



# PERSONNEL COMMISSION

PLEASE POST

## MEETING AGENDA

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

July 19, 2012  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. ROLL  
Terry Ulaszewski, Chairperson Present \_\_\_\_\_  
Linda Vaughan, Vice-Chairperson Present \_\_\_\_\_  
Vera Mulkey, Member 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 June 21, 2012 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action
  - 8.2 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7 Restricted 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 August 2, 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
  - 12.1 Appeal of Disqualified Applicant Restricted Action
13. ADJOURNMENT

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Minutes for June 7, 2012

PAGES: 7.1.1 – 7.1.5

Date: July 19, 2012

Reason for  
Consideration: Action

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

Chairperson Terence Ulaszewski called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

**COMMISSION MEMBERS PRESENT**

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

**STAFF MEMBERS PRESENT**

Gail McMahon, Ed.D., Executive Officer  
Marilyn Balmer, Personnel Analyst  
Susan Learning, 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  
Maria Villalobos, Human Resources Technician  
Esther Martinez, Human Resources Assistant

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; Brad Angell, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; Timothy Travis, Appellant; Harley Sayres, Appellant; Alex Henderson, Appellant.

**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 the Staff Development day on Tuesday, June 19 for the Personnel Commission staff went well. It was an opportunity for staff to meet together in small groups to plan changes, goals and improvements for the upcoming year. Staff also met as a large group to discuss areas that impact each individual unit. Some really good ideas came from the meetings. Ms. McMahon stated that she plans on sharing the ideas with the

Commission at their next meeting. She went on to say, everyone participated in the planning process and given the existing work load it was really beneficial to take this time to reflect

on this past year and look to how we can better improve our services for all of our customers.

Ms. McMahon also informed the Commissioners the PCSAC dinner meeting was scheduled for later that evening and asked if any of the commissioners would be attending. Each Commissioner stated they would not be attending.

Ms. McMahon updated the Commission on the status of the second day of hearing for an employee termination which was scheduled for Tuesday, June 19th. She explained that the second day of the hearing had to be postponed since a key witness for the District was unavailable until the fall. The District does not wish to move forward until the witness is available.

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

Susan Leaming, Personnel Analyst, as part of staff cross training, reported she recently opened three new recruitments and is developing two new examinations. She also reported that she had been working with Information Services and others to replace the "end-of-life" computers that are currently being used to test applicants. As a result, a group of 20 used computers from the Teacher Resource Center (TRC) have been transferred to the Commission. Ms. Leaming extended thanks to Matt Woods, Executive Director, Technology and Information Services, Juan Garcia, CSEA Chief Job Steward, and Vanitha Chandrasekhar, Teacher on Special Assignment at the Teacher Resource Center, for their assistance in acquiring the computers.

Marilyn Balmer, Personnel Analyst, reported on current and upcoming recruitment activities and announced the recruitment for Custodian would be opening soon to fulfill the need for substitutes. She also mentioned she is processing survey information for use on the annual report. She reported, as part of staff cross training, she is reviewing the HVAC Technician classification and testing and will be providing a report on her findings at the next Personnel Commission meeting.

Dale Culton, Certification Services Manager, reported staff has been contacting sites who have received certifications but have not made selections to encourage them to fill positions before they leave for the summer break. Many of the vacancies are for Instructional Aide-Special. In order to fill those positions prior to the beginning of the school year, staff will coordinate a day of interviews in August to fill as many of the vacancies as possible.

Mary Cates, Human Resources Supervisor, reported the number of summer assignments has increased to 690 due to additional placements for Instructional Aide - Specials and Custodians.

## MINUTES

MINUTES

The Commission approved the minutes of the June 7, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Mulkey to approve the minutes. The motion was carried and approved.

**REVISION OF RULES AND REGULATIONS**

**REVISION OF RULES AND REGULATIONS**

Gail McMahon, Executive Officer, presented the revision of Chapter 2 for a second reading and adoption by the Personnel Commission. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Mulkey to approve the revisions. Chairperson Ulaszewki asked if when the complete revisions are completed will hard copies of the Rules be printed. Executive Officer McMahon, stated hard copies of the Rules and Regulations will be distributed to all sites and will be available electronically on the Personnel Commission website. The motion was carried and approved.

**APPEAL OF DISQUALIFIED APPLICANT**

**APPEAL OF DISQUALIFIED APPLICANT**

An applicant had been disqualified from continuing in the examination process for the classification of Campus Security Officer per Personnel Commission Rule 4.2.A.6 and appealed to the Personnel Commission. The appellant, Timothy Travis, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

**REQUEST FOR HEARING IN DISCIPLINARY MATTER**

**REQUEST FOR HEARING IN DISCIPLINARY MATTER**

Per Personnel Commission Rule 11.6, a Plant Supervisor I, requested a hearing regarding his suspension from the classified service of the District. The Commission moved this item to Closed Session for discussion.

**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 Mulkey moved to ratify the bulletins. The motion was seconded by Vice-Chairperson Vaughan and approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Administrator, Network and Information Systems	Dual	12-0097-5165
Administrator, Technology Support Services	Dual	12-0096-5166
Campus Security Officer (Avalon)	Dual	12-0095-5011
Custodian	Open	12-0099-0139
Custodian (Avalon)	Dual	12-0084-0139
Groundskeeper (Avalon)	Dual	12-0085-0172
Intermediate Office Assistant- Schools (Avalon)	Dual	12-0086-3354
Instructional Aide – Special (Avalon)	Dual	12-0087-0448
Nutrition Services Worker (Avalon)	Dual	12-0083-5068
Senior Technology Support Representative	Promo	12-0098-5167
Speech Language Pathology Assistant – Bilingual Spanish	Dual	12-0093-5163
Technology Services Inventory Technician	Promo	12-0100 5168

**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. Commissioner Mulkey moved for approval. The motion was seconded by Vice-Chairperson Vaughan and was approved.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>
Campus Security Officer Substitute	Open/Cont	12-0080-5011	06/15/14
Groundskeeper	Dual	12-0077-0172	06/12/13
Groundskeeper – Substitutes	Dual	12-SUBS-0172	06/12/14
Nutrition Services Operations and Training Specialist	Promo	12-0088-5062	06/15/13

**OTHER ITEMS**

**OTHER ITEMS**

Chairperson Ulaszewski announced the Personnel Commission meeting of July 5, 2012, will be cancelled due to the proximity to the holiday.

**NEXT MEETING**

**NEXT MEETING**

The next regular meeting of the Personnel Commission will be held on Thursday, July 19, 2012, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

**CLOSED SESSION**

**CLOSED SESSION**

The Personnel Commission adjourned to closed session at 8:30 a.m. to hear the appeals of Mr. Henderson, Ms. Sayres, Mr. Travis and discuss the request for a hearing by a Plant Supervisor I.

**REMOVAL FROM ELIGIBILITY LIST**

**REMOVAL FROM ELIGIBILITY LIST**

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant, Alex Henderson, was present.

**REMOVAL FROM ELIGIBILITY LIST**

**REMOVAL FROM ELIGIBILITY LIST**

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.5. The appellant, Harley Sayres, was present.

The Personnel Commission adjourned to closed session at 8:30 a.m. to hear the appeals of Mr. Henderson, Ms. Sayres, Mr. Travis and discuss the request for a hearing by a Plant Supervisor I.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:55 a.m. The following reportable action was taken during Closed Session:

The Commission acted to grant the appeal of Alex Henderson and instructed the Executive Officer to notify him of this decision.

The Commission acted to grant the appeal of Harley Sayres and instructed the Executive Officer to notify her of this decision.

The Commission acted to deny Timothy Travis' appeal to be allowed to continue in the examination process and directed the Executive Officer to notify him of the decision.

The Commission tabled action on the request for a hearing pending further information to substantiate the grounds for which Jesus Figueroa is requesting a hearing. The Commission directed the Executive Officer to contact Mr. Figueroa and request the information be submitted for the Commission's consideration in making a decision on his request.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned the meeting at 8:57 a.m.

Respectfully submitted,



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- 8.1.7**

**Date: July 19, 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.

**REVISIONS TO CLASS SPECIFICATION**

**PAGE**

HVAC Technician

**2**



## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

July 19, 2012

**TO:** Personnel Commission

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

**SUBJECT:** Revisions to HVAC Technician Class Specification

### Background and Findings:

In September 2006, the classifications of Air Conditioning and Refrigeration Technician and Boiler and Gas Appliance Technician were combined into one new classification of HVAC Technician. The purpose of creating the HVAC Technician was to address ongoing issues Recruitment and Testing faced with difficulty attracting applicants experienced in working on Boilers, as the industry has evolved to these tasks being performed by HVAC Technicians.

Staff researched the HVAC Technician recruitments conducted since the class was established and found an average of 2 eligibles successfully made it through the exam process. Past Boiler and Gas Appliance Technician recruitments yielded an average of 2.5 eligibles. It became apparent that there were still problems affecting our ability to fill this position. The files of the two current incumbents were reviewed, and the findings were that both received their boiler knowledge through employment in the District as Building Maintenance Workers (BMW). Both had additional HVAC training from Long Beach City College, and one completed a two-year HVAC certificate program from Fullerton College.

Staff reviewed class specifications of nine local school districts with similar positions. None of them listed experience working on boilers as a requirement. These same districts were contacted via email to share how they assess an applicant's boiler ability; specifically if it is measured through a performance examination, or if incumbents receive on-the-job training. Four of the five respondents indicated they do not have boiler performance tests and that they provide on-the-job training. The fifth indicated that boilers are such a small part of the job that when the work is needed it is performed by a plumber. Additionally, it was stated that if a person is mechanically inclined and qualifies as a HVAC Technician, they will be able to learn how to perform the routine functions of boiler maintenance with sufficient training. (Note - this is similar to a clerical position responsible for inputting attendance into a computer software program currently used by the District. Applicants are not tested on knowledge of this software or their ability to use it. It is presumed that a person who possesses the ability to use a computer will be able to learn the required software once employed as a part of their on-the-job training.)

Staff reviewed the current HVAC Technician class specification. Boiler functions are referenced several times in the Example of Duties. The Education and Training requirement is - Graduation from high school and completion of a recognized four-year apprenticeship program in the HVAC trade; OR Experience – Four years of journey-level experience installing, repairing and maintaining heating, ventilation, refrigeration and air conditioning equipment systems.

Staff researched the requirements of an apprenticeship and journey-level. An apprenticeship involves a training program followed by the performance of duties as an understudy guided and supervised by a skilled professional. The total duration is anywhere from three to five years. Journey-level is one who has either completed an apprenticeship (as described above), a certificate or a degree program; or one who has experience of working under someone in a particular trade for a number of years.

Staff met with Ron Hoppe, Director of Maintenance, and Les Leahy, Business Services Administrator, to discuss the ongoing concerns and to gain clarity on the training and experience requirements for this trade. Both Mr. Leahy and Mr. Hoppe agreed to the changes recommended for the HVAC Technician class specification.

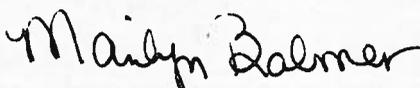
Recommendations to revise the class specification include the following: 1) Removing references to boilers in the Example of Duties section and replacing with a statement about participating in on-the-job training in boilers to perform boiler related duties. 2) Adding completion of a degree or certificate program in the HVAC trade to the Education and Training section. 3) Removing journey-level experience and replacing with four years of experience ... in the Experience section. Making these changes should improve our ability to attract greater numbers of the best and most qualified candidates.

Recommendations:

Staff recommends the following:

1. Adopt the revised class specification for the Unit B position of HVAC Technician.

Prepared by:



Marilyn Balmer  
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.  
Executive Officer



**HVAC TECHNICIAN**

**JOB SUMMARY**

Under general supervision, perform skilled journey-level work in the installation, repair and maintenance of heating, ventilation, refrigeration and air conditioning equipment systems; 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.*

- Install, inspect, diagnose, repair, maintain and service a wide variety of HVAC equipment and systems; assure compliance with applicable laws, codes, rules and regulations. *E*
- Make skilled repairs on large built-up multi-zone systems, compressors, and related equipment. *E*
- Adjust, repair or replace parts such as electric, electronic and pneumatic controls, thermostats, high and low voltage controls, sensory instrumentation controls, automatic switches, motors, relays, filters, belts, safety valves and automatic gas valves. *E*
- Service and repair evaporative coolers; check and replace thermocouples and pilot generators. *E*
- Clean and adjust electronic ignition and hot surface pilot systems; adjust and maintain forced draft burners using a flue gas analyzer. *E*
- Diagnose malfunctions and make proper changes in Energy Management System to return units to operation. *E*
- Perform piping and duct repairs; descale tubing; cut and thread pipe; make pipe and electrical connections; test and inspect pipelines and equipment to locate leaks. *E*
- Operate refrigerant recovery units and store in certified containers in accordance with Environmental Protection Agency regulations; refill and add refrigerant; record freon usage. *E*
- Plan and lay out new heating systems; use rigging equipment to move heavy equipment in confined spaces. *E*
- Perform safety inspections of mechanical rooms. *E*
- Plan work from sketches, schematic diagrams, drawings and blueprints. *E*
- Determine requirements for parts, materials, supplies, tools and equipment; estimate time and materials needed for service calls. *E*
- ~~Participate in on-the-job training in boiler related duties to perform necessary boiler functions such as trouble shooting, chemical treatment, repairs and maintenance. *E*~~

~~Deleted: boilers~~

~~Deleted: and boilers~~

~~Deleted: boilers, boiler rooms and~~

~~Deleted: ; apply chemical treatment to closed and open boiler systems.~~

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- Prepare list of materials and supplies; requisition materials. *E*
- Prepare and maintain records and reports related to assigned activities. *E*
- Contact vendors for quotes, prices and availability of materials and supplies. *E*
- Operate a variety of specialized machinery, equipment and tools utilized in the repair and maintenance of HVAC equipment; maintain tools, equipment and supplies in a safe and orderly condition. *E*
- Drive a District vehicle to conduct work. *E*
- Serve as a lead and provide work direction and guidance to other maintenance staff as assigned; train school site Plant Supervisors in the operation of boilers and HVAC equipment. *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**

Incumbents in the HVAC Technician classification install, inspect, diagnose, repair, maintain and service a wide variety of HVAC equipment and systems including boilers and heating and ventilating systems of both older and modern technology. Incumbents must assure completed work and work in progress complies with Environmental Protection Agency rules and regulations.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Methods, materials, tools and equipment used in the maintenance and repair of heating, ventilating, refrigeration and air conditioning systems.  
Applicable laws, codes, rules and regulations.  
Health and safety practices related to the HVAC trade.  
Air compressors and pneumatic controls.  
Welding and soldering techniques.  
Basic record-keeping and report preparation techniques.  
Proper methods of storing equipment, materials and supplies.  
Energy management systems.  
Shop math applicable to the HVAC trade.  
Oral and written communication skills.

**Ability to:**

Perform skilled journey-level work in the installation, repair and maintenance of heating, ventilation, refrigeration and air conditioning equipment systems.  
Perform preventive maintenance and routine servicing of HVAC equipment.  
Plan work from sketches, schematic diagrams, drawings and blueprints.

Understand and follow oral and written instructions.  
 Operate a variety of specialized machinery, equipment and tools utilized in the repair and maintenance of HVAC equipment.  
 Estimate time and materials needed for service calls.  
 Communicate effectively both orally and in writing.  
 Establish and maintain effective working relationships with others.  
 Maintain routine records and prepare reports.  
 Meet schedules and timelines.

**Education and Training:**

Graduation from high school and completion of a recognized four-year apprenticeship program, degree or certificate program in the HVAC trade.

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OR

**Experience:**

Four-years experience installing, repairing and maintaining heating, ventilation, refrigeration and air conditioning equipment systems.

Deleted: Four years of journey-level

Deleted:

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

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal).

Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list.

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**WORKING ENVIRONMENT**

Indoor and outdoor environment.  
Extreme heat and cold.  
Seasonal adverse weather conditions.  
Regular exposure to fumes, dust and odors.  
Working in a cramped or restrictive work chamber.  
Noise from equipment operation.  
Driving a vehicle to conduct work.

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**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate specialized equipment.  
Hearing and speaking to exchange information.  
Standing for extended periods of time.  
Seeing to read a variety of materials.  
Climbing ladders, scaffolding and working at heights.  
Lifting, carrying, pushing or pulled objects weighting up to 100 pounds.  
Bending at the waist, stooping, kneeling, crouching or crawling.  
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 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:9/7/06

Revised: 7/19/2012

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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**SUBJECT:** Removal from Eligibility List

**PAGES:** 8.2.1-8.2.15

**Date:** July 19, 2012

**Reason for  
Consideration:** Restricted Action

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Personnel Commission Rules 4.2.A.7 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

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

It is recommended the Commission act to approve this recommendation.

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

**PERSONNEL COMMISSION  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT:   Bulletins**

**PAGE: 9.1.1 – 9.1.4**

**Date:       July 19, 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>
Food Production Utility Worker	Dual	13-0001-0477	2
Senior Food Production Utility Worker	Promo	13-0002-0478	3
Student Evaluation Technician	Open/Cont	13-0004-0399	4



2008 Finalist  
the broad prize  
for Urban Education



# Classified 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/)

## FOOD PRODUCTION UTILITY WORKER - 0477

**Final Filing Date: 4:30 p.m., Monday, July 23, 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>
MONTHLY:	\$2,851	\$3,008	\$3,173	\$3,347	\$3,531
HOURLY:	\$16.45	\$17.34	\$18.31	\$19.33	\$20.37

**JOB INFORMATION:** Permanent 12 month, 100% position. The current vacancy is located in the Nutrition Services Branch

**APPLICATION:** Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Main Offices/Personnel Commission/](http://www.lbschools.net/Main Offices/Personnel Commission/). Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

**JOB SUMMARY:** Under close supervision, perform a variety of general grounds maintenance and complex cleaning and sanitation activities in support of the Nutrition Center; maintain grounds and Nutrition Center facilities in a clean, orderly and secure condition; clean, sanitize and perform preventative maintenance on commercial kitchen and cleaning and sanitation equipment; and perform related duties as assigned. Some work at school sites may be performed to support the mission of the department. This work may involve the delivery of food and supplies, moving of furniture and equipment and cleaning and assisting with maintenance of cafeteria equipment. Protective clothing and related safety devices are provided to incumbents and should be worn in accordance with established procedures.

**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:** Graduation from high school or equivalent. Coursework or on the job training in large-scale kitchen sanitation methods or equipment operation is desirable.

**EXPERIENCE:** One year of experience performing custodial work. Experience performing custodial work in a large commercial setting involving specialized sanitation and cleaning requirements is preferred.

**SPECIAL:** (1) Possession of a valid class C California Driver's License is required at the time of application. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Incumbents may be required to travel from one school location to another. (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

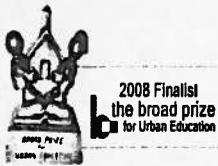
**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 13-0001-0477 th  
Dual Examination

*Maria Braunstein*



# 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/)

## SENIOR FOOD PRODUCTION UTILITY WORKER - 0478

**Final Filing Date: 4:30 p.m., Monday, July 23, 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>
MONTHLY:	\$3,093	\$3,262	\$3,442	\$3,631	\$3,830
HOURLY:	\$17.85	\$18.83	\$19.88	\$20.95	\$22.11

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

**REQUIREMENTS TO APPLY:** Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory," who meet the education and experience requirements; **AND** former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

**APPLICATION:** Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

**JOB SUMMARY:** The Senior Food Production Utility Worker serves as a lead over a small Food Production Utility Worker crew at the Nutrition Center, schedules daily run sheets and provides work direction and guidance to assigned staff. Incumbents in this classification perform a variety of general grounds maintenance and complex cleaning and sanitation activities in support of the Nutrition Center and perform touch-up painting work as needed; and other related duties as assigned. Some work at school sites may be performed to support the mission of the department. This work may involve the delivery of food and supplies, moving of furniture and equipment and cleaning and assisting with maintenance of cafeteria equipment. Protective clothing and related safety devices are provided to incumbents and should be worn in accordance with established procedures.

**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:** Graduation from high school or equivalent. Coursework or on the job training in large-scale kitchen sanitation methods or equipment operation is desirable.

**EXPERIENCE:** Two years of experience performing custodial work involving specialized sanitation and cleaning requirements in a large commercial setting. Experience serving in a lead or supervisory capacity is preferred.

**SPECIAL:** (1) Possession of a valid class C California Driver's License is required at the time of application. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Incumbents may be required to travel from one school location to another. (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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



2008 Finalist  
the broad prize  
for Urban Education



# Classified 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/)

## STUDENT EVALUATION TECHNICIAN - 0399

### TEMPORARY FALL POSITIONS ONLY

**Final Filing Date: 4:30 p.m., Thursday, July 19, 2012**

**HOURLY SALARY: \$18.32**

**JOB INFORMATION:**

Assignments are in temporary part-time positions working from September 10 through November 2. Candidates should apply immediately to be considered for available opportunities. Employment in these assignments is temporary and does not result in permanent employment. All candidates will be required to attend one day of training scheduled early-September.

**APPLICATION:**

Candidates are **strongly encouraged to submit applications online** via the Personnel Commission website: [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

**JOB SUMMARY:**

Under immediate supervision, administer and score examination of student enrollees or referred students for such areas as language proficiency, achieved academic level, math, speech, language, etc.; upon referral to administer and score examination in the primary language of enrolled students identified with possible special needs to determine language proficiency and achieved academic level(s) to recommend possible course(s) of academic intervention; interview and collect information for the historical academic/health profile of the student(s); enroll students; 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 training and experience that could likely provide the required knowledge and abilities may be considered, however, experience cannot substitute for the required minimum education.

**TRAINING:**

Graduation from high school and training or coursework in normal/abnormal psychology, language acquisition, education or child growth and development.

**EXPERIENCE:**

Some experience in the process and procedure of test administration, scoring, or related evaluation techniques used to measure, rank or rate the results in terms of student academic achievement and level or personnel employment testing.

**SPECIAL:**

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

**SELECTION PROCEDURE:**

The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 13-0004-0399 af  
Open Continuous

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 9.2.1 – 9.2.9

Date: July 19, 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>
Contract Analyst	Promo	12-0089-0624	06/26/13	2
Research Office Technician	Dual	12-0066-0433	07/13/13	4
Senior Research Office Technician	Dual	12-0067-3369	07/13/13	6
Supervising Research Office Technician	Dual	12-0068-5157	07/13/13	8



**ELIGIBILITY LIST**

DATE: 6/28/12

TITLE: CONTRACT ANALYST

Exam #12-0089-0624  
Type: PROMOTIONAL

LANGUAGE: NONE

<b>EXAM STATISTICS:</b>	<b>LIST VALID 6/26/12 – 6/26/13</b>
Total Applications Received: 6	
Total Invited To Exam: 5	
(No. Passed 5 No. Failed 0 No. Withdrew 0 No. Screened Out 1)	

**INTERVIEW PANELS**

NAME	TITLE	LOCATION	ETHNICITY	GENDER
SHERRY THORPE	PRINCIPAL AUDITOR	LBUSD	WHITE	FEMALE
ANNE BRACHE	PROCUREMENT SVCS ASST.	LACOE	FILIPINO	FEMALE
EUNICE GORDON-DEADRICK	DIRECTOR OF PURCHASING	COMPTON USD	BLACK	FEMALE

CERTIFIED TO BE CORRECT: Shirley McNamee DATE: 6/28/12

CERTIFIED AT PERSONNEL COMMISSION MEETING 7-19-12

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

11/11/12



ELIGIBILITY LIST

DATE: 7/6/2012

TITLE: RESEARCH OFFICE TECHNICIAN

EXAM NO: 12-0066-0433  
TYPE: DUAL

LANGUAGE: NONE

**EXAM STATISTICS:**

LIST VALID 7/13/12 – 7/13/13

Total Applications Received: 125

Total Invited To Exam: 68

(No. Passed 13 No. Failed 43 No. Withdrew 12 No. Screened Out 57)

**INTERVIEW PANELS**

NAME	TITLE	LOCATION	ETHNICITY	GENDER
ADA HERNANDEZ	EVALUATION SPECIALIST	GARDEN GROVE USD	HISPANIC	FEMALE
EVA BAGG	ASSOCIATE DEAN OF INSTITUTIONAL EFFECTIVENESS	LBCC	WHITE	FEMALE
ANDREW FUENMAYOR	RESEARCH ANALYST I	LBCC	ASIAN	MALE
JOHN HETTS	DIRECTOR OF INSTITUTIONAL RESEARCH	LBCC	WHITE	MALE

CERTIFIED TO BE CORRECT: Heidi Morano DATE: 7-9-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 7-19-12

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



**ELIGIBILITY LIST**

DATE: 7/6/12

TITLE: SENIOR RESEARCH OFFICE  
TECHNICIAN

EXAM NO: 12-0067-3369  
TYPE: DUAL

LANGUAGE: NONE

<b>EXAM STATISTICS:</b>	<b>LIST VALID 7/13/12 – 7/13/13</b>
Total Applications Received: 24	
Total Invited To Exam: 15	
(No. Passed 8      No. Failed 4      No. Withdrew 3      No. Screened Out 9)	

**INTERVIEW PANELS**

NAME	TITLE	LOCATION	ETHNICITY	GENDER
ANDREW FUENMAYOR	RESERCH ANALYST I	LBCC	ASIAN	MALE
JOHN HETTS	DIRECTOR OF INSTITUTIONAL RESEARCH	LBCC	WHITE	MALE

CERTIFIED TO BE CORRECT: Bill McHaw DATE: 7-9-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 7-19-12

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

4110442 Salmer



**ELIGIBILITY LIST**

DATE: 7/6/2012

TITLE: SUPERVISING RESEARCH  
OFFICE TECHNICIAN

EXAM NO: 12-0068-5157  
TYPE: DUAL

LANGUAGE: NONE

**EXAM STATISTICS:**

LIST VALID 7/13/12 - 7/13/13

Total Applications Received: 14

Total Invited To Exam: 7

(No. Passed 5 No. Failed 0 No. Withdrew 2 No. Screened Out 7)

**INTERVIEW PANELS**

NAME	TITLE	LOCATION	ETHNICITY	GENDER
ADA HERNANDEZ	EVALUATION SPECIALIST	GARDEN GROVE USD	HISPANIC	FEMALE
EVA BAGG	ASSOCIATE DEAN OF INSTITUTIONAL EFFECTIVENESS	LBCC	WHITE	FEMALE

CERTIFIED TO BE CORRECT: [Signature] DATE: 7-9-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 7-19-12

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

ELLIST 5/97

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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**SUBJECT:** Appeal of a Disqualified Applicant      **PAGES:** 12.1.1 – 12.1.42

**Date:** July 19, 2012      **Reason for  
Consideration:** Action

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Personnel Commission Rules provide that applicants, candidates or eligibles may be disqualified from an examination process for:

Personnel Commission Rule 4.2.A.1 provides that an individual who is an applicant may be disqualified from an examination process for "failure to meet the general qualifications of Rule 4.1.B."

Personnel Commission Rule 4.1.B.3 states in part that "applicants must possess all requirements that may be specified in the minimum qualifications established for the class..."

Staff disqualified an applicant from continuing in the examination process and the individual has appealed this disqualification as detailed in the agenda material.

It is recommended the Commission consider the appeal and act as it deems appropriate.

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