



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, California 90813

February 14, 2013
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
Terry Ulaszewski, Chairperson Present _____
Linda Vaughan, Vice-Chairperson Present _____
Stacey Lewis, Member Present _____
3. PRELIMINARY
 - 3.1 Pledge of Allegiance to the Flag
 - 3.2 Introduction of Guests
4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
5. REPORT FROM THE EXECUTIVE OFFICER
6. HEARINGS None
7. MINUTES
 - 7.1 Approval of Minutes for January 31, 2013 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action
 - 8.2 Revisions to the Rules and Regulations of the Classified Service, Chapter IV (Second Reading) Action
9. BULLETINS AND TESTING ACTIONS
 - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action
 - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Action
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on February 28, 2013 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
12. CLOSED SESSION
 - 12.1 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7 Restricted Action
13. ADJOURNMENT

ACCESS TO PUBLIC DOCUMENTS

Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 999, Atlantic Avenue, Third Floor, Long Beach, CA 90813, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:40p.m.).

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 pursuant to Government Code 54954.2 (a) 1.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for January 31, 2013

PAGES: 7.1.1 – 7.1.4

Date: February 14, 2013

Reason for
Consideration: Action

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, CA 90813

Chairperson Terence Ulaszewski called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Terence Ulaszewski, Chairperson
Linda Vaughan, Vice-Chairperson
Stacey Lewis, Commissioner

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Susan Learning, Personnel Analyst
Marilyn Balmer, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo, Staff Secretary
Susan Brister, Human Resources Technician
Maria Villalobos, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B; Anthony P. DeMarco, Attorney; Martin Mejia, CSEA Labor Relations Representative; Steven Nichols; Mary Rachi, CSULB Intern.

**HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA**

HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Executive Officer McMahon informed the Commissioners the CSPCA (California School Personnel Commissioners Association) conference scheduled for

February 21 – 24, 2013 will have a dedicated track for Commissioners. She also mentioned Mr. DeMarco will be presenting a session on the respective roles of the Board of Education and Commissions during the layoff process.

Ms. McMahon asked staff to provide a brief update on their activities.

Susan Leaming, Personnel Analyst, reported the recent CalPERS retirement planning session was attended by 89 employees. She also provided an update on the Student Services Job Family Study reporting approximately 70% of the participants have returned the position description questionnaire.

Dale Culton, Certification Services Manager, reported efforts are being made to inform employees of changes to the CalPERS retirement benefits. He also reported 6 selections have been made for Health Assistant and staff is working on filling the 1 remaining vacancy.

Mary Cates, Human Resources Supervisor, reported staff will be fingerprinting BLAST (Better Learning After School Today) mentors February 4th – March 26th. She also reported the Extended School Year/Summer session is scheduled for July 8th – August 2nd at a limited number of sites. In addition a limited number of summer positions will be available for classified employees wishing to work as custodians, groundskeepers or mail delivery drivers.

Marilyn Balmer, Personnel Analyst, reported the Recruitment and Testing unit is now responsible for extending eligibility lists. In an effort to assure an extended list is "good", staff will be contacting those on the list to determine if they are available and interested in remaining on the list. Once a determination is made that a list has viable candidates, staff will submit to Commission for extension. Ms. Balmer introduced Mary Rachi, CSULB Intern, who will be working with Commission staff on upcoming projects.

MINUTES

MINUTES

The Commission approved the minutes of the January 17, 2013 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Lewis seconded the motion. The motion was carried and approved.

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Executive Officer McMahon presented the first reading of the revision to Chapter IV of the Rules and Regulations of the Classified Service. Stating attendance and professional growth incentives have been included to address stakeholders' desire to consider areas other than the examination to determine a candidate's ability to do the job. Chairperson Ulaszewski agreed with Ms. McMahon the incentives should be reviewed in a year to determine if the additional points have addressed the needs of the stakeholders. Commissioner Vaughan asked if courses would be required to be related to the job. Ms. McMahon indicated courses that lead to professional growth will be accepted even if they do not relate to an employee's current job. Commissioner Lewis noted the time frame to request a special administration of examination was a good change and should help eliminate delays in the creation of lists due to special administrations. A second reading and action is scheduled for February 14, 2013.

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. Vice-Chairperson Vaughan moved to ratify the bulletins. The motion was seconded by Commissioner Lewis and the bulletins were ratified.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Nutrition Services Supervisor I	Dual	13-0058-5064
Nutrition Services Supervisor II	Promo	13-0059-5065
Nutrition Services Supervisor III	Promo	13-0060-5066

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. Vice-Chairperson Vaughan moved for approval. The motion was seconded by Commissioner Lewis. The eligibility lists were approved.

Kids' Club Lead Assistant	Dual	13-0038-0515
List Valid: 1/23/13 - 1/23/14		
Total applications received: 117	Total invited to exam: 47	
No. Passed: 11	No. Failed: 11	No. Withdrew: 25 No. Screened Out: 70

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, February 14, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:51 a.m. to review and take action on the Hearing Officer's report to dismiss employee E00491233.

REVIEW AND TAKE ACTION ON THE DISMISSAL OF A CLASSIFIED EMPLOYEE

REVIEW AND TAKE ACTION ON THE DISMISSAL OF A CLASSIFIED EMPLOYEE

The Commission assigned Hearing Officer, Patricia Barrett, submitted a report of Facts and Findings following the appeal hearing of Employee E00491233 for Personnel Commission review and action. The appellant was present.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:15 a.m. The following reportable action was taken during Closed Session:

The Commission unanimously acted to sustain the Hearing Officer's recommendation to uphold the District's decision to dismiss employee E00491233 and directed the Executive Officer to send copies of the decision to the District and the Employee in accordance with Personnel Commission Rule 11.6.E.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:17 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gail McMahon", with a long horizontal flourish extending to the right.

Gail McMahon, Ed.D.
Executive Officer
GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
Recommendations

PAGES: 8.1.1 – 8.1.8

Date: February 14, 2013

Reason for
Consideration: Action

One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submits the attached classification recommendation for the consideration of the Commission.

REVISE TITLE AND CLASSIFICATION SPECIFICATION

Fr:	Budget Advisor/Analyst	(Salary Range 40 M2)
To:	Fiscal Services Analyst	(Salary Range 40 M2)

RECLASSIFY A POSITION

<u>Incumbent</u>	<u>Classification</u>	
Kerry Werstine	Fr: Budget Advisor/Analyst	(Salary Range 40 M2)
	To: Fiscal Services Analyst	(Salary Range 40 M2)
Arlene McCoy	Fr: Budget Advisor/Analyst	(Salary Range 40 M2)
	To: Fiscal Services Analyst	(Salary Range 40 M2)
Sara Slater	Fr: Budget Advisor/Analyst	(Salary Range 40 M2)
	To: Fiscal Services Analyst	(Salary Range 40 M2)
Leatrice Abram	Fr: Budget Advisor/Analyst	(Salary Range 40 M2)
	To: Fiscal Services Analyst	(Salary Range 40 M2)
Kathy Karr	Fr: Budget Advisor/Analyst	(Salary Range 40 M2)
	To: Fiscal Services Analyst	(Salary Range 40 M2)
Nancy Rapadas	Fr: Budget Advisor/Analyst	(Salary Range 40 M2)
	To: Fiscal Services Analyst	(Salary Range 40 M2)

ABOLISHMENT OF CLASSIFICATION

Budget Advisor/Analyst



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

February 7, 2013

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Budget Advisor/Analyst Classification Specification Revisions

Background and Findings

The Executive Director -- Fiscal Services requested staff revise the title and description for the Budget Advisor/Analyst classification to more accurately reflect the work assigned. The class description was last updated in 1997.

The Job Summary and Distinguishing Characteristics were expanded upon to reflect that the Analysts not only work with assigned district budgets, but also are assigned to work with fiscal resources in areas such as accounts payable, payroll, special education, facilities and special projects. Therefore the title was modified from "Budget Advisor/Analyst" to "Fiscal Services Analyst" to reflect the wider range of fiscal resources in which these employees may work.

The duty statements in the description were expanded upon to more accurately describe the analytical and project work performed. In addition, a duty statement was added regarding training and evaluating the performance of assigned staff as this is a management classification, and supervising of employees is inherent of management positions.

The Employment Standards were expanded upon and the experience requirement was modified to remove the restriction of "budget data of approximately 50 million dollars annually is required". Removing this barrier should expand the pool of eligible applicants during future recruitments.

The six incumbents were provided a draft of the new description and the opportunity to provide feedback regarding the proposed changes. Three incumbents indicated they had no concerns with the proposed changes. Three incumbents provided feedback and staff responded to their concerns in writing. The Executive Director -- Fiscal Services is in agreement with the proposed changes.

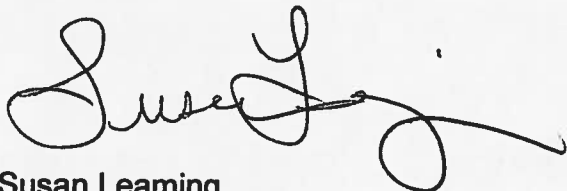
A copy of the revised description is attached showing proposed deletions to the spec annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised title of Fiscal Services Analyst and class specification
2. Reclassify the six incumbents in the Budget Advisor/Analyst classification to the new title of Fiscal Services Analyst:
 - Kerry Werstine
 - Arlene McCoy
 - Sara Slater
 - Leatrice Abram
 - Kathy Karr
 - Nancy Rapadas
3. Abolish the classification title of Budget Advisor/Analyst

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.
Executive Officer



PERSONNEL COMMISSION

Class Code: 0753
Salary Range: 40 (M2)

BUDGET ADVISOR/FISCAL SERVICES ANALYST

JOB SUMMARY

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

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.

- Compile Plan, organize and participate in the development, analysis, preparation and administration of District fiscal resources; assure compliance with applicable laws, codes, rules and regulations; maintain confidentiality of sensitive and privileged information. **E**
- Conduct financial studies and compile budget projections for preliminary budgets and the final adopted budget; examine trend analysis data, estimated salary increases, tax rates, employee benefits costs, and retirement contributions for all programs. **E**
- Maintain direct contact with district staff and site administrators during the budget preparation and budget administration cycles throughout the fiscal year. **E**
- Control budgeted positions by means of document review, availability of funds, review of expenditures and Chart of Accounts. **E**
- Maintain budget account structure in accordance with state law, regulations and local needs; note changes for reporting requirements; create new accounts as needed. **E**
- Initiate and control budget revisions through appropriation transfers to effect changes needed in program budgets; analyze funding sources, staffing, funding guidelines and balance income to appropriations; prepare documents requiring adjustments for approval. **E**
- Prepare intermediate and long-range projections of resources and appropriations. **E**
- Analyze status of accounts to determine if release of encumbrances can be authorized. **E**
- Initiate, complete and verify a variety of State, Federal and Los Angeles County Office of Education reports and financial statements. **E**
- Recommend policies and procedures for budgeting and cost control based on analysis of programs and site operations and recording and reporting financial data. **E**

- Develop and make recommendations regarding budgets and expenditure plans, including alternatives and priorities, particularly on such matters related to site/department/area levels. *E*
- Coordinate budget reporting requirements and activities with County and State agencies and keep current on changes in reporting requirements. ~~*E*; provide information to or otherwise assist designated auditors. *E*~~
- ~~Provide information to or otherwise assist designated auditors. *E*~~
- Recommend and implement proper tracking and accounting for projects such as building projects initiated by the Facilities Branch. *E*
- Download data from existing databases for analysis. *E*
- Perform analyses of systems or processes in various areas to help design and implement change and streamline processes; provide guidance and ongoing support or continued monitoring to ensure compliance with regulatory agencies; prepare analyses requested by other departments to assist with financial issues. *E*
- Analyze legislative proposals regarding educational funding and report the potential impact on the District. *E*
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Operate ~~moderna variety of office equipment such as including a computer terminal, personal computer, and assigned software. ten key adding machine and multi-line telephone;~~ drive a vehicle to conduct work and attend meetings. *E*
- Organize and document findings of studies and prepare recommendations for implementation of new procedures and systems. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of advances in the field and represent financial interests in interdepartmental projects. *E*

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

DISTINGUISHING CHARACTERISTICS

~~A Budget-Advisor/A~~ Fiscal Services Analyst plans, organizes, and participates in the development, analysis, preparation and administration of District fiscal resources in areas such as budget, accounts payable, general ledger, program accounting, payroll, special education, facilities and special projects administration. A Fiscal Services Analyst performs difficult and complex analytical work in developing, preparing and administering budgetary programs and funds and assists managers in the fund management decision-making process. An incumbent works with automated financial systems and computer generated financial reports and ~~extracts~~may extract data from a large databasedatabases. An incumbent has ongoing contact with fiscal personnel in other agencies having jurisdiction over school district finances. An incumbent also provides advice and explains technical budgetary requirements or alternatives to District administrators regarding staffing allocations, the scheduling of expenditures, the monitoring of program budgets and management of funds and budgeting and accounting procedures and regulations. ~~An~~ An incumbent may perform analyses of systems or processes and provide guidance, ongoing support or continued monitoring to ensure compliance with regulatory agencies.

EMPLOYMENT STANDARDS**Knowledge of:**

Principles and practices of budget preparation and administration and related accounting and record-keeping practices.

~~Computerized financial~~Financial database systems and software capabilities including spreadsheets.

Principles and techniques of financial analysis and statistical measures and projections.

Applicable laws, codes rules and regulations related to assigned activities

Financial record-keeping techniques.

School district organization and administration.

Organization and work flow management.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Principles and practices of supervision and training.

Operation of a computer and assigned software.

Ability to:

Plan, organize and participate in the development, analysis, preparation and administration of District fiscal resources.

Develop, compile and analyze financial data and prepare financial forecasts.

Read and interpret sections of the Education Code and other state laws applicable to the required accounting, budgeting and reporting of finances by school districts.

Develop worksheets, reports, and effective reporting techniques, including graphs, charts and tables.

Prepare clear and comprehensive financial reports along with explanatory oral and /or written analysis.

Analyze, generate, advise on, evaluate and implement financial and/or budgetary procedures for effectiveness and efficiency.

~~Use interactive (on-line)~~Utilize computer system~~database systems~~ for financial data collection and analysis.

~~Speak~~Train and write~~evaluate the performance of assigned personnel.~~

Make arithmetic calculations quickly and accurately.

Maintain accurate financial records.

Operate a variety of office equipment including a computer and assigned software, ten key adding machine and telephone.

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

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Communicate effectively both orally and in writing.

Maintain confidentiality of sensitive and privileged information.

Use tact and discretion to persuade others to take appropriate courses of action.

~~Operate modern office machines and equipment such as keyboard, personal computers and multi-line telephone.~~
~~Establish and maintain effective relationships with others.~~

Education and Training:

~~Graduation from an accredited college or university with a Bachelor~~**Bachelor's degree with a major in accounting, financial or business administration, or a closely related field is required.**

Experience:

Three years of financial experience, preferably in a public agency, involving the analysis of budget data of approximately 50 million dollars annually is required.~~financial data.~~

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

WORKING ENVIRONMENT

Office environment.

~~Occasional trips to sites.~~

~~Driving a vehicle to conduct work.~~

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.

Sitting for extended periods of time.~~seeing.~~

~~Seeing~~**to review and analyze financial records and reports.**

Hearing and speaking to exchange information related to the budget function in person or telephonically.

SPECIAL REQUIREMENTS

~~Possession~~**Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license—.**

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of 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 06-26-97, ~~BOE 01-20-98~~;

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Revisions to the Rules and
Regulations of the Classified Service,
Chapter IV (Second Reading)

PAGES: 8.2.1- 8.2.17

Date: February 14, 2013

**Reason for
Consideration:** Discussion

One of the specific requirements of Education Code 45260 is that "The Commission shall prescribe, amend and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness." In accordance with the Personnel Commission Rules, staff submits the attached revisions, for the second reading and action of the Commission.

REVISION OF RULES AND REGULATIONS

PAGE

Chapter IV (Second Reading)

2

**CHAPTER IV
APPLICATIONS AND EXAMINATIONS**

4.1 FILING OF APPLICATIONS

- A. FILING OF APPLICATIONS.** All applications for employment must be made upon official forms furnished by the Personnel Commission and filed on or before the date specified and in the office specified in the examination announcement. All applications and related examination papers are confidential records and will not be returned to the applicant.

Applicants taking more than one examination must file a separate and complete application for each such examination.

The names of applicants in any examination shall not be made public.

Reference: California Education Code 45261

B. GENERAL QUALIFICATIONS OF APPLICANTS

1. It is not required that applicants with the school district be or have declared an intent to become a citizen of the United States, nor is it required that an applicant be a resident of California.

Reference: California Education Code 45111

2. Applicants must meet all requirements specified as the minimum qualifications established for the class.

4.2 DISQUALIFICATION OF UNFIT APPLICANTS, CANDIDATES, AND ELIGIBLES

- A. CAUSES FOR REJECTION.** Applicants, candidates, or eligibles may be disqualified from current exams, from eligibility lists and possibly from future exams for any of the following reasons:
1. Failure to meet the general qualifications of Rule 4.1.B.
 2. Having applied and participated in an examination for the classification within the last 90 days. Employees in lay-off status may apply and retest after 60 days for open-continuous recruitments.

3. Knowingly becoming or knowingly remaining a member of the communist party on or after September 9, 1953.
4. Advocacy of overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means.
5. Conviction or a plea of guilty or *nolo contendere* (i.e., I do not wish to contest) in court to a charge of moral turpitude, violent felonies or any sex offense, or mistreatment of children.
6. Presently continuing to serve a judicially imposed sentence including a probationary period for a conviction, unless the District waives this subsection.
7. Criminal, infamous, dishonest, immoral, or disgraceful conduct according to standards approved by the Commission.

The following definitions apply to the words in the preceding paragraph:

- | | | |
|-------------|---|---|
| Criminal | - | Conviction of crime(s) specifically set forth in the Education Code as causes(s) for rejection or termination or a pattern of willful disregard for the law as demonstrated by a history of convictions for misdemeanors, and crimes lesser than those specifically identified in the Education Code, and criminal convictions which indicate poor judgment on the part of the applicant. |
| Infamous | - | Crimes against nature. |
| Dishonest | - | Thefts, burglaries, deception, fraud, or acts intended to deprive lawful possession or ownership, or to obscure or confuse facts or issues. |
| Immoral | - | Sex offenses, including those set forth in the Education Code as causes for termination. |
| Disgraceful | - | Drunk, fighting, insulting, slandering, harassing, or unwelcome behavior; conduct involving violence, use or possession of a dangerous or illegal weapon, or making or inferring threats of |

violence or harmful acts toward a person or property and, including willful acts of pollution or contamination.

8. Making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.
9. Practicing any deception or fraud in connection with the Employment Application or in securing examination, certification, or appointment.
10. Failure to provide all required materials or to completely disclose all relevant employment information required at time of employment application, such as supplemental applications for employment, conviction information and court documents, as specified on the job application, in the employment application package and/or Job Announcement bulletin.
11. Conviction of drug use and/or use of intoxicating beverages to excess, or sale, possession for sale, or transportation of controlled substances, dangerous drugs or narcotics, including marijuana, or the possession or use of narcotics other than marijuana.
12. Dismissal from a previous employment for cause, if the cause would have subjected the applicant to dismissal from the district.
13. Previous dismissal from Long Beach Unified School District unless the District waives this subsection.
14. A record of unsatisfactory or below standard service with Long Beach Unified School District or other employers even though separation has not occurred.
15. A record of an unstable employment history which demonstrates a lack of commitment to serve the needs of the employer.
16. A record of discourteous treatment of, or illegal, unwelcome, or inappropriate conduct or behavior toward the public, children, or of fellow workers, or any other willful failure of good conduct, which, if it had occurred while serving as an employee of the District, could be considered as tending to injure the public service. Health conditions causing the applicant to be incapable of performing the duties of the class to which he or she has applied.

causing the applicant to be incapable of performing the duties of the class to which he or she has applied.

17. Failure to report for and complete fingerprinting, or employment processes as required, or to report to duty after an assignment/start date has been offered and accepted.
18. Failure, after due notice, to provide information promptly for review of any of the reasons for rejection contained in this section, or to complete, expand upon, or provide documentation or details necessary for application review or employment processing.
19. Refusal to furnish testimony at a hearing or investigation before the Personnel Commission or Board of Education.
20. Refusal to sign an oath of allegiance for public employees or offices.
21. Reporting to work with, using, possessing, or being under the influence of any intoxicating controlled beverages or substances while on duty.
22. A demonstrated record or attitude of active discrimination against others because of personal characteristics prohibited by law, regulation, or policy.
23. A pattern of behavior demonstrating an inability or unwillingness to work effectively in a diverse employment environment.
24. A failure to meet the district safe driving record standard or a pattern of willful disregard for the law as demonstrated by a history of traffic offenses, including, but not limited to, license suspensions, driving without a valid license or without insurance and other traffic offenses.
25. General conduct detrimental to the good order and discipline of the classified service as demonstrated by recent and/or job-related infractions of any of the causes for rejection outlined in this rule.

Reference: California Education Code 45122.1, 45122, 45123, 45124, 45261, 45303

- B. **APPEAL OF DISQUALIFICATION.** Applicants, candidates, or eligibles who are rejected for any of the reasons enumerated in Rule 4.2.A, shall be notified in writing by Personnel Commission staff. The notice shall state:

Comment [MLB1]: Revised to reflect current practice.

1. The reason(s) for the rejection.
2. That, within five calendar days, the individual may appeal to the Executive Officer in writing for an administrative review, and that failure to do so makes the rejection final and conclusive.

If there has been an administrative review and the rejection is sustained, the individual may pursue the appeal to the Personnel Commission in accordance with Rule 4.9.

- C. **ACTION WHEN REJECTION IS NOT SUSTAINED.** When a rejection is not sustained by the Executive Officer or the Personnel Commission, the Executive Officer shall institute immediate action to ensure the rights of the applicant, candidate, or eligible as though the rejection had not been made. However, appointments made in the interim shall not be disturbed unless they were fraudulently made.

4.3 EXAMINATIONS

- A. **HOLDING OF EXAMINATIONS.** Whenever it is necessary to fill existing or anticipated vacancies in the service, or wherever an eligibility list in any class is about to be abolished in accordance with the provisions of the law and of these rules, or for any other proper cause, a list of eligibles shall be established for the class, ranked according to relative merits as determined by competitive examination given under the direction of the Commission.

Reference: California Education Code 45272

- B. **POSTING OF EXAMINATION ANNOUNCEMENTS.** Announcements that applications are currently being accepted for examinations shall be distributed to offices and places of employment throughout the district and elsewhere as necessary to effect an appropriate recruitment effort.
1. The Executive Officer shall be responsible for issuing Job Announcement Bulletins to publicize recruitment and examination processes authorized by these rules. All Job Bulletins issued shall be ratified at the first reasonable opportunity at a commission meeting.

2. The person in charge at the office or place of employment shall be responsible for posting or displaying each Job Bulletin in a prominent location beginning with the date of its receipt and continuing until the last day of filing applications as set forth in the announcement. At least fifteen days of publicity shall be given each such examination.

Reference: California Education Code 45278

- C. **PROMOTIONAL EXAMINATIONS.** Whenever practicable, vacancies shall be filled by appointment from promotional eligibility lists. When in doubt, the Commission may order that a promotional examination shall first be scheduled, or it may order simultaneous promotional and open competitive tests.
- D. **ELIGIBILITY FOR PROMOTIONAL EXAMINATIONS.** An employee who has attained permanent status in the district and whose most recent performance evaluation was rated overall as satisfactory, is eligible to submit application for a promotional examination if he/she possesses the requisite qualifications as established in the class specification regardless of any current temporary or other kind of assignment. Persons on a current reemployment list are also eligible to participate in promotional examinations.

Reference: California Education Codes 45272, 45281, 45820

- E. **SENIORITY CREDIT IN PROMOTIONAL EXAMINATIONS.** Seniority up to a maximum of 20 years shall be weighted equivalent to $\frac{1}{4}$ point for each year of service for promotional and dual examinations. For the purposes of this Rule, an advance to a higher salary schedule for a related classification or an increase in compensation beyond the maximum fixed for the class in which the employee has been serving, shall be deemed a promotion.
- F. **ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE.** An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn

attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.

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

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

- G. **CHARACTER OF EXAMINATIONS.** Examinations shall consist of test parts that relate to job performance and, for example, may include such parts as a written test, performance test, technical oral examination, qualifications appraisal interview, evaluation of training and experience, in-basket exam, a structured group oral, a leaderless discussion exam, or other appropriate assessment elements.

Reference: California Education Code 45273

- H. **CONDUCT OF EXAMINATIONS.** All persons taking examinations for employment in the classified service shall be given the opportunity to compete in each examination under the same or similar conditions as every other competitor. The Executive Officer shall require examination security measures to be developed and followed as appropriate to maintain both candidate privacy and internal test security and integrity. No competitor shall receive or give aid or communicate with another competitor during the conduct of any examination. Any applicant or competitor who attempts to obtain or who obtains preferential treatment or

substantive examination assistance by any means prior to, during, or following an examination may be disqualified from such a selection procedure and further consideration for employment.

I. TIME OF ADMISSION TO WRITTEN EXAMINATIONS.

Admission to the testing room or area for group written testing segments shall be up to and including the time announced. The doors to the examining area will then be closed and any further candidates arriving late will be denied admission to the examination.

J. TIME OF ADMISSION TO ORAL/PERFORMANCE EXAMINATIONS.

1. Admission to Oral Interviews, Performance Tests, or similar individual exam segments shall be at the time announced on the notice of Oral/Performance Examination Card, unless the process is unavoidably running late, and then admission shall be as soon as possible following the established sequence.
2. A candidate who arrives after his/her scheduled time and could have been admitted to that exam segment on time had he/she been present on time, shall lose his/her right to that exam. However, if the PC Staff can easily arrange to accommodate the individual at a later time during the day, the late candidate may wait and that may be done following these guidelines.
 - a. No other candidate will be displaced from their allotted time or caused to be inconvenienced, unless voluntarily agreed to by that person.
 - b. The panel members are agreeable to work through their lunch/break period or stay later than the scheduled time and this does not work an undue hardship on them.
 - c. Another candidate does not show for his/her exam and the late candidate can be scheduled into the no-show candidates time period.

K. EXAMINATION AFTER REJECTION OR DEMOTION. An employee with permanent status in a class who has been demoted from a higher class during probation, in accordance with Rule 7.3, or who has been demoted after attaining status in a higher class, in accordance with Rule 11.1, shall

not be admitted to an examination for the class from which demotion occurred for one year after the effective date of the demotion.

4.7 RESOLVING PROMOTIONAL/CONTINUOUS TESTING EXAM PROTESTS AND NOTIFICATION OF EXAMINATION RESULTS.

- A. RESOLVING PROTESTS INVOLVING PROMOTIONAL/CONTINUOUS TESTING EXAMS.** In promotional examinations for classes for which continuous examination procedures have not been authorized, the review and protest period shall be held, and all protests resolved by the Commission, prior to a regular appointment being made from the eligibility list.
- B. NOTIFICATION OF EXAMINATION RESULTS.** Notification of final individual examination results shall be sent promptly to the home address or email address provided by the candidates on or before the establishment of an eligibility list.

4.8 SPECIAL ADMINISTRATION OF EXAMINATIONS

- A. PROCEDURES.** Selection procedures usually provide for only one administration of an examination or test part of the examination in order to maintain examination security and to assure uniform treatment of all candidates. However, in some cases it may be in the best interests of the School District to permit special administration of an examination. Consideration is limited to the following circumstances:
 - 1. Out-of-town administration will be on the same day as local administration, if possible, or as soon as practicable after local administration.
 - 2. It is possible to recreate similar test situations and conditions.
 - 3. A hardship case existed such as hospitalization, accident or illness which is verified by a doctor's statement indicating the inability of the applicant to participate.
 - 4. There was misdelivery or delay of mail, and only if it is verified by U. S. postal authorities or by the supervisor of the School District's Mail Room.
 - 5. There was an error by a Personnel Commission employee.

6. Religious beliefs prevent the candidate from participating in the examination at the scheduled time. Such candidate must file verification from his rabbi or minister of his membership and statement of the faith's requirement of observance of restriction of activity. However, if the class being examined for requires ability to work during the hours the candidate is prevented from activity at that time, special administration will not be authorized.
7. Excused military service in accordance with official orders.
8. Scheduled court appearance or summons for jury duty, verified by documents.

The candidate shall make a written request for special administration to the Personnel Commission staff within one week of the date of administration of the examination, stating the reasons for which special administration is requested.

Comment [MLB2]: Modified based upon recommendation at PC Meeting 1-31-13

- B. **CHANGES IN ELIGIBILITY LISTS.** Changes in eligibility lists resulting from such special administration shall be reported in the same manner as the original list. Such changes shall not nullify the promulgation date of the eligibility list, nor certifications and appointments made from such lists.

4.9 REVIEW AND APPEALS/PROTESTS

- A. **RETENTION AND AVAILABILITY OF EXAMINATION RECORDS; REVIEW AND PROTESTS.** Examination records, including any recordings and the rating sheet of each member of the oral board for each candidate, shall be retained by the Personnel Commission for a period of not less than 90 days after promulgation of an eligibility list. The Commission shall prescribe procedures whereby candidates may review and protest any part of an examination. In promotional examinations for classes for which continuous examination procedures have not been authorized, the review and protest period shall be held prior to regular appointment from the eligibility list. Examination records shall not be available to the public or to any person for any purpose not directly connected with the examination and shall be considered confidential but shall, within reasonable time limits, be made available to a candidate or his or her representative.

Reference: California Education Code 45274

B. FORMAL/INFORMAL REVIEW BY CANDIDATES.

1. During the five working days after the administration of the specific test or test segments a candidate may request he/she be scheduled for a Formal Review of the following:
 - a. Written segments of examinations, except those listed in paragraph B, or
 - b. His/her performance segment, technical interview or qualifications appraisal interview ratings, or
 - c. The recording(s) of his/her interview(s).

Such review shall be conducted by a Personnel Commission staff member as soon as practicable, but does not have to be within the five day period itself. Any request to review examination records after the five day request period has passed shall be for Informal Review purposes only, and may not serve as the basis for a protest or appeal of any part of the examination.

2. The review provides an opportunity for candidates to obtain test performance information and to have conclusions explained or investigated. A review request does not in and of itself establish a protest or protest period.

Information that would enable a candidate to match the names of raters and their comments is not made available to any candidate. A candidate's examination papers and records may be examined only by the candidate or by his/her representative upon receipt of written authorization by the candidate acceptable to the Personnel Commission staff.

- C. SOME TESTS NOT SUBJECT TO INSPECTION.** Examination papers on a form test, a commercial standardized aptitude or achievement test, or test material that has been rented, leased or obtained under a contract and where the terms of such agreement prohibit a review or inspection, shall not be subject to inspection by a candidate. However, the results of the candidate's participation in the examination may be reviewed by the candidate with a commission staff member.

D. PROTEST BY CANDIDATE. If a candidate wishes to protest any part of an examination, which is a formal declaration of disapproval or objection to the matter he/she must submit his/her protest in writing to the Executive Officer:

1. Upon completion of that examination segment on the Personnel Commission provided form, or
2. In written form received in the Personnel Commission Office no later than the fifth working day following the day the individual's exam results for the specific exam segment is posted in the U.S. Mail, or
3. In written form received by the Executive Officer not later than the fifth working day following the day the candidate's examination records are available for him/her to conduct a Formal Review as provided for in paragraph B.

Such protest shall state specifically the parts of the examination or items protested, or wherein errors are alleged to have occurred, citing authorities or references to support such protest, or give other relevant information which is sufficiently specific to enable an investigation or resolution, and stating the remedy to which the candidate believes he/she is entitled. Letters which simply express disagreement with or comment on the test, test results, or which object to the judgment of the raters, are reviewed and may be acknowledged but are not eligible for consideration as an examination appeal. The Executive Officer shall review and answer all timely written protests received of any examination part. Candidates who have submitted timely protests shall be notified in writing of the disposition of their protests.

E. APPEAL TO PERSONNEL COMMISSION. Any candidate who remains dissatisfied may appeal to the Personnel Commission within five working days after the notice of the decision of the Executive Officer was mailed or given to the candidate. Such appeal to the Personnel Commission shall be in writing and must state the specific examination parts or items protested, the basis for the protest, and the remedy sought by the candidate.

F. CORRECTION OF ERRORS. Errors in examinations shall be corrected when discovered, regardless of lapse of time after the establishment of an eligibility list. Such corrections shall be applied uniformly to all candidates. Changes in eligibility lists resulting from corrections of errors shall be

reported in the same manner as the original lists. Such changes shall not nullify the promulgation date of the eligibility list, nor certifications and appointments made from such lists.

- G. **COPYING PROHIBITED, NOTE TAKING.** No one shall copy questions, answers, typed rating standards or descriptions of rating categories from a rating sheet, or in any way alter or mutilate an examination paper or records made available for inspection. Violations may result in cancellation of eligibility and disqualification for future examinations. Notes taken with Personnel Commission provided paper and pens may be taken as long as they relate only to the candidate's performance in a specific test segment or category, not individual test items or numbers, or the word rating on the rating guide received in each category or as an overall rating. Overall or general comments of a Rater pertaining to the reviewing candidate may be copied by the reviewing candidate. Notes may not be taken in shorthand or in a foreign language. All notes are subject to review and editing by Personnel Commission staff prior to being removed from the area.
- H. For purposes of this rule the time frame shall be computed as D + 5. That is D (the day of an event, such as an exam segment is taken, or a notice is placed in the U.S. Mail) plus 5 working days.

4.10 EXAMINATION FOR BUSINESS MANAGER AND CERTAIN OTHER POSITIONS

- A. **POSITIONS SUBJECT TO EXAMINATION.** Open competitive and promotional examinations in accordance with Education Code Section 45280 shall be given for the class of business manager, for any other single position class which the Commission declares to be at or above the level of business manager, and for classes containing positions which, as determined by the Commission, are positions in which 50 percent or more of regularly assigned duties during the school year consisting of directing, coordinating, supervising, or administering one or more of the following functions:
 - 1. The preparation of budgets of funds to be used for educational purposes.
 - 2. The interpretation or evaluation from an educational standpoint of equipment, material and housing.

3. The interpretation and evaluation of school information in terms of educational significance and from an educational standpoint or viewpoint.
- B. **ELIGIBILITY TO COMPETE.** All permanent employees of the District, classified and certificated, who meet the established minimum qualifications, shall be eligible to compete in the examination as promotional candidates.
- C. **PROMOTIONAL CREDITS.** Promotional credits, including seniority credits, if any, shall be equally applicable to both classified and certificated promotional candidates.
- D. **MERGING OF ELIGIBILITY LISTS.** Eligibility lists resulting from such an open competitive and promotional examination shall be merged according to the order of the examination scores into a single eligibility list, after the scores of each candidate on the promotional list have been adjusted for promotional credits, including seniority, if any.
- E. **ENTRANCE LEVEL.** The examination for any such position shall not be construed to be an entrance level position examination (no veteran's credit allowed.)

Reference: California Education Code 45272, 45280

4.11 CONTINUOUS EXAMINATION

EDUCATION CODE 45292 CONTINUOUS EXAMINATIONS. The Commission may provide for the continuous examination of applicants for both open and promotional examinations.

- A. **AUTHORIZATION OF EXAMINATION.** When there is a shortage of eligibles to fill vacancies in the service in any class, the Personnel Commission may authorize recruitment by continuous examinations, provided it is not practicable to provide eligibles by promotional examinations only.

All qualified applicants who have applications or interest cards on file at the time of examination shall be notified. The examination shall be promulgated under similar conditions and techniques as previous examinations for the same class, and the resulting eligibility lists may be

merged with previous lists for the class in the relative order of merit of the eligibles.

- B. **TERMINATION OF CONTINUOUS EXAMINATION.** Termination of continuous examination procedures for any class may be effected by appropriate action of the Personnel Commission.

4.12 VETERANS' CREDIT

- A. **VETERAN DEFINED.** Veteran as used in this article means any person who has served in the United States armed forces in time of war, or national emergency declared by the President of the United States of America, and who has been discharged or released under conditions other than dishonorable, proof of which shall be submitted to the Commission at the time of the examination.

Armed forces means the United States Air Force, Army, Navy, Marine Corps, or Coast Guard.

Reference: California Education Code 45294

DISABLED VETERAN DEFINED. "Disabled veteran" as used in this article means any veteran, as defined in Section 45294, who is currently declared by the United States Veterans Administration to be 10 percent or more disabled as a result of service in the armed forces. Proof of disability shall be deemed conclusive if it is of record in the United States Veterans Administration.

Reference: California Education Code 45295

- C. **ADDITIONAL CREDIT FOR VETERANS' ENTRANCE EXAMINATIONS.** In the case of all entrance examinations, veterans with 30 days or more of service who become eligible for appointment by attaining the passing mark established for the examination, shall be allowed an additional credit of five points and disabled veterans shall be allowed an additional credit of up to 10 points, which shall be added to the percentages attained in the examinations by the veterans. Veterans shall be placed on eligible lists and be eligible for appointment in the order and on the basis of the percentages attained by them in examinations after the credit of five points, or ten points in the case of disabled veterans, if added.

4.13 UNLAWFUL ACTS

- A. Any person who willfully or through culpable negligence violates any of the provisions of this article (commencing at Section 45240) is guilty of a misdemeanor.**
- B. Willfully by himself or in cooperation with another person to defeat, deceive, or obstruct any person with respect to his right of examination, application, or employment under this article (commencing at Section 45240) or commission rules.**
- C. Willfully and falsely to mark grade, estimate, or report upon the examination or proper standing of any person examined or certified under this article or commission rule, or to aid in so doing, or make any false representation concerning the same or the person examined.**
- D. Willfully to furnish to any person any special or secret information regarding contents of an examination for the purpose of either improving or injuring the prospects or chances of any person examined, or to be examined under this article or commission rules.**

4.14 KEYBOARDING SELF-CERTIFICATION

At the time of application for any class requiring typing/keyboarding skills, incumbents must certify in writing that they have the required skills as posted on the job announcement. If appointed, demonstrated proficiency will be expected during the probationary period. Failure to meet the minimum required skills will result in disciplinary action up to and including dismissal.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.4

Date: February 14, 2013

Reason for
Consideration: Action

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Administrative Coordinator – Facilities, Development and Planning	Dual	13-0066-5097	2
Speech-Language Pathology Assistant Bilingual Spanish	Dual	13-0065-5163	4

ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national model of excellence. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also has been a five-time finalist for the prize.

LBUSD educates 81,000 students in 84 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 1,700 Head Start pupils in 21 Head Start centers. The third largest school district in California, it serves the most diverse large city in the United States, with dozens of languages spoken by local students. The district employs more than 8,000 people, making it the largest employer in Long Beach.

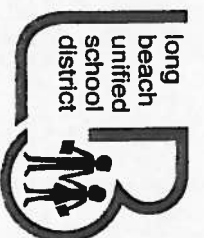
LBUSD is one of the world's top 20 school systems — and one of the top three in the U.S. — in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

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

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

Long Beach, the international City and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of approximately 492,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access to several major freeways, airports and seaports, and the many famous recreational and cultural sites throughout the Southern California area.

DUAL- Exam No 13-0066-5097 EE



**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**ADMINISTRATIVE COORDINATOR –
FACILITIES, DEVELOPMENT AND
PLANNING**

**ANNUAL SALARY
\$93,908 - \$110,269**



JOB SUMMARY

Under administrative direction, plan, coordinate, manage and oversee the planning activities, phases of design and day-to-day operations of the Facilities Planning and Management Branch; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

The salary is \$93,908 - \$110,269 annually, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

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

For full details regarding the position, go to our website, select Class Specifications, choose Facilities, Planning, Engineering, and Construction, then Administrative Coordinator-Facilities, Development and Planning.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field. A Master's degree in one of the above mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired.

Additionally, candidates are required to have four years of management-level experience in construction or facilities planning. Experience in educational facility planning and construction is preferred.

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

SPECIAL REQUIREMENTS:

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

An applicant of 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.

SELECTION PROCEDURE

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at www.ibschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m. A resume will not substitute for the required forms. Completed online forms must be received no later than:

Final Filing date:

4:30 p.m. Monday, March 11, 2013.

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

Long Beach Unified School District
Personnel Commission Office
999 Atlantic Avenue, 3rd Floor
Long Beach, California 90813
(562) 435-5708

www.ibschools.net/Main_Offices/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

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

SPEECH-LANGUAGE PATHOLOGY ASSISTANT – BILINGUAL SPANISH 5163

Final Filing Date: 4:30 p.m. Thursday, February 21, 2013.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>	<u>3 1/2 YEARS</u>
<u>MONTHLY:</u>	\$3,541	\$3,737	\$3,942	\$4,158	\$4,387
<u>HOURLY:</u>	\$20.44	\$21.54	\$22.75	\$23.99	\$25.31

JOB INFORMATION: Permanent 10-month position 100% FTE. The current full-time vacancy is located in Special Education.

APPLICATION:

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

JOB SUMMARY: Under the supervision of a credentialed Speech-Language Specialist, assist in providing speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; perform a variety of duties in support of student case management services; maintain records and documentation on students; and perform related duties as assigned. A Speech-Language Pathology Assistant participates and collaborates as a member of an educational team, by assisting in providing student speech therapy services to special needs students in accordance with the mandates of the Individuals with Disabilities Education Act.

NOTE: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING:

Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program. **Certificate must be attached to application.**

EXPERIENCE:

Six months experience working with individuals with speech and language disabilities in a structured environment.

SPECIAL REQUIREMENTS:

- (1) Incumbents must provide proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology at the time of appointment and maintain current registration throughout employment in this classification.
- (2) Possession of a valid California class C driver's license at the time of appointment and the use of a personal automobile.
- (3) May be required to travel from one school location to another.
- (4) Positions in the Speech-Language Pathology Assistant – 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.
- (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.

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 13-0065-5163 EE
Dual Examination

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1 – 9.2.2

Date: February 14, 2013

Reason for
Consideration: Restricted Action

Personnel Commission Rule 5.1.A, states that the Personnel Commission Administrator shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. Accordingly staff submits the following eligibility lists for consideration of the Commission:

Campus Security Officer - Avalon

Dual

13-0048-5011

List Valid: 2/07/13 – 2/07/14

Total applications received: 24

No. Passed: 1 No. Failed: 0

Total invited to exam: 2

No. Withdrew: 1 No. Screened Out: 22

Custodian - Avalon

Dual

13-0046-0139

List Valid: 2/12/13 – 2/12/14

Total applications received: 30

No. Passed: 1 No. Failed: 0

Total invited to exam: 5

No. Withdrew: 4 No. Screened Out: 25

Grounds Equipment Operator I - Avalon

Dual

13-0039-0175

List Valid: 2/12/13 – 2/12/14

Total applications received: 18

No. Passed: 2 No. Failed: 2

Total invited to exam: 6

No. Withdrew: 2 No. Screened Out: 12

Groundskeeper - Avalon

Dual

13-0047-0172

List Valid: 2/07/13 – 2/07/14

Total applications received: 10

No. Passed: 4 No. Failed: 0

Total invited to exam: 4

No. Withdrew: 0 No. Screened Out: 6

Instructional Aide – Special

Dual

13-0040-0448

List Valid: 2/08/13 – 2/08/14

Total applications received: 114

No. Passed: 20 No. Failed: 14

Total invited to exam: 81

No. Withdrew: 47 No. Screened Out: 33

Instructional Aide – Special - Avalon

Dual

13-0043-0448

List Valid: 2/08/13 – 2/08/14

Total applications received: 16

No. Passed: 1 No. Failed: 0

Total invited to exam: 2

No. Withdrew: 1 No. Screened Out: 14

Intermediate Office Assistant – Schools - Avalon

Dual

13-0044-3354

List Valid: 2/07/13 – 2/07/14

Total applications received: 28

No. Passed: 1 No. Failed: 1

Total invited to exam: 6

No. Withdrew: 4 No. Screened Out: 22

Intermediate Office Assistant

List Valid: 2/7/13 – 2/7/14

Total applications received: 364

No. Passed: 80 No. Failed: 64

Dual**13-0030-0675**

Total invited to exam: 283

No. Withdrew: 139 No. Screened Out: 81

Intermediate Office Assistant- Schools

List Valid: 2/7/13 – 2/7/14

Total applications received: 372

No. Passed: 69 No. Failed: 56

Dual**13-0031-3354**

Total invited to exam: 281

No. Withdrew: 156 No. Screened Out: 91

Kids' Club Assistant

List Valid: 2/8/13 – 2/8/14

Total applications received: 363

No. Passed: 27 No. Failed: 85

Dual**13-0037-0694**

Total invited to exam: 193

No. Withdrew: 81 No. Screened Out: 170

Plant Supervisor High School

List Valid: 2/1/13 – 2/1/14

Total applications received: 24

No. Passed: 16 No. Failed: 0

Promotional**13-0023-5029**

Total invited to exam: 18

No. Withdrew: 2 No. Screened Out: 6

EXTEND ELIGIBILITY LISTS**Computer Support Technician**

Extended list expiration date: 1/27/14

Total applicants on list: 6

No. of Current Eligibles: 4 No. of waivers or removals: 2

Dual**12-0034-5108**

Extend list period: 1 year

Grounds Equipment Operator I

Extended list expiration date: 1/04/14

Total applicants on list: 4

No. of Current Eligibles: 2 No. of waivers or removals: 2

Open**12-0026-0175**

Extend list period: 1 year

Grounds Equipment Operator I

Extended list expiration date: 1/04/14

Total applicants on list: 6

No. of Current Eligibles: 5 No. of waivers or removals: 1

Promotional**12-0026-0175**

Extend list period: 1 year

CERTIFIED TO BE CORRECT: Ben McNamara DATE: 2-7-13

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Removal from Eligibility List

PAGES: 12.1.1-12.1.14

Date: February 14, 2013

**Reason for
Consideration: Restricted Action**

Personnel Commission Rules 4.2.A.7 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has not responded. If the appellant is present and requests the matter be discussed in open session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.