

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.  
March 5, 2015

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Linda Vaughan
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of February 19, 2015 1-3
5. **RECEIVE** correspondence and refer to the 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 Interim Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Building Maintenance Worker 4-5
2. **RATIFY** job announcement bulletin for Building Maintenance Worker/Driver 6-7
3. **RATIFY** job announcement bulletin for Campus Security Officer (Catalina Island) 8-9
4. **RATIFY** job announcement bulletin for Custodian (Catalina Island) 8-9
5. **RATIFY** job announcement bulletin for Groundskeeper (Catalina Island) 8-9
6. **RATIFY** job announcement bulletin for Executive Director – Fiscal Services 10-11
7. **RATIFY** job announcement bulletin for Executive Officer Personnel Commission and Classified Employment 12-13
8. **RATIFY** job announcement bulletin for Plumber 14-15
9. **RATIFY** job announcement bulletin for Telecommunications Technician 16-17
10. **APPROVE** the certification of Choral Accompanist eligibility list established February 26, 2015 18
11. **APPROVE** the certification of Custodian eligibility list established February 25, 2015 18
12. **APPROVE** the certification of Custodian eligibility list established February 25, 2015 18

13.	<b>APPROVE</b> the certification of Custodian eligibility list established February 25, 2015	18
14.	<b>APPROVE</b> the certification of Instructional-Aide Special eligibility list established March 9, 2015	18
15.	<b>APPROVE</b> the certification of Intermediate Office Assistant eligibility list established March 3, 2015	18
16.	<b>APPROVE</b> the certification of Intermediate Office Assistant-Schools eligibility list established March 3, 2015	18
17.	<b>APPROVE</b> the certification of School Support Secretary eligibility list established March 2, 2015	18
18.	<b>APPROVE</b> the certification of School Support Secretary- Bilingual Spanish eligibility list established March 2, 2015	19
19.	<b>APPROVE</b> the certification of Senior Executive Secretary eligibility list established February 26, 2015	19
III.	OLD BUSINESS	
IV.	NEW BUSINESS	
1.	<b>APPROVE</b> the adoption of the new classification for Senior Locksmith allocating the classification to salary range 34 (C2)	20-26
2.	<b>APPROVE</b> the recommendation to remove from eligibility list ID # 7516420	27
3.	<b>APPROVE</b> the recommendation to remove from eligibility list ID # 21042709	27
4.	<b>APPROVE</b> the recommendation to remove from eligibility list ID # 16553497	27
V.	OTHER ITEMS	
VI.	NEXT REGULAR MEETING	
	March 19, 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	
VIII.	ADJOURNMENT	

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

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

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

MINUTES

Regular Meeting

February 19, 2014

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Vice-Chairperson, on Thursday, February 19, 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 Linda Vaughan

ROLL

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

Present:	Linda Vaughan
	Terence Ulaszewski
Absent:	Stacey Lewis

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 February 5, 2015.

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

RECEIVE CORRESPONDENCE

No correspondence was received.

PUBLIC HEARD

No public comments were heard.

REPORT FROM INTERIM

Interim Executive Officer Heineke reported she met with Ruth Ashley, Deputy Superintendent of Education Services. A couple of the items discussed were an upcoming satisfaction survey and the technology needs of the Personnel Commission.

Additionally, Ms. Heineke reported the first planning meeting was held for the Classified Employee Celebration.

Marilyn Balmer, Personnel Analyst, reported the Recruitment and Testing unit is opening several recruitments including the Executive Officer, Personnel Commission and Classified Employment, and Executive Director, Fiscal Services.

Susan Leaming, Personnel Analyst, reported 129 employees attended CPR Training and a CalPERS retirement workshop is the planning stages. Additionally, Ms. Leaming said she and Ms. Heineke met with Head Start Administration as they are looking to reorganize the department. Valeeta Pharr, CSEA Chapter 2 President, asked if the Head Start reorganization would occur before or after the Instructional job study. Ms. Heineke responded, saying Head Start has Federal requirements that must be met and as a result the items will be on the March 19, 2015 agenda.

Dale Culton, Certification Services Manager reported 11 Instructional Aide-Specials were hired. Mr. Culton also reported he and Ms. Leaming met with the District and CSEA to discuss changes from hours worked to date of hire in the calculation of seniority for employees.

Mary Cates, Human Resources Supervisor, informed the Commission 171 summer school applications have been received.

#### OLD BUSINESS

Ms. Heineke and Ms. Leaming completed a technology survey: Financial issues prevented replacement of computers. The cost associated with updating technology is \$45,000. Commissioner Vaughn would like to put the \$45,000 cost in the PC budget and discuss this with the Superintendent.

Matt Woods, Executive Director, Technology and Information Services, said most of the computers currently in use at the Personnel Commission were donated from other sites.

#### NEW BUSINESS

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to **RATIFY** the job announcement bulletin for Intermediate Payroll Accounting Technician.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughn, and the motion carried with a unanimous vote of those present to **RATIFY** the job announcement bulletin for Senior Payroll Accounting Technician.

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the certification of eligibility lists and extension of eligibility list shown below:

**APPROVE** the certification of Financial Services Officer eligibility list established February 5, 2015.

**APPROVE** the certification of Instructional Aide-Special eligibility list established February 19, 2015.

**APPROVE** the certification of Instructional Assistant Intensive Behavioral Treatment eligibility list established February 18, 2015.

**APPROVE** the certification of Job Developer eligibility list established February 2, 2015.

**APPROVE** the certification of Kids' Club Lead Assistant eligibility list established January 30, 2015.

**APPROVE** the certification of Staff Secretary eligibility list established February 18, 2015.

**APPROVE** the certification of Staff Secretary – Bilingual Spanish eligibility list established February 18, 2015.

**APPROVE** the extension of Purchasing Agent eligibility list established February 20, 2015 to August 20, 2015

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve the revisions to the class specifications as shown below:

**APPROVE** revisions to the class specification for School Safety Officer, effective February 20, 2015.

**APPROVE** revisions to the class specification for School Safety Supervisor, effective February 20, 2015.

**APPROVE** revisions to the class specification for School Safety Operations Supervisor, effective February 20, 2015.

**APPROVE** revisions to the class specification for Assistant School Safety and Emergency Preparedness Director, effective February 20, 2015.

**APPROVE** revisions to the class specification for Chief of School Safety and Emergency Preparedness Director, effective February 20, 2015.

**APPROVE** revisions to the class specification for Telecommunications Technician, effective February 20, 2015.

**APPROVE** revisions to the class specification for Telecommunications Supervisor, effective February 20, 2015.

#### OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, shared information on the Workers' Compensation Clinics available to staff.

Ms. Heineke informed the Commission that she has been meeting with individuals whose applications were rejected and this seems to be working well.

#### NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission will be March 5, 2015, at 8:15 a.m. in B Building, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

#### ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:50a.m. with the consent of the members.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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Linda Vaughan, Vice-Chair

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Patricia Heineke, Interim Executive Officer



# Classified Employment Opportunity

**APPLY TO:**

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/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## BUILDING MAINTENANCE WORKER – 0625

Applications will **ONLY** be accepted for three days: Tuesday, March 10, 2015 - Thursday March 12, 2015 at 4:30 p.m.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$3,551	\$3,746	\$3,952	\$4,169	\$4,398
<u>HOURLY:</u>	\$20.49	\$21.61	\$22.80	\$24.06	\$25.38

**JOB INFORMATION:** The eligibility lists are being created to fill future vacancies as they occur.

**APPLICATION:** Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

**JOB SUMMARY:** Under general supervision, A Building Maintenance Worker performs work in connection with the repair and maintenance of school district properties or equipment. Incumbents may assist carpenters, painters, plumbers, electricians or other mechanics; perform more simple kinds of repair and maintenance work, 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:** At least two years of experience in which an incumbent has acquired the competence in performing building and related maintenance 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 class 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.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. Candidates who successfully pass all examination segments for this classification have the opportunity to also be placed on the eligibility list for Laborer. Copies of applicable classification specifications and salaries are available on request.

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 #15-0129-0625EE  
Dual Examination

LBUSD Employees, please see reverse side for important information

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.*



# Classified Promotional Opportunity

## APPLY TO:

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/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## BUILDING MAINTENANCE WORKER/DRIVER – 0880

**Final Filing Date: 4:30 p.m., Thursday, March 12, 2015.**

<b>SALARY RANGE</b>	<b>START</b>	<b>6 MONTHS</b>	<b>1 ½ YEARS</b>	<b>2 ½ YEARS</b>	<b>3 ½ YEARS</b>
<b>MONTHLY:</b>	\$3,647	\$3,849	\$4,061	\$4,283	\$4,519
<b>HOURLY:</b>	\$21.05	\$22.21	\$23.43	\$24.71	\$26.07

**JOB INFORMATION:** Permanent 10-month (217 day flex) 100% position. The current vacancy is located in Maintenance.

**PROMOTIONAL:** Employees in the classified service 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/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

**JOB SUMMARY:** Under general supervision, to perform work in connection with the repair or maintenance of school properties or equipment; may assist carpenters, painters, plumbers, electricians or other mechanics; to perform more simple kinds of repair and maintenance work; operate a truck to tow a trailer or heavy equipment; 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 graduation from high school.

**EXPERIENCE:** At least two years of experience in which an incumbent has acquired the competence in performing building and related maintenance work.

**PHYSICAL DEMANDS:** Strength; heavy work, lifting, carrying, and/or pushing 100 pounds with frequent lifting and/or carrying of object weighing up to 50 pounds; climbing and descending ladders and scaffolding and working from heights; standing for extended periods of time; walking, stooping, pushing, bending; and kneeling; reaching overhead above shoulders and horizontally for extended periods of time; crawling in attics, tight spaces and under buildings; dexterity of hands and fingers to operate hand and power tools; visual acuity to distinguish the color of wires; speak to exchange information in person or on the telephone.

**SPECIAL:** (1) Employees performing the work of the Building Maintenance Worker/Driver class must possess a valid Class A driver's license. Training to obtain the license is at District expense. Under federal law those individuals required to possess a commercial drivers license shall be subject to alcohol and controlled substance testing. (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 class 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.

**SELECTION PROCEDURE:** As a part of the Personnel Commission's ongoing effort to streamline recruitment processes, employees applying for BMW/Driver who have held status as a BMW will not be required to participate in the written and performance tests. Individuals who currently or previously held status in maintenance trades with training and experience similar to those of a BMW will be reviewed on a case-by-case basis to determine the level of testing required. The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

WE ARE AN EQUAL OPPORTUNITY TITLE VI/UMERIT SYSTEM EMPLOYER

Exam #15-0117-0880EE

Promotional Examination

LBUSD Employees, please see reverse side for important information

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**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.*



2008 Finalist  
the broad prize  
for Urban Education

# Classified Employment Opportunity



## ON CATALINA ISLAND

**APPLY TO:**  
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/Main\\_Offices/Personnel\\_Commission](http://www.lbschools.net/Main_Offices/Personnel_Commission)

### CAMPUS SECURITY OFFICER - 5011

### CUSTODIAN - 0139

### GROUNDSKEEPER - 0172

**Final Filing Date: 4:30 p.m., Thursday, March 26, 2015.**

**SUBSTITUTE  
SALARY  
HOURLY:**

**CAMPUS SECURITY  
OFFICER**  
\$16.94

**CUSTODIAN**  
\$16.05

**GROUNDSKEEPER**  
\$16.94

\*Catalina Island employees receive an additional \$2.91 per hour.

#### JOB INFORMATION:

THE CURRENT NEED IS FOR SUBSTITUTES ON AN AS - NEEDED BASIS. THE ELIGIBILITY LISTS ARE BEING CREATED TO FILL FUTURE VACANCIES AS THEY OCCUR. Avalon is located on Catalina Island, 22 miles southwest of the Los Angeles Harbor Breakwater. Employees must live on the island; and/or arrange for their own transportation to and from the island. Working hours can range from 3 to 8 hours per day and/or split shifts. Accepting employment in a permanent position requires the individual to either join the union and pay union dues or to pay the union an agency fee.

#### APPLICATION:

All application must be submitted online via the Personnel Commission's website at: [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday - Thursday, 8:00 - 4:00.

**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:

For each individual position, 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:

<b><u>TRAINING:</u></b>	<b><u>CAMPUS SECURITY OFFICER:</u></b> Equivalent to graduation from high school. College level courses in psychology, administration of justice, ethnic studies and child development are highly desirable. In accordance with Education Code 38001.5, a certificate of completion of a 24-hour "School Security Guard Training" course must be provided at the time of application. <u>A copy must be attached to your application in order to be considered.</u>
<b><u>EXPERIENCE:</u></b>	One year of full-time experience working with adolescents or young adults in a structured environment such as an education center, counseling center, community based social service agency, etc. Work with at risk youth is desirable. Verifiable volunteer experience may be considered. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.
<b><u>SPECIAL:</u></b>	(1) Possession of a valid Class C California Driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time 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.
<b><u>TRAINING:</u></b>	<b><u>CUSTODIAN:</u></b> Equivalent to completion of the 8 <sup>th</sup> grade.
<b><u>EXPERIENCE:</u></b>	Six month of recent full-time paid janitorial or custodial experience or successful completion of the Building Maintenance Custodial Training course of at least 60 hours conducted by the Long Beach School for Adults.
<b><u>TRAINING:</u></b>	<b><u>GROUNDSKEEPER:</u></b> Equivalent to completion of 8 <sup>th</sup> grade.
<b><u>EXPERIENCE:</u></b>	Any combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered or successful completion of the Sports Turf course conducted by the Long Beach ROP.
<b><u>SPECIAL:</u></b>	Possession of a valid Class C California Driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

**SELECTION PROCEDURE:** Exams will only be scored for applicants who meet the minimum qualifications. The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Avalon multiple sub bulletin 2015  
DUAL EXAM #15-0134-5011  
OPEN EXAM #15-0132-0139  
DUAL EXAM #15-0133-0172KN

LIUSD Employees please see reverse side for important information

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.

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**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 best 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. LUSD also has been a five-time finalist for the prize.

LUSD educates 81,000 students in 84 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 1,700 Head Start pupils in 21 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 its students. The district employs more than 8,000 people, making it the largest employer in Long Beach.

LUSD 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 excellence, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and 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.

### **Personnel Commissioners**

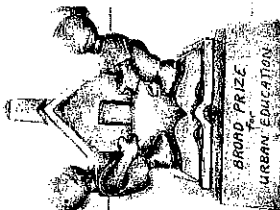
Stacey Lewis

Linda Vaughan

Terence Ulaszewski

### **Interim Executive Officer**

Patricia Heineke

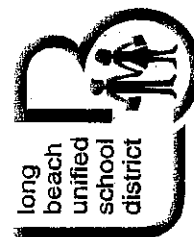


2008 Finalist  
for the broad prize  
for Urban Education

# **An Exciting Career Opportunity Awaits You At LONG BEACH UNIFIED SCHOOL DISTRICT**

## **EXECUTIVE DIRECTOR - FISCAL SERVICES**

**ANNUAL SALARY \$122,799 TO \$144,195**



## JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a proactive, visionary and strategic leader to fill the position of Executive Director – Fiscal Services. The new Executive Director will plan, organize, control and administer the District's accounting, budgeting, fiscal planning, financial reporting and payroll operations and activities including accounts payable, accounts receivable, program accounting, budget preparation and administration, position control, student attendance accounting, classification of accounts, tax reporting and compliance and statutory reporting. The new Executive Director – Fiscal Services has the opportunity to direct the fiscal operations for the third largest school district in California.

The salary is \$122,799 to \$144,195 annually, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

For full details regarding the position, go to our website, select Class Specifications; choose Accounting and Budgeting, then Executive Director – Fiscal Services.

## THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in accounting, finance, business administration or a related field.

Additionally candidates will have six years of financial management-level experience in a public or private organization. Financial management experience for an employer with an annual budget of at least \$150 million is highly desirable. Specific fiscal management experience in accounting, budgeting and payroll is highly 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.

## OUR QUALIFYING PROCESS

Our process will consist of scoring candidates through a formal "Training & Experience" Evaluation of the information provided on the Application and Supplemental Application. Each section of these materials will be weighted and scored. Only those candidates whose application materials demonstrate the greatest depth and breadth of training and experience will be invited to participate in the interview process.

Candidates are encouraged to provide descriptive information related to their specific responsibilities for areas covered in the Supplemental Application. You are encouraged to be as clear and specific as possible regarding your direct responsibility over activities described in this application. Resumes may be submitted, but will not be scored in lieu of the required information on the application forms. Attendance will be at the applicant's expense.

**The Interviews are tentatively scheduled for  
Wednesday, April 15, 2015.**

## HOW TO APPLY

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

A resume will not substitute for answers to questions in the application. Completed forms must be received no later than:

**4:30 p.m. Thursday, March 26, 2015**

Applicants with disabilities who 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 made on a case-by-case basis.

Long Beach Unified School District  
Personnel Commission Office  
4400 Ladoga Avenue

Lakewood, California 90713  
(562) 435-5708 FAX: (562) 425-3931

[www.lbschools.net/Main\\_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

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

### ABOUT OUR DISTRICT

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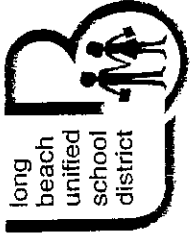
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**WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER**

Dual Exam 15-0125-5095 MB



**An Exciting Career  
Opportunity  
Awaits You At**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**EXECUTIVE OFFICER,  
PERSONNEL COMMISSION AND  
CLASSIFIED EMPLOYMENT**

**\$12,370 - \$14,528 Monthly**

### JOIN OUR WINNING TEAM

Are you a creative, collaborative, customer service oriented, visionary human resource leader? Are you often recognized for your outstanding leadership and management skills? Do you have a strong background in the critical areas of human resources, such as employee recruitment, testing, selection, classification and compensation, staff development and employee recognition? Do you have experience coaching and training managers or supervisors in HR skills? If so, we invite you to join our team as Executive Officer, Personnel Commission and Classified Employment. As Executive Officer, you will plan, administer and supervise professional level functions, activities and operations of the Personnel Commission to insure the efficient, effective and timely delivery of classified staffing services to the District. You will also serve and provide direct services and support to the Personnel Commission as the Secretary to the Commission.

On behalf of the Commission you will provide consultative services to the Board of Education and Superintendent of Schools and participate as an active member of the District's Executive Staff, providing expertise on State and Federal employment laws as they relate to the merit system, including issues of collective bargaining. Excellent communication skills and strong sense of ethics, fairness and impartiality are a must.

### THE IDEAL CANDIDATE

The successful candidate for this position will be a strong practitioner of the continuous quality improvement process and change management. As a proven E-Leader, they will have experience in leveraging HR IT systems for improved service and efficiency in the pursuit of District goals. A Bachelor's degree with major course work in public or business administration; human resources, industrial or organizational psychology, education or related fields would be the minimum academic preparation required. Advanced degree(s) in any of these areas is highly desirable. An appointee in this class must have completed or complete prior to conclusion of the probationary period the Merit System Training Academy offered by the California School Personnel Commissioners Association.

Additionally, candidates will have at least seven years of professional public personnel management experience, including a minimum of three years in related merit/civil service management experience. California school district merit system experience in a medium/large district is preferred.

Other combinations of training and experience that could likely provide required knowledge or abilities may be considered.

### SPECIAL REQUIREMENTS

Position requires the use of a personal automobile and possession of a valid California class C Driver's license at the time of appointment.

### SALARY AND BENEFITS

The salary for the Executive Officer, Personnel Commission and Classified Employment is \$12,371 to \$14,528 monthly, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

### OUR QUALIFYING PROCESS

Our process will consist of a rated screening of your application for related education and training, work experience, and an evaluation of responses on a supplemental application. Only the highest rated candidates in the application screening process, whose background, skills, and experience most closely match those that we are seeking will be invited to continue in the selection process. This process will include a technical oral interview and a qualifications appraisal oral interview. Candidates who pass both parts of the examination process will be placed on an eligibility list in order of their relative merit as determined by these competitive examinations. Those who place among the top three ranks on the eligibility list will be invited to a hiring interview with the Personnel Commission.

### HOW TO APPLY

The Personnel Commission Application and Supplemental Application can be obtained from our website. All applications must be submitted online via at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). A resume will not substitute for the required forms. Applications must be submitted no later than:

**4:30 p.m. Thursday, March 19, 2015**

Applicants with disabilities who 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 made on a case-by-case basis.

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



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the broad prize  
for Urban Education



# Classified Employment Opportunity

## APPLY TO:

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/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## PLUMBER – 0242

**Final Filing Date:** 4:30 p.m., Thursday, March 5, 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>
<u>MONTHLY:</u>	\$4,784	\$5,048	\$5,325	\$5,619	\$5,928
<u>HOURLY:</u>	\$27.60	\$29.12	\$30.72	\$32.42	\$34.20

**JOB INFORMATION:** Permanent 100% 10 and 12 month positions. The current vacancies are located in Maintenance.

## APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website: [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

**JOB SUMMARY:** Under general supervision, perform journey-level plumbing work in the installation, alteration, maintenance, and repair of plumbing fixtures and systems; perform maintenance and repair on heating systems and related equipment; 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 graduation from high school supplemented by completion of a recognized four-year plumbing apprenticeship program or possession of a valid journey-level plumbing certificate or license issued from an authorized agency.

OR

## EXPERIENCE:

Four years of journey-level experience in plumbing installation, alterations and repair work.

## SPECIAL:

(1) Valid California Class C driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standards. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) A Backflow Testers License Issued by the Los Angeles County Health Department must be obtained by completion of the probationary period. (4) A Certificate issued by P.I.P.E. and a Los Angeles County Certificate showing acceptance by the State Fire Marshal in Fire Suppression Systems are desired. (5) Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law. (6) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 15-0124-0242dp  
Dual Examination

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

**Guidelines:**

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

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

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2008 Finalist  
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# Classified Employment Opportunity

## APPLY TO:

Personnel Commission, Long Beach Unified School District  
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24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/MainOffices/PersonnelCommission](http://www.lbschools.net/MainOffices/PersonnelCommission)

## TELECOMMUNICATIONS TECHNICIAN – 3309

**Final Filing Date: 4:30 p.m., Wednesday, March 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>
<u>MONTHLY:</u>	\$4,784	\$5,048	\$5,325	\$5,619	\$5,928
<u>HOURLY:</u>	\$27.60	\$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/MainOffices/PersonnelCommission/](http://www.lbschools.net/MainOffices/PersonnelCommission/). 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.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam #15-0087-3309 ss

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**Guidelines:**

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SUBJECT:	Eligibility Lists	PAGES: 18-19
Date:	March 5, 2015	Reason for Consideration: Approval

List Valid: 02/26/15 – 02/26/16  
Total applications received: 30 Total invited to exam: 17  
No. Passed: 11 No. Failed: 0 No. Withdrew: 6 No. Screened Out: 13

List Valid: 02/25/15 – 02/25/16  
Total applications received: 111 Total invited to exam: 56  
No. Passed: 9 No. Failed: 9 No. Withdrew: 38 No. Screened Out: 55

List Valid: 02/25/15 – 02/25/16  
Total applications received: 124 Total invited to exam:45  
No. Passed:10 No. Failed: 2 No. Withdrew: 33 No. Screened Out: 79

List Valid: 02/25/15 – 02/25/16  
Total applications received: 114 Total invited to exam: 38  
No. Passed: 11 No. Failed: 5 No. Withdrew: 22 No. Screened Out: 76

List Valid: 03/09/15 – 03/09/16  
Total applications received: 88 Total invited to exam: 38  
No. Passed: 16 No. Failed: 6 No. Withdrew: 16 No. Screened Out: 50

List Valid: 03/03/15 – 03/03/16  
Total applications received: 199 Total invited to exam: 183  
No. Passed: 55 No. Failed: 81 No. Withdrew: 47 No. Screened Out: 16

List Valid: 03/03/15 – 03/03/16  
Total applications received: 152 Total invited to exam: 121  
No. Passed: 44 No. Failed: 55 No. Withdrew: 22 No. Screened Out: 31

List Valid: 03/02/15 – 03/02/16  
Total applications received: 30 Total invited to exam: 25  
No. Passed: 15 No. Failed: 8 No. Withdrew: 2 No. Screened Out: 5

**School Support Secretary – Bilingual**

**Spanish**

**Promotional**

**15-0091-5159**

List Valid: 03/02/15 – 03/02/16

Total applications received: 19 Total invited to exam: 15

No. Passed: 8 No. Failed: 6 No. Withdrew: 1 No. Screened Out: 4

**Senior Executive Secretary**

**Promotional**

**15-0080-0679**

List Valid: 02/26/15 – 02/26/16

Total applications received: 31 Total invited to exam: 8

No. Passed: 3 No. Failed: 5 No. Withdrew: 0 No. Screened Out: 23

CERTIFIED TO BE CORRECT: Patricia Heineke DATE: February 27, 2015



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

February 23, 2015

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a Classification

### Background and Findings

The Lock Shop in Maintenance is currently staffed with six Locksmiths reporting to a Maintenance Manager. While the class of Locksmith Supervisor exists, the last Locksmith Supervisor position was abolished in 2009 due to budget cuts and supervisory responsibility was shifted to the Maintenance Manager.

Maintenance management requested staff create a new classification of Senior Locksmith to serve as a lead in the shop. The District previously utilized the class of Senior Locksmith however it was abolished in 2000 since it had been vacant since 1989.

An incumbent in the Senior Locksmith classification will serve as a lead in the Lock Shop and participate in the installation, maintenance and repair of locks and related hardware. A Senior Locksmith will plan, assign and schedule the work of the Locksmiths, estimate labor and material costs for jobs, and order shop supplies.

### Salary Placement

In accordance with the *Rules and Regulations of the Classified Service* §10.8.A., classes serving in a lead capacity shall be separated by a minimum of three salary ranges above the highest-level subordinate. Therefore, the class of Senior Locksmith is being recommended for placement at salary range 34 (C2), three ranges above the Locksmith classification at 31 (C2).

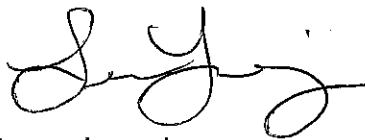
### Recommendations

Staff recommends the Personnel Commission:

1. Adopt the new classification specification for Senior Locksmith
2. Allocate the classification of Senior Locksmith to 34 C2

Attached are copies of the proposed classification and the previous class specification of Senior Locksmith that was abolished in 2000.

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Patricia A. Heineke  
Interim Executive Officer



## PERSONNEL COMMISSION

Class Code:  
Salary Range: 34 (C2)

### SENIOR LOCKSMITH

#### JOB SUMMARY

Under general supervision, install, modify and repair locks and related door hardware devices at District sites; serve as a lead in the Lock Shop; train and provide work direction and guidance to assigned staff; perform related duties as required.

#### EXAMPLES OF DUTIES

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

- Install, modify and repair locks and related door hardware devices at District sites; visit sites to determine scope of work, materials and cost estimates of work to be performed. **E**
- Serve as a lead in the Lock Shop; train and provide work direction and guidance to assigned staff; provide input in the hiring and performance evaluation process as requested. **E**
- Plan, assign and schedule the work of assigned staff; review and follow up on completed work as needed. **E**
- Confer with site administrators, contractors, architects, fire department and District staff to provide technical and safety information, advice on locks and related hardware for renovation and new construction at sites. **E**
- Fabricate or oversee the fabrication of special parts for locks or related hardware. **E**
- Install and service a variety of safes; may drill concrete and install anchors to secure safes; open safes that cannot be opened by ordinary means. **E**
- Draft specifications, including materials and equipment, for work to be performed by contractors; assist in reviewing vendor bids; inspect contract work and report discrepancies as needed. **E**
- Design, maintain and make adjustments to a multi-level master key system; maintain combinations on safes and vaults in the District; initiate and oversee distribution of keys to District personnel. **E**
- Review and recommend materials and hardware in accordance with District specifications; prepare reports and correspondence related to assigned activities. **E**
- Requisition parts and materials for installation at District sites; maintain inventory of specific new and reusable parts in the Lock Shop. **E**
- Maintain current knowledge of developments in the technology of locks and related hardware, safety requirements and regulations for schools. **E**
- Maintain records and files related to assigned activities. **E**

- Operate hand and power tools common to the trade; operate a variety of office equipment including a computer and assigned software; drive a District vehicle to conduct work. ***E***

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

### **DISTINGUISHING CHARACTERISTICS**

A Senior Locksmith serves as a lead in the Lock Shop and participates in the installation, maintenance and repair of locks and related hardware. A Senior Locksmith plans, assigns and schedules the work of a group of journey-level Locksmiths. An incumbent designs, maintains and makes adjustments to a multi-level master key system which is essential to the distribution and security of keys to authorized District personnel. An incumbent maintains records on District keys, locks, vaults and safes.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles and practices of training and providing work direction.  
Applicable laws, codes, rules and regulations.  
Installation, adjustment, and repair of panic hardware, exit devices, hydraulic door closers and floor hinges.  
Construction and repair of various makes of locks.  
Composition of ferrous metals.  
Variety of locks available and the best use of each type.  
Fire codes and safety regulations on locking devices and doors for school facilities to include architectural hardware.  
Methods, materials tools, practices parts and equipment used in the trade.  
Fabrication of specialty parts.  
Mathematics sufficient to develop multi-level mastering key charts.  
Interpersonal skills using tact, patience and courtesy.  
Record keeping.  
Oral and written communication skills.  
Operation of a computer and assigned software.  
Safe working procedures and practices.

#### **Ability to:**

Install, modify and repair locks and related door hardware devices.  
Train and provide work direction and guidance to others.  
Operate a variety of hand and power tools common to the trade.  
Estimate labor and materials costs.  
Order supplies, tools and equipment.  
Set up and machining of parts.  
Open and repair vaults and safes.

Draft specifications for contract work and review contractor work.  
Read sketches, specifications and blueprints.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
Recognize and correct safety hazards.  
Design, maintain and make adjustments to multi-level master key systems.  
Operate a District vehicle.  
Operate a computer and assigned software.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain a variety of records related to assigned activities.  
Meet schedules and time lines.

**Education and Training:**

Equivalent to graduation from high school.

**Experience:**

Three years of journey-level locksmith experience. Experience in a lead or supervisory position is preferred.

**OR**

Three years of experience as a Locksmith with the Long Beach Unified School District.

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

**SPECIAL REQUIREMENTS**

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.

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.

Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

**WORKING ENVIRONMENT**

Indoor and outdoor environment.  
Adverse seasonal weather conditions.  
Working around and with machinery having moving parts.  
Driving a District vehicle to conduct work.  
Emergency call out.

**PHYSICAL DEMANDS**

Lifting, carrying, pushing and pulling heavy objects weighing up to 60 pounds.  
Walking and standing for extended periods of time.  
Climbing ladders and stairs.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling or crouching.  
Dexterity of fingers and hands to operate hand and power tools and locks.  
Seeing to perform work.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA:

## SENIOR LOCKSMITH

**DEFINITION:** Under general supervision, to supervise the repair, adjustment, and maintenance of locks and locking devices; to perform journeyman locksmith work; and to do related work as required.

**TYPICAL TASKS:** Makes estimates of cost; fills out requisitions for stock and non-stock items; receives requests for repair; plans, assigns, and reviews the work of employees assigned to the lockshop; prepares master key plans; determines if keys may be made in accordance with requests of administrators and employees; maintains master code file and security of duplicate keys; repairs door locks, padlocks, tumbler locks, combination locks, time locks, and such other fastening devices as panic bolts, door checks, and latches; repairs and rebuilds safes; makes gaskets for door checks; operates a key-cutting machine, power drill, lathe, power saw, grinders, and welding equipment; reviews time slips for completeness and correctness; may aid in determining specifications for new locks and equipment; maintains an inventory of repair and replacement parts for locks; prepares reports as required.

### QUALIFICATIONS:

**Knowledge of:** Construction, maintenance, and repair of all types of locks and locking devices; tools, standard practices and processes of the locksmith trade; commercial location and current costs of materials used in the locksmith trade; exit requirements of the Long Beach Fire Department and other fire departments having jurisdiction over district owned property.

**Ability to:** Use the tools of the trade; make accurate estimates of labor and material required for a job; prepare master key schedules; maintain, repair, adjust, and replace locks, locking devices, panic exit devices; hydraulic door closers and floor hinges; read blueprints and specifications; open or remove locks which cannot be opened by ordinary means; supervise other employees; work effectively with school personnel.

**Education:** Equivalent to completion of the twelfth grade.

**Experience:** Three years of recent full-time paid experience as a recognized journeyman locksmith.

**License:** Possession of a valid Class III California driver license.

**DISTINGUISHING FEATURES OF THE CLASS:** A Senior Locksmith supervises the lockshop and plans, assigns, and is responsible for the maintenance of locks and related hardware throughout the district. General supervision is received from the Carpenter Manager. Immediate supervision is exercised over Locksmiths, Skilled Laborers, and Carpenters as they may be assigned for a specific job.

A Locksmith performs journeyman-level work in the installation, maintenance, and repair of locks and related hardware in schools and offices. Immediate supervision may be exercised over Skilled Laborers as they may be assigned for a specific job.



## PERSONNEL COMMISSION

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

**Interim Executive Officer**  
Patricia Heineke

DATE: February 27, 2015  
TO: Personnel Commission  
FROM: Patricia Heineke, Interim Exec. Officer  
  
RE: Report on Removal of Persons from Eligibility Lists

### Background

At this meeting we are reporting on the intended removal of two individuals from the Custodian eligibility list, and one from the Intermediate Accounting Assistant eligibility list.

In the case of the Custodian eligibility list, both individuals in question (ID #21042709 and ID #7516420) failed to put information on their application about criminal convictions. Additionally, in one instance (#7516420), the individual is still serving probation following sentencing, which on its own is reason for removal from the list.

In the case of the Intermediate Accounting Assistant eligible (ID #16553497), the individual was dismissed from previous employment for cause. The reason for the dismissal would have also led to dismissal from Long Beach Unified School District, and was therefore reason for removal from the list.

All three individuals were sent letters by certified and regular mail advising of the intent to remove their names from the eligibility list, and given the opportunity to appeal to the Interim Executive Officer. Eligible #21042709 did contact Ms. Heineke, and made an appointment to come in to speak to her. However she did not appear for the appointment that was set for February 3<sup>rd</sup>.

There was no appeal by Eligible #7516420 or #16553497.

### Recommendation

APPROVE removal of two eligibles with ID numbers 21042709 and 7516420 from the eligibility list for Custodian, and eligible with ID number 16553497 from the eligibility list for Intermediate Accounting Assistant.