to replace the Executive Officer, Personnel Commission, including an interim appointment.

## RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:24 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove candidate 21054516 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after December 2015. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted to sustain staff's recommendation to remove candidate 11182289 from current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after December 2015. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted to appoint Pat Heineke as the Interim Executive Officer, Personnel Commission and Classified Employment at salary range 65 D.

## ADJOURNMENT

ADJOURNMENT

There being no further business, at 10:42 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

*Marilyn Balmer*

Marilyn Balmer  
Personnel Analyst  
MB/mb

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 7.2.1-7.2.14

Date: January 8, 2015

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 reasons:

4.2.A.7 – “criminal, infamous, dishonest, immoral, or disgraceful conduct according to standards approved by the commission.” Dishonest is defined as “thefts, burglaries, deception, fraud, or acts intended to deprive lawful possession or ownership, or to obscure or confuse facts or issues.”

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  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Bulletins

PAGE: 8.1.1 – 8.1.21

Date: January 8, 2015

Reason for  
Consideration: Action

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Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Choral Accompanist	Dual	15-0093-0122	2
Computer Support Technician	Dual	15-0092-5108	4
Elementary School Office Supervisor	Promotional	15-0089-3345	6
Instructional Assistant – Intensive Behavioral Treatment	Dual	15-0086-5035	8
Job Developer	Dual	15-0101-0463	10
Nutrition Services Worker (Avalon)	Open/Continuous		12
Senior Executive Secretary	Promotional	15-0088-0679	14
School Safety Officer	Dual	15-0094-5014	16
School Support Secretary	Promotional	15-0090-3361	18
School Support Secretary- Bilingual Spanish	Promotional	15-0091-5159	18
Warehouse Materials Processor	Dual	15-0102-0712	20





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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/MainOffices/PersonnelCommission/](http://www.lbschools.net/MainOffices/PersonnelCommission/)

## CHORAL ACCOMPANIST - 0122

**Final Filing Date: 4:30 p.m., Thursday, January 22, 2015**

<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>
MONTHLY:	\$2,857	\$3,015	\$3,181	\$3,355	\$3,539
HOURLY:	\$16.48	\$17.40	\$18.35	\$19.36	\$20.42

**JOB INFORMATION:** The current vacancy is a 10 month, 50% FTE position located at Cabrillo High School

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/MainOffices/PersonnelCommission/](http://www.lbschools.net/MainOffices/PersonnelCommission/). 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 close supervision, a choral accompanist provides piano accompaniment for a variety of performances and rehearsals for assigned choirs. The Choral Accompanist is required to be a musician with advanced piano training and piano playing experience. Incumbents are expected to attend and provide piano accompaniment at evening and weekend performances; 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 other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

### **TRAINING:**

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

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

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

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

**\*Verification will be required for high school graduation, college units & degrees.**

One year of experience as an accompanist to soloists or choral groups.

### **EXPERIENCE:**

### **SPECIAL:**

- (1) May be required to travel from one school location to another. (2) 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  
LBUSD Employees, please see reverse side for important information

Exam 15-0093-0122dp  
Dual 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 LA, 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/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## COMPUTER SUPPORT TECHNICIAN - 5108

**Final Filing Date:** 4:30 p.m., Tuesday, January 20, 2015.

<b>SALARY RANGE</b>	<b>START</b>	<b>6 MONTHS</b>	<b>1 ½ YEARS</b>	<b>2 ½ YEARS</b>	<b>3 ½ YEARS</b>
<b>MONTHLY:</b>	\$5,334	\$5,626	\$5,936	\$6,262	\$6,606
<b>HOURLY:</b>	\$30.77	\$32.46	\$34.25	\$36.13	\$38.12

### **JOB INFORMATION:**

The current vacancy is located in Information Services. One 10 month flex, 100% position. 40 hours per week only during the school year.

### **APPLICATION:**

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/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, configures, installs, tests, maintains, troubleshoots and repairs local (LAN) and wide (WAN) area networks, computer systems and peripheral equipment; provide training to District personnel in the proper operation and care of hardware, software and peripheral equipment using Windows or Apple operating systems; and perform related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested 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:**

Associate of Arts degree including course work in computer science, electronic technology or a closely related field. A+ certification. **A Copy of "A+ Certification" must be attached to your application in order to be considered.**

#### **EXPERIENCE:**

Two years experience in the installation, maintenance and repair of computer hardware, software and peripheral equipment in a networked environment. Experience in an organization with a network having a minimum of 30 servers is desirable.

#### **SPECIAL:**

(1) Positions in this class 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. (3) May be required to travel from one school location to another. (4) 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 hand tools, computer keyboards and other specialized equipment; hearing and speaking to exchange information; reaching overhead, above the shoulders and horizontally; lifting, carrying, pushing or pulling heavy objects weighting up to 50 pounds; sitting or standing for extended periods of time; bending at the waist, kneeling or crouching; good visual acuity; climbing ladders and working from heights.

#### **WORKING**

#### **ENVIRONMENT:**

Indoor work environment; driving a vehicle to conduct work; working in a cramped or restrictive work chamber.

**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

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:**

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

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

*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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# Promotional 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/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## ELEMENTARY SCHOOL OFFICE SUPERVISOR – 3345

**Final Filing Date:** 4:30 p.m., Thursday, January 15, 2015.

### SALARY RANGE

MONTHLY:

HOURLY:

### START

\$3,670

\$21.17

### 6 MONTHS

\$3,870

\$22.33

### 1 ½ YEARS

\$4,084

\$23.56

### 2 ½ YEARS

\$4,309

\$24.86

### JOB INFORMATION:

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

### PROMOTIONAL:

Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" **AND** who meet the education and experience requirements are eligible to compete.

### APPLICATION:

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/) (click the "Promotional Opportunities" link). 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 a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Vice-Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned elementary school; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested 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 or equivalent.

#### EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable.

#### SPECIAL:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. 2) May be required to travel from one school location to another.

### SELECTION PROCEDURE:

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. 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:** 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 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

Exam 15-0089-3345 ss

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 Avenue,  
Lakewood, CA 90713  
Office: (562) 435-5708

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

### INSTRUCTIONAL ASSISTANT-INTENSIVE BEHAVIORAL TREATMENT-5035

**Final Filing Date:** 4:30 p.m. Monday, January 5, 2015

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$3,272	\$3,453	\$3,842	\$3,844	\$4,068
HOURLY:	\$18.68	\$19.92	\$21.02	\$22.18	\$23.40

**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/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/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:** An Instructional Assistant-Intensive Behavioral Treatment will, under general supervision, provide one-on-one Applied Behavior Analysis (ABA) to designated students in a variety of educational settings including the home, community and classroom; participate in behavior modification and management of students; assist students with and demonstrate proper physical care and hygienic needs; perform related duties as assigned. The Instructional Assistant-Intensive Behavioral Treatment is distinguished from other instructional classifications by the varying locations at which work is performed; absence of immediate supervision, the independent judgement exercised and the special needs of the population served. Positions assigned to this class are further distinguished by the emphasis on knowledge of methodologies found to benefit some children including but not limited to, Discrete Trial Training, Picture Exchange Communication System (PECS) and Pivotal Response and Floor Time. Incumbents drive a personal vehicle to travel to student's homes and other locations including the classroom and community and provide one-on-one intensive behavioral intervention services (Applied Behavioral Analysis).

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

#### MINIMUM QUALIFICATIONS INCLUDE:

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

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

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

Additionally, completion of course work at an accredited institution of higher education in child development, education and psychology is desirable.

\*Verification will be required for high school graduation, college units & degrees.

#### EXPERIENCE:

One year of experience working with students with autism including some demonstrated experience implementing Applied Behavioral Analysis programs.

OR

One year of experience at the level of LBUSD Instructional Aide-Special, supplemented by District-provided training in the special needs requirements of students with autism.

#### SPECIAL:

(1) Positions in this classification require the use of a personal automobile, the possession of a valid California Class C Driver's license and proof of current and appropriate auto insurance coverage at the time of appointment. (2) Incumbents must obtain a valid First Aid and CPR certificate within the designated probationary period for this classification. (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 will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; and an occupational written examination (100%). 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 the occupational written examination. \*Official transcripts of units must be attached at time of application. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned).

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 VI/VIET SYSTEM EMPLOYER

Exam 15-0088-5035 DP  
QUAL

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/Main\\_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## JOB DEVELOPER- 0463

**Final Filing Date: 4:30 p.m., Thursday, January 8, 2015.**

<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>
MONTHLY:	\$3,272	\$3,453	\$3,642	\$3,844	\$4,056
HOURLY:	\$18.88	\$19.92	\$21.02	\$22.18	\$23.40

**JOB INFORMATION:** The current vacancy is a 10 month, 100% position located at Tucker Administrative Offices.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/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 Job Developer interacts with members of community organizations and potential employers in seeking and securing employment and training opportunities for youth. An incumbent applies a thorough knowledge of job market trends and current training programs available through educational institutions, community organizations and employers; and performs related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested 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:

### **EDUCATION & TRAINING:**

Associate of Arts degree including course work in business, behavioral science or a related field. Training or course work in human resource administration is preferred. (Transcripts verifying degree and course work must be included with application). One year of experience in job search and placement may be substituted for the one year of training.

### **EXPERIENCE:**

One year of experience in job search and placement.

### **SPECIAL REQUIREMENTS:**

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

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 ON CATALINA ISLAND

## APPLY TO:

Personnel Commission, Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood, CA 9013 Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel Commission](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## NUTRITION SERVICES WORKER (AVALON) – 5068

Open Continuous

<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>
HOURLY:	\$12.57	\$13.27	\$13.99	\$14.77	\$15.58

Catalina Island employees receive an additional \$2.91 per hour

### JOB INFORMATION:

Current need is for substitutes. List may be used to fill vacancies as they occur. Positions in this entry class generally range from 2 – 3 hours per day, during midday hours. The eligible list of successful candidates may also be used to fill future substitute and permanent vacancies as they occur.

### APPLICATION:

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/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 a.m. to 4:00 p.m.

**JOB SUMMARY:** Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested 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:** Equivalent to completion of eighth grade.

**EXPERIENCE:** Individuals who possess the required knowledge and abilities are presumed to meet basic standards of experience necessary to achieve performance expectations in the work environment.

**SPECIAL REQUIREMENTS:** 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. 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

LBUSD Employees, please see reverse side for important information

Open Continuous  
Exam 15-0100-5068<sup>th</sup>  
Brammstein

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 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/Main\\_Offices/Personnel\\_Commission](http://www.lbschools.net/Main_Offices/Personnel_Commission)

## SENIOR EXECUTIVE SECRETARY - 0679

**Final Filing Date: 4:30 p.m., Monday, January 5, 2015**

<b>SALARY RANGE</b>	<b>START</b>	<b>6 MONTHS</b>	<b>1 ½ YEARS</b>	<b>2 ½ YEARS</b>
<b>MONTHLY:</b>	\$4,945	\$5,217	\$5,504	\$5,807
<b>HOURLY:</b>	\$28.53	\$30.10	\$31.76	\$33.50

### **PROMOTIONAL:**

Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" **AND** who meet the education and experience requirements are eligible to compete.

### **JOB INFORMATION:**

Permanent 12 months position. The current vacancy is located in the Chief Business and Financial Office.

### **APPLICATION:**

Application must be made on official **application and supplemental application forms** obtained from the Personnel Commission Office or the Personnel Commission website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/).

**JOB SUMMARY:** Under the direction of a senior Executive staff-level administrator, such as a Deputy Superintendent or Chief Business and Financial Officer, perform highly responsible and confidential secretarial and administrative support duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and coordinate flow of communications and information for the assigned administrator; train and evaluate the performance of assigned personnel; perform related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested 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:

#### **EDUCATION AND TRAINING:**

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

#### **EXPERIENCE:**

Five years of secretarial or administrative support experience including two years in a supervisory capacity or two years of experience at the level of Executive Secretary with the Long Beach Unified School District.

#### **SPECIAL:**

1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. 2) May be required to travel from one school location to another.

**SELECTION PROCEDURE:** 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. 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:** 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 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

Exam 15-0088-0679 ss  
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 LA, the matter will be considered on a case by case basis by the administrator of the Personnel Commission.*





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for Urban Education



# Classified Employment Opportunity

**APPLY TO:**  
Personnel Commission, Long Beach Unified School District  
1400 Ladoga Ave., Lakewood, CA 90713 Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main/Offices/Personnel/Commission/](http://www.lbschools.net/Main/Offices/Personnel/Commission/)

## SCHOOL SAFETY OFFICER – 5014

**FINAL FILING DATE: 4:30 p.m., Wednesday, January 21, 2015.**

<b>SALARY RANGE</b>	<b>START</b>	<b>3 MONTHS</b>	<b>1 1/2 YEARS</b>	<b>2 1/2 YEARS</b>	<b>3 1/2 YEARS</b>
<b>MONTHLY:</b>	\$4,410	\$4,653	\$4,910	\$5,180	\$5,464
<b>HOURLY:</b>	\$25.45	\$28.85	\$28.33	\$29.89	\$31.53

**JOB INFORMATION:** The current vacancy is a permanent 100% 12 month 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/Main/Offices/Personnel/Commission/](http://www.lbschools.net/Main/Offices/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 a.m. to 4:00 p.m.

**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.

**JOB SUMMARY:** Under general supervision, patrol District sites and adjacent areas to protect students, staff, equipment and property from criminal activity; respond to security alarms and calls for assistance at District sites; report criminal activity; perform related duties as assigned.

### 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. Graduation from or enrollment in a Police Officers Standard and Training (P.O.S.T.) basic academy is required. Successful completion one year from the date of appointment to the position is required. Associate of Arts degree, or equivalent (60 units), with a major in Administration of Justice, Business, or Public Administration is desirable. Must provide proof of graduation from or current enrollment in a Police Officers Standard and Training (P.O.S.T.). **A copy must be attached to your application.**

**EXPERIENCE:** Security work in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Previous experience working with adolescents is highly desirable.

OR

One year as a Campus Security Officer, School Safety/Security Specialist, or Gang Intervention Specialist in 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:

(1) Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation. (2) Possession of a valid Class C California Driver's License is required at time of appointment. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range. (5) Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and graveyard shifts. (6) American Red Cross standard first aid and cardio-pulmonary resuscitation certification. (7) Some positions in this class may require the ability to communicate effectively in a language other than English. Selective certification in accordance with the Education Code to meet these requirements may be effected. (8) 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:

Visual field and depth and color. Hearing and speaking to exchange information in person and on the telephone. Seeing to read, prepare and proofread documents and perform assigned duties. Sitting and standing for extended periods of time. Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment. Lifting objects weighing up to 50 pounds. Agility and strength to make apprehensions and to protect self from attack.

**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

LBUSD Employees, please see reverse side for important information

Exam 15-C094-5014 em  
Final 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 LA, the matter will be considered on a case by case basis by the administrator of the Personnel Commission.*





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## Classified Promotional Opportunity

### APPLY TO:

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4400 Ladoga Ave, Lakewood, CA 90713 Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

### SCHOOL SUPPORT SECRETARY – 3361 SCHOOL SUPPORT SECRETARY BILINGUAL - SPANISH – 5159

**Final Filing Date: 4:30 p.m., Thursday, January 15, 2015**

#### SALARY RANGE

MONTHLY:

HOURLY:

#### START

\$3,670

\$21.17

#### 6 MONTHS

\$3,870

\$22.33

#### 1 ½ YEARS

\$4,084

\$23.56

#### 2 ½ YEARS

\$4,309

\$24.86

#### PROMOTIONAL:

Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" AND who meet the education and experience requirements are eligible to compete.

#### JOB INFORMATION:

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

#### APPLICATION:

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**JOB SUMMARY:** Under the direction of a Principal, Co-Principal, Assistant Principal or assigned supervisor, provide secretarial and clerical support related to the functions and activities of an assigned high school, K-8 school, special school or school-based program involving frequent and responsible contact with students, staff and the public; and perform related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested 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 or equivalent.

#### EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable.

#### SPECIAL:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license at the time of appointment. (2) May be required to travel from one school location to another. (3) Positions in the School Support Secretary – Bilingual 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.

**SELECTION PROCEDURE:** 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. 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:** 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 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

15-0090-3361

Exam 15-0091-5159 ss

Promotional 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.*

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*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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[www.lbusd.k12.ca.us/perscomm/Web/index.htm](http://www.lbusd.k12.ca.us/perscomm/Web/index.htm)

## WAREHOUSE MATERIALS PROCESSOR - 0712

APPLICATIONS WILL BE EXCEPTED FOR TWO DAYS ONLY: TUESDAY, JANUARY 13<sup>TH</sup> – THURSDAY, JANUARY 15<sup>TH</sup>

Final Filing Date: 4:30 p.m., Thursday, January 15, 2015

<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>
MONTHLY:	\$3,363	\$3,548	\$3,742	\$3,949	\$4,166
HOURLY:	\$19.41	\$20.47	\$21.59	\$22.78	\$24.04

## JOB INFORMATION:

The current vacancy is a permanent 10 month, 100% position located in Nutrition Services. Eligibility list is being created to fill future vacancies as they occur.

## APPLICATION:

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**JOB SUMMARY:** Under general supervision, to receive, inspect and store materials, commodities, foodstuffs and equipment at a district warehouse or distribution facility; to pack and prepare materials, commodities, foodstuffs and equipment for shipment to district sites. This is the journey level classification in the series. An incumbent performs shipping and receiving duties in a large or small district warehouse or distribution facility, and keeps accurate records of a variety of items received and shipped and enters data into a computerized system. Incumbents operate materials handling equipment, stores stock, commodities, foodstuffs and equipment packs items for shipment to district sites; and performs related work as required.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested 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:

Equivalent to graduation from high school.

### EXPERIENCE:

One year of experience receiving, inspecting, storing and shipping general stores and equipment.

### Working

### Environment:

Warehouse: subject to dust and variation in temperature. Refrigerated storage units with temperatures as low as five degrees Fahrenheit below zero.

### SPECIAL

### REQUIREMENTS:

(1) Some positions require 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. (2) 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 will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; a written examination and a performance examination scored on a job-related basis. 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 VI/MERIT SYSTEM EMPLOYER  
LBUSD Employees, please see reverse side for important information

Exam 15-0102-0712dp  
Dual Examination

*Carla Brant*

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.

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

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 8.2.1- 8.2.2

Date: January 8, 2015

Reason for  
Consideration: Action

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Personnel Commission Rule 5.1.B, states that the Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. Accordingly staff submits the following eligibility lists for consideration of the Commission:

**Accountant Dual 15-0058-0358**

List Valid: 12/19/14 – 12/19/15

Total applications received: 55

Total invited to exam: 27

No. Passed: 10 No. Failed: 13 No. Withdrew: 4 No. Screened Out: 28

**Custodian Dual 15-0064-0139**

List Valid: 1/02/15 – 1/02/16

Total applications received: 130

Total invited to exam: 77

No. Passed: 24 No. Failed: 12 No. Withdrew: 41 No. Screened Out: 53

**Intermediate Accounting Assistant  
(Revised)**

**Dual 15-0052-0755**

List Valid: 11/18/14 – 11/18/15

Total applications received: 130

Total invited to exam: 81

No. Passed: 21 No. Failed: 48 No. Withdrew: 12 No. Screened Out: 49

**Intermediate Payroll Accounting**

**Technician**

**Dual 15-0059-0756**

List Valid: 12/19/14 – 12/19/15

Total applications received: 52

Total invited to exam: 38

No. Passed: 3 No. Failed: 24 No. Withdrew: 11 No. Screened Out: 14

**Kids' Club Assistant**

**Dual 15-0055-0694**

List Valid: 12/15/14 – 12/15/15

Total applications received: 119

Total invited to exam: 82

No. Passed: 15 No. Failed: 42 No. Withdrew: 25 No. Screened Out: 37

**Senior Payroll Accounting Technician Dual 15-0060-0762**

List Valid: 12/19/14 – 12/19/15

Total applications received: 16

Total invited to exam: 13

No. Passed: 3 No. Failed: 5 No. Withdrew: 5 No. Screened Out: 3

8.2 Page 1

CERTIFIED TO BE CORRECT: Marilyn Balmer DATE: December 30, 2014