

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
July 19, 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 July 5, 2018 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for District Security Officer 4-5
2. **RATIFY** job announcement bulletin for Facilities Project Manager - Planning 6-7
3. **RATIFY** job announcement bulletin for Food Production Utility Worker 8-9
4. **RATIFY** job announcement bulletin for HVAC Technician 10-11
5. **RATIFY** job announcement bulletin for Instructional Aide – Instrumental Music 12-13
6. **RATIFY** job announcement bulletin for Maintenance Accounting Supervisor 14-15
7. **RATIFY** job announcement bulletin for Nutrition Services Worker 16-17
8. **RATIFY** job announcement bulletin for School Support Secretary 18-19

9.	RATIFY job announcement bulletin for Senior Purchasing Assistant	20-21
10.	RATIFY job announcement bulletin for Sign-Language Interpreter	22-23
11.	RATIFY job announcement bulletin for Student Evaluation Technician – BL Spanish	24-25
12.	APPROVE the certification of Office Assistant 18-0084-3359 eligibility list established July 19, 2018	26
13.	APPROVE the certification of Office Assistant –BL Spanish 18-0085-5158 eligibility list established July 19, 2018	26
III. OLD BUSINESS		
IV. NEW BUSINESS		
1.	APPROVE the extension of eligibility list established July 21, 2017	26
2.	APPROVE the extension of eligibility list established July 21, 2017	26
3.	APPROVE the extension of eligibility list established July 21, 2017	26
4.	APPROVE the following: The revised classification of Associate Personnel Analyst	27-34
V. OTHER ITEMS		
VI. NEXT REGULAR MEETING		
August 2, 2018 at 8:15 a.m. in Building B, Room 29		
VII. CLOSED SESSION		
1.	Public employee performance evaluation – 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

July 5, 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, June 21, 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: Linda Vaughan
Terence Ulaszewski

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; and Susan Brister, Human Resources Technician.

GUESTS

Juan Garcia, Instructional Assistant-Computer Resources

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of June 21, 2018.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that Personnel Commissioner interviews are complete and will be moving forward with the recommendation from the panel. Mr. Kato thanked the various stakeholders who participated in the panel interviews. The recommendation of the new Personnel Commissioner is scheduled for the Board of Education meeting on August 15, 2018.

Maria Braunstein, Personnel Analyst, reported on recruitment and testing activities. Ms. Braunstein continues to work with displaced employees.

Mary Cates, Human Resources Supervisor, provided the Commission an update on summer placements. Ms. Cates reported that staff continues to input new employees, such as Instructional Aide-Specials, on-line. Ms. Cates concluded that staff continues to work on special projects throughout the summer.

Dale Culton, updated the Commission that he and Mr. Kato met with CSEA regarding some clarification of language in the CSEA collective bargaining agreements. Mr. Culton reported on working on the annual report and filling vacancies.

CONSENT AGENDA

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-6.

1. **RATIFY** job announcement bulletin for Warehouse Materials Processor
2. **APPROVE** the certification of Custodian 18-0094-0139 eligibility list established July 6, 2018
3. **APPROVE** the certification of Instructional Aide-Special 18-0104-0448 eligibility list established June 22, 2018
4. **APPROVE** the certification of Research Office Technician 18-0103-0433 eligibility list established July 5, 2018
5. **APPROVE** the certification of Strategic Data Project Analyst 18-0090-5230 eligibility list established July 06, 2018
6. **APPROVE** the certification of Telecommunications Technician 18-0068-3309 eligibility list established May 21, 2018

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

OLD BUSINESS None

NEW BUSINESS None

OTHER ITEMS Mr. Ulaszewski reported he attended the Blue Martini Ball fundraiser conducted through Team 100 in order to help feed hungry Long Beach elementary school children and families.

Ms. Vaughan thanked Mr. Kato and Ms. Braunstein for arranging the Personnel Commissioner recruitment.

NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 19, 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 8:30 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 8:50 a.m. No reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:52 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

DISTRICT SECURITY OFFICER

FINAL FILING DATE:

4:30 p.m. Wednesday, August 1, 2018

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE. The current vacancy is located at School Safety.

JOB SUMMARY:

Under general direction, patrol and monitor District properties to protect District property against vandalism, illegal entry, fire and theft; enforce laws and regulations; respond to emergency situations and non-emergency dispatcher calls for service; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in criminal justice or a related field is desirable.

EXPERIENCE:

Some experience performing security work involving patrolling buildings and property to protect against vandalism, illegal entry, fire and theft.

OR

One year as a Campus Security Officer, School Safety/Security Specialist, School Safety Communications Operator or Gang Intervention Specialist in the Long Beach Unified School District.

SPECIAL REQUIREMENTS:

- (1) Incumbents in this class must possess and maintain a valid 832 Arrest and Firearms Certification as mandated by the California Penal Code throughout employment in this classification.
- (2) Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation.
- (3) Incumbents must obtain a certificate of completion of a school security guard training course within six months of employment.
- (4) Possession of a valid California Class C Driver's License is required at the time of appointment.
- (5) 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.
- (6) Incumbents in this classification must possess within six months of employment and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification.
- (7) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range.
- (8) Incumbents will be required to work evenings, swing shifts, weekend assignments and graveyard shifts.
- (9) May be required to travel from one school location to another.

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.

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

PHYSICAL DEMANDS:

Visual field and depth and color. Hearing and speaking to exchange information in person and on the telephone. Seeing to read, prepare and proofread documents and perform assigned duties. Sitting and standing for extended periods of time. Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment. Lifting objects weighing up to 50 pounds. Agility and strength to make apprehensions and to protect self from attack.

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. The eligibility list for this classification will remain in effect for a period of 6 months.

PERSONNEL COMMISSION

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24 hour job hotline: (562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0125-5202 OL

LBUSD employees, please see reverse side for important information.

Maria Bretz

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

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

Guidelines:

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

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

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

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

ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national 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.

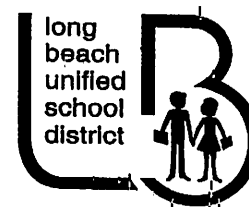
The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, 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 19-0005-5190 AS

Maria Braunstein



**An Exciting Career
Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**FACILITIES PROJECT
MANAGER – PLANNING**

\$95,920 – \$112,619 Annually

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Facilities Project Manager – Planning. Under general direction, perform a variety of administrative and professional duties related to the District's facilities planning and construction program; plan and coordinate the improvement, modernization and new construction of District facilities; serve as a liaison between District personnel and outside agencies; conduct a variety of analytical studies and prepare reports; 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 Facilities, Planning, Engineering and Construction, then Facilities Project Manager – Planning.

The current vacancies are 12 month permanent positions. Positions are 100% FTE (8 hours per day). Current vacancies are located at the Facilities Branch.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in planning, architecture or a related field. Licensure as an architect or engineer is desirable.

Additionally, candidates will have three years of professional experience in facilities planning. Experience in educational facility planning is preferred.

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

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law. May be required to travel from one school location to another.

Occasional evening and variable hours.

SALARY AND BENEFITS

The annual salary for Facilities Project Manager – Planning 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

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

HOW TO APPLY

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

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

4:30 p.m., Wednesday, July 25, 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.

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http://www.lbschools.net/Departments/Personnel_Commission/
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

FOOD PRODUCTION UTILITY WORKER

FINAL FILING DATE:

4:30 p.m., Monday, July 30, 2018

JOB INFORMATION:

Two permanent 10 month positions. Positions are 75% FTE (6 hours per day) and 100% FTE (8 hours per day). The current vacancies are located at Nutrition Services.

JOB SUMMARY:

Under close supervision, perform a variety of general grounds maintenance and complex cleaning and sanitation activities in support of the Nutrition Center; maintain grounds and Nutrition Center facilities in a clean, orderly and secure condition; clean, sanitize and perform preventative maintenance on commercial kitchen and cleaning and sanitation equipment; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent. Coursework or on the job training in large scale kitchen sanitation methods or equipment operation is desirable.

EXPERIENCE:

One year of experience performing custodial work. Experience performing custodial work in a large commercial setting involving specialized sanitation and cleaning requirements is preferred.

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

SPECIAL REQUIREMENTS:

- (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) Incumbents may be required to travel from one school location to another.

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

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

SALARY RANGE HOURLY:

START: \$19.24
6 MONTHS: \$20.30
1 ½ YEARS: \$21.42
2 ½ YEARS: \$22.59
3 ½ YEARS: \$23.84

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:

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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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0002-0477 AM

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.*

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HVAC TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Thursday, July 26, 2018

JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE (8 hours per day). Current vacancies are located at Maintenance.

JOB SUMMARY:

Under general supervision, perform skilled journey-level work in the installation, repair and maintenance of heating, ventilation, refrigeration and air conditioning equipment systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school and completion of a recognized four-year apprenticeship program, degree or certificate program in the HVAC trade.

OR

EXPERIENCE:

Four-years experience installing, repairing and maintaining heating, ventilation, refrigeration and air conditioning equipment systems.

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 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 standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) May be required to travel from one school location to another. (4) Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal).

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: \$31.35
6 MONTHS: \$33.08
1 ½ YEARS: \$34.90
2 ½ YEARS: \$36.83
3 ½ YEARS: \$38.85

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:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0006-5103 OL

LBUSD employees, please see reverse side for important information.

Maria Bran

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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.



CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE-INSTRUMENTAL MUSIC

FINAL FILING DATE:

4:30 p.m., Monday, July-9, 2018

JOB INFORMATION:

Permanent 10 month position. Position is 47.5% FTE. Current vacancies are located at Jordan High School and Lakewood High School.

JOB SUMMARY:

Under immediate supervision, assist and participate in the instruction, rehearsal and performance of students in band, choir, orchestra and other music education classes; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must also show proof of completion of one college-level course in music.

EXPERIENCE:

One year of experience playing an instrument in a band, orchestra or as a soloist. Experience in charting field formations for marching bands is desired.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS:

- (1) Some positions in this classification may require the use of personal automobile and possession of a valid California Class C driver's license.
- (2) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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:	\$17.10
6 MONTHS:	\$18.04
1 ½ YEARS:	\$19.03
2 ½ YEARS:	\$20.07
3 ½ YEARS:	\$21.17

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:

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Dual Exam 18-0114-0447 AT

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
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CLASSIFIED EMPLOYMENT OPPORTUNITY

MAINTENANCE ACCOUNTING SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, July 30, 2018

JOB INFORMATION:

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

JOB SUMMARY:

Under general direction, plan, organize and oversee the budget, accounting, and work control functions for the District's Maintenance department including funds tracking, and file maintenance and documentation; prepare a variety of records and reports related to assigned activities; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in accounting, finance, business administration or a closely related field.

EXPERIENCE:

Two years of professional accounting experience including some experience in a lead or a supervisory capacity. Accounting experience in facilities planning, maintenance, construction or a closely related field or in a public agency is preferred.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one school location to another.

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

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

SALARY RANGE HOURLY:

START: \$34.21
6 MONTHS: \$36.10
1 ½ YEARS: \$38.09
2 ½ YEARS: \$40.18

APPLICATION:

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

SELECTION PROCEDURE:

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0007-5247 OL

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important information.

Maria Braunstein

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES WORKER

FINAL FILING DATE:

Open Continuous
SUBSTITUTE SALARY: \$14.28

JOB INFORMATION:

Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes.

The Eligible List of successful candidates may also be used to fill future vacancies as they occur

JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

Required job knowledge include: standard kitchen utensils and equipment; general kitchen sanitation and safety practices; basic food preparation methods including washing, cutting and assembling food items; basic math and cashiering skills; basic record-keeping techniques; and more.

Required job abilities include: assist in maintaining nutrition service equipment and areas in a clean and sanitary condition; operate standard kitchen utensils and equipment; wash, cut, mix and assemble ingredients and food items; and more.

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or 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:	\$14.28
6 MONTHS:	\$15.07
1 ½ YEARS:	\$15.89
2 ½ YEARS:	\$16.77
3 ½ YEARS:	\$17.70

SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

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:

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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Open Continuous 18-0105-5068 AM

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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Guidelines:

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CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

SCHOOL SUPPORT SECRETARY

FINAL FILING DATE:

4:30 p.m., Wednesday, August 1, 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:

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

JOB SUMMARY:

Under the direction of a Principal, Co-Principal, Assistant Principal or assigned supervisor, provide secretarial and clerical support related to the functions and activities of an assigned high school, K-8 school, special school or school-based program involving frequent and responsible contact with students, staff and the public. Perform related duties as-assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with Long Beach Unified School District.

Experience in a lead or supervisory capacity is desirable.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Driver's license. (2) May be required to travel from one school location to another. (3) This classification requires that incumbents be skilled in typing/ keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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: \$24.05
6 MONTHS: \$25.36
1 ½ YEARS: \$26.76
2 ½ YEARS: \$28.24

APPLICATION:

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SELECTION PROCEDURE:

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Promo Exam 19-0012-3361 SF

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Maria Braunstein

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SIGN LANGUAGE INTERPRETER

FINAL FILING DATE:

4:30 P.M., Monday, July 30, 2018

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, provide sign language interpreting services to deaf and hard of hearing individuals to facilitate communication between students, staff, parents, teachers and others; independently interpret complex subject matter, educational concepts and special events in a variety of settings; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

Completion of course work in Deaf Studies, Early Child Education or a related field is preferred.

EXPERIENCE:

Valid Certification issued by the Registry of Interpreters for the Deaf (RID) or equivalent. The following certifications are recognized by the State with a score of level 4.0 or above:

1. National Association of the Deaf (NAD)
2. American Consortium of Certified Interpreters (ACCI)
3. Educational Interpreters Performance Assessment (EIPA)
4. Educational Sign Skills Evaluation (ESSE)

WORKING ENVIRONMENT:

1. Classroom, indoor and outdoor environments.
2. Occasional evening, weekend or varied hours.

SPECIAL REQUIREMENTS:

- (1) Some positions in this classification may require the use of a personal automobile and the possession of a valid California Class C driver's license.
- (2) May be required to travel from one school location to another

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.

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: \$28.90
6 MONTHS: \$30.49
1 ½ YEARS: \$32.18
2 ½ YEARS: \$33.95
3 ½ YEARS: \$35.81

APPLICATION:

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Dual - 19-0008-5214 AT

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Maria Braunstein

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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 EMPLOYMENT OPPORTUNITY

SENIOR PURCHASING ASSISTANT

FINAL FILING DATE:

4:30 p.m., Tuesday, July 31, 2018

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, perform a variety of complex and varied duties related to the preparation of vital documents involved in the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services; serve as a lead in the office and assist in monitoring the flow and completion of clerical work; prepare and distribute bid packages; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in purchasing, business administration or a related field is highly desirable.

EXPERIENCE:

Two years of clerical purchasing or contract experience. Experience in a public agency is preferred.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification assigned to the Nutrition Center require the use of a personal automobile, possession of a valid California Class C driver's license and applicants are 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. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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: \$22.64
6 MONTHS: \$23.89
1 ½ YEARS: \$25.20
2 ½ YEARS: \$26.59
3 ½ YEARS: \$28.06

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

Dual Exam 19-0003-5133 OL

LBUSD employees, please see reverse side for important information.

Marilyn Palmer

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.*

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CLASSIFIED EMPLOYMENT OPPORTUNITY

STUDENT EVALUATION TECHNICIAN- BI SPANISH

FINAL FILING DATE:

4:30 p.m. Friday July 27, 2018

JOB INFORMATION:

Permanent 10 month flex position. Position is a 100% FTE (8 hours per day). The current vacancy is located in the Special Education department.

JOB SUMMARY:

Under general supervision, administer and score assessments and examinations for new and current students to determine competency in areas such as English and Spanish listening, speaking, reading, writing and comprehension; translate written materials and serve as an interpreter for telephone calls, parent conferences, IEP's, special education screenings and assessments such as Occupational Therapy, Adaptive Physical Education, Vision-Hearing, psycho-educational and a variety of other meetings; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school and training or coursework in language acquisition, education, a designated second language or child growth and development.

EXPERIENCE:

Some experience working with students in an educational environment including experience involving test administration or experience administering personnel employment testing. Experience translating written documents and providing oral interpretation services in Spanish is preferred.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (3) May be required to travel from one school location to another.

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

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

SALARY RANGE HOURLY:

START: \$21.44
6 MONTHS: \$22.63
1 ½ YEARS: \$23.87
2 ½ YEARS: \$25.19
3 ½ YEARS: \$26.58

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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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual 19-0001-0483 AS

LBUSD employees, please see reverse side for
important information.

Maudyn Balmer

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 26

Date: July 19, 2018

Reason for
Consideration: Approval

OFFICE ASSISTANT

Dual

18-0084-3359

List Valid: 07/19/18 – 07/19/19

Total applications received: 380

No. Passed: 90

No. Failed: 35

Total invited to exam: 250

No. Withdrew: 125

No. Screened Out: 130

OFFICE ASSISTANT-BL Spanish

Dual

18-0085-5158

List Valid: 07/19/18 – 07/19/19

Total applications received: 189

No. Passed: 29

No. Failed: 32

Total invited to exam: 101

No. Withdrew: 40

No. Screened Out: 88

EXTENDED ELIGIBILITY LIST

BUILDING MAINTENANCE WORKER

Dual

17-0112-0625

Extended list expiration date: 01/21/19

Total applicants on list: 11

No. of current eligible: 7

Extended List Period: 6 months

No. of waivers or removals: 0

BUILDING MAINTENANCE WORKER/DRIVER

Promotional

17-0113-0880

Extended list expiration date: 10/21/18

Total applicants on list: 6

No. of current eligible: 5

Extended List Period: 3 months

No. of waivers or removals: 1

**BUILDING MAINTENANCE WORKER/DRIVER-
Promotional Only**

Promotional

17-0113-0880

Extended list expiration date: 10/21/18

Total applicants on list: 2

No. of current eligible: 1

Extended List Period: 3 months

No. of waivers or removals: 0

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: July 12, 2018

PERSONNEL COMMISSION



July 12, 2018

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification

Background and Findings

Commission staff recently reviewed the Associate Personnel Analyst (salary range 35 M2) class specification while initiating recruitment activities. The classification was created in 1999 and was last updated in 2006.

Proposed changes to the class specification include updates to the duty statements, knowledge, abilities, education and training, and distinguishing characteristics.

The Executive Officer, Personnel Commission and Classified Employment has reviewed and approved the proposed the classification specification.

Since revisions to the specification were extensive and duties were reorganized, attached is draft copy of the revised class specification and a copy of the current class specification for review.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification of Associate Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read "K 3K" with a long horizontal stroke extending to the right.

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 3270
Salary Range: 35 (M2)

ASSOCIATE PERSONNEL ANALYST

JOB SUMMARY

Under immediate general supervision, to perform a variety of complex and technical and professional personnel administration related duties with increasing requirements of initiative and independence of action; research and conduct investigations on exam and employment processes to resolve formal/informal appeals and complaints; screen district applications and criminal records; assist participate in test development, methods, and procedures for entry-level and selected classifications; including test administration, analyzing, and evaluating computerized test results and item analysis; train and supervise assigned clerical staff; counsel candidates regarding teaching and career opportunities and on improving interviews and exam performance; implement a variety of assigned projects; operate computer, related software, and Applicant Tracking System; perform related duties as assigned and to do related work 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 performed in this classification.

- Research and conduct investigations on exam processes to resolve appeals and disqualification of candidates; complaints, and recommend decisions and corrective measures; assure compliance with applicable laws, codes, rules and regulations. E
- Interview, counsel, and provide advice to applicants and employees regarding recruitment and selection procedures, improving exam performance, and career paths, and related personnel matters. E
- Assist in job analysis and competency based testing methods to determine the knowledge, skills, abilities and certifications; to that should be evaluated or measured in examinations for selected classifications; and teaching positions including test administration. E confer with subject-matter experts to develop exam materials. E
- Participate in developing, scheduling, administering and rating of performance exams, work sample tests, interviews, rating guides, supplemental applications, and other selection methods; develop and recommend test segment weights. Assist in devising, and developing methods of testing for knowledge, skills, and abilities, and in preparing related test rating guides, and supplemental applications, recommending weights for test segments. E

- ~~Assist in devising, developing, scheduling and participating in the administration and rating of performance tests, work sample tests, interviews, and other selection methods. E~~
- ~~Assist in analyzing~~ computerized test results, item analysis on written exams, and carrying out conduct other statistical studies as assigned. E
- Screen applications escalated by staff or as needed for minimum qualifications, completeness, conviction records and related information in accordance with established guidelines. E
- Assist in obtaining interview and performance panel raters for exams as needed and oversee the work of staff involved in this process. E
- Conduct panel interview briefings; provide raters instructions regarding appropriate assessment of candidates and completion of documentation and rating guides; review candidate scores and conduct conclusion recap. E
- ~~Certify qualified and eligible teacher candidates to principals. E~~
- ~~Maintain and monitor vacancy lists for each school site; establish and maintain a position control system to ensure the timely staffing of schools. E~~
- Assist in classification and compensation studies; review employee documentation and conduct job audit interviews; draft new and revised class descriptions and corresponding staff reports for review. E
- Serve as a resource and communicate with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues and exchange information; interpret, apply and explain personnel policies, procedures, contracts, laws, codes, rules and regulations. E
- ~~Communicate with principals and site administrators regarding vacant positions. E~~
- ~~Confer with subject matter experts in the development and evaluations of tests. E~~
- ~~Screen applications for minimum qualifications, completeness, and prior conviction records for district compliance. E~~
- ~~Obtain appropriate interview and performance panel raters for exams and oversee staff involved in this process. E~~
- ~~Instruct and train interview panel raters in appropriate assessment of candidates, in completion of documentation; conduct briefings and conclusion recap. E~~
- ~~Write recruitment bulletins, newspaper ads, and other advertisements. E~~
- ~~Carry out~~Conduct a variety of assigned projects such as recruitment and examination related studies or reviews, applicant related data studies, and staffing and employment programs studies, etc. E
- Participate in implementing District staffing reductions and providing displacement services for affected employees. E
- ~~Maintain and control the secure handling of all examination files, interview tapes~~recordings, and other exam records for storage and/or disposal, ~~ensure exams on computer are in correct area using security codes and passwords. E~~
- ~~Write~~Compose such a variety of materials such as correspondence, brochures, recruitment bulletins, letters to applicants, newspaper advertisements, and procedure manuals; compose written communications requiring complex explanations in a clear, concise, and professional manner. E
- ~~for recruiting/testing unit. E~~

- Research, compile and prepare a variety of statistical and narrative reports related to assigned functions; create and maintain a variety of auditable records and files; maintain confidentiality of sensitive and privileged information. *E*
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and adjust workflow and assignments to meet time lines. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain knowledge of current trends in the field of personnel administration; prepare and deliver presentations to individuals or groups concerning personnel operations, policies, procedures and services as assigned. *E*
- ~~Attend meetings and make presentations before large and small groups such as job fairs and proctoring exams. *E*~~
- ~~Supervise, train, and assist in the evaluation of assigned clerical staff. *E*~~
- ~~Serve as a resource person for school and district office personnel, interpreting and explaining employment policies and practices, and resolving difficult and technical questions. *E*~~
- ~~Prepare written communications requiring complex explanations, in a clear, concise, and professional manner. *E*~~
- ~~Operate office equipment such as: personal computers, printers, scanners, photocopiers, adding machines, multi-line phones, and scantron machine. *E*~~
- ~~Operate personal computer related software programs such as: Applicant Tracking System, Microsoft Word, Windows 95, Internet access/web page/email, Microsoft Excel, district main frame access, and related testing software. *E*~~
- ~~Monitor and arrange for equipment service and repair, recruitment/testing unit supplies such as application packets, brochures, open continuous bulletins, etc. and re-order, update, etc. *E*~~
- Assist in designing and delivering classified staff development programs including development of course objectives, curriculum and class materials. *E*
- Operate a variety of office equipment including a computer and assigned software; maintain department web pages as assigned by the position. *E*
- Drive a personal vehicle to various sites to conduct work. *E*
- ~~Conduct in-service training on interviewing techniques for Head Start Parent Counsel; conduct other in-service training for off-site requests such as LACOE, CODESP, and ROP centers. *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

The Associate Personnel Analyst is the entry-level management classification in the Personnel management series. _An Associate Personnel Analyst applies general personnel knowledge to a variety of duties and responsibilities which should develop into the qualifications required to become a Personnel Analyst.

Incumbents are exposed to a broad variety of professional personnel assignments so that their knowledge and abilities can grow via on-the-job training. An employee in this classification works ~~closely with professional supervisors/managers~~ subject matter experts and District administration on entry-level and selected classifications, assisting in test development and administration, test analysis, and special projects. In such cases, direction may vary from specific to general, with periodic checks of work in progress. The work product is reviewed for compliance ~~with rules, regulations, personnel theory and compatibility with~~ District procedures, /styles, etc. The amount of supervision decreases as independent judgment increases and the incumbent progresses in skills, knowledge and abilities. Incumbents must have exceptional analytical skills, reading comprehension, computer, and organizational skills.

EMPLOYMENT STANDARDS

Knowledge of:

~~Merit principles of public personnel administration based upon selection and retention of the best qualified.~~

~~Workflow, time management techniques.~~

~~State and Federal rules, regulations and guidelines relating to employment discrimination and employee selection procedures.~~

~~Research design.~~

~~Computer software applications including complex applicant tracking system, Access, Excel and other database software.~~

~~The California Education Code, and rules and regulations relating to school personnel administration.~~

~~Basic principles of test construction, materials and methods, and statistical analysis used in exam item analysis and validation.~~

~~Computational mathematics including statistics.~~

~~Personnel office functions, practices and procedures.~~

General principles and practices of personnel administration including recruitment, employment examination construction and selection.

Basic job analysis methodologies and techniques.

Applicable laws, codes, rules and regulations related to assigned activities.

District organization, operations, policies and objectives.

Principles and practices of supervision and training.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of office equipment including a computer and assigned software.

Mathematical computations.

Public speaking techniques.

Ability to:

~~Plan, organize, and follow through on multiple assignments simultaneously, in different stages of completion, of varying levels of importance, with constantly changing priorities.~~

~~Read complex and detailed laws, rules and other information and disseminate into critical elements for such areas as discussion and written reports.~~

~~Analyze problems, utilizing independent judgement and decision making skills in foresee consequences.~~

~~Instruct raters and interviewers in the examination process, monitor and control their performance following prepared guidelines to ensure exams are conducted according to the Merit System and certificated personnel systems.~~

~~Operate a variety of specialized computer software, including complex applicant tracking software.~~

~~Maintain confidentiality and test security in all phases of the process and computer usage.~~

~~Use tact, sound judgment and act responsibly under pressure or emergencies and in answering inquiries on rules and policies, complaints, and appeals.~~

~~Assist in the supervision, training, discipline, and evaluation of employees.~~

~~Plan, schedule, coordinate, assign and expedite work to meet deadlines.~~

~~Demonstrate flexibility, high initiative and enthusiasm.~~

~~Communicate effectively orally and in writing to individuals and large groups.~~

~~Establish and maintain effective working relationships within a richly diverse, multi-cultural, population.~~

~~Supervise and evaluate the work of clerical support staff.~~

~~Write clearly and concisely using good grammar, punctuation and spelling.~~

~~Be an effective problem solver.~~

Perform a variety of technical and professional personnel administration related duties.

Serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations.

Train, supervise and evaluate the performance of assigned staff.

Participate in the development and administration of recruitment, examination and selection strategies.

Prepare applicable rating guides, forms, supplemental applications and exam materials.

Apply current theory and techniques of job analysis to employee selection processes.

Research, compile and analyze data.

Prepare comprehensive narrative and statistical reports.

Prepare and maintain records and files.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Operate a variety of office equipment including a computer and assigned software.

Meet schedules and time lines.

Make generalizations, evaluations or decisions without immediate supervision.

Maintain confidentiality of sensitive and privileged information.

Plan, prioritize and organize work.

Education and Training

Bachelor's degree in public, business, or human resources administration, industrial/organizational psychology or a closely related field. Bachelor degree with a major in personnel, public, or business administration, psychology, behavioral science, statistics, or related field is required.

Experience

Two years of recent, full-time, technical or professional personnel experience in an automated Merit or Civil Service System of employment involving, with direct responsibility in recruitment, testing or and selection processes, conducting classification and compensation studies, or psychological testing methods. Experience in a lead or supervisory experience capacity is desirable.

A master's degree in public, business, or human resources administration, industrial/organizational psychology or a closely related field may be substituted for one year of the required experience.

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

WORKING ENVIRONMENT

Office environment.

Frequent interruptions.

Driving a vehicle to conduct work.

Potential for contact with dissatisfied or abusive individuals.

Office environment; frequent interruptions; occasional visits to school sites and other agencies.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment and a computer keyboard.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person or on the telephone.

Bending at the waist, kneeling or crouching to file materials.

Dexterity of hands and fingers to operate office equipment, sitting and operating a personal computer for extended periods of time, seeing to read handwritten documents or to review and analyze test sheets or other records and reports and hearing and speaking to exchange information in person or telephonically; agility sufficient to perform professional examining of records and materials and the conduct of performance tests which may include bending, kneeling and stooping.

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.

SPECIAL REQUIREMENTS:

Positions in this classification requires the use of a personal automobile and possession of a valid California Class C ~~California~~ driver's license, ~~at the time of appointment.~~

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year 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: 6/24/1999 7/99
Revised: -10/2001
Revised: 6/29/2006
Revised: