

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

MEETING AGENDA

Regular Meeting
B Building Room 29
September 3, 2015

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 August 20, 2015
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

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II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Instructional Aide – Alternative School
2. **RATIFY** job announcement bulletin for Instructional Aide – Special
3. **RATIFY** job announcement bulletin for School Safety Officer
4. **RATIFY** job announcement bulletin for Student Store Lead
5. **APPROVE** the certification of Campus Security Officer 15-0180-5011 eligibility list established August 21, 2015
6. **APPROVE** the certification of Campus Security Officer 15-0186-5011 eligibility list established August 21, 2015
7. **APPROVE** the certification of Instructional Aide – Special 16-0007-0448 eligibility list established August 24, 2015
8. **APPROVE** the certification of Kids' Club Assistant 15-0181-0694 eligibility list established August 27, 2015
9. **APPROVE** the certification of Nutrition Services Worker 15-0164-5068 eligibility list established August 20, 2015
10. **APPROVE** the certification of Purchasing Assistant 16-0008-5129 eligibility list established August 20, 2015

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III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE the extension of Office Assistant – Bilingual Spanish 15-0018-5158 eligibility list established September 8, 2014**

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V. OTHER ITEMS

VI. NEXT REGULAR MEETING

September 17, 2015, at 8:15 a.m. in Building B Room 29

VII. CLOSED SESSION

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**

August 20, 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, August 20, 2015 at 8:15 a.m. in B Building, 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 Lewis

ROLL

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

Present: Stacey V. Lewis
 Terence Ulaszewski

**STAFF MEMBERS
PRESENT**

Kenneth Kato, Executive Officer; Marilyn Balmer, Personnel Analyst; Susan Learning, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Adriana Araujo-Honorio, Staff Secretary; Susan Brister, Human Resources Technician; Ericka Emery, Human Resources Technician; Anne Follett, Human Resources Technician; Stephanie Lea, Human Resources Technician; Judith Lopez, Human Resources Technician; Shelley Scott, Human Resources Technician; Silaue Taeleifi, Human Resources Technician.

GUESTS

Vilma Hidalgo; Maria Hughes; Valeeta Pharr, CSEA Chapter 2 President; Matt Woods, Executive Director, Technology and Information Systems.

**MINUTES OF
REGULAR MEETING
APPROVED**

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried unanimously, to approve the minutes of the Regular Meeting of August 6, 2015.

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

**RECEIVE
CORRESPONDENCE**

None

PUBLIC HEARD

None

**REPORT FROM
EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, informed the Commission that he is collaborating with Human Resources Services to construct a survey on the effectiveness of Personnel Commission and the training process, with the anticipation of administering it in the Fall. Mr. Kato has began meeting with departments and expressed his gratitude to Nutrition Services for their welcome. Mr. Kato concluded with a brief update regarding the upcoming parking lot project and noted that there will be more information to come.

Marilyn Balmer, Personnel Analyst, informed the commissioners of current and upcoming recruitments of the Personnel Commission offices. Ms. Balmer then introduced Stephanie Lea, one of two new employees who have recently joined the Personnel Commission staff. She then provided an update on the current painting project of the Personnel Commission offices. Lastly, Ms. Balmer congratulated Damaris Padilla, former Human Resources Technician, on her promotion to Middle School Office Supervisor at Bancroft Middle School.

Dale Culton, Certification Services Manager, reported that a number of people on the reemployment list have been hired in permanent positions. Mr. Culton recognized Ms. Kimberly White on her recent promotion to Plant Supervisor High School. Finally, Mr. Culton reported on the 8 Instructional Aide – Special, 10 Intermediate Office Assistant – Bilingual Spanish, and 7 Intermediate Office Assistant vacancies remaining; he explained that the sites have been sent the names of the eligibles and he is awaiting the sites' decisions.

Mary Cates, Human Resources Supervisor, informed the Commission that she has been receiving administrative transfers and VA's from Special Education and that she and her staff are working diligently to ensure that assignments are accurate before the start of the school year. Furthermore, Ms. Cates explained that Silaue Taeleifi, Human Resources Technician has been making strides in processing the Student Evaluation Technicians as requested by Kevin Shillito, Education Research Analyst II. Ms. Cates informed the Commission that she anticipates her staff fingerprinting 93 BLAST mentors beginning at the end of August through September. Ms. Cates announced that she, Karen Kemp, Human Resources Supervisor, and Judith Lopez, Human Resources Technician will be providing VA and ASEOP training to selected Office Supervisors and will be held at the Administration Building on Tuesday, August 25. Lastly, Ms. Cates updated the Commission on the employee processing for Recreation Aides, Kid's Club Recreation Aides, and Walk-on Coaches.

CONSENT AGENDA

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

1. **RATIFY** job announcement bulletin for Senior Office Assistant and Senior Office Assistant – Schools
2. **RATIFY** job announcement bulletin for Senior Office Assistant – Bilingual and Senior Office Assistant – Schools – Bilingual Spanish
3. **RATIFY** job announcement bulletin for Textbook/Library Services Supervisor
4. **APPROVE** the certification of Credential Services Specialist 15-0178-3343 eligibility list established August 7, 2015
5. **APPROVE** the certification of Instructional Aide – Special 16-0001-0448 eligibility list established August 7, 2015

6. **APPROVE** the certification of Kids' Club Lead Assistant 15-0182-0515 eligibility list established August 13, 2015
7. **APPROVE** the certification of Plant Supervisor 15-0184-5026 eligibility list established August 11, 2015
8. **APPROVE** the certification of Research Testing Materials Supervisor eligibility list established August 6, 2015

OLD BUSINESS

None

NEW BUSINESS

A motion was made by Mr. Ulaszewski , seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 1 with the correction of "0" removals. The Commission moved items 1 - 5 of New Business to Closed Session.

1. **APPROVE** the extension of Instructional Aide Interpreter -- Deaf / Hard of Hearing 15-0025-3272 eligibility list established September 8, 2014

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, notified the Commission that she spoke with Ms. Linda Vaughan who is recovering well from her surgery and expressed her well-wishes.

Ms. Pharr mentioned that she met with Mr. Kato. Lastly, Ms. Pharr also informed the Commission of a Board Workshop she attended where Felton Williams, Long Beach Unified School District Board of Education President, discussed Common Core and Classified Employees, concluding that she hopes to meet with John McGinnis, Long Beach Unified School District Board of Education Member, about the importance of educating classified staff on Common Core Curriculum.

Ms. Lewis showed her appreciation for the Personnel Commission staff attending the Commission meeting. Ms. Lewis expressed her excitement for the Port of Long Beach graduating their fifth High School Internship class and is looking forward to the collaboration between the City of Long Beach's Internship Program and Long Beach Unified School District. Ms. Lewis also noted that the internship program is extended individuals in high school or college level.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is tentatively scheduled for September 3, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:45 a.m. to consider New Business Items 2 and 3.

OPEN SESSION

The Personnel Commission returned to open session at 9:20 a.m. The following reportable actions were taken:

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to **GRANT** the appeal

of appellant ID 20522011.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **APPROVE** the request for Hearing in Disciplinary Matter of appellant E00377623.

ADJOURMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:40 a.m. with the consent of the members.

**Personnel Commission
LONG BEACH UNIFIED SCHOOL
DISTRICT**

Stacey V. Lewis, Chairperson

A handwritten signature in black ink, appearing to read 'K 3K' followed by a horizontal stroke.

Kenneth Kato, Executive Officer



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for Urban Education

Classified Employment Opportunity

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beach
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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/

INSTRUCTIONAL AIDE – ALTERNATIVE SCHOOL 0221

Final Filing Date: 4:30 p.m., Thursday, September 10, 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>
<u>MONTHLY:</u>	\$2,620	\$2,765	\$2,917	\$3,076	\$3,246
<u>HOURLY:</u>	\$15.12	\$15.95	\$16.83	\$17.75	\$18.73

JOB INFORMATION: Permanent 47.5%, 10 month position. The current vacancy is located at Franklin.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at 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 immediate supervision, an Instructional Aide-Alternative Schools works in a classroom or learning center providing specialized instructional support to students deemed at risk. Alternative Schools Program classes usually are at the secondary level. Incumbents in this classification may occasionally work with students possessing a physical disability or impairment. Incumbents work with the teacher/specialist present to reinforce the learning capabilities of students, assist in discipline and behavior modification, 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:

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.

EXPERIENCE:

Six months of experience working with children in a structured environment. Work experience with children having exceptional needs or behavioral issues is preferred. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal basis.

SPECIAL:

- (1) Some positions in this classification may require the use of a personal automobile and the possession of a valid California 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.

WORKING CONDITIONS:

Classroom environment, learning center, community setting, playground, school bus; Selective positions may call for the employee to physically assist the student (s). These assignments require constant attention to protecting physical safety in a classroom where pupils, because of the nature of abusive tendencies, or low self-esteem may be accident prone, or cause serious injury to themselves or others. The employee may occasionally assist in the cleaning and personal hygiene of students.

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. **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 VII/MERIT SYSTEM EMPLOYER

Exam 16-0022-0221SS
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 IA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.



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www.lbschools.net/Main_Offices/Personnel_Commission/

INSTRUCTIONAL AIDE – SPECIAL

Open Continuous

SALARY RANGE
HOURLY:

START
\$15.96

6 MONTHS
\$16.84

1 ½ YEARS
\$17.77

2 ½ YEARS
\$18.74

3 ½ YEARS
\$19.77

JOB INFORMATION:

Current need is for substitutes. List may be used 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/. 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.

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.

JOB SUMMARY: This classification is designed to serve students whose instruction is identified and specified in an Individualized Education Plan (IEP) or Section 504 Service Plan (SP). These students have learning, communication, physical and/or severe disabilities or other impairments such as serious emotional disturbances. Some students served require constant attention to protecting physical safety in a classroom where pupils, because of the nature and severity of their disabilities, are accident prone, or because of assaultive or self-abusive tendencies could cause serious injury to themselves or other. The incumbent in this class performs a variety of instructional tasks in such areas as reading, language, mathematics and independent living skills to reinforce the learning of students. Some incumbents in this class will be required to assist students in their physical and hygienic needs; this may include such duties as diapering, toileting, and lifting students on a regular basis and specialized physical health care services such as, tracheotomy care and gastrostomy feedings. The incumbent may be assigned to one student or may work with a small group of students in a classroom, learning center, or community setting.

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:

At least six months of experience working with children in a structured environment, preferably children with disabilities. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal time basis.

SPECIAL:

(1) These positions may require the use of a personal automobile and the possession of a valid California class C driver's license. (2) Some assignments will require the successful completion of district-provided training to administer specialized physical health care services to meet student needs. (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 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). 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.

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



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www.lbschools.net/Main_Offices/Personnel_Commission/

SCHOOL SAFETY OFFICER – 5014

FINAL FILING DATE: 4:30 p.m., Wednesday, September 9, 2015

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$4,831	\$4,888	\$5,155	\$5,439	\$5,738
HOURLY:	\$26.72	\$28.19	\$29.75	\$31.38	\$33.10

JOB INFORMATION: Permanent 100% 12 month position. The current vacancy is located in School Safety.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at 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.** *Note: If you have had a three year or longer break in service, you are required by P.O.S.T. Standards to complete the P.O.S.T. Requalification course. Proof of completion of requalification must be uploaded to your application, or submitted to the Personnel Office by 4:30 p.m., September 9, 2015.

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.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

LBUSD Employees, please see reverse side for important information

Exam 16-0025-5014 EE
Dual Examination

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Guidelines:

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

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

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



2008 Finalist
the broad prize
for Urban Education



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/

STUDENT STORE LEAD - 5182

Final Filing Date: 4:30 p.m., Wednesday, September 9, 2015.

<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 100%, 10 month position. The current vacancy is located at Poly High School.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at 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 direct supervision, organize, oversee and lead the purchasing, inventory, storage, sales and daily operations of a student store; maintain student store facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to assigned staff and student workers; 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. College level course work in retail management, accounting or leadership/supervision is highly preferred.

EXPERIENCE: Two years of retail sales experience involving cashiering and related record-keeping and some experience in a lead or supervisory capacity.

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) 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. (3) May be required to travel from one school location to another. (4) A valid Certified Food Protection Manager certificate issued by an authorized agency at the time of appointment.

WORKING ENVIRONMENT: Student store environment. Subject to heat from ovens and cold from refrigerators or freezers. Subject to open doors and service windows. Exposure to cleaning chemicals and fumes. Driving a vehicle to conduct work.

PHYSICAL DEMANDS: Standing, sitting and walking for extended periods of time. Hearing and speaking to exchange information. Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds. Dexterity of hands and fingers to operate student store equipment. Reaching overhead, above the shoulders and horizontally. Bending at the waist, kneeling or crouching. Seeing to observe student store operations and count money.

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 (60%) and a qualifications appraisal interview (40%) 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 16-0021-5182SL

Dual Examination

LBUSD Employees, please see reverse side for important information

W. A. Brownstein

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

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

Guidelines:

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

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

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LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 13

Date: September 3, 2015

Reason for
Consideration: Approval

Campus Security Officer

Open/Continuous 15-0180-5011

List Valid: 08/27/15 – 08/27/16

Total applications received: 103 Total invited to exam: 12

No. Passed: 2 No. Failed: 6 No. Withdrew: 4 No. Screened Out: 91

Campus Security Officer

Open/Continuous 15-0186-5011

List Valid: 08/27/15 – 08/27/16

Total applications received: 112 Total invited to exam: 10

No. Passed: 1 No. Failed: 9 No. Withdrew: 0 No. Screened Out: 102

Instructional Aide-Special

Open/Continuous 16-0007-0448

List Valid: 08/31/15 – 08/31/16

Total applications received: 103 Total invited to exam: 67

No. Passed: 23 No. Failed: 5 No. Withdrew: 39 No. Screened Out: 36

Kids' Club Assistant

Dual

15-0181-0694

List Valid: 09/01/15 – 09/01/16

Total applications received: 104 Total invited to exam: 73

No. Passed: 9 No. Failed: 40 No. Withdrew: 24 No. Screened Out: 31

Nutrition Services Worker

Open

15-0164-5068

List Valid: 08/17/15 – 08/17/16

Total applications received: 249 Total invited to exam: 185

No. Passed: 94 No. Failed: 16 No. Withdrew: 75 No. Screened Out: 64

Purchasing Assistant

Dual

16-0008-5129

List Valid: 08/31/15 – 08/31/16

Total applications received: 16 Total invited to exam: 10

No. Passed: 3 No. Failed: 5 No. Withdrew: 2 No. Screened Out: 6

EXTEND ELIGIBILITY LIST

Office Assistant – Bilingual Spanish

Dual

15-0018-5158

Extended list expiration date: 9/08/16

Extended list period: 1 year

Total applicants on list: 94

No. of current eligible: 46

No. of waivers or removals: 48

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: August 28, 2015