

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
March 1, 2018

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order – Linda Vaughan
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of February 15, 2018 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Computer Support Technician 4-5
2. **RATIFY** job announcement bulletin for Landscape Irrigation Worker 6-7
3. **RATIFY** job announcement bulletin for Plant Utilities Operator 8-9
4. **APPROVE** the certification of Associate Educational Research Analyst 18-0060-3368 eligibility list established March 1, 2018 10
5. **APPROVE** the certification of Campus Security Officer (Substitutes) 18-0058-5011 eligibility list established February 27, 2018 10
6. **APPROVE** the certification of Instructional Aide-Special 18-0061-0448 eligibility list established February 27, 2018 10

III. OLD BUSINESS

IV. NEW BUSINESS

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

March 15, 2018 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office, 4400 Ladoga Avenue, Lakewood, CA 90713.

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

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

MINUTES

Regular Meeting

February 15, 2018

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, February 15, 2018 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Linda Vaughan.

ROLL

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

Present: Linda Vaughan
Terence Ulaszewski

Absent: Stacey Lewis

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; Adriana Araujo, Staff Secretary; and Marilyn Balmer, retired Personnel Analyst.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; and Juan Garcia, Instructional Assistant.

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Mr. Ulaszewski , seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of February 1, 2018.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Linda Vaughan	X		

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE
OFFICER

Kenneth Kato, Executive Officer, reported on attending the California School Personnel Commissioners Association (CSPCA) annual conference on February 2-4, 2018 in San Diego. Session topics included the Brown Act and Emotional Intelligence.

Mr. Kato introduced Marilyn Balmer, retired Personnel Analyst, as the staff member leading the Classified Seniority Unit (CSU). Ms. Balmer expressed her gratitude toward all staff for working as a team including the payroll and employee

relations departments. Mr. Kato thanked Dale Culton, Susan Leaming, and CSU staff for their hard work and continuing efforts.

Mr. Kato reported at the Merit Academy on February 10, 2018. He presented on the Brown Act.

Mr. Kato informed the Commission that the annual Classified Employee Celebration will be held on Friday, May 25, 2018. Mr. Kato mentioned that each year a Classified Employee of the Year and a Personnel Commission Employee of the Year are selected. Mr. Kato noted the employee of the year plaques and artwork by Millikan students are displayed in the Personnel Commission hallway.

Maria Braunstein, Personnel Analyst, reported on current recruitment and testing activities. Ms. Braunstein concluded by informing the Commission that staff is working on 19 recruitments in various stages of the process.

Mary Cates, Human Resources Supervisor, reported receiving 378 summer employment applications. Ms. Cates informed the Commission staff continues to work on eligibility lists to sites and processing walk-on coaches for spring sports.

Mr. Kato noted the online summer employment application experienced a temporary connection problem that has been corrected.

CONSENT AGENDA

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-15.

1. **RATIFY** job announcement bulletin for Administrative Secretary
2. **RATIFY** job announcement bulletin for Grounds Equipment Operator I
3. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker
4. **RATIFY** job announcement bulletin for Maintenance Director
5. **RATIFY** job announcement bulletin for Painter
6. **RATIFY** job announcement bulletin for School Support Secretary-BL Spanish
7. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker
8. **RATIFY** job announcement bulletin for Telecommunications Technician
9. **APPROVE** the certification of Executive Secretary (C) 18-0059-0678 eligibility list established February 6, 2018

10. **APPROVE** the certification of Facilities Project Manager-Planning 18-0054-5190 eligibility list established February 7, 2018
11. **APPROVE** the certification of Instructional Aide-Special 18-0053-0448 eligibility list established February 9, 2018
12. **APPROVE** the certification of Intermediate Payroll Accounting Technician 18-0056-0756 eligibility list established January 31, 2018
13. **APPROVE** the certification of Network Specialist 18-0055-5119 eligibility list established February 8, 2018
14. **APPROVE** the certification of Pool Operator 18-0016-5241 eligibility list established February 14, 2018
15. **APPROVE** the certification of Systems Analyst-CICS/COBOL 18-0047-5246 eligibility list established February 8, 2018

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Terence Ulaszewski	X		
Linda Vaughan	X		

OLD BUSINESS None

NEW BUSINESS None

OTHER ITEMS Valeeta Pharr, CSEA Chapter 2 President, notified the Commission she attended the California School Personnel Commissioners Association (CSPCA) conference in San Diego. Ms. Pharr informed the Commission of her recent attendance at the Merit Academy and the CSEA Leadership Academy.

Ms. Vaughan informed the Commission that she is attending the Merit Academy. Ms. Vaughan complimented Mr. Kato's presentation on the parliamentary procedures and the Brown Act at the Merit Academy.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 1, 2018 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION The Personnel Commission retired into closed session at 8:32 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:40 a.m. No reportable actions were taken.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:45 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

COMPUTER SUPPORT TECHNICIAN

FINAL FILING DATE:

Application deadline: 4:30 p.m., Friday, March 9, 2018

JOB INFORMATION:

Permanent 10 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at Information Services.

JOB SUMMARY:

Under general supervision, configure, install, test, maintain, troubleshoot and repair local (LAN) and wide (WAN) area networks, computer systems and peripheral equipment; provide training to District personnel in the proper operation and care of hardware, software and peripheral equipment using Windows or Apple operating systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate of Arts degree including course work in computer science, electronic technology or a closely related field.

A+ certification.

EXPERIENCE:

Two years experience in the installation, maintenance and repair of computer hardware, software and peripheral equipment in a networked environment. Experience in an organization with a network having a minimum of 30 servers is desirable.

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

SPECIAL REQUIREMENTS:

(1) Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license. (2) 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. (3) May be required to travel from one school location to another. (4) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, 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.

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.

SALARY RANGE HOURLY:

START:	\$34.61
6 MONTHS:	\$36.51
1 ½ YEARS:	\$38.52
2 ½ YEARS:	\$40.63
3 ½ YEARS:	\$42.86

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

PERSONNEL COMMISSION

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[www.lbschools.net/Departments/
Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0080-5108 OL

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED OPEN / PROMOTIONAL EMPLOYMENT OPPORTUNITY

LANDSCAPE IRRIGATION WORKER

FINAL FILING DATE:

4:30 p.m., Friday, March 2, 2018

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located at Grounds.

JOB SUMMARY:

Under general supervision, perform a variety of skilled and semi-skilled work in the installation, inspection, modification, maintenance and repair of irrigation systems of landscaped grounds; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

One year of installation, repair and maintenance of automatic irrigation and sprinkler systems.

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

SPECIAL REQUIREMENTS:

(1) Subject to call out to perform emergency repair work to grounds irrigation systems. (2) Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at 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. (4) May be required to travel from one school location to another. (5) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law. (6) 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.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, 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.

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.

SALARY RANGE HOURLY:

START:	\$24.33
6 MONTHS:	\$25.66
1 ½ YEARS:	\$27.07
2 ½ YEARS:	\$28.56
3 ½ YEARS:	\$30.14

APPLICATION:

All applications must be submitted online via the personnel commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the personnel commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. This is an open/promotional recruitment with promotional taking precedence. There will be two eligibility lists established: one list for promotional (in-house) candidates and a second list for open (outside) candidates.

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open / Promo Exam 18-0076-0617 SF

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

PLANT UTILITIES OPERATOR

FINAL FILING DATE:

4:30 p.m., Friday, March 2, 2018

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located at Jordan High School.

JOB SUMMARY:

Under general supervision, to operate and maintain low-pressure water and steam boilers and related auxiliary equipment; to maintain and perform minor repair on a variety of plant equipment at a District secondary school; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

One year operating automatic low pressure boilers and related equipment including water analysis and treatment.

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

SPECIAL REQUIREMENTS:

- (1) Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.
- (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) May be required to travel from one school location to another.
- (4) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.
- (5) 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

Note: Before being considered for employment, once an applicant meets the minimum qualifications, 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.

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SALARY RANGE HOURLY:

START:	\$23.67
6 MONTHS:	\$24.97
1 ½ YEARS:	\$26.35
2 ½ YEARS:	\$27.79
3 ½ YEARS:	\$29.32

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Paper applications must be completed on an official LBUSD application and supplemental application forms obtained from the Personnel Commission.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0075-3308 SF

LBUSD employees, please see reverse side for important information.

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 10

Date: March 1, 2018

Reason for
Consideration: Approval

Associate Educational Research Analyst

Dual

18-0060-3368

List Valid: 03/01/18-03/01/19

Total applications received: 73

Total invited to exam: 16

No. Passed: 2 No. Failed: 3

No. Withdrew: 11 No. Screened Out: 57

Campus Security Officer (Substitutes)

Dual

18-0058-5011

List Valid: 02/27/18-02/27/19

Total applications received: 60

Total invited to exam: 14

No. Passed: 10 No. Failed: 0

No. Withdrew: 4 No. Screened Out: 46

Instructional Aide-Special

Dual

18-0061-0448

List Valid: 02/27/18-02/27/19

Total applications received: 70

Total invited to exam: 16

No. Passed: 10 No. Failed: 2

No. Withdrew: 4 No. Screened Out: 54

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: February 22, 2018