

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
November 08, 2018

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order – Linda Vaughan
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of October 25, 2018
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

1-4

II. CONSENT AGENDA

1. **RATIFY** Job announcement bulletin for Senior ASB Financial Technician
2. **RATIFY** Job announcement bulletin for College and Career Specialist
3. **RATIFY** Job announcement bulletin for Technology Field Operations Supervisor
4. **RATIFY** Job announcement bulletin for Heavy Truck Driver (Substitute)
5. **RATIFY** Job announcement bulletin for Assistant Maintenance Director
6. **RATIFY** Job announcement bulletin for Plant Supervisor I
7. **RATIFY** Job announcement bulletin for Plant Supervisor II
8. **RATIFY** Job announcement bulletin for Plant Supervisor-High School

5-6

7-8

9-10

11-12

13-14

15-16

17-18

19-20

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|---|----|
| 9. APPROVE the certification of Instructional Aide-Special 19-0029-0448 eligibility list established October 26, 2018 | 21 |
| 10. APPROVE the certification of Accounting Technician 19-0025-0750 eligibility list established October 26, 2018 | 21 |
| 11. APPROVE the certification of School Safety Officer 19-0009-5014 eligibility list established October 26, 2018 | 21 |
| 12. APPROVE the certification of Nutrition Services Director 19-0036-5060 eligibility list established November 5, 2018 | 21 |
| 13. APPROVE the certification of Plant Supervisor I 19-0026-5026 eligibility list established November 6, 2018 | 21 |
| 14. APPROVE the certification of Plant Supervisor II 19-0027-5027 eligibility list established November 6, 2018 | 22 |
| 15. APPROVE the certification of Plant Supervisor-High School 19-0028-5029 eligibility list established November 6, 2018 | 22 |

III. OLD BUSINESS

APPROVE the following: Abolishment of "Restricted" Classifications

IV. NEW BUSINESS

APPROVE The extension of eligibility list of Electrician 17-003-0161 established 5/23/2017	22
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V. OTHER ITEMS

VI. NEXT REGULAR MEETING

December 6, 2018 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel 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)).

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

MINUTES
Regular Meeting

October 25, 2018

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, October 25, 2018 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Learning, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician; Alejandra Torres, Human Resources Technician; Connie Ballew, Senior Administrative Secretary (Retired).

GUESTS

Ann Culton, Administrative Coordinator, Human Resources Services; Matt Woods, Executive Director, Technology and Information Services, Chester Davidson, CSEA Vice President Chapter 2 Unit B, James Kruse, CSEA Vice President Unit A.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Ms. Vaughan, seconded by Ms. Bender, and the motion carried to approve the minutes of the Regular Meeting of October 11, 2018.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that he attended a job fair at Long Beach City College to provide information regarding classified jobs.

Maria Braunstein, Personnel Analyst, introduced new Personnel Commission employee, Alejandra Torres, Human Resource Technician.

Dale Culton, Certification Manager, informed the Commission that there would be a reduction in time for eight (8) Nutrition Service Workers from 3.5 hours to 3 hours.

Susan Leaming, Personnel Analyst, informed the Commission that two (2) CPR/First Aid trainings were held on October 12, 2018. A total of 68 Classified Employees attended.

Mr. Kato informed the Commission that Personnel Commission staff participated in the Great ShakeOut Drill on October 18, 2018 and reviewed relevant emergency procedures.

Mr. Kato also informed the Commission that he attended the Local Control and Accountability Plan (LCAP) advisory committee meeting on October 15, 2018 as an observer.

CONSENT AGENDA

After discussion, a motion was made by Ms. Vaughan and seconded by Mr. Ulaszewski, and the motion was carried to ratify and approve Consent Agenda items 1-13.

1. **RATIFY** job announcement bulletin for Senior Health Assistant
2. **RATIFY** job announcement bulletin for Health Assistant
3. **RATIFY** job announcement bulletin for Custodian
4. **RATIFY** job announcement bulletin for Associate Research Data Analyst
5. **APPROVE** the certification of HVAC Technician 19-0006-5103 eligibility list established October 17, 2018
6. **APPROVE** the certification of Associate Personnel Analyst 19-0020-3270 eligibility list established October 17, 2018
7. **APPROVE** the certification of Facilities Project Manager-Planning 19-0005-5190 eligibility list established October 18, 2018
8. **APPROVE** the certification of Maintenance Accounting Supervisor 19-0007-5247 eligibility list established October 19, 2018
9. **APPROVE** the certification of Carpenter 19-0021-0114 eligibility list established October 19, 2018
10. **APPROVE** the certification of Accompanist 19-0024-5213 eligibility list established October 23, 2018

11. **APPROVE** the certification of Instructional Aide – Instrumental Music 19-0023-0447 eligibility list established October 23, 2018
12. **APPROVE** the certification of Child Nutrition Specialist 19-0019-3322 eligibility list established October 1, 2018
13. **APPROVE** the certification of Food Production Utility Worker 19-0002-0477 eligibility list established October 1, 2018

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

OLD BUSINESS

None

NEW BUSINESS

1. **DISCUSS** the following: Abolishment of "Restricted" Classifications New Business Item 1 was discussed and will be brought forward for approval at the next regular meeting.
2. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2017-2018
Mr. Kato noted that Education Code requires the Personnel Commission to prepare an Annual Report for the Board of Education. The report informs the Board of Education about the activities of the Personnel Commission during the preceding fiscal year. Mr. Kato presented the report to the Commission for their review and consideration.

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Bender, and the motion carried with a unanimous vote of those present to approve New Business Item 2.

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

OTHER ITEMS

None

NEXT REGULAR MEETING

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

CLOSED SESSION

The Personnel Commission retired into closed session at 8:59 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:30 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:31 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR ASB FINANCIAL TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Thursday, November 8, 2018

JOB INFORMATION:

Permanent 220 day position. Position is 100% FTE. Current vacancy is located at Wilson High School.

JOB SUMMARY:

Under general supervision, perform financial duties in accounting for the receipt and disbursement of student body monies at a large comprehensive high school; advise school administrators and student body officers on proper accounting policies and procedures of student body funds; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.

EXPERIENCE:

Three years of clerical accounting work preferably one of which is in a public agency.

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.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

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

SALARY RANGE HOURLY:

START:	\$23.27
6 MONTHS:	\$24.55
1 ½ YEARS:	\$25.90
2 ½ YEARS:	\$27.32
3 ½ YEARS:	\$28.82

APPLICATION:

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

SELECTION PROCEDURE:

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

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0041-0761 AS

LBUSD employees, please see reverse side for
important information.

Maria Brito

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 examination. The attendance incentive shall be one point for each year of dual certification examination. 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.

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

COLLEGE AND CAREER SPECIALIST

FINAL FILING DATE:

Application deadline: 4:30 p.m., Tuesday, November 13, 2018

JOB INFORMATION:

Permanent 10 months position. Position is a 50% FTE. The current vacancy is located at Millikan High School.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

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

SALARY RANGE HOURLY:

START:	\$30.69
6 MONTHS:	\$32.38
1 ½ YEARS:	\$34.17
2 ½ YEARS:	\$36.05

APPLICATION:

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SELECTION PROCEDURE:

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

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Dual Exam 19-0035-5177 AS

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:

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- ❖ **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.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

TECHNOLOGY FIELD OPERATIONS SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, November 19, 2018

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Current vacancy is located at Information Services.

JOB SUMMARY:

Under general direction, plan, oversee and participate in the District's technology support field operations including the installation, maintenance and repair of computers and peripherals, audio/visual equipment and systems, Voice-over-IP (VoIP), telecommunications, and systems such as fire, clock, bell, and security systems; train and supervise assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in computer science, information technology, business administration or a closely related field.

EXPERIENCE:

Four years of experience involving installation, maintenance and repair in one or more of the following areas including some experience in a lead or supervisory capacity:

Computers and peripherals
Digital audio/visual equipment and systems
Voice-over-IP (VoIP) and telecommunications
Systems such as fire, clock, bell and security systems in a networked environment.

Experience in an educational environment is preferred.

Two years of additional experience may be substituted for two years of the higher education.

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

Applications for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

SALARY RANGE HOURLY:

START: \$41.37
6 MONTHS: \$43.65
1 ½ YEARS: \$46.05
2 ½ YEARS: \$48.58

APPLICATION:

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SELECTION PROCEDURE:

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Dual Exam 19-0053-5249 ALT

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAVY TRUCK DRIVER (SUBSTITUTE)

FINAL FILING DATE:

4:30 p.m., Friday, November 9, 2018 at 4:30 p.m.

JOB INFORMATION:

Current need is for substitutes. List of eligible candidates may be used to fill future vacancies as they occur.

JOB SUMMARY:

Under the direction of an assigned supervisor, drive a District vehicle to provide District-wide service for the delivery, transfer and placement of food, supplies, furniture, mail, trash and equipment; transport freight in a safe and efficient manner; maintain records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

One year of recent experience driving trucks of at least 26,001 pounds gross vehicular weight in delivery work or in a warehouse environment.

OR

One year of recent experience serving as a regular or substitute Truck Driver with Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class B driver's license with airbrake endorsement. (2) Some positions in this classification may require forklift certification within six months of employment. (3) Some positions assigned to the Transportation Branch may be required to qualify for a California Special Driver certificate for school bus operation by completion of the probationary period or after six months if transferring from another department. (4) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing. (5) Under federal law, those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

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SALARY RANGE HOURLY:

START:	\$23.90
6 MONTHS:	\$25.22
1 ½ YEARS:	\$26.61
2 ½ YEARS:	\$28.07
3 ½ YEARS:	\$29.61

APPLICATION:

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

SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Promo Exam 19-0044-0187 AM

LBUSD employees, please see reverse side for important information.

manjib Patel

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

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

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

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

DUAL EXAM #19-0051-0504 ALT

Maria Braunstein



**An Exciting Career
Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**Assistant Maintenance
Director**

\$95,920 – \$112,619 Annually

REPRODUCTION OF THIS DOCUMENT IS PROHIBITED WITHOUT THE WRITTEN PERMISSION OF THE LONG BEACH UNIFIED SCHOOL DISTRICT. ANY VIOLATION OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION.

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 to fill the position of Assistant Maintenance Director. Under the direction of the Maintenance Director, assist in the planning, organization and direction of the activities and operations of the Maintenance Branch including facilities maintenance, construction and repair, energy conservation and environmental health and safety programs; supervise and evaluate the performance of assigned personnel, perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Maintenance then Assistant Maintenance Director.

This is a 12-month, 100% FTE position. The current vacancy is located at Maintenance.

THE IDEAL CANDIDATE

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

Additionally, candidates will have four years of experience in the administration of one or more of the building trades including the maintenance and renovation and repair of buildings and facilities in a large organization.

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 the possession of a valid California Class C driver's license at the time of appointment.

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.

Licensure as registered architect or engineer is desirable.

SALARY AND BENEFITS

The annual salary for Assistant Maintenance Director is \$95,920 to \$112,619 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience and evaluation of responses on a supplemental application; a technical exercise and interview and a qualifications appraisal oral interview scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at [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 – Friday, 8:00 a.m. – 4:00 p.m. A resume will not substitute for the required forms. Completed forms must be received no later than:

Application Deadline: 4:30 p.m., Friday, November 30, 2018

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

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

[http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)
WE ARE AN EQUAL OPPORTUNITY TITLE VI/IMPERIT SYSTEM EMPLOYER



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

PLANT SUPERVISOR I

FINAL FILING DATE:

4:30 p.m., Monday, September 10, 2018

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

Eligibility list is being created to fill future vacancies as they occur.

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial activities at an assigned elementary or small middle or K-8 school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of a small custodial crew; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years of custodial experience or one year of experience as a Lead Custodian in the Long Beach Unified School District.

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

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs. May be required to travel from one school to another.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

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

SALARY RANGE HOURLY:

START: \$21.57
6 MONTHS: \$22.76
1 ½ YEARS: \$24.01
2 ½ YEARS: \$25.33

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Promo Exam 19-0026-5026 AS

LBUSD employees, please see reverse side for
important information.

Maria Braunstein

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

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

Guidelines:

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

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

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

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



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

PLANT SUPERVISOR II

FINAL FILING DATE:

4:30 p.m., Monday, September 10, 2018

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

Eligibility list is being created to fill future vacancies as they occur.

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial activities at an assigned large middle school, K-8 school, elementary school, or other assigned District site; assure buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Three years of custodial experience including one year of experience in a supervisory capacity or one year of experience as a Plant Supervisor I in the Long Beach Unified School District.

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

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs. May be required to travel from one school to another.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

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

SALARY RANGE HOURLY:

START: \$23.40
6 MONTHS: \$24.70
1 ½ YEARS: \$26.04
2 ½ YEARS: \$27.48

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Promo Exam 19-0027-5027 AS

LBUSD employees, please see reverse side for
important information.

Maria Braunstein

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

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

Guidelines:

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

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

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

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



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

PLANT SUPERVISOR-HIGH SCHOOL

FINAL FILING DATE:

4:30 p.m., Monday, September 10, 2018

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory", who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

Eligibility list is being created to fill future vacancies as they occur.

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial, grounds and general maintenance activities at an assigned comprehensive high school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Four years of custodial experience including two years of experience in a supervisory capacity or two years of experience as a Plant Supervisor II or Plant Supervisor – Headquarters in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

May be required to travel from one school to another. Valid California Class C driver's license. Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

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

SALARY RANGE HOURLY:

START: \$26.81
6 MONTHS: \$28.28
1 ½ YEARS: \$29.84
2 ½ YEARS: \$31.48

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, pushing or pulling moderately heavy objects (15 to 38 pounds) as assigned by the position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

APPLICATION:

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SELECTION PROCEDURE:

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Maria Braunstein

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

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

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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.**
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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.

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 21

Date: November 8, 2018

Reason for
Consideration: Approval

INSTRUCTIONAL AIDE SPECIAL

Dual

19-0029-0448

List Valid: 10/26/18-10/26/19

Total Applications Received: 86

No. Passed: 14 No. Failed: 1

Total Invited to Exam: 23

No. Withdrew: 8 No. Screened Out: 63

ACCOUNTING TECHNICIAN

Dual

19-0025-0750

List Valid: 10/26/18-10/26/19

Total Applications Received: 37

No. Passed: 9 No. Failed: 6

Total Invited to Exam: 22

No. Withdrew: 7 No. Screened Out: 15

SCHOOL SAFETY OFFICER

Dual

19-0009-5014

List Valid: 10/26/18-4/26/19

Total Applications Received: 23

No. Passed: 3 No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 0 No. Screened Out: 20

NUTRITION SERVICES DIRECTOR

19-0036-5060

List Valid: 11/05/18-11/05/19

Total Applications Received: 26

No. Passed: 1 No. Failed: 2

Total Invited to Exam: 4

No. Withdrew: 1 No. Screened Out: 22

PLANT SUPERVISOR I

Dual

19-0026-5026

List Valid: 11/06/18-11/06/19

Total Applications Received: 47

No. Passed: 14 No. Failed: 22

Total Invited to Exam: 39

No. Withdrew: 3 No. Screened Out: 8

CERTIFIED TO BE CORRECT: Kenneth Kato

DATE:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 22

Date: November 8, 2018

Reason for
Consideration: Approval

PLANT SUPERVISOR II

List Valid: 11/06/18-11/06/19

Total Applications Received: 45

No. Passed: 6 No. Failed: 14

Dual

19-0027-5027

Total Invited to Exam: 22

No. Withdrew: 2 No. Screened Out: 23

PLANT SUPERVISOR HIGH-SCHOOL

List Valid: 11/06/18-11/06/19

Total Applications Received: 29

No. Passed: 4 No. Failed: 13

Dual

19-0028-5029

Total Invited to Exam: 20

No. Withdrew: 3 No. Screened Out: 9

ELECTRICIAN

Extended list expiration date: 5/23/2019

Total applicants on list: 6

No. of current eligible: 3

DUAL

17-003-0161

Extended List Period: 6 months

No. of waivers or removals: 2

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: