

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
September 29, 2016

8:15 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 September 15, 2016 1-4
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 Benefits Administrator 5-6
2. **RATIFY** job announcement bulletin for Child Nutrition Specialist 7-8
3. **RATIFY** job announcement bulletin for College and Career Specialist 9-10
4. **APPROVE** the certification of Maintenance Director 17-0010-0083 eligibility list established September 21, 2016 11

III. OLD BUSINESS

IV. NEW BUSINESS

1. **APPROVE** the recommendation to remove from eligibility list ID 28630051 12-18

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

October 13, 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

September 15, 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, September 15, 2016, at 8:17 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; Susan Leaming, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Francelia Wilbert, Plant Supervisor I; Lissa Kukahiko, Senior Administrative Secretary; and Adriana Araujo, Staff Secretary.

GUESTS

Ann Culton, Administrative Coordinator, Human Resources Services; David Zaid, Director of Employee Relations; Valeeta Pharr, CSEA Chapter 2 President; and Adrienne Rambo, CSEA Chapter 2 Vice-President, Unit A.

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 September 1, 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, introduced Francelia Wilbert as the new Plant Supervisor I for the site, including both the Personnel Commission and the Child Development Center. Mr. Kato reported on items from the Board of Education meeting on September 7, 2016 including a fundraiser conducted by School Safety in support of breast cancer awareness by selling pink Long Beach

Unified security patches. Mr. Kato notified the Commission that Leadership Long Beach will be holding an Emergency Preparedness Expo for the community this upcoming weekend.

Maria Braunstein, Personnel Analyst, continues to meet with subject matter experts for feedback and to establish competencies for upcoming employment examinations. Ms. Braunstein updated the Commission on current and upcoming recruitments including ongoing recruitment efforts on Catalina Island for the Avalon school site.

Dale Culton, Certification Services Manager, reported that approximately 800 letters regarding changes to the salary step advancement process were sent to Recreation Aides and Recreation Leaders. Mr. Culton mentioned that the Child Care and Instructional Job Family Study classification title and salary changes were inputted in the payroll system so individuals will be paid appropriately. He thanked Information Services for their assistance in making programmatic changes to titles and salaries.

Susan Leaming, Personnel Analyst, extended her appreciation to Dale Culton, Certification Services Manager, and Mary Cates, Human Resources Supervisor, for their work to assure the job family study classification title and salary changes were online in the payroll system. Ms. Leaming also notified the Commission that CPR trainings for classified staff will be held on November 14, 2016.

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, 6, 7, 8, 9 and 10 and pull items 3, 4 and 5 from the consent agenda for discussion and approval.

1. **APPROVE** the certification of Administrator, K-16 Collaborations and District Programs 17-0011-5226 eligibility list established September 6, 2016
2. **APPROVE** the certification of Executive Secretary (C) 16-0123-0678 eligibility list established September 6, 2016
6. **APPROVE** the certification of Nutrition Services Facilities and Equipment Manager 17-0008-5228 eligibility list established September 12, 2016
7. **APPROVE** the certification of Plant Supervisor I 17-0003-5026 eligibility list established September 14, 2016
8. **APPROVE** the certification of Plant Supervisor II 17-0004-5027 eligibility list established September 14, 2016
9. **APPROVE** the certification of School Support Secretary - Bilingual Spanish 17-0002-5159 eligibility list established September 6, 2016

10. **APPROVE** the certification of Sheet Metal Worker 16-0128-0277 eligibility list established September 8, 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. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 3, 4 and 5.

3. **APPROVE** the certification of Groundskeeper 17-0006-0172 eligibility list established September 12, 2016
4. **APPROVE** the certification of Intermediate Office Assistant - Bilingual Spanish 16-0134-5050 eligibility list established September 13, 2016
5. **APPROVE** the certification of Intermediate Office Assistant - Schools Bilingual Spanish 16-0135-5052 eligibility list established September 13, 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		

OLD BUSINESS None.

NEW BUSINESS

1. **DISCUSS** the establishment of eligibility lists

The Commission held a discussion regarding New Business item 1. The Commissioners asked Mr. Kato to research the titling and approving eligibility lists on the Consent Agenda when no applicants pass the examination process.

2. **DISCUSS** the Management Performance Evaluation

Ann Culton, Administrative Coordinator, Human Resources Services, and David Zaid, Director of Employee Relations, presented to the Commission regarding the Management Performance Evaluation pilot program. They explained the new evaluation process and provided the Commissioners with handouts. Mr. Zaid mentioned that a training was held for all classified managers on July 26, 2016 to introduce the new evaluation process as a pilot program. Ms. Lewis expressed her appreciation for the District's efforts to implement a new evaluation process for classified managers and stated that she was impressed with the materials she reviewed.

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, notified the Commission that new CSEA contracts have been distributed and are available online. Ms. Pharr

shared that she spoke with Barry Welsch, President of the Teachers Association of Long Beach (TALB), regarding Measure E phone banking opportunities. Ms. Pharr also discussed staff development training opportunities that can be provided by CSEA representatives.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for September 29, 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 9:18 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:34 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:35 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 America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with 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!

Qual Exam 17-0007-5227 SF

Maria Brummett

RECRUITMENT EXTENDED



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

BENEFITS ADMINISTRATOR

\$98,292 - \$115,428 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 Benefits Administrator. Under administrative direction, plan, organize, and administer the services and activities of the District's employee health and welfare insurance benefits programs; participate in reviewing, selecting and negotiating benefit plans, vendors and providers; train and evaluate the performance of professional and support staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Administrative and Other, then Benefits Administrator.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in business administration, public administration, human resources management or a related field, including coursework in benefits administration is required.

Additionally, candidates will have three years of experience coordinating employee benefits programs, including one year in a managerial capacity is required. Employee benefits administration experience in a public school district and with joint employer and union health committees is highly desirable.

A Master's degree in business administration, public administration, or human resources management may substitute for one year of the required experience.

Or

Sixteen quarter or fifteen semester units of College University Extension courses specific to benefits administration, workers compensation, Cal/Osha, California employment law and related topics may substitute for one year of the required experience.

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

SPECIAL REQUIREMENTS

Certified Employee Benefit Specialist (CEBS) certification is highly desirable.

Official Transcripts verifying either the Master's degree or C.E.U. units will be required of candidates requesting consideration for the alternate minimum education, training and experience prerequisites.

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.

SALARY AND BENEFITS

The annual salary for Benefits Administrator is \$98,292 to \$115,428, 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:

Application Deadline: 4:30 p.m., Monday, September 19, 2016

EXTENDED DEADLINE: 4:30 PM - FRIDAY, SEPTEMBER 30, 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

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VI/VIEMERIT SYSTEM EMPLOYER

ABOUT OUR DISTRICT

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Dual Exam 17-0024-3322 OL



long
beach
unified
school
district

An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

CHILD NUTRITION SPECIALIST

\$33.21 - \$39.00 Hourly

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 Child Nutrition Specialist. Under general supervision, plan, coordinate and implement District-wide nutrition education promotional programs and activities; develop and provide nutrition education training opportunities for District staff and parents; participate in developing District menus and recipes; serve as a technical resource to District staff, parents and others regarding nutrition and health; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Nutrition Services; then Child Nutrition Specialist.

The current vacancy is a 10 months flex, 100% FTE (8 hours per day). The current vacancy is located at Nutrition Services Branch.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in institutional food management, nutrition, dietetics or a related field.

Additionally, candidates will have one year of experience in institutional food service production involving menu planning and nutritional analysis.

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

SPECIAL REQUIREMENTS

Incumbents must possess and maintain status as a Registered Dietitian in accordance with the Academy of Nutrition and Dietetics (formerly American Dietetic Association) standards.

Valid California Class C driver's license and use of a personal automobile. May be required to travel from one school location to another.

Positions assigned to the Nutrition Services Branch must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

SALARY AND BENEFITS

The hourly salary for Child Nutrition Specialist 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.

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

4:30 p.m., Monday, October 3, 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

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VI/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

COLLEGE AND CAREER SPECIALIST

FINAL FILING DATE:

Application deadline: 4:30 p.m., Friday, October 7, 2016

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, collaborate with students, teachers, counselors, educational institutions, community agencies and businesses to develop college and career opportunities; provide college and career guidance to students and serve as a resource for career and college readiness information for students and staff; plan, develop and implement appropriate activities and services within the college and career center; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in the social sciences, education or a closely related field. A college counseling certificate or enrollment in a masters program in counseling is highly desirable.

EXPERIENCE:

Two years of experience in college and career development, work experience programs or school-to-career programs, preferably in a high school setting.

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 use of a personal automobile and the possession of a valid California Class C driver's license.

May be required to travel from one school location to another.

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: \$29.79
6 MONTHS: \$31.43
1 ½ YEARS: \$33.17
2 ½ YEARS: \$34.99

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
VII/MERIT SYSTEM EMPLOYER**

Dual Exam 17-0025-5177 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.*

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.

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Eligibility Lists

PAGE: 11

Date: September 29, 2016

**Reason for
Consideration:** Approval

Maintenance Director

Dual

17-0010-0083

List Valid: 09/21/16-09/21/17

Total applications received: 18

Total invited to exam: 7

No. Passed: 3

No. Failed: 2

No. Withdrew: 2

No. Screened Out: 11

CERTIFIED TO BE CORRECT: Kenneth Kato **DATE:** September 22, 2016

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 12-18

Date: September 29, 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.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation 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.