

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

MEETING AGENDA

Regular Meeting  
Building B, Room 29  
December 8, 2016

10:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Terence Ulaszewski
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 November 10, 2016 1-5
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 Assistant Facilities Project Manager 6-7
2. **RATIFY** job announcement bulletin for Educare Family Support Specialist; Educare Family Support Specialist-BL Spanish; Educare Family Support Specialist-BL Khmer 8-9
3. **APPROVE** the certification of Benefits Administrator 17-0007-5227 eligibility list established November 23, 2016 10
4. **APPROVE** the certification of Child Nutrition Specialist 17-0024-3322 eligibility list established November 28, 2016 10
5. **APPROVE** the certification of College and Career Specialist 17-0025-5177 eligibility list established November 23, 2016 10
6. **APPROVE** the certification of Elementary School Office Supervisor 16-0124-3345 eligibility list established November 07, 2016 10
7. **APPROVE** the certification of Instructional Aide-Special 17-0029-0448 eligibility list established November 15, 2016 10
8. **APPROVE** the certification of Instructional Aide-Special 17-0040-0448 eligibility list established November 22, 2016 10

9. **APPROVE** the certification of Kids' Club Assistant 17-0027-0694 eligibility list established November 16, 2016

10

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the recommendation to remove from eligibility list ID 732292

11-18

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

December 22, 2016 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

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

November 10, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, November 10, 2016, at 8:18 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 Terence Ulaszewski.

**ROLL**

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

Present:           Stacey V. Lewis  
                      Terence Ulaszewski  
                      Linda Vaughan

**STAFF MEMBERS PRESENT**

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Mary Cates, Human Resources Supervisor; Shristie Nair, Personnel Analyst; Susan Brister, Human Resources Technician; Judith Lopez, Human Resources Technician; Adriana Araujo, Staff Secretary; and Lissa Kukahiko, Senior Administrative Secretary.

**GUESTS**

Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President-Unit A; Alvin Hayes III; Artemeise Jackson; and Cody Watten.

**MINUTES OF REGULAR MEETING APPROVED**

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried to approve the minutes of the Regular Meeting of October 27, 2016.

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

**RECEIVE CORRESPONDENCE**

None.

**PUBLIC HEARD**

None.

**REPORT FROM EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, reported that he, Ms. Vaughan and Ms. Leaming attended a Personnel Commission Association of Southern California (PCASC) Event at the Rio Hondo Golf Course. Mr. Kato mentioned the event was informative about class descriptions and new trends. Mr. Kato informed the Commission that PCASC will sponsor a Merit Academy scholarship for 2017. Scholarship applications are due by December 16, 2016.

Mr. Kato informed the Commission that the Measure E Bond to improve outdated classrooms and neighborhood schools was passed on November 8<sup>th</sup>.

Mr. Kato updated the Commission that he will be presenting the 2015-2016 Personnel Commission Annual Report to the Board of Education Workshop on Wednesday, November 16, 2016.

Maria Braunstein, Personnel Analyst, reported that she and Ms. Nair attended a Personnel Testing Council of Southern California conference (PTC-SC) and received information regarding competencies, job analysis, and various generational differences in the workplace. Mr. Kato explained the PTC is involved in test construction with different agencies. Ms. Braunstein updated the Commission on Recruitment and Testing activities.

Mary Cates, Human Resources Supervisor, updated the Commission that Certification and Employment Services continue to work with the Technology and Information Services department regarding online summer employment applications. Staff will begin testing the online application in December in anticipation of a January 2017 launch. Ms. Cates reported that the classified evaluation list will be distributed to all school sites and departments by the end of December.

#### CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 1, 2, 4-12; Item 3 was pulled for further discussion.

1. **RATIFY** job announcement bulletin for Accountant
2. **RATIFY** job announcement bulletin for Accounting Technician
4. **RATIFY** job announcement bulletin for Instructional Assistant-Mathematics
5. **RATIFY** job announcement bulletin for Office Assistant-Bilingual Spanish
6. **RATIFY** job announcement bulletin for School Safety Supervisor
7. **RATIFY** job announcement bulletin for Senior Health Assistant
8. **RATIFY** job announcement bulletin for Senior Office Assistant; Senior Office Assistant-Bilingual Spanish
9. **RATIFY** job announcement bulletin for Senior Office Assistant-Schools; Senior Office Assistant-Schools Bilingual Spanish
10. **APPROVE** the certification of Elementary School Office Supervisor 16-0124-3345 eligibility list established November 7, 2016

11. **APPROVE** the certification of Intermediate Office Assistant-Schools-Bilingual Spanish 16-0135-5052 eligibility list established September 13, 2016 REVISED
12. **APPROVE** the certification of Sign Language Interpreter (previously titled Instructional Aide Interpreter-Deaf/Hard of Hearing) 16-0053-3272 eligibility list established November 4, 2016

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

Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items Item 3.

3. **RATIFY** job announcement bulletin for Building Maintenance Worker/Driver

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

**OLD BUSINESS**

1. **APPROVE** Personnel Commission Annual Report for 2015-2016

A motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the Old Business items 1.

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

**NEW BUSINESS**

1. **APPROVE** the following:  
Adopt the revised class specification of District Security Officer

Following discussion, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 1.

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

2. **APPROVE** the recommendation to remove from eligibility list ID 24116098

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.8. The individual was present to appeal the recommendation. Mr. Ulaszewski explained the difference between Open and Closed Session to Candidate 24116098. The individual requested to be heard in Closed Session. The Commission moved item 2 of New Business to Closed Session.

3. **APPROVE** the recommendation to remove from eligibility list ID 28473639

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. The individual was present and requested to be heard in Open Session. Candidate 28473639 explained to the Commission the circumstances and answered questions from the Commissioners. The Commission explained that the candidate would be informed of their decision in writing within ten days. The Commission moved item 3 of New Business to Closed Session for discussion.

4. **APPROVE** the recommendation to remove from eligibility list ID 29751374

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. The individual was present and requested to be heard in Open Session. Candidate 29751374 explained to the Commission the circumstances and answered questions from the Commissioners. The Commission explained that the candidate would be informed of their decision in writing within ten days. The Commission moved item 4 of New Business to Closed Session for discussion.

#### OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, reported that Head Start staff are concerned regarding the transition to computerized data reporting without appropriate training. Ms. Pharr will be reporting this concern to the Board Workshop on November 15-16, 2016. Mr. Ulaszewski requested Personnel Commission staff research and review the employee concerns from a classification standpoint.

Ms. Vaughan informed the Commission of her attendance at a CSEA Workshop at the Long Beach Convention Center. Ms. Vaughan expressed her concern regarding the workplace and the California Marijuana Legalization Initiative that passed on the November 8<sup>th</sup> election. Mr. Ulaszewski suggested to review the District policy.

#### NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for December 8, 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 9:10 a.m. to discuss New Business items 2-4.

#### OPEN SESSION

The Personnel Commission returned to open session at 9:25 a.m. The following reportable actions for New Business items 2-4 were taken:

2. The Commission acted to sustain staff's recommendation to remove ID 24116098 from the current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply at the next administration of the exam. They instructed the Executive Officer to notify the applicant of the decision.

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

3. The Commission acted to sustain staff's recommendation to remove ID 28473639 from the current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after November 2019. They instructed the Executive Officer to notify the applicant of the decision.

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

4. The Commission acted to sustain staff's recommendation to remove ID 29751374 from the current eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply at the next administration of the exam. They instructed the Executive Officer to notify the applicant of the decision

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

**ADJOURNMENT**

The Regular Meeting of the Personnel Commission was declared adjourned at 9:27 a.m. with the consent of the members.

## ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also is a five-time finalist for the prize.

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

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 an approximate population of 460,000. 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!

Dual Exam 17-0056-5104 OL

*Maria Braunstein*



## **An Exciting Career Opportunity Awaits You at**

### **LONG BEACH UNIFIED SCHOOL DISTRICT**

### **ASSISTANT FACILITIES PROJECT MANAGER**

**\$69,072 - \$81,108 Annually**

---

---

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Assistant Facilities Project Manager. Under general direction, perform a variety of increasingly complex and technical duties related to the District's facilities planning and construction program; provide project coordination and management support to department activities and projects; collect and account for developer fees; prepare and maintain a variety of records related to facilities planning and construction; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Facilities, Planning, Engineering and Construction, then Assistant Facilities Project Manager.

The current vacancy is a 12 month permanent position. Position is 100% FTE (8 hours per day). Current vacancy is located at the Facilities Branch.

## **THE IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field.

Additionally, candidates will have two years of professional experience in construction or facilities planning. Experience in educational facility planning and construction is preferred.

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

## **SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. May be required to travel from one school location to another.

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.

An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

## **SALARY AND BENEFITS**

The hourly salary for Assistant Facilities Project Manager is \$33.21 to \$39.00, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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.

## **HOW TO APPLY**

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/> The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

A resume will not substitute for the required forms. Completed forms must be received no later than:

**4:30 p.m., Thursday, December 8, 2016**

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District  
Personnel Commission Office  
4400 Ladoga Avenue  
Lakewood, CA 90713  
(562) 435-5708



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## EDUCARE FAMILY SUPPORT SPECIALIST EDUCARE FAMILY SUPPORT SPECIALIST - BL SPANISH EDUCARE FAMILY SUPPORT SPECIALIST - BL KHMER

### FINAL FILING DATE:

4:30 p.m., Tuesday, November 29, 2016

### JOB INFORMATION:

Permanent 12 months position. Position is a 100% FTE (8 hours a day).

### JOB SUMMARY:

Under general direction, serve as a member of the Educare interdisciplinary team with teachers and administrators to engage and support enrolled families; promote parent-child relationships and parent involvement in the development of their child's social-emotional, cognitive, and physical growth; promote parental engagement in their child's education including advocating for their child, education and community; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Bachelor's degree in social work, child development, education or a closely related field.

#### EXPERIENCE:

Two years of experience working with students and families in a family support/ family-centered program.

#### SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of a personal automobile and possession of a valid California driver's license on application. (2) May be required to travel from one school to another. (3) Positions in the Educare Family Support Specialist – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in Spanish or Khmer. Candidates must successfully pass the District's bilingual/ biliterate test. (4) Incumbents in this classification must complete District-provided Family Development Credential training within eighteen months of hire. (5) 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. (6) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or 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

### SALARY RANGE HOURLY:

START: \$25.17  
6 MONTHS: \$26.56  
1 ½ YEARS: \$28.02  
2 ½ YEARS: \$29.56  
3 ½ YEARS: \$31.18

### 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

Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood, CA 90713  
Office: (562) 435-5708  
24 hour job hotline:(562) 491-JOBS  
[www.lbschools.net/Departments/  
Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

**WE ARE AN EQUAL OPPORTUNITY TITLE  
VIII/MERIT SYSTEM EMPLOYER**

Dual Exam 17-0053-5203 SF  
Dual Exam 17-0054-5204 SF  
Dual Exam 17-0055-5229 SF

LBUSD employees, please see reverse side for important information.

*Maria Braunstein*

**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 cases by case basis by the administrator of the Personnel Commission.*

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

---

SUBJECT: Eligibility Lists

PAGE: 10

Date: December 8, 2016

Reason for  
Consideration: Approval

---

**Benefits Administrator**

List Valid: 11/23/16-11/23/17

Total applications received: 40

No. Passed: 4            No. Failed: 3

**Dual**

**17-0007-5277**

Total invited to exam: 8

No. Withdrew: 1        No. Screened Out: 32

**Child Nutrition Specialist**

List Valid: 11/28/16-11/28/17

Total applications received: 21

No. Passed: 6            No. Failed: 4

**Dual**

**17-0024-3322**

Total invited to exam: 12

No. Withdrew: 2        No. Screened Out: 9

**College and Career Specialist**

List Valid: 11/23/16-11/23/17

Total applications received: 148

No. Passed: 13            No. Failed: 15

**Dual**

**17-0025-5177**

Total invited to exam: 39

No. Withdrew: 11        No. Screened Out: 109

**Elementary School Office Supervisor**

List Valid: 11/07/16-11/07/17

Total applications received: 56

No. Passed: 5            No. Failed: 15

**Open**

**16-0124-3345**

Total invited to exam: 30

No. Withdrew: 10        No. Screened Out: 26

**Instructional Aide Special**

List Valid: 11/15/16-11/15/17

Total applications received: 44

No. Passed: 12            No. Failed: 1

**Open**

**17-0029-0448**

Total invited to exam: 24

No. Withdrew: 11        No. Screened Out: 20

**Instructional Aide Special**

List Valid: 11/22/16-11/22/17

Total applications received: 55

No. Passed: 11            No. Failed: 2

**Open**

**17-0040-0448**

Total invited to exam: 26

No. Withdrew: 13        No. Screened Out: 29

**Kids' Club Assistant**

List Valid: 11/16/16-11/16/17

Total applications received: 147

No. Passed: 13            No. Failed: 23

**Dual**

**17-0027-0694**

Total invited to exam: 83

No. Withdrew: 47        No. Screened Out: 64

CERTIFIED TO BE CORRECT:           Kenneth Kato                DATE: November 29, 2016

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

---

**SUBJECT: Removal from Eligibility List**

**PAGES: 11-18**

**Date: December 8, 2016**

**Reason for  
Consideration: Restricted Action**

---

**Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:**

**4.2.A.1 – “Failure to meet the general qualifications of Rule 4.1B.”**

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

**It is recommended the Commission act to approve this recommendation.**

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