

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
February 15, 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 February 1, 2018 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrative Secretary 5-6
2. **RATIFY** job announcement bulletin for Grounds Equipment Operator I 7-8
3. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker 9-10
4. **RATIFY** job announcement bulletin for Maintenance Director 11-12
5. **RATIFY** job announcement bulletin for Painter 13-14
6. **RATIFY** job announcement bulletin for School Support Secretary-BL Spanish 15-16
7. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker 17-18
8. **RATIFY** job announcement bulletin for Telecommunications Technician 19-20
9. **APPROVE** the certification of Executive Secretary (C) 18-0059-0678 eligibility list established February 6, 2018 21

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| 10. APPROVE the certification of Facilities Project Manager-Planning 18-0054-5190 eligibility list established February 7, 2018 | 21 |
| 11. APPROVE the certification of Instructional Aide-Special 18-0053-0448 eligibility list established February 9, 2018 | 21 |
| 12. APPROVE the certification of Intermediate Payroll Accounting Technician 18-0056-0756 eligibility list established January 31, 2018 | 21 |
| 13. APPROVE the certification of Network Specialist 18-0055-5119 eligibility list established February 8, 2018 | 21 |
| 14. APPROVE the certification of Pool Operator 18-0016-5241 eligibility list established February 14, 2018 | 21 |
| 15. APPROVE the certification of Systems Analyst-CICS/COBOL 18-0047-5246 eligibility list established February 8, 2018 | 21 |

III. OLD BUSINESS

IV. NEW BUSINESS

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

March 1, 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

February 1, 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, February 1, 2018 at 8:23 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 Stacey Lewis.

ROLL

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

Present: Linda Vaughan
Stacey Lewis
Terence Ulaszewski

**STAFF MEMBERS
PRESENT**

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Learning, Personnel Analyst; Shristie Nair, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Adriana Araujo, Staff Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; Juan Garcia, CSEA Chief Job Steward; and Ramona Burton, Campus Security Officer.

**MINUTES OF
REGULAR MEETING
APPROVED**

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of January 18, 2018.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Stacey Lewis	X		
Terence Ulaszewski	X		

Commissioner Vaughan arrived at 8:25 a.m.

**RECEIVE
CORRESPONDENCE**

None

PUBLIC HEARD

Ramona Burton, Campus Security Officer, requested the Commission to review her employee rights. The Commissioners asked that Ms. Burton contact Human Resources Services.

**REPORT FROM
EXECUTIVE
OFFICER**

Kenneth Kato, Executive Officer, reported that conversion of classified seniority to date of hire is moving forward. As of today, more than 850 employees have reviewed their seniority records on the portal, 739 have accepted their records,

and 15 employees have appealed and been resolved. Marilyn Balmer, retired Personnel Analyst, will be leading the seniority unit. Mr. Kato thanked Dale Culton and Susan Learning for working with the Classified Seniority Unit.

Mr. Kato informed the Commission he gave new District Directors a tour of the Personnel Commission Office. Mr. Kato will also be presenting to aspiring school principals regarding the Personnel Commission and the Merit System.

Mr. Kato reported on the New Employee Orientation on January 25, 2018. Mr. Kato informed the Commission the next orientation is scheduled in April.

Mr. Kato informed the Commission that he and Ms. Vaughan will attend the California School Personnel Commissioners Association (CSPCA) Annual Conference February 1-4, 2018 in San Diego, California.

Shristie Nair, Personnel Analyst, reported on current recruitment and testing activities. Ms. Nair concluded by informing the Commission that Maria Braunstein, Personnel Analyst, presented at Head Start regarding best practices for interviewing candidates.

Dale Culton, Certification Services Manager, reported participating on a committee assisting with conversion of payroll, from quadra-weekly to semi-monthly.

Mary Cates, Human Resources Supervisor, informed the Commission that the online summer employment applications became available on January 29, 2018. Summer Employment application bulletins and brochures were sent to school sites asking them to post the flyers on site.

Susan Learning, Personnel Analyst, notified the Commission of upcoming CPR/First Aid trainings for classified staff on March 2, 2018 at the Teacher Resource Center (TRC).

Mr. Kato informed the Commission that Dale Culton, Certification Services Manager, and Yvette Brotherton and Cindy Emami, provisional Human Resource Assistants, participated in a two hour session to assist employees with the Classified Seniority portal at the TRC.

CONSENT AGENDA

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-3.

1. **APPROVE** the certification of Head Start Instructional Aide-BL Spanish 18-0029-5235 eligibility list established January 29, 2018
2. **APPROVE** the certification of Head Start Instructional Aide-BL Spanish 18-0043-5235 eligibility list established January 30, 2018
3. **APPROVE** the certification of Transportation Supervisor 18-0037-0886 eligibility list established February 1, 2018

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

OLD BUSINESS

1. **APPROVE** the following:
Revisions to the Rules and Regulations of the Classified Service,
Chapter I (Second Reading)

A motion was made by Mr. Ulaszewski, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve Old Business Item 1.

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

NEW BUSINESS

1. **APPROVE** the following:
Adopt the revised class specification for Landscape Irrigation Worker

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve New Business Item 1.

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

OTHER ITEMS

Juan Garcia, CSEA Chief Job Steward, thanked Mr. Kato and the Classified Seniority Unit for providing access to the computer lab and being available to assist employees with seniority questions.

Valeeta Pharr, CSEA Chapter 2 President, thanked Ms. Vaughan for being a guest speaker at CSEA's installation meeting on January 27, 2018. Ms. Pharr informed the Commission their efforts to provide training to employees.

Ms. Lewis informed Mr. Kato and Personnel Commission staff of the 2018 Southern California Public Management Association-Human Resources (SCPMA-HR) conference on April 18, 2018 at Almanson Court in Alhambra, California.

Dale Culton, Certification Services Manager, informed the Commission the passing of the father of Anne Follett, Human Resources Technician.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 15, 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 9:20 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:28 a.m. with the consent of the members.



CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE SECRETARY

FINAL FILING DATE:

4:30 p.m., Wednesday, February 28, 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 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located at Tucker.

JOB SUMMARY:

Under the direction of an assigned Director or administrator, provide varied and complex secretarial support services to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor; train and evaluate assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Staff Secretary with the 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:	\$26.54
6 MONTHS:	\$28.00
1 ½ YEARS:	\$29.54
2 ½ YEARS:	\$31.17

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:

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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VII/MERIT SYSTEM EMPLOYER

Promo Exam 18-0067-3339 SF

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 OPEN/PROMOTIONAL EMPLOYMENT OPPORTUNITY

GROUNDS EQUIPMENT OPERATOR I

FINAL FILING DATE:

4:30 p.m., Friday, February 23, 2018

JOB INFORMATION:

The current vacancy is a 100% (8 hours per day), 12 month position and is located at Grounds.

JOB SUMMARY:

Under immediate supervision, perform a variety of duties in the operation of power driven grounds equipment to mow, edge and maintain large athletic fields and grounds areas; service, maintain and perform minor repairs on assigned equipment; observe health and safety procedures and regulations; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

One year experience operating and performing routine maintenance on various types of power groundskeeping equipment, including riding mowers, edgers and dump trucks or one year as a Groundskeeper 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:

(1) Valid California Class C driver's license. (2) 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. (3) May be required to travel from one school location to another. (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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: \$21.23
6 MONTHS: \$22.40
1 ½ YEARS: \$23.63
2 ½ YEARS: \$24.94
3 ½ YEARS: \$26.31

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. This is an open/promotional recruitment with promotional taking precedence. There will be two eligibility lists established: One promotional (in-house) candidates and one open (outside) candidates.

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VII/MERIT SYSTEM EMPLOYER

Open/Promo Exam 18-0064-0175 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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CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Friday, February 23, 2018

JOB INFORMATION:

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

JOB SUMMARY:

Under close supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of food service experience or three months at the level of Nutrition Service Worker.

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

SPECIAL REQUIREMENTS:

(1) Valid Food Safety Manager certificate is desirable. (2) Some positions in this classification may require a valid California Class C driver's license and incumbents in these positions 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) Accepting employment in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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SALARY RANGE HOURLY:

START: \$15.33
6 MONTHS: \$16.18
1 ½ YEARS: \$17.06
2 ½ YEARS: \$18.00
3 ½ YEARS: \$19.00

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

Dual Exam 18-0065-5058 AM

LBUSD employees, please see reverse side for
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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.

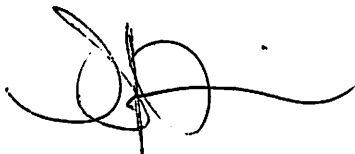
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school 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 18-0063-0083 OL



**An Exciting Career
Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

MAINTENANCE DIRECTOR

\$121,221- \$142,346 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 Maintenance Director. Under the direction of the Business Services Administrator, plan, organize, control and direct the activities and operations of the Maintenance Branch including facilities maintenance, capital maintenance projects, 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 Maintenance Director.

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 five years of management-level experience in the maintenance of buildings and facilities in a large organization including renovation and repair of large physical plant facilities and the administration of capital maintenance projects.

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 at the time of appointment.
- (2) May be required to travel from one school location to another.
- (3) 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.
- (4) Licensure as a registered architect or engineer is desirable.

SALARY AND BENEFITS

The annual salary for Maintenance Director is \$121,221 to \$142,346, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

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

Application Deadline: 4:30 p.m., Wednesday, March 7, 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/
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

PAINTER

FINAL FILING DATE:

4:30 p.m., Wednesday, February 23, 2018

JOB INFORMATION:

The current vacancy is a 100% (8 hours per day), 10 or 12 month position and is located at Maintenance.

JOB SUMMARY:

Under general supervision, to perform journey-level surface preparation and painting of District facilities, furniture and equipment; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to completion of high school.

Completion of a recognized apprentice training program of at least three years duration.

OR

EXPERIENCE:

At least three years of experience in a wide variety of painting assignments, two years of which must have been at the journey level.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid Class C California Driver's License is required at the time of appointment. Some employees in this class may be required to take training in order to obtain at District expense a valid Class B Driver's License after appointment. (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) Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by the law. (5) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

WORKING ENVIRONMENT

Outdoors occasionally in inclement weather; indoors in classrooms, hallways, offices, auditoriums, restrooms and gymnasiums; occasionally in tight spaces, attics, and air shafts; dust, fumes, vapors, odors; work with paints, epoxies, solvents and related materials; work from ladders, scaffolding and lifts; paint shop spray booth.

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:	\$26.38
6 MONTHS:	\$27.83
1 ½ YEARS:	\$29.37
2 ½ YEARS:	\$30.97
3 ½ YEARS:	\$32.67

PHYSICAL DEMANDS:

Pushing and pulling; carrying and lifting up to 60 pounds; ascend and descend ladders and scaffolding; standing, walking, stooping, bending, and kneeling for extended periods; reaching overhead above the shoulders; dexterity of fingers and hands to operate hand and power tools and equipment.

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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PERSONNEL COMMISSION

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www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Examination 18-0072-0113 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

SCHOOL SUPPORT SECRETARY-BL SPANISH

FINAL FILING DATE:

4:30 p.m., Wednesday, February 28, 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 month position. Position is 100% FTE (8 hours per day). The current vacancy is located at Cabrillo 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 the 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) Positions in the School Support Secretary-Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (3) May be required to travel from one school location to another. (4) 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: \$23.81
6 MONTHS: \$25.11
1 ½ YEARS: \$26.50
2 ½ YEARS: \$27.96

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

Promo Exam 18-0071-5159 SF

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Friday, February 23, 2018

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

One year of food service experience or six months of experience at the level of Intermediate Nutrition Service Worker.

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

SPECIAL REQUIREMENTS:

(1) Incumbents must obtain a valid Food Safety Manager Certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification. (2) Some positions in this classification may require a valid California Class C driver's license and incumbents in these positions 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) Accepting employment 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: \$16.64
6 MONTHS: \$17.55
1 ½ YEARS: \$18.52
2 ½ YEARS: \$19.53
3 ½ YEARS: \$20.60

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.

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0066-5071 AM

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

TELECOMMUNICATIONS TECHNICIAN

FINAL FILING DATE:

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

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located in the department of Information Services.

JOB SUMMARY:

Under general supervision, install, test, repair, program and maintain a processor controlled digital telecommunications system and related voice mail equipment; maintain and repair Nortel and Avaya telephone and voice mail systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

Four years of journey-level experience in telephone installation, maintenance and repair work.

Possession of a certificate of qualification in the installation, maintenance and repair of Nortel and Avaya products is preferred.

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

SPECIAL REQUIREMENTS:

(1) Position in this classification requires possession of a valid California Class C driver's license. (2) May be required to travel from one school location to another. (3) 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. (4) An incumbent in this class may be required to wear protective clothing, gear and equipment as required by law. (5) 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.

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SALARY RANGE HOURLY:

START: \$ 31.04
6 MONTHS: \$ 32.75
1 ½ YEARS: \$ 34.55
2 ½ YEARS: \$ 36.46
3 ½ YEARS: \$ 38.46

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 18-0068-3309 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:

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 21

Date: February 15, 2018

Reason for
Consideration: Approval

Executive Secretary (C)

List Valid: 02/06/18-02/06/19

Total applications received: 25

No. Passed: 8 No. Failed: 8

Promotional

18-0059-0678

Total invited to exam: 18

No. Withdrew: 2 No. Screened Out: 7

Facilities Project Manager-Planning

List Valid: 02/07/18-02/07/19

Total applications received: 21

No. Passed: 2 No. Failed: 1

Dual

18-0054-5190

Total invited to exam: 6

No. Withdrew: 3 No. Screened Out: 15

Instructional Aide-Special

List Valid: 02/09/18-02/09/19

Total applications received: 87

No. Passed: 16 No. Failed: 0

Open

18-0053-0448

Total invited to exam: 20

No. Withdrew: 4 No. Screened Out: 67

**Intermediate Payroll Accounting
Technician**

List Valid: 01/31/18-01/31/19

Total applications received: 76

No. Passed: 12 No. Failed: 8

Dual

18-0056-0756

Total invited to exam: 31

No. Withdrew: 11 No. Screened Out: 45

Network Specialist

List Valid: 02/08/18-02/08/19

Total applications received: 27

No. Passed: 6 No. Failed: 3

Dual

18-0055-5119

Total invited to exam: 12

No. Withdrew: 3 No. Screened Out: 15

Pool Operator

List Valid: 02/14/18-02/14/19

Total applications received: 37

No. Passed: 3 No. Failed: 0

Dual

18-0016-5241

Total invited to exam: 3

No. Withdrew: 0 No. Screened Out: 34

Systems Analyst-CICS/COBOL

List Valid: 02/08/18-02/08/19

Total applications received: 18

No. Passed: 3 No. Failed: 1

Dual

18-0047-5246

Total invited to exam: 10

No. Withdrew: 6 No. Screened Out: 8

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: February 9, 2018