

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

MEETING AGENDA

Regular Meeting
B Building Room 29

8:15 a.m.
June 11, 2015

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Stacey Lewis
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 May 28, 2015 1-3
5. **APPROVE** Minutes of the Special Meeting of May 29, 2015 4
6. **RECEIVE** correspondence and refer to the proper order of Business or to the Interim Executive Officer, Personnel Commission for processing
7. **HEAR** public on Items not listed on the agenda
8. **HEAR** report from the Interim Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Credential Services Specialist 5-6
2. **RATIFY** job announcement bulletin for Fiscal Services Analyst 7-8
3. **RATIFY** job announcement bulletin for Laborer 9-10
4. **RATIFY** job announcement bulletin for Telecommunications Technician 11-12
5. **APPROVE** the certification of Campus Security Officer eligibility list established June 1, 2015 13
6. **APPROVE** the certification of Custodian eligibility list established June 2, 2015 13
7. **APPROVE** the certification of Custodian eligibility list established June 2, 2015 13
8. **APPROVE** the certification of Custodian eligibility list established June 2, 2015 13
9. **APPROVE** the certification of Custodian eligibility list established June 2, 2015 13
10. **APPROVE** the certification of Executive Secretary (C) eligibility list established June 1, 2015 13
11. **APPROVE** the certification of Human Resources Technician eligibility list established June 4, 2015 13
12. **APPROVE** the certification of Plant Supervisor – High School eligibility list established June 10, 2015 13

- III. OLD BUSINESS
- IV. NEW BUSINESS
 - 1. **APPROVE** the recommendation to remove from eligibility list ID 5090527 14
 - 2. **APPROVE** the recommendation to remove from eligibility list ID 21978728 14
- V. OTHER ITEMS
- VI. NEXT REGULAR MEETING

June 25, 2015, at 8:15 a.m. in Building B Room 29
- VII. CLOSED SESSION

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

Public employee appointment/employment – To consider the appointment and employment of the 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**

May 28, 2015

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey Lewis, Chairperson, on Thursday, May 28, 2015 at 8:15 a.m. in B Building, 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 Stacey Lewis.

ROLL

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

Present: Terence Ulaszewski
 Linda Vaughan
 Stacey Lewis

**MINUTES OF REGULAR
MEETING APPROVED**

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried unanimously, to approve the minutes of the Regular Meeting of May 14, 2015.

<u>Roll-Call vote</u>	<u>Ayes</u>	<u>Noes</u>
Stacey Lewis	X	
Linda Vaughan	X	
Terence Ulaszewski	X	

**RECEIVE
CORRESPONDENCE**

None

PUBLIC HEARD

No public comments were heard.

**REPORT FROM INTERIM
EXECUTIVE OFFICER**

Patricia Heineke, provided an update on the Instructional Aide - Special assignments approved by the Board of Education on May 26, stating the Board approved 10 probationary Instructional Aide Special positions, 5 substitute Instructional Aide Special positions and terminated the employment of 1 Instructional Aide Special.

Ms. Heineke said the Classified Employee Celebration luncheon held on May 22nd was wonderful and announced Dewayne Hundley, Custodian at Lakewood was named the Classified Employee of the Year. Approximately 700 employees attended the event. Ms. Lewis thanked Mr. Ulaszewski for representing the Commission and commended Mr. Hundley, the Classified Employee of the Year and all Classified employees for all their hard work. Ms. Heineke thanked Maria Lynn Braunstein for her role and participation in the organization of the Classified Employee Celebration.

Ms. Balmer announced the recruitment for Personnel Analyst is currently open. She also reported the list for Human Resources Technician has been created and will be used to fill vacancies at Human Resource Services and the Personnel Commission.

CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify and approve the consent agenda items.

RATIFY job announcement bulletin for Chief Broadcast Engineer

RATIFY job announcement bulletin for Personnel Analyst

RATIFY job announcement bulletin for Research Testing Materials Supervisor

RATIFY job announcement bulletin for Student Evaluation Technician

APPROVE the certification of Assistant Director – Fiscal Services eligibility list established May 27, 2015

APPROVE the certification of Custodian (Avalon) eligibility list established May 27, 2015

APPROVE the certification of Groundskeeper (Avalon) eligibility list established May 27, 2015

OLD BUSINESS MEETING DATES OF THE PERSONNEL COMMISSION 2015 - 2016

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** option A. All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

2015

July 9
July 23

August 6
August 20

September 3
September 17

October 1
October 15
October 29

November 12

December 10

2016

January 7
January 21

February 4
February 18

March 3
March 17
March 31

April 14
April 28

May 12
May 26

June 9
June 23

The regular biweekly meeting of the Personnel Commission on November 26th and December 24th are scheduled on designated holidays. The Commission may elect to hold these meetings on alternate dates.

RESCIND ELIGIBILITY LIST

The Commission moved Old Business Item, Rescind the establishment of the certification of Telecommunications Technician eligibility list established May 7, 2015 to closed session as examination materials would be discussed.

NEW BUSINESS

None

OTHER ITEMS

Ms. Lewis announced the City of Long Beach is launching a paid internship program for individuals age 16 – 24. It will be housed through Pacific Gateway. The Mayor has vowed to bring on several interns. Anyone interested in an internship should visit: www.longbeach.gov

Ms. Balmer announced each year the Personnel Commission recognizes one of its staff members as Employee of the Year. Ms. Balmer gave accolades and presented the Personnel Commission Employee of the Year, Susan Learning.

The commissioners and guests thanked Ms. Learning for all her hard work. Mr. Ulaszewski thanked all employees who participated in the 15th annual Classified Employee Celebration luncheon. He also reported the Most Inspiring Students celebration was a great event.

SPECIAL MEETING

A special meeting of the Personnel Commission will be held on May 29, 2015, at 8:55 a.m. at 1515 Hughes Way, 4th Floor, Long Beach, CA 90810.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be June 11, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:26 a.m. to consider Old Business Item 2, Rescind the establishment of the certification of Telecommunications Technician eligibility list established May 7, 2015.

OPEN SESSION

The Personnel Commission returned to open session at 8:50 a.m. The following reportable actions were taken:

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **RESCIND** the establishment of the certification of Telecommunications Technician eligibility list established May 7, 2015.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:52 a.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

Stacey Lewis, Chairperson

Patricia Heineke, Interim Executive Officer

**LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
1515 Hughes Way
Long Beach, CA**

MINUTES

Special Meeting

May 29, 2015

The Special Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Stacey Lewis, Chairperson, on Friday, May 29, 2015 at 8:56 a.m. in Room 464, of the Administration Offices, 1515 Hughes Way, Long Beach, California.

**PLEDGE OF
ALLEGIANCE**

The Pledge of Allegiance to the Flag of the United States of America was led by Stacey Lewis.

ROLL

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

Present: Stacey Lewis
 Terence Ulaszewski

Absent: Linda Vaughan

PUBLIC HEARD

No public comments were heard.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:58 a.m. to consider the appointment and employment of the Executive Officer, Personnel Commission and Classified Employment.

OPEN SESSION

The Personnel Commission returned to open session at 1:19 p.m. No reportable action was taken.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be June 11, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

ADJOURNMENT

The Special Meeting of the Personnel Commission was declared adjourned at 1:20 p.m. with the consent of the members.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

Stacey Lewis, Chairperson

Maria Lynn Braunstein, Personnel Analyst



2008 Finalist
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long
beach
unified
school
district



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
4400 Ladoga Ave., Lakewood, CA 90713 Office: (562)435-6708

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

CREDENTIAL SERVICES SPECIALIST - 3343

Applications will be accepted online for four days ONLY: Monday, June 15, Tuesday, June 16th, Wednesday, June 17th and Thursday, June 18, 2015 at 4:30 PM

Salary does not reflect the 5% increase approved by the Board of Education on May 26, 2015

<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>
<u>MONTHLY:</u>	\$3,647	\$3,849	\$4,081	\$4,283	\$4,519
<u>HOURLY:</u>	\$21.05	\$22.21	\$23.43	\$24.71	\$26.07

JOB INFORMATION:

Permanent 50%, 12 months position. Position could possibly become permanent 100%, 12 months position. The current vacancy is located at the Child Development Center.

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 the direction of an assigned supervisor, perform a variety of technical duties to assure certificated personnel possess valid and appropriate credentials for their assignment and are paid at the appropriate level; monitor certificated assignments, salary levels, applications and renewals to assure compliance with credential requirements; provide information and assistance to individuals regarding the processing of credential applications and salary placement and perform related duties as assigned.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING:

Associate's degree with course work in business administration, human resources management or a related field.

EXPERIENCE:

Three years of experience involving frequent public contact and processing or reviewing documents for compliance with complex policies and procedures or one year of experience with LBUSD at the level of Human Resources Technician.

SPECIAL:

(1) Positions in this classification required the use of a personal automobile and possession of a valid California driver's license. (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 will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; an occupational written examination (60%) and a qualifications appraisal interview (40%) 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.

SELF-CERTIFICATION: In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class. 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 #15-0178-3343
Dual Examination

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

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 model of excellence. 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 has been a five-time finalist for the prize.

LBUSD educates 81,000 students in 84 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 2,200 Head Start pupils in 25 Head Start centers. The third largest school district in California, it serves the most diverse large city in the United States, with dozens of languages spoken by local students. The district employs more than 8,000 people, making it the largest employer in Long Beach.

LBUSD 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 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, 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 a population of approximately 492,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access to several major freeways, airports and seaports, and the many famous recreational and cultural sites throughout the Southern California area.

Promotional/Open Exam No 15-0177-5173 ss



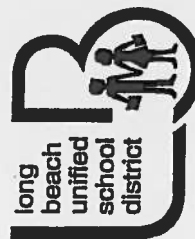
**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

FISCAL SERVICES ANALYST

ANNUAL SALARY

\$75,359 - \$88,472



JOB SUMMARY

Under general direction, a Fiscal Services Analyst will plan, organize and participate in the development, analysis, preparation and administration of District fiscal resources in areas such as budget, accounts payable, general ledger, program accounting, payroll, special education, facilities and special projects administration; provide appropriate advice and recommendations for the compliant use of resources; conduct financial studies, prepare reports and analyze data; streamline processes, track project expenditures and perform related duties as assigned.

IDEAL CANDIDATE

Successful candidates will have graduated from an accredited college or university with a Bachelor degree with a major in accounting, financial or business administration or a closely related field.

Additionally candidates will have three years of financial experience, preferably in a public agency, involving the analysis of financial data.

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:

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.

SELECTION PROCEDURE

This is an open/promotional recruitment with promotional taking precedence. There will be an eligible list established consisting of promotional (in-house) candidates, and another separate list consisting of open (outside) candidates. The Rules and Regulations of the Classified Service allows for promotional candidates in the top three ranks to be considered prior to consideration of candidates on the open list, unless the promotional list consists of fewer than three ranks. This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. 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 of any combination of the following: 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. Attendance will be at the applicant's expense. Successful candidates who pass all parts of the examination process will be placed on the promotional/open 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 www.lbschools.net/Main_Offices/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 online forms must be received no later than:

Final Filing date:

4:30 p.m. Thursday, June 18, 2015

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.

Long Beach Unified School District
Personnel Commission Office

4400 Ladoga Ave.

Lakewood, California 90713

(562) 435-5708

www.lbschools.net/Main_Offices/Personnel_Commission/



2008 Finalist
the broad prize
for Urban Education



Classified Promotional Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission

LABORER – 0204

Final Filing Date: 4:30 p.m. Thursday, June 18, 2015.

<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:	\$3,100	\$3,270	\$3,451	\$3,640	\$3,840
HOURLY:	\$17.89	\$18.87	\$19.91	\$21.01	\$22.16

Please note: Salary does not reflect the 5% increase approved by the Board of Education on May 26, 2015.

JOB INFORMATION: Permanent 10 and 12 month, 100% positions. The current vacancy is located in Transportation.

PROMOTIONAL: Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" AND who meet the education and experience requirements are eligible to compete.

APPLICATION: Candidates are strongly encouraged to submit applications online via the Personnel Commission website: 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. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

JOB SUMMARY: Under general supervision, to assist in the collection of refuse at District sites; to drive a District vehicle for pick-up and delivery of materials, equipment, and other items; to perform semi-skilled or unskilled tasks in the automotive repair shop; and to perform related duties as required.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING: Equivalent to completion of the eighth grade.

EXPERIENCE: Six months experience in general labor requiring physical work.

SPECIAL: (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) Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law. (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.

WORKING ENVIRONMENT: Outdoors in inclement weather; indoors in schools including classrooms, attics and crawl spaces; automotive shop; school refuse bins with foul odors and trash; dust; exposure to fumes, fluids, vapors and solvents.

PHYSICAL DEMANDS: Heavy work pushing and pulling 100 pounds with frequent lifting and carrying up to 50 pounds; ascend and descend ladders, stairs and ramps; standing and walking for extended periods of time; crouching, kneeling, and bending; occasional crawling.

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. 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 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 15-0179-0204 EE

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 LA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713 Office: (562) 435-6708

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission

TELECOMMUNICATIONS TECHNICIAN – 3309

Final Filing Date: 4:30 p.m., Wednesday, July 8, 2015

Salary does not reflect the 5% increase approved by the Board of Education on May 26, 2015.

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$4,784	\$5,048	\$5,325	\$5,619	\$5,928
HOURLY:	\$27.80	\$29.12	\$30.72	\$32.42	\$34.20

JOB INFORMATION: Permanent 100% 12 month position. The current vacancy is located in Maintenance.

APPLICATION: All application 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, a Telecommunications Technician will install, test, repair, program and maintain processor controlled digital telecom systems and related voice mail equipment and equipment of varying age, capacities and performance. Knowledge of and experience with Nortel and Avaya products are important because the District utilizes the technology from this vendor. An incumbent installs systems and equipment including laying out panduit and raceway and pulling cable. An incumbent advises and confers with site administrators and staff regarding work to be performed; and perform related duties as assigned.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

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.

EXPERIENCE: Four years of journey-level experience in telephone installation, maintenance and repair work. Possession of a certificate of qualification in the installation, maintenance and repair of Nortel and Avaya products is preferred.

SPECIAL: (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) An incumbent in this class may be required to wear protective clothing, gear and equipment as required by law. (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.

WORKING ENVIRONMENT: Indoors and outdoors in occasional inclement weather; attics, crawl spaces, under buildings and confined spaces; open trenches; underground vaults; exposure to fumes, dust solvents and odors.

PHYSICAL DEMANDS: Lift, push and pull objects weighing up to 50 pounds; visual acuity to distinguish colors of wires; climb and descend ladders; walking, stooping, crawling, bending, standing; reaching overhead.

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. 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 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 #15-0185-3309 ss
Dual Exam

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.

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 13

Date: June 11, 2015

Reason for
Consideration: Approval

Campus Security Officer

Dual

15-0148-5011

List Valid: 06/01/15 – 06/01/16

Total applications received: 117 Total invited to exam: 24

No. Passed: 5 No. Failed: 13 No. Withdrew: 6 No. Screened Out: 93

Custodian

Open/Continuous

15-0126-0139

List Valid: 06/02/15 – 06/02/16

Total applications received: 102 Total invited to exam: 28

No. Passed: 10 No. Failed: 3 No. Withdrew: 15 No. Screened Out: 74

Custodian

Open/Continuous

15-0127-0139

List Valid: 06/02/15 – 06/02/16

Total applications received: 122 Total invited to exam: 44

No. Passed: 19 No. Failed: 4 No. Withdrew: 21 No. Screened Out: 78

Custodian

Open/Continuous

15-0128-0139

List Valid: 06/02/15 – 06/02/16

Total applications received: 113 Total invited to exam: 35

No. Passed: 15 No. Failed: 1 No. Withdrew: 19 No. Screened Out: 78

Custodian

Open/Continuous

15-0139-0139

List Valid: 06/02/15 – 06/02/16

Total applications received: 116 Total invited to exam: 40

No. Passed: 13 No. Failed: 2 No. Withdrew: 25 No. Screened Out: 76

Executive Secretary (C)

Promotional

15-0142-0678

List Valid: 06/01/15 – 06/01/16

Total applications received: 24 Total invited to exam: 23

No. Passed: 13 No. Failed: 8 No. Withdrew: 2 No. Screened Out: 1

Human Resource Technician

Dual

15-0135-3352

List Valid: 06/04/15 – 06/04/16

Total applications received: 103 Total invited to exam: 37

No. Passed: 18 No. Failed: 13 No. Withdrew: 6 No. Screened Out: 66

Plant Supervisor High School

Promotional

15-0150-5029

List Valid: 06/10/15 – 06/10/16

Total applications received: 31 Total invited to exam: 20

No. Passed: 8 No. Failed: 11 No. Withdrew: 1 No. Screened Out: 11

CERTIFIED TO BE CORRECT: Patricia Heineke DATE: June 4, 2015



PERSONNEL COMMISSION

**4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708
FAX (562) 425-1320**

Commissioners
Stacey V. Lewis, Chair
Linda Vaughan, Vice-Chair
Terence Ulaszewski, Member

DATE: June 11, 2015

TO: Personnel Commission

FROM: Patricia Heineke, Interim Executive Officer

RE: Report on Removal of Persons from Eligibility Lists

Background

At this meeting we are reporting on the recommendation for removal of two individuals from the Custodian eligibility list (ID numbers 509052 and 21978728). Each of these individuals failed to disclose convictions on their application and fingerprint forms.

In each case, the individual was sent a letter by certified and regular mail advising of the intent to recommend removal from the eligibility list, and given the opportunity to appeal to the Interim Executive Officer. Neither of them responded with an appeal.

Recommendation

APPROVE removal of two eligibles from the Custodian list as follows: ID# 509052 and ID # 21978728.