



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

August 16, 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 August 2, 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
- 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A

Action

Restricted Action

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on August 30, 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

ACCESS TO PUBLIC DOCUMENTS

Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 999, Atlantic Avenue, Third Floor, Long Beach, CA 90813, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:40p.m.).

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for August 2, 2012

PAGES: 7.1.1 – 7.1.3

Date: August 16, 2012

Reason for
Consideration: Action

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
Vera Mulkey, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Marilyn Balmer, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Dee Andrews, Councilmember, City of Long Beach; Shayon Stamper;
Demetria Rabun.

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 preparing for the opening of school by working on recruiting and testing to have approved positions filled by the time the school year begins. Staff is also completing the notifications to employees who have been affected by the reduction and abolishment actions taken by the Board of Education this summer.

Dale Culton, Certification Services Manager informed the Commission that he and Executive Officer McMahon, recently met with CSEA to review the bumping which occurred as a result of the reduction and abolishment of positions. Chairperson Ulaszewski asked how many Campus Security Officers would be without an assignment when the bumping is complete. Mr. Culton responded, 24 Campus Security Officers were laid off.

Executive Officer McMahon, reported on a positive note, Special Education is creating several Health Assistant positions and she hopes some of the employees who have been displaced will be able to find employment in this new classification which will be brought to the Commission for approval in the near future.

Marilyn Balmer, Personnel Analyst reported on the status of current recruitments. She also reported over 500 applications were received for Custodian and she extended a special thank you to Ericka Emery, Human Resources Technician, for manually inputting over 200 paper applications into the NEOGOV applicant tracking system.

MINUTES

MINUTES

The Commission approved the minutes of the July 19, 2012 Personnel Commission meeting. It was moved by Commissioner Mulkey and seconded by Chairperson Ulaszewski to approve the minutes. The motion was carried and approved.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

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 submitted the attached classification recommendations for the consideration of the Commission.

None

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 Chairperson Ulaszewski and approved.

TITLE

TYPE

NUMBER

Plant Supervisor I

Promo

13-0006-5027

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 Chairperson Ulaszewski and was approved.

TITLE

TYPE

NUMBER

EXPIRES

Administrator, Network &
Information Systems

Dual

12-0097-5165

07/26/13

Administrator, Technology
Support Services

Dual

12-0096-5166

07/26/13

Campus Security Officer (Substitute)

Dual

12-0082-5011

08/01/13

Child Nutrition Specialist

Dual

12-0092-3322

07/25/13

Instructional Aide – Special
Instructional Aide – Special

Dual
Dual

12-0079-0448
12-0081-0448

07/20/13
08/02/13

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, August 16, 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 appeal of a disqualified applicant.

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.1 and appealed to the Personnel Commission.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:52 a.m. The following reportable action was taken during Closed Session:

The Commission acted to grant the appeal of disqualified applicant 12941201, and instructed the Executive Officer to notify the appellant of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Ulaszewski adjourned the meeting at 8:55a.m..

Respectfully submitted,



Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: **Classification/Restructure
 Recommendations**

PAGES: 8.1.1- 8.1.13

Date: **August 16, 2012**

**Reason for
Consideration: Action**

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.

CREATE A NEW CLASSIFICATION

PAGE

Health Assistant - Salary Range 15 (C1)

2

REVISIONS TO CLASS SPECIFICATION

HVAC Technician

8



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

August 16, 2012

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of New Class – Health Assistant

Background and Findings

Staff received a request from Special Education management to create the new classification of Health Assistant and recommend appropriate salary range placement for the classification. Staff worked with Special Education management to develop the new classification and identify the essential duties of the class.

The classification of Health Assistant will provide support to school health offices including maintenance of student health and immunization records. Incumbents will provide routine first aid and CPR and administer medications in accordance with physician instructions. Incumbents will provide assistance to registered nurses performing specialized health care procedures.

Salary Placement

Staff conducted a compensation study of the proposed class of Health Assistant. Local agencies typically used for job family salary surveys were surveyed for compensation comparison. In total, staff found similarity between classification duties with eight agencies. The median salary range for these eight agencies is closest to LBUSD's salary range 15(C1) with a maximum step of \$3,171 per month.

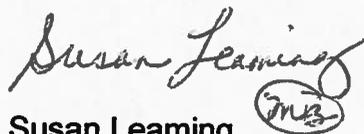
The Assistant Superintendent, School Support Services has reviewed the proposed classification specifications and recommended salary placements and is in agreement with staff's findings.

Recommendations

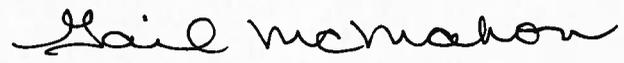
Staff recommends the Personnel Commission:

1. Create the classification of Health Assistant
2. Allocate the Health Assistant classification to salary range 15 (C1)

Prepared by:


Susan Leaming
Personnel Analyst

Approved and Recommended:


Gail McMahon, Ed.D.
Executive Officer



PERSONNEL COMMISSION

**Class Specification
Salary Range: 15 (C1)**

HEALTH ASSISTANT

JOB SUMMARY

Under general direction, provide a variety of health services to students at an assigned school site; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; 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.

- Provide a variety of health services to students at an assigned school site; observe student health needs and provide information to parents and guardians of community associations, social service agencies and other available resources to obtain health care. **E**
- Administer first aid to ill or injured students; perform CPR; take temperatures; distribute adhesive bandages, ice and compresses as necessary; administer medications according to physician instructions and established District procedures; maintain log of student coming into the health office. **E**
- Screen students for lice and other health conditions; notify appropriate personnel, personal physicians and parents of health conditions as required. **E**
- Notify parents, guardians, emergency personnel and other authorized persons when students need to be sent home or to health care agencies for emergency services; update student emergency cards; assist parents with health related forms. **E**
- Prepare and maintain a variety of records, files and reports related to student health, nutrition, medications and daily health office activities; review records for compliance with applicable regulations; maintain confidentiality of student health information. **E**
- Maintain the health office in a clean, orderly and safe condition; maintain inventory and order first aid and health office supplies. **E**
- Operate a variety of office equipment including a computer; operate standard health office instruments and equipment; drive a personal vehicle to conduct work. **E**
- Assist in the facilitation and preparation of health screenings and immunization programs; provide referrals to community health care providers as needed; follow up on health care provider referrals. **E**

- Report suspected contagious and communicable diseases to appropriate authorities and District personnel. *E*
- Develop and conduct parent education trainings regarding child health and safety issues such as cleanliness, child obesity, personal hygiene, and hazardous materials such as paint and lead. *E*
- Assist individual students with personal hygiene and toileting as necessary; physically assist students with disabilities as needed.
- Assist registered nurses or Special Education staff with specialized medical procedures such as tracheotomy care and gastrostomy feedings as requested.
- Provide clerical support to the school office including answering telephones and assisting visitors as needed to assure smooth and efficient office operations.
- Attend and participate in meetings and training sessions as required.

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 Health Assistant classification are assigned to school sites and independently provide general health care services to students. Incumbents are responsible for the daily operations of a school health office.

EMPLOYMENT STANDARDS

Knowledge of:

Basic health office practices, terminology, procedures and equipment.
Basic medical symptoms and conditions applicable to school-aged children.
Health and safety regulations.
First aid and CPR procedures.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

Ability to:

Provide a variety of health services to students.
Screen ill or injured students.
Compile data and prepare reports.
Work independently with little direction.
Administer first aid and CPR to students.
Observe health and safety regulations.
Utilize a variety of health instruments and office equipment.
Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.
Complete work with many interruptions.
Operate a computer and assigned software.
Prepare and maintain records related to assigned activities.

Education and Training:

Graduation from high school. College-level coursework in the medical field or completion of a certified nurse's aide, medical assistant or related health care program is desirable

Experience:

One year of experience at the level of Office Assistant is required. Experience working in a health care service environment and with children is highly desired.

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

SPECIAL REQUIREMENTS

Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification.

WORKING ENVIRONMENT

Health office environment.
Constant interruptions.
Potential for contact with bloodborne pathogens and communicable diseases.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and standard health instruments.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials and screen health conditions.
Bending at the waist, kneeling or crouching to assist students.
Lifting and carrying light objects such as medical supplies and health files.

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.

DATE



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.)

Revisions to HVAC Technician Class Specification

July 19, 2012

Page 2

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.

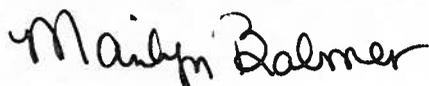
Recommendations to revise the class specification include the following: 1) Removing references to boilers in the Example of Duties section and replacing with a statement about participating in on-the-job training in boilers to perform boiler related duties. 2) Adding completion of a degree or certificate 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.

Formatted: Bullets and Numbering

- 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.

Deleted: in

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.

Formatted: Font: CG Times (W1), Not Bold

Formatted: Normal

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.

Deleted: ----- Page Break -----

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**

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.7

Date: August 16, 2012

**Reason for
Consideration: Action**

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>
Choral Accompanist	Dual	13-0005-0122	2
Head Start Health Manager	Dual	13-0008-0784	3
Head Start Nutrition Manager	Dual	13-0009-0785	5
Nutrition Services Worker	Open/Cont	13-0010-5068	7



2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission/.

CHORAL ACCOMPANIST - 0122

Final Filing Date: 4:30 p.m., Wednesday, August 29, 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:	\$2,774	\$2,927	\$3,088	\$3,257	\$3,436
HOURLY:	\$16.01	\$16.90	\$17.81	\$18.79	\$19.82

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

APPLICATION: Candidates are strongly encouraged to submit applications online via the Personnel Commission website: 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, a choral accompanist provides piano accompaniment for a variety of performances and rehearsals for assigned choirs. The Choral Accompanist is required to be a musician with advanced piano training and piano playing experience. Incumbents are typically assigned to the high schools within the District. Incumbents are expected to attend and provide piano accompaniment at evening and weekend performances; and perform related duties as assigned.

Note: Before being considered for employment, 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 other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

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

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

1. Completion of at least two years of study* (48 semester units or 60 quarter units) at an institution of higher education; OR
2. Attainment of an Associate of Arts degree or higher*; OR
3. Meeting a rigorous standard of quality and demonstrated through formal academic assessment, knowledge of and ability to assist in instructing reading, writing, and mathematics (A passing score on a College/University Placement Test or passing grades in college-level remedial classes in Reading, Writing, and Math will meet this standard).

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

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

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

SPECIAL: (1) May be required to travel from one school location to another. (2) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. 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#13-0005-0122 af
Dual Examination

Handwritten signature

ABOUT OUR DISTRICT

The Long Beach Unified School District offers a career opportunity in one of the largest and finest public school systems in California. It is the third largest school district in California, 35th largest in the United States and serves approximately 88,000 students in 93 schools, kindergarten through grade 12, and 1,500 Head Start pupils in 25 Head Start centers. It serves a 129 square-mile area in the cities of Long Beach, Signal Hill, Lakewood and Avalon on Catalina Island.

Long Beach Schools has earned a reputation as one of Americas finest school systems, winning many awards as a national model of excellence. In recent years, Long Beach schools have been visited and praised by the nation's president, attorney general, two secretaries of education and former Secretary of State Gen. Colin Powell. Local schools have won numerous California Distinguished and National Blue Ribbon awards. The school district was named the 2003-04 national winner of the \$500,000 Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. In April 2008, for a remarkable fourth time, the Long Beach Unified School District was again named among the top five school systems in the nation today by the Eli and Edythe Broad Foundation.

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

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of 491,564. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Personnel Commissioners
Vera Mulkey Terence Ulaszewski Linda Vaughan

Executive Officer
Gail McMahon, Ed.D.

Dual Exam 13-0008-0784 ss



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

HEAD START HEALTH MANAGER

\$5,069 – \$5,952 Monthly



Erin Mahon

THE POSITION

Under general direction, a Head Start Health Manager plans, implements and evaluates the health service activities of the Head Start Program. An incumbent in this class is expected to provide professional nursing supervision of all health services, supervise assigned staff for Head Start and Early Head Start Programs; and perform related duties as assigned.

The salary is \$5,069 to \$5,952 monthly, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

The current vacancy is a permanent 10 months position. The current vacancy is located at Head Start.

Continued employment beyond June 30, 2013 is contingent upon approval of the Board of Education.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree from a recognized college or university in nursing science, with Public Health Nurse Certification preferred.

Additionally, candidates are required to have two years of public health, pediatric nursing, or related nursing experience are required, preferably with at least one year in a lead or supervisory capacity. Experience in Head Start or other early childhood programs is beneficial.

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

SPECIAL REQUIREMENTS

Must be currently licensed as a Registered Nurse in the State of California.

Must possess a class C California Driver's License and have the use of a personal automobile (mileage reimbursable) at the time of appointment.

Some positions in this class may require the ability to speak a language other than English.

OUR QUALIFYING PROCESS

The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience and evaluation of responses on a supplemental application; a technical exercise and interview and a qualifications appraisal oral interview 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. Attendance will be at the applicant's expense. Testing is tentatively scheduled for Monday, September 17, 2012.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00. Completed applications must be submitted no later than:

4:30 p.m., Thursday, September 6, 2012

Applicants with disabilities who need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
999 Atlantic Avenue, 3rd Floor
Long Beach, California 90813
(562) 435-5708 FAX: (562) 435-8932

www.lbschools.net/Main_Offices/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

ABOUT OUR DISTRICT

The Long Beach Unified School District offers a career opportunity in one of the largest and finest public school systems in California. It is the third largest school district in California, 35th largest in the United States and serves approximately 88,000 students in 93 schools, kindergarten through grade 12, and 1,500 Head start pupils in 25 Head Start centers. It serves a 129 square-mile area in the cities of Long Beach, Signal Hill, Lakewood and Avalon on Catalina Island.

Long Beach Schools has earned a reputation as one of America's finest school systems, winning many awards as a national model of excellence. In recent years, Long Beach schools have been visited and praised by the nation's president, attorney general, two secretaries of education and former Secretary of State Gen. Colin Powell. Local schools have won numerous California Distinguished and National Blue Ribbon awards. The school district was named the 2003-04 national winner of the \$500,000 Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. In April 2008, for a remarkable fourth time, the Long Beach Unified School District was again named among the top five school systems in the nation today by the Eli and Edythe Broad Foundation.

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

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of 491,564. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Vera Mulkey
Personnel Commissioners
Terence Ulaszewski Linda Vaughan

Executive Officer
Gail McMahon, Ed.D.

Dual Exam 13-0009-0785 ss



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

HEAD START NUTRITION MANAGER

\$5,069 – \$5,952 Monthly



[Handwritten signature]

THE POSITION

Under direction, a Head Start Nutrition Manager has the functional responsibility for the Head Start Nutritional Component Program working in cooperation with the district food service staff. This includes such things as long range menu planning, establishing inventory needs and related requirements, ensuring health standards are implemented and maintained, supervisory report preparation and record keeping, ensuring cost effective operations, establishing and conducting scheduled nutritional education for parents and staff. An incumbent in this class plans, participates and coordinates the Head Start nutritional series program, and perform related duties as assigned.

The salary is \$5,069 to \$5,952 monthly, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities. The current vacancy is a permanent 10 months position. The current vacancy is located at Head Start.

Continued employment beyond June 30, 2013 is contingent upon approval of the Board of Education.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree from a recognized college or university with a major in food nutrition.

Additionally, candidates are required to have at least two years recent experience in industrial, institutional, or commercial quantity food preparation, dietetics, community nutrition and/or food sanitation, or at least one year as a supervisor of an industrial, institutional or commercial quantity food service program.

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

SPECIAL REQUIREMENTS

Must have a valid Class C California Driver's License, access to an automobile, and adequate automobile insurance, or have available private transportation at the time of appointment. May be required to travel from one school location to another.

Must possess a current, valid license issued by the appropriate State of California agency for work as a registered dietician.

OUR QUALIFYING PROCESS

The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience and evaluation of responses on a supplemental application; a technical exercise and interview and a qualifications appraisal oral interview 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. Attendance will be at the applicant's expense. Testing is tentatively scheduled for Monday, September 17, 2012.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00. Completed applications must be submitted no later than:

4:30 p.m., Thursday, September 6, 2012

Applicants with disabilities who need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
999 Atlantic Avenue, 3rd Floor
Long Beach, California 90813
(562) 435-5708 FAX: (562) 435-8932

www.lbschools.net/Main_Offices/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER



2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission

NUTRITION SERVICES WORKER – 5068

Final Filing Date: Applications are being accepted on a continuous basis.

SUBSTITUTE SALARY: \$12.20

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
HOURLY:	\$12.20	\$12.90	\$13.56	\$14.32	\$15.14

JOB INFORMATION: POSITIONS IN THIS ENTRY CLASS GENERALLY RANGE FROM 2 - 3 HOURS PER DAY, DURING MIDDAY HOURS AND HIRED AS SUBSTITUTES.

THE ELIGIBLE LIST OF SUCCESSFUL CANDIDATES MAY ALSO BE USED TO FILL FUTURE PERMANENT VACANCIES AS THEY OCCUR.

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website: 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, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

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

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING: Equivalent to completion of eighth grade.

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

SPECIAL REQUIREMENTS: Accepting employment in a permanent (non-substitute) 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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: August 16, 2012

Reason for
Consideration: Restricted Action

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:

Technology Services Inventory Technician Promotional 12-0100-5168

List Valid: 8/06/12 - 8/06/13

Total applications received: 10

Total invited to exam: 8

No. Passed: 7

No. Failed: 0

No. Withdrew: 1

No. Screened Out: 2

Speech Language Pathology Assistant

Bilingual Spanish

Dual

12-0093-5163

Total applications received: 33

Total invited to exam: 10

No. Passed: 5

No. Failed: 0

No. Withdrew: 5

No. Screened Out: 23

Senior Technology Support Representative Promotional 12-0098-5167

Total applications received: 5

Total invited to exam: 4

No. Passed: 4

No. Failed: 0

No. Withdrew: 0

No. Screened Out: 1

CERTIFIED TO BE CORRECT: Heina Mahajan DATE: 8-9-12