



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

Testing Room  
Personnel Commission Office  
999 Atlantic Avenue, Third Floor  
Long Beach, California 90813

May 24, 2012  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. ROLL  
Terry Ulaszewski, Chairperson  
Linda Vaughan, Vice-Chairperson  
Vera Mulkey, Member  
Present \_\_\_\_\_  
Present \_\_\_\_\_  
Present \_\_\_\_\_
3. PRELIMINARY
  - 3.1 Pledge of Allegiance to the Flag
  - 3.2 Introduction of Guests
4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
5. REPORT FROM THE EXECUTIVE OFFICER
6. HEARINGS  
None
7. MINUTES
  - 7.1 Approval of Minutes for May 10, 2012  
Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 Classification/Restructure Recommendations per Education Code 45246  
Action
9. BULLETINS AND TESTING ACTIONS
  - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B  
Action
  - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A  
Restricted Action
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on June 7, 2012 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
12. CLOSED SESSION
13. ADJOURNMENT



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for April 26, 2012

PAGES: 7.1.1 – 7.1.6

Date: May 24, 2012

Reason for  
Consideration: Action

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Testing Room  
Personnel Commission Office  
999 Atlantic Avenue, Third Floor  
Long Beach, CA 90813

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:17 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

**COMMISSION MEMBERS PRESENT**

Vera Mulkey, Chairperson  
Linda Vaughan, Vice-Chairperson  
Terence Ulaszewski, Member

**STAFF MEMBERS PRESENT**

Gail McMahon, Ed.D., Executive Officer  
Marilyn Balmer, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo, Staff Secretary  
Susan Brister, Human Resources Technician  
Anne Follett, Human Resources Technician  
Tammie Hirth, Human Resources Technician  
Jan Medford, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Silaue Taelifi, Human Resources Technician  
Maria Villalobos, Human Resources Technician

**PRELIMINARY**

Guests: Brad Angell, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B.

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

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

None

**REPORT FROM THE EXECUTIVE OFFICER**

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, reported staff is working on scheduling two hearings. The first is a recent request for a hearing of a disciplinary matter and

the second is firming up the date for a second day of hearing on a disciplinary matter. Ms. McMahon said she is hoping to conclude these matters prior to the end of the fiscal year.

Ms. McMahon asked the Personnel Commission unit managers to give an update of their respective unit activities.

Marilyn Balmer, Personnel Analyst, reported on recruitment activities and mentioned she is working on several examinations for the Research Department. She also added that Anne Follett, Human Resources Technician is working on Student Evaluation Technician staffing for summer assignments and Maria Braunstein, Associate Personnel Analyst is working on Nutrition Services recruitments. Ms. Balmer indicated the unit has several other recruitments scheduled to open soon.

Dale Culton, Certification Services Manager, reported the placements and reassignments of the employees affected by the Board of Education action on May 1, 2012 are nearing completion. He also reported 22 position abolishment's are scheduled for action on the May 15<sup>th</sup> Board of Education agenda.

Mary Cates, Human Resources Supervisor, reported the rollovers of assignments for fiscal year 2013 are scheduled to be online by the end of the week.

Susan Learning, Personnel Analyst, reported the CalPERS retirement planning workshop session scheduled for May 17<sup>th</sup> has a few seats available. She also reported CPR training scheduled for May 22<sup>nd</sup> is full with approximately 50 employees on the waitlist. Due to the high interest in CPR training she will work on scheduling additional sessions in the fall giving employees on the waitlist priority enrollment.

#### RECONSIDER ACTION GRANTING DISCIPLINARY HEARING

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The Commission having no contact from the Appellant has attempted to fulfill their duty to schedule a hearing within a reasonable length of time. Executive Officer McMahon explained the appellant had been unresponsive to correspondence and attempts to schedule the hearing. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to rescind the approval of an appeal hearing for Jose Canales Jr. and instructed the Executive Officer to notify him of this decision.

#### MINUTES

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The Commission approved the minutes of the April 26, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the minutes. The motion was carried and approved.

#### MEETING DATES OF THE PERSONNEL COMMISSION FOR 2012 - 2013

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It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the Personnel Commission dates for 2012-2013. The motion was carried and approved.

Dates for 2012-2013 Personnel Commission meetings. All meetings are held on Thursdays at 8:15 a.m. at the Personnel Commission Office.

<b>2012</b>	<b>2013</b>
July 5	January 3
July 19	January 17
	January 31
August 2	
August 16	February 14
August 30	February 28
September 13	March 14
September 27	March 28
October 11	April 11
October 25	April 25
November 8	May 9
November 22	May 23
December 6	June 6
December 20	June 20

#### **BULLETINS**

#### **BULLETINS**

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. Commissioner Ulaszewski noted a revised bulletin had been submitted for Campus Security Officer with clarification on the pay for substitutes. Commissioner Ulaszewski moved to ratify the revised bulletin. The motion was seconded by Vice-Chairperson Vaughan and approved.

<b><u>TITLE</u></b>	<b><u>TYPE</u></b>	<b><u>NUMBER</u></b>
Nutrition Services Operations and Training Specialist	Promo	12-0088-5062

#### **ELIGIBILITY LISTS**

#### **ELIGIBILITY LISTS**

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Instructional Aide – Special	Open/Cont	12-0065-0448	05/07/13
Instructional Aide – Special Bilingual Spanish	Dual	12-0061-0450	05/04/13
Instructional Aide – Special Substitute	Open/Cont	12-SUBS-0448	05/07/14
Nutrition Services Supervisor I	Dual	12-0062-5064	04/17/13
Office Assistant – Bilingual Spanish	Dual	12-0070-5158	05/07/13
Student Evaluation Technician – Bilingual Spanish	Dual	12-0041-0483	05/04/13

**ADOPTION OF RESOLUTION REGARDING  
CLASSIFIED EMPLOYEE WEEK**

**ADOPTION OF RESOLUTION REGARDING  
CLASSIFIED EMPLOYEE WEEK**

It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski. The Personnel Commission acted to unanimously adopt the Resolution honoring Classified Employees during Classified Employee Week.

WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and

WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and

WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and

WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and

WHEREAS, the Chapter II of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and

WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and

WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it

RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 21-25, 2012 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Vera Mulkey  
Vera Mulkey  
Chairperson

Linda Vaughan  
Linda Vaughan  
Vice-Chairperson

Terry Ulaszewski  
Terry Ulaszewski  
Member

ANNUAL ELECTION OF  
PERSONNEL COMMISSION OFFICERS

ANNUAL ELECTION OF  
PERSONNEL COMMISSION OFFICERS

Personnel Commission Rule 2.1.A states that "the Commission shall elect one of its members as Chairperson and another as Vice-chairperson at the first meeting of each May." In accordance with this rule, the Commission elected Terence Ulaszewski to serve as Chairperson and Linda Vaughan as Vice-Chairperson.

PRESENTATION OF PERSONNEL  
COMMISSION EMPLOYEE OF THE YEAR

PRESENTATION OF PERSONNEL  
COMMISSION EMPLOYEE OF THE YEAR

Ms. McMahon explained Personnel Commission has a Staff Recognition Award Program that provides staff members the opportunity to receive recognition for their commitment to excellence, exemplary service and development of innovative and creative processes, program or projects. Each year the recipient of the award receives recognition by means of an individual award trophy and his/her name added to the permanent Personnel Commission Special Award Plaque displayed in the Commission Office.

Ms. McMahon stated that this year she solicited staff's input in the selection of the award winner by asking for nominations. She announced Shelley Scott, Human Resources Technician, received the majority of staff's votes and is the recipient of the 2012 Staff Recognition Award. Ms. McMahon spoke at length about Ms. Scott's accomplishments and stated she receives numerous accolades from applicants regarding her assistance and she welcomes new challenges and responsibilities with a smile and a flexible attitude.

Commissioners Mulkey, Ulaszewski and Vaughan along with Ms. McMahon, presented the Personnel Commission Employee of the Year plaque to Ms. Scott.

Chairperson Ulaszewski thanked and congratulated Ms. Scott and the entire Commission Staff for their hard work. Commissioner's Mulkey and Vaughan agreed with the comments.

Brad Angell, CSEA Vice President – Unit A, stated the Commission staff is a class act and thanked them for doing a great job.

## OTHER ITEMS

## OTHER ITEMS

Commissioner Mulkey gave kudos to Lakewood High School for their presentation of Cinderella. She attended the school's 45<sup>th</sup> Annual Musical over the weekend and stated it was outstanding, from the student performers to the intricate sets and costumes it was a wonderful evening and a joy to attend.

## NEXT MEETING

## NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 24, 2012, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

## ADJOURNMENT

## ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned the meeting at 8:59 a.m.

Respectfully submitted,

*Signature on File*

Gail McMahon, Ed.D.  
Executive Officer  
GM/mb



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Classification/Restructure  
Recommendations

PAGES: 8.1.1-8.1.22

Date: May 24, 2012

Reason for  
Consideration: Action

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One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submits the attached classification recommendation for the consideration of the Commission.

**TECHNOLOGY AND INFORMATION SERVICES REORGANIZATION**

2

**CREATE A NEW CLASSIFICATION**

Administrator, Technology Support Services (M2) SRS 51

Administrator, Network and Information Services (M2) SRS 51

Senior Technology Support Representative (C1) SRS 32

Inventory/Supply Technician (C1) SRS 20

**ABOLISH A CLASSIFICATION**

Administrator, Information and Technology Systems (M2) SRS 53

Systems Analyst Manager (M2) SRS 49

Information Technology Projects Manager (M2) SRS 46



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

**May 16, 2012**

**TO: Personnel Commission**

**FROM: Executive Officer, Personnel Commission and Classified Employment**

**SUBJECT: Technology and Information Services Reorganization**

### **Background and Current Management Organization**

Recently the Technology and Information Services Branch announced a reorganization of the management of services as a result of upcoming budget cuts. Currently the department is staffed with an Executive Director and two other managerial positions: a Computer Support Manager (salary range 46 M2) who oversees a Computer Support Supervisor and the work of Computer Support Technicians in the field, and a Technology Systems and Support Manager (salary range 42 M2) who oversees the Systems Operators responsible for running payroll and the activities of the Help Desk. The rest of the department including Senior Systems Analysts, Computer Support Technicians dedicated to high schools, Network Specialists, and the Information Technology Projects Coordinator all report to the Executive Director. While classifications were created in the past to provide direct management over the areas of network administration, project management, and systems programming, due to ongoing budget concerns positions in these classes were never filled.

### **Proposed Management Reorganization**

As part of this reorganization, the two existing manager positions (Computer Support Manager and Technology Systems and Support Manager) will be abolished and replaced with two higher-level managers with a significantly larger scope of responsibility.

The proposed Administrator, Technology Support Services will oversee and manage the activities of the Computer Support Supervisor, Computer Support Technicians, Technology College Aides, Help Desk, Network Support and Project Management. The Administrator, Technology Support Services will have responsibility to provide coordinated, seamless delivery of end-user, network and project management support services.

The proposed Administrator, Network and Information Systems will oversee and manage the activities and staff responsible for running payroll and for programming and database support of business application systems such as LYNX and FINYSIS. The Administrator, Network and Information Systems will also serve as the District's network administrator, managing the development, preparation and issuance of policies and procedures relating to network operations, security and controls.

While staff did look to other agencies for salary comparison data, it is difficult to find clear matches as Long Beach Unified School District is one of the largest districts in the state and our management organization tends to be very different from smaller agencies. Since both of these positions will have a large scope of responsibility, but are not at the level of a Director, Staff looked at internal relationships, specifically Administrative Coordinators at salary range 51 (M2). Staff believes that placement and salary range 51 (M2) is reflective of the large scope of responsibility without raising them to the level of a Director at salary range 55 (M2). An appropriate salary placement allows LBUSD to be competitive in the market and attract candidates with the necessary professional experience to provide leadership to the Technology and Information Services of the District.

If fully staffed under the current organization and classification structure, the Information and Technology Services Branch would have a total of six management positions. Under the new organizational and classification structure, the Branch will have a total of three management positions when fully staffed.

#### **Senior Technology Support Representative – New Classification**

With the abolishment of the Technology Systems and Support Manager position which provided daily oversight of Help Desk activities and direct supervision of its staff, a new "lead" classification will serve as a lead over the daily activities of the Help Desk. The proposed bargaining unit classification of Senior Technology Support Representative will provide daily work direction and guidance to the Technology Support Representatives and directly report to the new Administrator, Technology Support Services.

For salary recommendation purposes, Personnel Commission practice is that range allocations of lead classifications shall be a minimum of three ranges above the salary range of the employees they lead. Therefore, Staff recommends allocating the salary of the Senior Technology Support Representative at salary range 32 C1, three ranges above the Technology Support Representative classification.

#### **Inventory/Supply Technician – New Classification**

The proposed bargaining unit classification of Inventory/Supply Technician will order, receive, process, store and distribute parts, supplies and equipment for a large department with district-wide scope. An incumbent assigned to Information Services will order and inventory parts received and track distribution of the parts and equipment to Computer Support Technicians in the field. The classification reflects the clerical-driven computerized inventory and shipping

and receiving duties and provides an accurate overview of what will be assigned to incumbents, providing future applicants a realistic job preview.

For salary comparison purposes, local school districts typically used for job family salary surveys were surveyed for comparison however, the results did not provide a clear guideline for salary placement because the matches were specific to District-wide fixed/capital asset tracking functions, not departmental in scope. Staff next looked at internal relationships between the proposed classification and other existing classifications within the District's classification plan. The proposed class is a blend of purchasing, warehousing, inventory, and shipping and receiving work. While some of the work is similar to Warehouse Materials Processors at salary range 21 (C1), this position does not perform the full scope of work required at the central warehouse nor operates equipment such as forklifts. An incumbent doesn't work in an actual warehouse, and the position assigned to Information Services will work in large storage sheds at the Maintenance yard. There are also similarities with the Purchasing Assistant classification at salary range 18 (C1), however the proposed class performs a broader scope of work than just clerical purchasing activities. Staff found similarities with several classifications at salary range 20 (C1) such as Inventory Control Technician and Military Property Specialist. The Military Property Specialist performs essentially the same duties as the proposed class but instead of working with technology parts, works with items used in support of the Army Junior Reserve Officer Training Corps (JROTC) program. The duties include requisition, receive, store, issue and account for military equipment and supplies. The Inventory Control Technician prepares and maintains computerized records of the District's fixed asset or stock inventory and adjusts status of items or equipment and the Inventory/Supply Technician assigned to Information Services will be performing computerized inventory duties for technology parts and equipment. Therefore staff believes placement at salary range 20 (C1) appears appropriate based on these internal relationships and minimum qualifications required of these related classes.

### **Abolishment of Classifications**

As referenced earlier in this report, several classifications were created to provide direct management over the areas of network administration, project management, and systems programming but due to ongoing budget concerns were never utilized by the department. The following classes are now being recommended for abolishment as the two new management classes will absorb the responsibilities:

- Administrator, Information and Technology Systems (Salary Range 53 M2)
- Systems Analyst Manager (Salary Range 49 M2)
- Information Technology Projects Manager (Salary Range 46 M2)

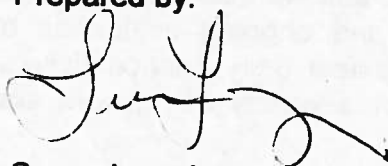
Following completion of the reorganization, staff will bring the classes of Computer Support Manager and Technology Systems and Support Manager to the Commission for abolishment.

**Recommendations**

**Staff recommends the Personnel Commission:**

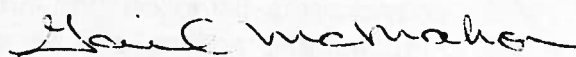
- 1. Adopt the class specifications for the new classifications of Administrator, Technology Support Services and Administrator, Network and Information Systems**
- 2. Allocate the classifications of Administrator, Technology Support Services and Administrator, Network and Information Systems to salary range 51 (M2)**
- 3. Adopt the class specification for the new classification of Senior Technology Support Representative**
- 4. Allocate the classification of Senior Technology Support Representative to salary range 32 (C1)**
- 5. Adopt the class specification for the new classification of Inventory/Supply Technician**
- 6. Allocate the classification of Inventory/Supply Technician to salary range 20 (C1)**
- 7. Abolish the following management classifications:**
  - Administrator, Information and Technology Systems (Salary Range 53 M2)**
  - Systems Analyst Manager (Salary Range 49 M2)**
  - Information Technology Projects Manager (Salary Range 46 M2)**

**Prepared by:**



**Susan Leaming  
Personnel Analyst**

**Approved and Recommended:**



**Gail McMahon, Ed.D.  
Executive Officer**



## PERSONNEL COMMISSION

**Class Code:**  
**Salary Range: 51 (M2)**

### **ADMINISTRATOR, TECHNOLOGY SUPPORT SERVICES**

#### **JOB SUMMARY**

Under administrative direction, plan, organize, control and administer the Information Services Help Desk, Computer Support, Network Support and district-wide Technology Project Management units; supervise and evaluate the performance of assigned staff; serve as a liaison to District administration regarding technology support services; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

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

- Plan, organize, control and administer the Information Services Help Desk, Computer Support, Network Support and district-wide Technology Projects units; assure compliance with applicable laws, codes, rules and regulations; maintain confidentiality of sensitive and privileged information. **E**
- Train and supervise the performance of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; conduct staff meetings and in-service trainings. **E**
- Direct the activities of the Help Desk, Computer Support, and Network Support units (Tiers 1, 2, and 3); assure the resolution of issues and ongoing evaluation of customer satisfaction and problem resolution rates; review daily service tickets; recommend actions and escalations; troubleshoot a wide variety of network and computer support issues. **E**
- Assure proper levels of technical support for District end-users; communicate with administrators, District personnel and outside agencies to coordinate activities, resolve issues and exchange information. **E**
- Direct and oversee the maintenance and repair of computer hardware, software, networks and peripheral equipment; develop and implement practices and procedures to assure user needs are met and resolved in a timely manner; respond to after-hours emergencies as necessary. **E**
- Estimate and order materials, labor and equipment for District-wide technology support activities; prepare related reports regarding projects, open purchase orders, contracts and vendor resources. **E**
- Plan and administer technology projects District-wide; direct support activities and services for successful completion of projects; monitor the completion of project phases; advise administration of financial implications of projects and issues affecting completion. **E**



- Prepare and authorize E-rate proposals to obtain funding for projects; identify scope of proposed work; direct overall project plan to schedule work implementation; approve invoices for payment. *E*
- Prepare and negotiate contracts in conjunction with District contract management personnel for the purchase and delivery of technology equipment and services from vendors; review and evaluate products and the work of vendors. *E*
- Communicate with administrators, vendors, service providers and other outside organizations to coordinate activities and programs, schedule work, resolve issues and exchange information. *E*
- Develop and prepare preliminary budgets for assigned functions; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Participate in developing the District's long-range technology support strategic plans; serve on assigned steering committees. *E*
- Prepare or direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; prepare data for a variety of reports. *E*
- Provide technical expertise and information to the Executive Director, Information and Technology Systems regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Executive Director of unusual trends or problems and recommend appropriate corrective action. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging technological trends; make presentations regarding Information Services support services objectives, plans and achievements. *E*
- Operate office equipment including a computer and assigned software; drive a vehicle to conduct work; respond to after-hours emergency calls. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

The Administrator, Technology Support Services is responsible for the planning, development and implementation of the District's technology and network support operations and activities. An incumbent in this classification manages and administers the activities of the Information Services Help Desk, Computer Support, Network Support and Project Management units with a focus on providing quality customer service to end users and fostering a culture of responsiveness to client needs. An incumbent participates in long-range planning of Information Services goals and objectives and devising measurements of achievement and effectiveness. An incumbent has ongoing working relationships with District administration regarding technology support, projects and strategic planning.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Planning, organizing, controlling and administering the District's technology support operations and activities.  
Methods and techniques of developing business process models and determining best practices.  
Computer languages, operating systems, hardware and software applications utilized by the District including Windows and Apple platforms.  
Capabilities of network server systems such as Novell and Apple.  
Common symptoms of malfunctions of network components.  
Principles of administration, supervision and training.  
General principles and practices of government purchasing and contract administration.  
Strategic planning and project management techniques.  
Public speaking techniques.  
Operation of a computer and assigned software.  
Applicable laws, codes, rules and regulations.  
Budget preparation and control.  
Record-keeping and report preparation techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Technical aspects of field of specialty.

**Ability to:**

Plan, organize, control and administer the District's technology and network support operations and activities.  
Serve as a technical resource and assure proper levels of technical support for end users.  
Principles and practices of providing quality customer service.  
Evaluate user needs and advise on appropriate hardware and software configurations.  
Coordinate support activities and services for successful completion of projects.  
Develop and implement long term strategic plans and project management standards.  
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.  
Supervise and evaluate the performance of assigned personnel.  
Analyze situations accurately and adopt an effective course of action.  
Assure compliance with applicable laws, codes, rules and regulations.  
Prepare and deliver oral presentations.  
Develop and prepare preliminary budgets.  
Monitor and control expenditures.  
Maintain current knowledge of technological advances in the field.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Plan and organize work.



Operate a computer and assigned software.

**Education and Training:**

Bachelor's degree in computer science, information technology, management information systems or a related field.

**Experience:**

Five years of supervisory or management experience involving end-user technology support in a large organization with at least 30 servers. Experience in an educational environment is preferred.

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

**SPECIAL REQUIREMENTS**

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

**WORKING ENVIRONMENT**

Offices and school sites.  
Driving a vehicle to conduct work.  
Occasional evening and variable hours.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information in person and on the telephone.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

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

**PCA:**



## PERSONNEL COMMISSION

**Class Code:**  
**Salary Range: 51 (M2)**

### **ADMINISTRATOR, NETWORK AND INFORMATION SYSTEMS**

#### **JOB SUMMARY**

Under administrative direction, plan, organize, control and administer the District's technology infrastructure, data center operations and major business application systems; serve as the District's network administrator, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

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

- Plan, organize, control and administer the District's technology infrastructure, data center operations and major business application systems; assure compliance with applicable laws, codes, rules and regulations. **E**
- Direct the work procedures of relational Database Administrators (DBA's) and application systems analysts including the work of project groups engaged in designing, programming, accessing and implementing the District's business software application systems. **E**
- Oversee the administration of major District business application systems; define and oversee work related to development, modification, testing and installation of such systems. **E**
- Serve as the District's network administrator; manage the development, preparation and issuance of policies and procedures relating to network operations, security and controls such as user access and re-routing; implement new network strategies. **E**
- Review critical network system logs; troubleshoot and resolve firewall configuration and performance issues; create and apply new firewall rules or modify existing rules to accomplish new business or instructional requirements. **E**
- Oversee the development and implementation of methods to assure the security and integrity of privileged and sensitive data that is stored and retrieved online including student data, budget, payroll, personnel, and financial information. **E**
- Develop technical and operational procedures to implement and support hardware and software components of the District's network including instructional software, custom applications, workstations, servers and infrastructure components. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**

- Test, evaluate and recommend new and emerging technologies for consideration and adoption into District technology systems; direct the implementation of new technologies and procedures for technology systems. *E*
- Plan, write and maintain documentation for data standards, procedures and definitions and application system procedures and guidelines. *E*
- Direct the design of application systems and databases requiring innovative and diversified approaches to the resolution of issues in the areas of data collection, data coding, system controls, connectivity, auditing, processing cycles and reporting. *E*
- Oversee the implementation of software and hardware updates; oversee the design and implementation of in-house requests for new system functionalities; assure minimal levels of production downtime. *E*
- Direct quality assurance and acceptance test plans for modified, enhanced and new forms, reports and database objects such as functions, procedures, packages, tables, views and indexes to assure application functionality and accuracy. *E*
- Oversee and review system specifications, bids and Requests for Proposals to assure technical requirements and standards are met; make presentations and provide recommendations to management regarding the purchase of new applications and databases. *E*
- Communicate with administrators, vendors, service providers, staff and other outside organizations to coordinate activities and programs, schedule work, resolve issues and exchange information; provide work direction to contractors; review completed work and work in progress for accuracy. *E*
- Prepare or direct the preparation and maintenance of a variety of records and files and prepare reports related to assigned activities; prepare data for a variety of reports. *E*
- Participate in the preparation of E-Rate proposals to obtain funding for projects; identify scope of proposed work; direct activities to complete scheduled work; approve invoices for payment. *E*
- Provide technical expertise and information to the Executive Director, Information and Technology Systems regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Executive Director of unusual trends or problems and recommend appropriate corrective action. *E*
- Develop and prepare preliminary budgets for assigned functions; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Participate in developing the District's long-range, technology, strategic plans; serve on assigned steering committees. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging technological trends; make presentations regarding Information Services objectives, plans and achievements. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work and visit sites; remain on call for after-hours emergencies. *E*

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

**DISTINGUISHING CHARACTERISTICS**

An Administrator, Network and Information Systems plans, organizes, controls and administers the District's technology infrastructure, data center operations and major business application systems. An incumbent serves as the District's network administrator and manages the development, preparation and issuance of policies and procedures relating to network operations, data security and controls. An incumbent participates in long-range planning of Information Services goals and objectives and devising measurements of achievement and effectiveness. An incumbent has ongoing working relationships with District administration regarding technology support, projects and strategic planning and is expected to foster a culture of responsiveness to client needs.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles and practices relating to the management, administration and design of large, multi-platform, multi-location Local and Wide Area computer networks.  
Network server systems such as Novell Netware, Apple, Microsoft Windows or UNIX.  
Firewall system design and implementation.  
Principles and practices of System Design Life Cycle (SDLC) management, design, implementation and administration.  
Principles and practices of data security for auditing and authorization.  
Computer applications, databases and programming languages utilized by the District such as C#.net, Visual Basic, Oracle, DB2 and SQL.  
Principles of administration, supervision and training.  
General principles and practices of government purchasing and contract administration.  
Applicable laws, codes, rules and regulations.  
Strategic planning and project management techniques.  
Public speaking techniques.  
Operation of a computer and assigned software.  
Budget preparation and control.  
Record-keeping and report preparation techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Plan, organize, control and administer the District's technology infrastructure, data center operations and major business application systems.  
Manage the work of project groups engaged in analyzing, designing, accessing and implementing the District's business software application systems.  
Test, evaluate and recommend new and emerging technologies.  
Manage the development, preparation and issuance of policies and procedures relating to network operations, data security and controls.  
Develop and maintain technical and operational procedures to implement and support hardware and software components of the District's network.  
Troubleshoot and resolve firewall configuration and performance issues.

Supervise and evaluate the performance of assigned personnel.  
Assure compliance with applicable laws, codes, rules and regulations.  
Analyze situations accurately and adopt an effective course of action.  
Develop and prepare preliminary budgets.  
Monitor and control expenditures.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Prepare and deliver oral presentations.  
Maintain confidentiality of sensitive and privileged information.  
Maintain current knowledge of technological advances in the field.  
Plan and organize work.  
Operate a computer and assigned software.

**Education and Training:**

Bachelor's degree in computer science, information technology, management information systems or a related field.

**Experience:**

Five years of supervisory or management experience involving network and application systems support in a large, multi-server, multi-location environment. Experience in an educational environment is preferred.

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

**SPECIAL REQUIREMENTS**

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

**WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.  
Evening and variable hours.  
Emergency call out.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information in person and on the telephone.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.

**AMERICANS WITH DISABILITIES ACT**

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

**APPOINTMENT**

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

**DATE:**





## PERSONNEL COMMISSION

**Class Code:**  
**Salary Range: 32 (C1)**

### **SENIOR TECHNOLOGY SUPPORT REPRESENTATIVE**

#### **JOB SUMMARY**

Under general supervision, serve as a lead at the Help Desk and provide first-level technical support to end users at District sites and offices; identify and resolve hardware and software operating problems; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

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

- Serve as a lead at the Help Desk and oversee the daily activities and operations of the Help Desk; monitor the flow and completion of service tickets; assign tickets to staff as needed. **E**
- Adjust work schedules as needed to assure proper staffing coverage of the Help Desk; train and provide work direction and guidance to Help Desk staff; participate in the hiring and evaluation process as requested. **E**
- Participate in the development and implementation of Help Desk daily operating procedures; assure timely and efficient delivery of services to end users. **E**
- Provide first-level technical support to end users at District sites and offices; receive telephone calls, e-mails or other communications from users requesting assistance in solving problems, obtaining technology services or guidance in technology utilization. **E**
- Listen to users to establish facts about a problem, what the user did leading up to the problem and deduce sources of error; respond to questions and apply knowledge of computer software, hardware and procedures; communicate step by step instructions to users. **E**
- Utilize software to access computers remotely; determine whether problem is caused by hardware, such as a network interface card, disk drive, printer, cables, or software, such as drivers, operating systems or applications; perform software upgrades remotely as necessary. **E**
- Confer with Help Desk staff, other Information Services personnel, and utilize manuals or Internet resources to research problems and identify solutions. **E**
- Obtain sufficient user information for technical staff; follow up with users as needed; create service tickets in an assigned help desk software system; dispatch requests and expedite emergency requests according to established procedures. **E**



- Review service tickets; identify and refer issues that require higher-level technical resources to other Information Services staff for resolution; confer with District network and application specialists to describe network and software and hardware problems. *E*
- Verify web based programs and District Internet are accessible; assure connectivity with District site servers using a variety of monitoring tools and techniques. *E*
- Modify user accounts for assigned computer systems in accordance with established procedures; test user logins; validate user Internet Provider (IP) addresses; reset passwords for a variety of District software applications. *E*
- Maintain a variety of records, databases, files and logs; prepare detailed written and statistical reports for Information Services management regarding Help Desk activities. *E*
- Operate a variety of office equipment including a multi-line telephone and a computer and assigned software. *E*
- Communicate with District personnel, consultants, vendors and outside agencies to exchange information and resolve issues. *E*
- Train individual or groups of users in various software packages and troubleshooting methods on site or in classrooms; develop related training materials such as manuals, exercises and visual displays. *E*
- Attend meetings and trainings. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

A Senior Technology Support Representative serves as a lead at the Help Desk and receives and reports computer system user calls and through diagnostic procedures, resolves service requests. An incumbent monitors the flow and completion of service tickets and trains and provides work direction and guidance to Help Desk employees.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Help desk operations including call center and user support software systems such as Customer Resource Management (CRM) and Auto Call Distribution (ACD) systems.  
Principles and practices of providing high-quality customer service.  
Operation, maintenance, troubleshooting, diagnosis and repair of computer hardware, software and peripheral equipment.  
Knowledge of Windows and Apple Macintosh systems and operations.  
Modern office practices, procedures and equipment.  
Principles and practices of training and providing work direction and guidance to others.  
Interpersonal skills using tact, patience and courtesy.  
Telephone techniques and etiquette.  
Record-keeping and report preparation techniques.  
Office productivity software such as Microsoft Office Suite.  
Oral and written communication skills.

General networking principles and server systems such as Novell or Apple.  
General principles and techniques of systems analysis.

**Ability to:**

Serve as a lead and oversee the daily activities and operations of the Help Desk.  
Train and provide work direction and guidance to others.  
Maintain current knowledge of technological advances in the field.  
Troubleshoot and apply appropriate resources to solve user problems.  
Provide technical support and training to others in computer operations.  
Reassure and assist others on the telephone in a tactful and sensitive manner.  
Remain calm and pleasant under stressful situations.  
Operate a variety of office equipment including a multi-line telephone and a computer and assigned software.  
Meet schedules and time lines.  
Prioritize and schedule work.  
Complete work with many interruptions.  
Communicate effectively both orally and in writing.  
Maintain records and prepare reports.  
Keyboard accurately at an acceptable rate of speed.  
Exercise independent judgment and initiative within established guidelines.  
Work effectively with others contacted in the course of work.

**Education and Training:**

Graduation from high school supplemented by college-level coursework in computer science or a closely related field.

**Experience:**

Three years of experience at a help desk assisting computer users in a networked environment. Lead or supervisory experience is preferred.

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

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.  
Extended viewing of a computer monitor.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person or on the telephone.

Bending at the waist, kneeling or crouching.  
Lifting and carrying light objects.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA:



## PERSONNEL COMMISSION

**Class Code:**  
**Salary Range: 20 (C1)**

### INVENTORY/SUPPLY TECHNICIAN

#### JOB SUMMARY

Under general supervision, perform a variety of clerical duties related to the ordering, receipt, processing, storage and distribution of parts, supplies and equipment for a large district department; prepare and maintain records, databases, files and lists related to assigned activities; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Perform a variety of clerical duties related to the ordering, receipt, processing, storage and distribution of parts, supplies and peripheral equipment for a large district department. **E**
- Order parts against open purchase orders; contact vendors for pricing and to expedite purchase orders; verify warranty status and provide proof of warranties as requested; input items purchased into asset database. **E**
- Receive shipments from the District's central warehouse and outside vendors; receive and inspect shipments for damage and conformity to purchase order specifications and packing slips; identify and report shortages, damaged goods and other discrepancies to vendors. **E**
- Arrange for return of damaged items or items to be exchanged in accordance with vendor directions; package, label and ship items; create shipping labels. **E**
- Sort and process incoming parts, supplies and peripheral equipment; mark with identifying labels; shelf and store items received; plan storage area locations and utilize shelf space efficiently and effectively. **E**
- Receive part, supply and equipment requests from department staff and service tickets; prioritize requests; provide stock parts or order non-stock items; update service tickets and asset database. **E**
- Monitor stock inventory levels and maintain adequate stock of parts, supplies and equipment; update database to reflect distribution of items. **E**
- Perform a variety of clerical support duties; answer telephones; greet and assist visitors; distribute mail; provide information and data concerning purchase orders, stock on hand, back orders and shipment discrepancies, damage or storage. **E**
- Operate a variety of office equipment including a copier, typewriter, label machine, fax machine and a computer and assigned software. **E**

- Prepare and maintain a variety of records, files and lists related to assigned activities such as quarterly vandalism, equipment transfers and surplus/obsolete items. *E*
- Communicate with other departments and outside agencies to exchange information and resolve issues related to assigned activities. *E*
- Maintain storage areas in a clean, safe and orderly condition. *E*
- Assist in periodic or special inventories as assigned. *E*
- Attend meetings and trainings. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

An Inventory/Supply Technician orders, receives, processes, stores and distributes parts, supplies and equipment for a large district department.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Use and terminology of purchase orders, invoices and other purchasing documents.  
Proper methods of storing parts, supplies and equipment.  
Space utilization and inventory techniques.  
Shipping and receiving procedures.  
Record-keeping and filing techniques.  
Interpersonal skills using tact, patience and courtesy.  
Proper lifting techniques.  
Computer operation.  
Telephone techniques and etiquette.  
Operation of office equipment.  
Basic math.

#### **Ability to:**

Order, receive, process, store and distribute parts, supplies and peripheral equipment.  
Operate a variety of office equipment including a multi-line telephone and assigned software.  
Utilize space efficiently and effectively.  
Maintain records, files and lists related to inventory and work performed.  
Understand and follow oral and written instructions.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Add, subtract, multiply and divide quickly and accurately.  
Meet schedules and time lines.  
Determine appropriate action within clearly defined guidelines.  
Compose correspondence and written materials independently.  
Receive, sort and distribute mail.  
Keyboard at an acceptable rate of speed.

**Education and Training:**

Graduation from high school. College-level coursework in accounting, purchasing, business administration or a related field is desirable.

**Experience:**

Two years of clerical accounting or purchasing experience involving the ordering, receipt, issuance, and storage of parts, supplies and equipment.

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

**WORKING ENVIRONMENT**

Office, storage room or shop environment.

Exposure to dust and fumes.

Seasonal heat and cold or adverse weather conditions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

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

Walking or sitting for extended periods of time.

Seeing to read a variety of materials.

Lifting, carrying, pushing and pulling moderately heavy objects weighing up to 35 pounds.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling and crouching.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA:

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:   Bulletins

PAGE: 9.1.1 – 9.1.2

Date:       May 24, 2012

Reason for  
Consideration: Action

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Personnel Commission Rule 4.6.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>
Contract Analyst	Promo	12-0089-0624	2





2008 Finalist  
the broad prize  
for Urban Education



## Promotional Employment Opportunity

### APPLY TO:

Personnel Commission, Long Beach Unified School District  
999 Atlantic Avenue, 3<sup>rd</sup> Floor, Long Beach, CA 90813 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/)

### CONTRACT ANALYST - 0624

**Final Filing Date: 4:30 p.m., Wednesday, May 30, 2012.**

<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>	\$4,904	\$5,175	\$5,459	\$5,758	\$6,074
<u>HOURLY:</u>	\$28.28	\$29.86	\$31.47	\$33.22	\$35.05

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

**PROMOTIONAL:** Employees in the classified service 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/). 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, perform a variety of analytical duties in support of District contract administration activities; analyze, write and review District contracts for goods and services, leasing and real estate documentation; prepare and maintain a variety of records and reports related to assigned activities; perform related duties as assigned.

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

### **MINIMUM QUALIFICATIONS INCLUDE:**

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

**TRAINING:** Bachelor's degree in contract management, public administration, business administration or a related field. (Note: Additional qualifying experience *may* be substituted for the required education on a year-for-year basis up to a maximum of two years of the required education.)

**EXPERIENCE:** Two years of experience involving the writing of specifications and the processing of contracts, leases, real estate and purchasing documents. Experience within an educational or governmental agency is preferred.

**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) May be required to travel from one school location to another. (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. 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 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 12-0089-0624 ss



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 9.2.1 – 9.2.9

Date: May 24, 2012

Reason for  
Consideration: Restricted Action

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Personnel Commission Rule 5.1.A, states that the Personnel Commission Administrator 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:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>	<u>PAGE</u>
Head Start Instructional Aide	Dual	12-0057-0657	05/23/13	2
Head Start Instructional Aide Substitute	Dual	12-SUBS-0657	05/23/13	4
Instructional Aide-Special	Open/Cont	12-0071-0448	05/14/13	6
Instructional Aide-Special Substitute	Open/Cont	12-SUBS-0448	05/14/14	8



# ELIGIBILITY LIST

DATE: 5/15/12

TITLE: HEAD START INSTRUCTIONAL AIDE

EXAM NO: 12-0057-0657  
TYPE: DUAL

LANGUAGE: NONE

## **EXAM STATISTICS:**

**LIST VALID 5/23/12 – 5/23/13**

Total Applications Received: 102

Total Invited To Exam: 50

(No. Passed 14 No. Failed 1 No. Withdrew 35 No. Screened Out 52)

## **INTERVIEW PANELS**

NAME	TITLE	LOCATION	ETHNICITY	GENDER
CAROL SCOTT	EDUCATION SERVICES ASSISTANT	LBUSD	WHITE	FEMALE
JUDITH LONG	FAMILY SERVICES SUPERVISOR	LBUSD	WHITE	FEMALE

CERTIFIED TO BE CORRECT: Eric Memano DATE: 5-14-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 5-24-12

RATIFICATION: \_\_\_\_\_ YES \_\_\_\_\_ NO



# ELIGIBILITY LIST

DATE: 5/15/12

TITLE: HEAD START INSTRUCTIONAL AIDE -  
SUBSTITUTES

EXAM NO: 12-SUBS-0657  
TYPE: DUAL

LANGUAGE: NONE

## **EXAM STATISTICS:**

**LIST VALID 5/23/12 - 5/23/13**

Total Applications Received: 102

Total Invited To Exam: 50

(No. Passed 14 No. Failed 1 No. Withdrew 35 No. Screened Out 52)

## **INTERVIEW PANELS**

NAME	TITLE	LOCATION	ETHNICITY	GENDER
CAROL SCOTT	EDUCATION SERVICES ASSISTANT	LBUSD	WHITE	FEMALE
JUDITH LONG	FAMILY SERVICES SUPERVISOR	LBUSD	WHITE	FEMALE

CERTIFIED TO BE CORRECT: Bill Marmak DATE: 5-14-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 5-24-12

RATIFICATION: \_\_\_\_\_ YES \_\_\_\_\_ NO

ELLIST 5/97

11-11-11



## ELIGIBILITY LIST

DATE: 05/04/2012

TITLE: INSTRUCTIONAL AIDE - SPECIAL

EXAM # 12-0071-0448

LANGUAGE:

TYPE: OPEN CONTINUOUS

### EXAM STATISTICS:

LIST VALID: 05/14/12 - 05/14/13

Total Applications Received: 137

Total Invited to Exam: 87

(No. Passed 14

No. Failed 20

No. Withdrew 53

No. Screened Out 50)

### INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
<ul style="list-style-type: none"><li>• THE RANK IS NOT LISTED ON THE REPORT SINCE RANKS CHANGE ON A CONTINUOUS BASIS AS NEW CANDIDATES ARE MERGED ONTO THE LIST.</li></ul> <p>** WRITTEN EXAMINATION ONLY</p>				

CERTIFIED TO BE CORRECT: [Signature] DATE: 5-10-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 5/24/12

RATIFICATION: \_\_\_\_\_ YES \_\_\_\_\_ NO



**ELIGIBILITY LIST**

DATE: 05/04/2012

TITLE: INSTRUCTIONAL AIDE - SPECIAL  
SUBSTITUTE

EXAM # 12-SUBS-0448

LANGUAGE:

TYPE: OPEN CONTINUOUS

**EXAM STATISTICS:**

LIST VALID: 05/14/12 – 05/14/14

Total Applications Received: 137

Total Invited to Exam: 87

(No. Passed 14 No. Failed 20 No. Withdrew 53 No. Screened Out 50)

**INTERVIEW PANELS**

NAME	TITLE	LOCATION	ETHNICITY	GENDER
<p>• THE RANK IS NOT LISTED ON THE REPORT SINCE RANKS CHANGE ON A CONTINUOUS BASIS AS NEW CANDIDATES ARE MERGED ONTO THE LIST.</p> <p>** WRITTEN EXAMINATION ONLY</p>				

CERTIFIED TO BE CORRECT: 5/24/12 DATE: 5-10-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 5/24/12

RATIFICATION: \_\_\_\_\_ YES \_\_\_\_\_ NO

