



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

April 12, 2012
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
Vera Mulkey, Chairperson Present _____
Linda Vaughan, Vice-Chairperson Present _____
Terry Ulaszewski, 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 March 29, 2012 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action
9. BULLETINS AND TESTING ACTIONS
 - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action
 - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action
10. OTHER ITEMS
 - 10.1 Establish a Public Hearing date for Proposed Personnel Commission Budget for 2012-2013 Action
11. The next regular meeting of the Personnel Commission will be held on April 26, 2012 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
12. CLOSED SESSION
13. ADJOURNMENT

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for March 29, 2012

PAGES: 7.1.1 – 7.1.4

Date: April 12, 2012

Reason for
Consideration: Action

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

Chairperson Vera Mulkey 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

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

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Brad Angell, CSEA Vice President – Unit A; Chett Davidson, CSEA Unit B representative; Timothy Franklin Parent, 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

Ms. McMahon reported she has been attending Long Beach Unified functions to get a better understanding of the culture of the District. She recently attended the Long Beach College Promise event where Superintendent Steinhauser and the Presidents of Long Beach City College and California State University, Long Beach, talked about the successful collaboration of the institutions to provide local students with greater opportunities to complete their higher education. Ms. McMahon also mentioned that she is looking forward to attending the Most Inspiring Students Awards dinner this evening and has heard it is a very heartwarming event.

Ms. McMahon updated the Commission that planning for the Classified Employee Celebration is underway. The event is scheduled for May 18th and will be held at the Teacher Resource Center. The response from District personnel and the community in sponsoring the event has been very strong and we are expecting a great event. Also, the Employee Recognition Committee met and reviewed the classified employee of the year nomination form. The form is now available and she is looking forward to working with the committee to complete the process.

Ms. McMahon, informed the Commission the quarterly Personnel Commissioners Association of Southern California (PCASC) meeting is scheduled for April 25th, George Cole, Executive Director of PCASC, will be the featured speaker. Mr. Cole will discuss the state and direction of the association. She also reported the California Schools Personnel Commissioners Association (CSPCA) annual state conference will be at the Disney Paradise Hotel in Anaheim February 21 – 24, 2013.

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

Dale Culton, Certification Services Manger, reported action was taken by the Board of Education on the abolishment of positions at Keller Elementary and a Student Evaluation Technician at the Child Development Center. He also informed the Commission that he will be attending the Middle School/K-8 school secretary meeting to review the new online Vacancy Assignment (VA) for coaching assignments.

Mary Cates, Human Resources Supervisor, informed the Commission that staff continues to work on summer school assignments. Executive Officer, McMahon mentioned that 939 summer school applications were received and approximately 360 of the applications were not properly completed. Ms. McMahon explained staff will be notifying the individuals on the status of their application and will provide an opportunity for them to complete the application. Valeeta Pharr, CSEA Chapter 2 President, said that the high number of incomplete applications may be a result of the multiple changes to the application in the last few years which could have confused applicants.

Commissioner Ulaszewski asked Ms. Pharr if the issues with summer school that came up last year had been resolved. Ms. Pharr responded they are working on those with Employee Relations and explained that part of the reason the summer school application was updated was to address some of those issues.

HEARINGS

HEARINGS

None

MINUTES

MINUTES

The Commission approved the minutes of the March 15, 2012 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the minutes. The motion was carried and approved.

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 submits the attached classification recommendation for the consideration of the Commission. Commissioner Ulaszewski moved for approval. The motion was seconded by Vice-Chairperson Vaughan and was approved.

REVISE CLASSIFICATION SPECIFICATION

Nutrition Services Operations Coordinator

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.

None

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 Ulaszewski 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>
Head Start Instructional Aide	Dual	12-0038-0657	03/14/13
Head Start Instructional Aide Substitute	Dual	12-SUBS-0657	03/14/13
Instructional Aide Interpreter Deaf/Hard of Hearing	Dual	12-0060-3272	03/19/13
Mail Delivery Driver	Dual	12-0054-0219	03/20/13
Senior Payroll Accounting Technician	Dual	12-0055-0762	03/20/13
Senior Software Applications Engineer	Dual	12-0047-5073	03/20/13

OTHER ITEMS

OTHER ITEMS

Ms. Pharr reported CSEA is conducting site visits to raise awareness of the upcoming challenges facing education and the need to come together for the November elections. She noted CSEA is supporting the re-election of Board Member Felton Williams. Ms. Pharr also commented how pleased she was to have been part of the selection process for the new Board of Education District 5 member. She added that it was exciting to see how many community members came forward to fill the vacancy which resulted in the selection of Diana Craighead as the new Board member. Lastly, Ms. Pharr announced CSEA's theme for Classified School Employee's Week is "Legacy of Service".

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 12, 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 8:41 a.m. to consider the recommendation to remove a name from current eligibility list and to perform the public employee evaluation of the Executive Officer, Personnel Commission.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:35 a.m. The following reportable action was taken during Closed Session:

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant, Timothy Franklin Parent, was present. The Commission acted to grant Mr. Parent's appeal and directed the Executive Officer to notify him of their decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned the meeting at 9:37 a.m.

Respectfully submitted,

Signature on File

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
Recommendations

PAGES: 8.1.1-8.1.9

Date: April 12, 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.

REVISE CLASSIFICATION SPECIFICATION

PAGE

Operations Director

2



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

April 3, 2012

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revisions to Operations Director Class Specification

Background and Findings

The Business Services Administrator recently reviewed the class specification for the Operations Director classification while initiating recruitment activities and worked with Commission Staff to make revisions to the specification. The class specification was created in 1997 and has never been revised.

Since the revisions were extensive, staff has attached a draft copy of the revised class specification and copy of the current class specification for review. References to "messenger service" and communication support activities were removed and replaced with duties related to mail and central switchboard services. Education and Experience requirements were strengthened by adding three additional years of supervisory or management-level experience as other director level positions require a bachelor's degree. Finally, stylistic changes were made to amplify existing duty statements throughout the description.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification for the management classification of Operations Director

Prepared by:

Susan Leaming
Personnel Analyst

Approved and Recommended:

Gail McMahon, Ed.D.
Executive Officer



PERSONNEL COMMISSION

Class Code: 0229
Salary Range: 55 M2
DRAFT

OPERATIONS DIRECTOR

JOB SUMMARY

Under administrative direction, plan, organize, control and administer the District's grounds, custodial, mail and central switchboard services; assure smooth and efficient delivery of services to sites and offices; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize, control and administer the District's grounds, custodial, mail and central switchboard services; assure smooth and efficient delivery of services to sites and offices; assure compliance with applicable laws, codes, rules and regulations. **E**
- Oversee and direct the planning and scheduling of grounds maintenance, irrigation systems, projects and repair work; oversee and assure District grounds are maintained in a clean, safe and orderly condition. **E**
- Oversee and direct the planning and scheduling of custodial services; oversee and assure District facilities are maintained in a clean, safe and orderly condition; direct the coordination of emergency response efforts. **E**
- Oversee and direct the activities of the mail room and central switchboard services; assure timely delivery of mail District-wide. **E**
- Supervise and evaluate the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Direct the purchase of Operations Branch equipment, supplies, vendor proposals and service contracts; prepare work specifications; contact vendors to obtain quotes for materials and equipment; evaluate or direct the evaluation of vendor proposals; inspect work in progress as necessary. **E**
- Serve as a resource and assure proper levels of operations support for sites and offices; communicate with other administrators, District personnel and outside agencies to coordinate programs and activities, resolve issues and exchange information. **E**

- Develop and prepare departmental budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Develop and direct the implementation of Operations Branch policies, procedures and standards; establish operating priorities and develop maintenance and service cycles for grounds and custodial activities; advise District administrators of unusual trends or issues and recommend appropriate corrective action. *E*
- Develop and implement master schedule for summer and off-calendar work including custodial, grounds and mail delivery services. *E*
- Direct the preparation and maintenance of departmental records and files; compile data and prepare detailed reports regarding assigned activities; compose letters, memoranda and manuals. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of advances in the field; direct and assure Operations Branch employees are provided on-going safety training; conduct presentations as requested. *E*
- Operate office equipment including a computer and assigned software; drive a District or personal vehicle to conduct work; respond to emergency calls as necessary. *E*

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

DISTINGUISHING CHARACTERISTICS

The Operations Director plans, organizes, controls and administers the District's grounds, custodial, mail and central switchboard services to assure smooth and efficient delivery of services to sites and offices. Incumbents supervise and evaluate the performance of assigned staff. Operations Branch employees assigned directly to sites are directed by and are responsible to their site administrator or designee except under specified circumstances or time frames.

EMPLOYMENT STANDARDS

Knowledge of:

General principles, practices, equipment and materials used in custodial, grounds, mail and central switchboard activities and services.
Record-keeping and report preparation techniques.
Budgeting practices regarding monitoring and control.
Health and safety regulations.
District organization, operations, policies and objectives.
Applicable laws, codes, rules and regulations.
Principles of administration, supervision and training.
Operation of a computer and assigned software.
Oral and written communication skills.

Writing skills to prepare clear and concise specifications and reports.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize, control and administer the District's grounds, custodial, mail and central switchboard services.
Supervise and evaluate the performance of assigned personnel.
Develop and implement Operations Branch policies, procedures and standards.
Develop and prepare budgets.
Monitor and control expenditures.
Analyze and develop work methods, procedures and schedules.
Maintain current knowledge of advances in the field.
Interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Prepare comprehensive reports and work specifications.
Direct the establishment and maintenance of records and files.
Accept and carry out responsibility for direction, control and planning.
Prepare and deliver oral presentations.
Operate a computer and assigned software.
Drive a District or personal vehicle to conduct work.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Observe and implement health and safety regulations.

Education and Training:

Associate's degree including coursework in business administration, public administration, agricultural technology or a related field. A bachelor's degree in one of these fields is highly desirable.

Experience:

Five years of supervisory or managerial building maintenance, operations or grounds maintenance experience. Experience working with educational facilities is preferred.

Additional management or supervisory experience may substitute for up to two years of the required education on a year for year basis.

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

SPECIAL REQUIREMENTS

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

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

WORKING ENVIRONMENT

Indoor and outdoor work environment.
Driving a District vehicle to conduct work.
Emergency call-out.
Evening or weekend hours.

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA 9/18/97
Revised:



PERSONNEL COMMISSION

Class Code: 0229
Salary Range: 55 (M2)

OPERATIONS DIRECTOR

JOB SUMMARY

Under administrative direction, plan, organize, and direct the general custodial, grounds care and communications support activities of the district; and to perform related duties as required.

EXAMPLES OF DUTIES

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

- Plan and direct assigned staff in the regular, periodic, or special activities related focus services, grounds care, central telephone switchboard, mail, and messenger service. **E**
- Consult with other management employees in order to develop new or to change existing policies and procedures relating to housekeeping and grounds care. **E**
- Review and evaluate procedures and the effectiveness of the Operations Branch activities and initiate or recommend changes to improve efficiency, cost effectiveness, safety, and energy conservation. **E**
- Confer with district administrators concerning operations, personnel evaluations, selection, assignment, transfer, and disciplinary actions. **E**
- Train, supervise, and evaluate employee performance and interviews, select and recommend prospective employees for assignment. **E**
- Establish standards, specifications, and procedures for the materials, equipment, services, and safety relating to Operations Branch functions. **E**
- Upon request of site administrators, review performance evaluations of employees assigned to site plants and assist such administrators in evaluating their employee. **E**
- Establish standards and specifications for operational supplies and equipment. **E**
- Develop a master schedule for summer work such as cleaning, and scheduling and routing transportation, delivery services, etc. **E**
- Develop, recommend, and administer unit budget or cost estimates. **E**
- Direct preparation of payroll records as required. **E**
- Review routine or special reports. **E**
- Advise site managers on matters and conditions relating to safety of facilities and personnel. **E**
- Write reports, letters, bulletins, memoranda and manuals. **E**

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

DISTINGUISHING CHARACTERISTICS

The Operations Director plans and directs the activities of assigned employees at or in the Board of Education Administration Building, traveling ground crews, landscape center, mail/messenger service, and central telephone switchboard. Employees engaged in operation activities assigned to schools are normally directed by and responsible to their site administrators.

EMPLOYMENT STANDARDS

Knowledge of

General principles, practices, tools, equipment, and materials used in activities related to custodial and grounds care, mail, telephonic, and delivery communications services.
General budget development and control procedures.
Job/work cost estimating and control procedures.
Allocation and scheduling of staff.

Ability to

Plan, assign, and direct the work or others.
Train, develop, and evaluate employee skills in proper work methods.
Read and interpret plans and specifications.
Write specifications for such items as contacted services, equipment, material and supplies.
Establish and maintain effective working relationships with others contacted in the course of work.
Analyze and develop work methods and procedures.
Communicate effectively orally and in writing.
Operate a vehicle observing legal and defensive driving practices.
Understand and carry out oral and written instructions.

Training

Graduation from an accredited college with an AA degree in business or public administration or a closely related field is required. Graduation from college with a major in business or public administration, is highly desirable.

Experience

Five years in custodial or grounds, work, at least two years of which must have been at the equivalent of a district level supervisory or higher level position is required.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities may be considered.

WORKING ENVIRONMENT

Office environment; outdoor environment; visit to school sites.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment; seeing to review and analyze reports, documents or other records; hearing and speaking to exchange information in person, electronically or telephonically; climbing stairs, ladders and ramps; walking and standing for extended periods of time; sitting for extended periods of time.

SPECIAL REQUIREMENTS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA 9/18/97

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.6

Date: April 12, 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>
ASB Financial Technician	Dual	12-0076-0751	2
Groundskeeper	Dual	12-0077-0172	3
Research Office Technician	Dual	12-0066-0433	4
Senior Research Office Technician	Dual	12-0067-3369	5
Supervising Research Office Technician	Dual	12-0068-5157	6



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/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

ASB FINANCIAL TECHNICIAN - 0751

Final Filing Date: 4:30 p.m., Wednesday April 18, 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: Permanent Full-time 10 months position. The current vacancy is located 50% at Hughes and 50% at Powell.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00. A resume will not substitute for the required forms.

JOB SUMMARY: Under general supervision, maintain financial accounts for student body activities at a District middle school; advise school administrators, sponsors and student council members on proper accounting policies and procedures; perform varied clerical duties in support of school functions; 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 combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Equivalent to graduation from High School. Course work in accounting or finance in an institution of higher education is desirable.

EXPERIENCE: Two years of clerical accounting work preferably one of which is in a public agency.

SPECIAL: (1) Some positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. (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 12-0076-0751 EE
Dual Examination

Maria Braunstein



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

GROUNDSCKEEPER - 0172

**APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED FOR THREE DAYS ONLY –
TUESDAY, APRIL 17, 2012 – THURSDAY, APRIL 19, 2012 AT 4:30 P.M.**

<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:	\$18.45	\$17.34	\$18.31	\$19.33	\$20.37

JOB INFORMATION: Permanent 10 or 12 months position. 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 immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; 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 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: Completion of the eight grade.

SPECIAL: (1) Possession of a valid Class C California Driver's license. (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) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

WORKING ENVIRONMENT: Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

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

12-0077-0172 ss
Dual Examination

Maria Braunstein



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/

RESEARCH OFFICE TECHNICIAN - 0433

Final Filing Date: 4:30 pm., Tuesday, May 1, 2012.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>	<u>3 1/2 YEARS</u>
MONTHLY:	\$3,177	\$3,352	\$3,536	\$3,732	\$3,937
HOURLY:	\$18.32	\$19.35	\$20.39	\$21.53	\$22.74

JOB INFORMATION: Permanent 10 or 12 months position, depending on funding. Eligibility list is being created to fill future vacancies as they occur. Positions are pending funding.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

JOB SUMMARY: Under general supervision, perform duties in support of the preparation, scanning, processing and gathering of information for reports on student demographics and performance; assist in test distribution and collections at both the Research central office and offsite warehouse facility; assure demographic and test data are verified, corrected and reported according to established procedures and time lines; compile test scores and data for special reports and statistical analysis; develop queries to gather and extract data and to generate reports; and perform related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered.

Relevant training and experience would include:

TRAINING: Graduation from high school supplemented by college-level coursework in psychology, statistics or a related field.

EXPERIENCE: Three years of clerical experience including one year in a social research or educational institution performing testing, statistical computations and data compilation work.

SPECIAL: (1) Some positions may require the use of a personal automobile and the possession of a valid California class C driver's license. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for this class. (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: This 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; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates shall 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 IX/MERIT SYSTEM EMPLOYER

Exam 12-0066-0433 EE
Dual Examination



2008 Finalist
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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/

SENIOR RESEARCH OFFICE TECHNICIAN - 3369

Final Filing Date: 4:30 pm., Tuesday, May 1, 2012.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>	<u>3 1/2 YEARS</u>
MONTHLY:	\$3,447	\$3,636	\$3,837	\$4,048	\$4,270
HOURLY:	\$19.90	\$20.98	\$22.15	\$23.37	\$24.62

JOB INFORMATION: Permanent 10 or 12 month position, depending on funding. Eligibility list is being created to fill future vacancies as they occur. Positions are depending on funding.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

JOB SUMMARY: Under general supervision, to perform advanced level technical duties in support of the preparation, processing and gathering of information for a variety of district educational research reports; to oversee the processes involved in recording, analysis and reporting test data according to established procedures and time lines; to oversee and compile test scores and data for special reports and statistical analysis; develop queries to gather and extract data and to generate reports; and perform related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered.

Relevant training and experience would include:

TRAINING: Graduation from high school and a minimum of 6 semester units of college-level coursework in statistics, research design or a related field are required.

EXPERIENCE: Three years experience performing testing, statistical computations and data compilation work is required, of which one year must have been in a social research or educational institution. One year performing lead or supervisory duties is preferred.

SPECIAL: (1) Some positions may require the use of a personal automobile and the possession of a valid California class C driver's license. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training background and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates shall 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 IX/MERIT SYSTEM EMPLOYER

Fyam 12.0067.3369 FF



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/

SUPERVISING RESEARCH OFFICE TECHNICIAN - 5157

Final Filing Date: 4:30 p.m., Tuesday, May 1, 2012

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
<u>MONTHLY:</u>	\$4,079	\$4,305	\$4,542	\$4,791
<u>HOURLY:</u>	\$23.55	\$24.86	\$26.22	\$27.67

JOB INFORMATION: Permanent 10 or 12 months position, depending on funding. Eligibility list is being created to fill future vacancies as they occur.

APPLICATION:

All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

JOB SUMMARY: Under general direction, plan, oversee and participate in providing varied and complex technical and clerical office support services to the Office of Research, Planning and Evaluation including the preparation, processing and gathering of information for a variety of District educational research reports; train and supervise the performance of assigned staff; 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: Associate's degree with coursework in business, statistics, research design or a related field.

EXPERIENCE: Three years of experience performing testing, statistical computations and data compilation work in a social research or educational institution including some experience in a lead or supervisory capacity.
OR
One year of experience as a Senior Research Office Technician or two years of experience as a Research Office Technician with the Long Beach Unified School District.

SPECIAL: 1) Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license. 2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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 – 9.2.8

Date: April 12, 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:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRES</u>	<u>PAGE</u>
Instructional Aide-Special	Open/Cont	12-0052-0448	03/30/13	2
Instructional Aide-Special Substitute	Open/Cont	12-SUBS-0448	03/30/14	4
Instructional Assistant Intensive Behavioral Treatment	Open/Cont	12-0053-5035	10/04/12	6
<u>EXTEND ELIGIBILITY LIST</u>				
Mail/Switchboard Services Assistant	Promo	11-0017-5144	10/13/12	8



ELIGIBILITY LIST *maria Braunstein*

DATE: 03/22/2012

TITLE: INSTRUCTIONAL AIDE - SPECIAL

EXAM # 12-0052-0448

LANGUAGE:

TYPE: OPEN CONTINUOUS

EXAM STATISTICS:

LIST VALID: 03/30/12 – 03/30/13

Total Applications Received: 139

Total Invited to Exam: 109

(No. Passed 29 No. Failed 18 No. Withdrew 62 No. Screened Out 30)

INTERVIEW PANELS

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

CERTIFIED TO BE CORRECT: *Janet McMaher* DATE: 3-22-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 4-12-12

RATIFICATION: _____ YES _____ NO



ELIGIBILITY LIST *maria Braunstein*

DATE: 03/22/2012

TITLE: INSTRUCTIONAL AIDE - SPECIAL
SUBSTITUTE

EXAM # 12-SUBS-0448

LANGUAGE:

TYPE: OPEN CONTINUOUS

EXAM STATISTICS:

LIST VALID: 03/30/12 – 03/30/14

Total Applications Received: 139

Total Invited to Exam: 109

(No. Passed 29 No. Failed 18 No. Withdrew 62 No. Screened Out 30)

INTERVIEW PANELS

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

CERTIFIED TO BE CORRECT: *Leilani Makaha* DATE: *3-22-12*

CERTIFIED AT PERSONNEL COMMISSION MEETING *4-12-12*

RATIFICATION: _____ YES _____ NO



ELIGIBILITY LIST *Ymair Best*

DATE: 3/27/12

TITLE: INSTRUCTIONAL ASSISTANT
INTENSIVE BEHAVIORAL TREATMENT

Exam # 12-0053-5035

LANGUAGE:

TYPE: OPEN CONTINUOUS

EXAM STATISTICS:

LIST VALID: 04/04/12 TO 10/04/12

Total Applications Received: 115

Total Invited to Exam: 48

(No. Passed 11 No. Failed 13 No. Withdrew 24 No. Screened Out 67)

INTERVIEW PANELS

NAME	TITLE	LOCATION	ETHNICITY	GENDER
<p>** WRITTEN EXAMINATION ONLY</p>				

CERTIFIED TO BE CORRECT: *Angela Vucelja* DATE: 3-27-12

CERTIFIED AT PERSONNEL COMMISSION MEETING 4-12-12

RATIFICATION: _____ YES _____ NO

EXTEND ELIGIBILITY LISTS

Staff recommends the extension of the Eligibility List of Mail/Switchboard Services Assistant (11-0017-5144) for a period of 6 months with a new expiration date of 10/13/2012. The list currently has 10 eligibles remaining.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Personnel Commission Budget
Set Public Hearing Date

PAGE: 10.1.1

Date: April 12, 2011

Reason for
Consideration: Action

EDUCATION CODE 45253 BUDGET; PERSONNEL COMMISSION; HEARINGS; ADOPTION OR REJECTION; AMENDMENTS.

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

It is recommended that the Commission set the Public Hearing to be held at the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, California on Thursday, April 26, 2012 at 8:15 A.M.