



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

September 6, 2013  
**FRIDAY**  
8:15 A.M.

1. CALL TO ORDER

2. ROLL

Linda Vaughan, Chairperson  
Stacey Lewis, Vice-Chairperson  
Terry Ulaszewski, Member

Present \_\_\_\_\_  
Present \_\_\_\_\_  
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 August 22, 2013

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per  
Education Code 45246

None

8.2 Revisions to the Rules and Regulations of the  
Classified Service, Chapter VIII (Second Reading)

Action

8.3 Recommendation to Remove from Eligibility List per  
P.C. Rule 4.2.A.6 and 4.2.A.8

Restricted Action

8.4 Recommendation to Remove from Eligibility List per  
P.C. Rule 4.2.A.8

Restricted Action

8.5 Recommendation to Remove from Eligibility List per  
P.C. Rule 4.2.A.6 and 4.2.A.8

Restricted Action

8.6 Recommendation to Remove from Eligibility List per  
P.C. Rule 4.2.A.8

Restricted Action

- 8.7 Recommendation to Remove from Eligibility List per  
P.C. Rule 4.2.A.8

Restricted 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 scheduled meeting of the Personnel Commission will be held on September 19, 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 Hear the appeal of a suspended classified employee

Restricted

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

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SUBJECT: Minutes for August 22, 2013

PAGES: 7.1.1 – 7.1.3

Date: September 6, 2013

Reason for  
Consideration: Action

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

Chairperson Linda Vaughan 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**

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

**STAFF MEMBERS PRESENT**

Gail McMahon, Executive Officer  
Marilyn Balmer, Personnel Analyst  
Maria Lynn Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician

**PRELIMINARY**

Guests: Valeeta Pharr, CSEA Chapter 2 President; Dan Ewaskey, CSEA Vice-President, Unit B.

**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

Gail McMahon, Executive Officer, reported the Commission is scheduled to have a disciplinary hearing on September 6<sup>th</sup> and the next regularly scheduled Commission meeting is scheduled for September 5<sup>th</sup>. She inquired if it would be the pleasure of the Personnel Commission to change the regular meeting date to September 6<sup>th</sup>, holding the regular meeting at 8:15 a.m. and conducting the hearing following the end of the open session agenda. The Commissioners agreed to cancel the meeting of September 5<sup>th</sup> and proceed with the meeting on September 6<sup>th</sup>.

Marilyn Balmer, Personnel Analyst, reported recruitment activities continue to be very heavy. She mentioned the Human Resources Assistant recruitment has received over 200 applications in the first 48 hours it was open. Ms. Balmer also updated the Commission on the Custodian recruitment stating the opening of Custodian will be scheduled after the move to Monroe.

Mary Cates, Human Resources Supervisor, reported hiring interviews were being conducted today to fill several Instructional Aide-Special vacancies. She also provided an update on the online processing paperwork project.

## MINUTES

## MINUTES

The Commission approved the minutes of the August 22, 2013 Personnel Commission meeting. It was moved by Vice-Chairperson Lewis to approve the minutes. Commissioner Ulaszewski seconded the motion. The motion was carried and approved.

## REVISION OF RULES AND REGULATIONS

## REVISION OF RULES AND REGULATIONS

Vice-chairperson Lewis made a motion to discuss the first reading of Chapter VIII of the Rules and Regulations of the Classified Service. Commissioner Ulaszewski seconded the motion. The Commissioners asked for clarification on the changes for transfers. Commissioner Ulaszewski requested staff add language ensuring probationary employees who have worked at least 2 months shall receive a performance evaluation prior to their transfer. A second reading and action is scheduled for September 6, 2013.

## APPOINTMENT OF A CHAIR TO PRESIDE OVER HEARING

## APPOINTMENT OF A CHAIR TO PRESIDE OVER HEARING

Vice-chairperson Lewis made a motion to discuss the item. Commissioner Ulaszewski seconded the motion. Commissioner Ulaszewski nominated Chairperson Vaughan to preside over the hearing. Vice-Chairperson Lewis seconded the motion. The motion was carried and approved.

## 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 Lewis moved for approval of the lists. The motion was seconded by Commissioner Ulaszewski. The following eligibility lists were approved.

### **Custodian (Amended)**

**Dual**

**13-0075-0139**

List Valid: 06/03/13 – 06/03/14

Total applications received: 491

Total invited to exam: 193

No. Passed: 102 No. Failed: 33

No. Withdrew: 58 No. Screened Out: 298

### **Instructional Aide Interpreter – Deaf/Hard of Hearing**

**Dual**

**14-0001-3272**

List Valid: 08/13/13 – 08/13/14

Total applications received: 17

Total invited to exam: 2

No. Passed: 2

No. Failed: 0

No. Withdrew: 0

No. Screened Out: 15

**Instructional Assistant Intensive  
Behavioral Treatment**

List Valid: 08/12/13 – 08/12/14

Total applications received: 110

No. Passed: 15      No. Failed: 16

**Open/Continuous      13-0095-5035**

Total invited to exam: 45

No. Withdrew: 14      No. Screened Out: 65

**Job Developer**

List Valid: 07/31/13 – 07/31/14

Total applications received: 149

No. Passed: 9      No. Failed: 8

**Dual**

**13-0092-0463**

Total invited to exam: 21

No. Withdrew: 4      No. Screened Out: 128

**Nutrition Services Worker**

List Valid: 08/01/13 – 08/01/14

Total applications received: 137

No. Passed: 53      No. Failed: 6

**Dual**

**13-0087-5068**

Total invited to exam: 108

No. Withdrew: 49      No. Screened Out: 29

**Nutrition Services Worker**

List Valid: 08/19/13 – 08/19/14

Total applications received: 174

No. Passed: 51      No. Failed: 22

**Dual**

**13-0089-5068**

Total invited to exam: 135

No. Withdrew: 62      No. Screened Out: 39

**Senior Accounting Assistant**

List Valid: 08/20/13 – 08/20/14

Total applications received: 49

No. Passed: 7      No. Failed: 9

**Dual**

**14-0012-0760**

Total invited to exam: 23

No. Withdrew: 7      No. Screened Out: 26

**OTHER ITEMS**

CSEA President Valeeta Pharr shared highlights of the Board Workshop she attended this week. .

Dan Ewaskey, CSEA Vice-President, Unit B, reported as a result of the reduction in bussing, the Board of Education approved changes to High School boundaries.

**NEXT MEETING**

NEXT MEETING

The next meeting of the Personnel Commission will be held on Friday, September 6, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

**ADJOURNMENT**

ADJOURNMENT

There being no further business, at 9:00 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

*Signature on file*

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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

PAGES: 8.2.1- 8.2.4

Date: September 6, 2013

Reason for  
Consideration: Discussion/Action

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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.

REVISION OF RULES AND REGULATIONS

PAGE

Chapter VIII (Second Reading)

2

## CHAPTER VIII - TRANSFERS

### 8.1. TRANSFER PROCEDURES

#### A. ADMINISTRATIVE TRANSFER

- (1) **TRANSFER WITHIN THE SAME CLASS.** An employee may be transferred administratively from one position to another position in the same class to meet the needs of the district as determined by the district. Such transfer shall be at the discretion of the division head(s) where the positions are located. The Personnel Commission shall be notified in writing of such transfer prior to the effective date of the transfer.
- (2) **TRANSFER TO A RELATED CLASS.** Transfer of an employee to a position in a related class at the same or lower salary level may be authorized by the Personnel Commission upon the request of the division head(s) indicating the circumstances that necessitate the transfer.
- (3) **TRANSFER NOT TO ALTER LAYOFF.** Transfer shall not be used to alter the incidence of an impending layoff. However, when the elimination of a position at a worksite necessitates a transfer, the transfer will be accomplished as follows:
  - a. If there is only one person assigned to the class at the site where the position is eliminated, that person will be transferred.
  - b. If there are two or more people assigned to the class at the site where the position is eliminated, the manager will ask for volunteers for transfer.
    1. If two or more people volunteer for transfer, the employee with the most District seniority in the class will be transferred.
    2. If there are no volunteers for transfer, the employee with the least District seniority in the class at the site will be transferred.
  - c. In the event there is no vacant position in the class available, layoff procedures for lack of work/lack of funds will be initiated.

- B. **REASONS FOR ADMINISTRATIVE TRANSFER.** Reasons for any transfer which is not originated by the employee shall be discussed with the employee by the appropriate division head or designee at least (10) working days prior to the transfer, except in the case of extenuating circumstances.

#### C. TRANSFER REQUEST BY EMPLOYEE

- (1) **Transfer to same class--**An employee with permanent status may request a transfer from one position to another within the same class. Such request shall be

in writing and submitted to the Personnel Commission office. A transfer request shall remain active through November 30 at which time the request must be renewed. No obligation shall exist to fill a position by transfer rather than by any other methods of appointment; however, each employee will be notified that his/her transfer request has been received and will be considered as openings occur.

- (2) Transfer to a related class—An employee with permanent status may also request a transfer from one position in a given classification to a related classification at the same or lower salary level. Such request shall be submitted in accordance with paragraph C (1) above. However, the request must be approved by the Personnel Commission staff prior to certification as an available transfer eligible.

**D. RELATED CLASS CRITERIA**

- (1) Personnel Commission staff shall determine whether or not classes are related based on similarity of:
  - (a) Duties
  - (b) Examination content
  - (c) Experience and education qualifications
  - (d) Promotional field (above and below)
- (2) The extent to which the two classes are related will be considered. In general, more latitude in approving transfers is allowed:
  - (a) As the employee's length of service with the school district increases.
  - (b) When the request for transfer is based on layoff, reclassification, or health.
  - (c) When there is no eligibility list for the class to which transfer is requested.
  - (d) When the employee's education and experience verifies he/she meets the requirements of the new class.

**E. STATUS ATTAINED BY TRANSFER.** A permanent employee, upon transfer to another position in the same class or to a related class, shall assume permanent status in the new position.

**F. TRANSFER OF PROBATIONARY EMPLOYEE.** Probationary employees are not eligible to request voluntary transfers except under unusual circumstances, and then only with the concurrence of their immediate supervisor. Should a probationary employee transfer request be granted, the supervisor approving the transfer must complete an evaluation before the effective date of the transfer if an evaluation is due. A probationary employee transferred to another position in his/her class shall acquire permanent status in the class upon the completion of the balance of the probationary period. A probationer may not be transferred to a position in a related class but must be appointed from an appropriate eligibility list.

**Comment [GD1]:** Per discussion and recommendation of Commissioner Ulaszewski at the August 22, 2013 PC Meeting.

G. SALARY AND BENEFITS UPON TRANSFER

- (1) Receive the same step in the salary range for the new position.
- (2) Retain his/her anniversary date for receiving salary increments.
- (3) Retain his/her accumulated sick leave and vacation credits.

H. SENIORITY RIGHTS. A transferred employee shall retain seniority credits already earned in accordance with Education Code 45308.

I. PHYSICAL INCAPACITY. When an employee becomes physically incapacitated for the performance of any of his/her duties as determined by the Personnel Physician, the department head may, with the approval of the Commission, transfer him/her to a position in a class of the same or lower salary level which he/she has the ability to fill or for which he/she may be expected to acquire the necessary ability after a reasonable program of in-service training. In case of transfer to a lower level, the employee shall receive the same salary he/she is receiving in his/her former class but not to exceed the maximum of the salary of the class to which he/she is transferred. He/she shall retain his/her anniversary date.

Reference: California Education Code 45279

J. PRECEDENCE OF TRANSFERS.

- (1) No obligation shall exist to fill a position by transfer rather than by other methods of appointment.
- (2) When there are fewer than three (3) transfer requests on the eligibility list, each employee requesting a transfer will be interviewed for the available position. When there are more than three (3) transfer requests on the eligibility list, the person responsible for filling the position will select at least three (3) employees requesting a transfer to be interviewed.
- (3) When a manager is interviewing concurrently to fill more than one vacant position in the same classification, a single interview of a candidate shall fulfill the requirements of interviewing for all such positions.
- (4) A manager shall not be required to interview a candidate again if that manager has interviewed that candidate for another vacant position in the same classification within the previous ninety (90) calendar days.

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT:     Removal from Eligibility List**

**PAGES: 8.3.1-8.3.16**

**Date:           September 6, 2013**

**Reason for  
Consideration: Restricted Action**

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Personnel Commission Rule 4.2.A.6 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list if "presently continuing to serve a judicially imposed sentence including a probationary period for a conviction, unless the District waives this subsection."

Personnel Commission Rule 4.2.A.8 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 responded. If the appellant is present and requests the matter be discussed in closed 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.

**LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT: Removal from Eligibility List**

**PAGES: 8.4.1-8.4.16**

**Date: September 6, 2013**

**Reason for  
Consideration: Restricted Action**

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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**SUBJECT:** Removal from Eligibility List

**PAGES:** 8.5.1-8.5.13

**Date:** September 6, 2013

**Reason for  
Consideration:** Restricted Action

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**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT:** Removal from Eligibility List

**PAGES:** 8.6.1-8.6.17

**Date:** September 6, 2013

**Reason for  
Consideration:** Restricted Action

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**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT: Removal from Eligibility List**

**PAGES: 8.7.1-8.7.28**

**Date: September 6, 2013**

**Reason for  
Consideration: Restricted Action**

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:     Bulletins

PAGE: 9.1.1 – 9.1.9

Date:             September 6, 2013

Reason for  
Consideration: Action

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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> |
|---------------------------------|-------------|---------------|-------------|
| Health Assistant                | Dual        | 14-0023-5170  | 2           |
| Head Start Instructional Aide   | Dual        | 14-0021-0657  | 4           |
| Human Resources Assistant       | Dual        | 14-0022-3350  | 6           |
| Middle School Office Supervisor | Promotional | 14-0018-3357  | 8           |



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

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

## HEALTH ASSISTANT – 5170

**Final Filing Date: 4:30 p.m., Monday, September 16, 2013.**

### SALARY RANGE

MONTHLY:

HOURLY:

### START

\$2,774

\$16.01

### 6 MONTHS

\$2,927

\$16.90

### 1 1/4 YEARS

\$3,088

\$17.81

### 2 1/4 YEARS

\$3,257

\$18.79

### 3 1/4 YEARS

\$3,436

\$19.82

### JOB INFORMATION:

Permanent, Part-time, 47.5%, 10 months positions. Eligibility list is being created to fill future vacancies as they occur.

### APPLICATION:

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

**JOB SUMMARY:** Under general direction, provide a variety of health services to students at an assigned school site; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

**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:

Graduation from high school. College-level coursework in the medical field or completion of a certified nurse's aide, medical assistant or related health care program is desirable.

### EXPERIENCE:

One year of experience at the level of Office Assistant is required. Experience working in a health care service environment and with children is highly desired.

### SPECIAL:

(1) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (2) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; and an occupational written examination (100%). 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 the occupational written examination.

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 14-0023-5170 EE  
Dual Examination

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 case by case basis by the administrator of the Personnel Commission.*



2008 Finalist  
the broad prize  
for Urban Education

long  
beach  
unified  
school  
district



# Classified Employment Opportunity

## APPLY TO:

Personnel Commission, Long Beach Unified School District  
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## HEAD START INSTRUCTIONAL AIDE – 0657

Final Filing Date: 4:30 p.m., Wednesday, September 18, 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>     | \$2,234      | \$2,356         | \$2,486            | \$2,621            | \$2,765            |
| <u>HOURLY:</u>      | \$12.92      | \$13.58         | \$14.33            | \$15.14            | \$15.95            |

## JOB INFORMATION:

204 Flex, 100% Full-time positions. The current vacancies are located in Head Start. Eligibility list is also being created for a substitute pool.

## APPLICATION:

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

**JOB SUMMARY:** Under close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

**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:

Graduation from high school or equivalent and:

A valid Child Development Associate Teacher Permit issued by the California Commission on Teacher Credentialing or proof of application for a Child Development Associate Teacher Permit.  
OR

A valid Child Development Associate Credential issued by the Council for Early Childhood Professional Recognition or proof of application for a Child Development Associate Credential.  
OR

An associate's or bachelor's degree. A copy of transcripts or a diploma is required.

### EXPERIENCE:

Some experience in working with children in structured circumstances or situations is desired.

### WORKING

### ENVIRONMENT:

Pre-school classroom office, playground environment, off-campus locations offering pre-school activities; travel to/from student homes and other off-site locations may be required.

### SPECIAL

### REQUIREMENTS:

(1) If applying with proof of application for a Child Development Associate Teacher Permit or Child Development Associate Credential, a valid permit or credential must be submitted prior to appointment in this classification. (2) To remain employed in this classification with a Child Development Associate Teacher Permit, an incumbent must complete, within five years of date of Associate Teacher Permit issuance, an additional fifteen (15) units towards a Child Development Teacher Permit, and meet the Teacher Permit requirements within ten (10) years as established by the California Commission on Teacher Credentialing. Completion of these additional units is at the employee's expense. (3) To remain employed in this classification with a Child Development Associate Credential, an incumbent must meet the requirements to renew their credential as established by the Council for Professional Recognition. (4) Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment. (5) Accepting employment in a permanent (non-substitute) position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

14-0021-0657 af

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.*



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long  
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unified  
school  
district



# Classified Employment Opportunity

## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission](http://www.lbschools.net/Main_Offices/Personnel_Commission)

## HUMAN RESOURCES ASSISTANT - 3350

**Final Filing Date: 4:30 p.m., Thursday, September 12, 2013.**

| <u>SALARY RANGE</u> | <u>START</u> | <u>6 MONTHS</u> | <u>1 ½ YEARS</u> | <u>2 ½ YEARS</u> | <u>3 ½ YEARS</u> |
|---------------------|--------------|-----------------|------------------|------------------|------------------|
| <u>MONTHLY:</u>     | \$2,851      | \$3,008         | \$3,173          | \$3,347          | \$3,531          |
| <u>HOURLY:</u>      | \$16.45      | \$17.34         | \$18.31          | \$19.33          | \$20.37          |

**JOB INFORMATION:** Permanent 12 month 100% position. The current vacancy is located in Human Resource Services.

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

**JOB SUMMARY:** Under the direction of an assigned supervisor, a Human Resources Assistant will perform a variety of responsible personnel and clerical duties related to certificated and classified staff; prepare and maintain personnel records and files; provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, District policies and procedures; maintain confidentiality of sensitive and privileged information and perform related duties as assigned.

**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:** Graduation from high school is required. College coursework in human resources, English, sociology, business or related field is desirable.

**EXPERIENCE:** A minimum of one year of clerical experience, including 6 months working in a Human Resources or Personnel office, involving extensive public contact, or one year of experience with LBUSD at the level of Intermediate Office Assistant/Intermediate Office Assistant – Schools is required.

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

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

**SELF-CERTIFICATION:** In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class.

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

WE ARE AN EQUAL OPPORTUNITY TITLE VI/MERIT SYSTEM EMPLOYER

Exam 14-0022-3350 EE  
Dual Examination

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.*



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# Promotional Employment Opportunity

## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## MIDDLE SCHOOL OFFICE SUPERVISOR – 3357

**Final Filing Date: 4:30 p.m., Monday, September 16, 2013**

| <u>SALARY RANGE</u> | <u>START</u> | <u>6 MONTHS</u> | <u>1 ½ YEARS</u> | <u>2 ½ YEARS</u> |
|---------------------|--------------|-----------------|------------------|------------------|
| <u>MONTHLY:</u>     | \$3,761      | \$3,968         | \$4,187          | \$4,417          |
| <u>HOURLY:</u>      | \$21.71      | \$22.91         | \$24.16          | \$25.46          |

**JOB INFORMATION:** Permanent 217-day flex, 100% full-time position. The current vacancy is located at Jackie Robinson Academy.

**PROMOTIONAL:** Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" AND who meet the education and experience requirements are eligible to compete.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/) (click the "Promotional Opportunities" link). 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 direction of a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Assistant Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned middle or K-8 school; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

**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:** Graduation from high school or equivalent.

**EXPERIENCE:** Three years of secretarial experience including one year of experience in a supervisory capacity or one year of experience at the level of Elementary School Office Supervisor with the Long Beach Unified School District.

**SPECIAL:** (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.

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 14-001R-3357 of

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.*

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: September 6, 2013

Reason for  
Consideration: Restricted Action

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Personnel Commission Rule 5.1.A, states that the Executive Officer 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:

**Administrative Secretary**

**Dual**

**14-0009-3339**

List Valid: 08/23/13 – 08/23/14

Total applications received: 241

No. Passed: 11      No. Failed: 58

Total invited to exam: 93

No. Withdrew: 24      No. Screened Out: 148

**Food Production Equipment Technician**

**Dual**

**14-0010-0476**

List Valid: 08/29/13 – 08/29/14

Total applications received: 37

No. Passed: 4      No. Failed: 8

Total invited to exam: 18

No. Withdrew: 6      No. Screened Out: 19

**Intermediate Accounting Assistant**

**Dual**

**14-0011-0755**

List Valid: 08/26/13 – 08/26/14

Total applications received: 159

No. Passed: 27      No. Failed: 23

Total invited to exam: 79

No. Withdrew: 29      No. Screened Out: 80

**Senior Office Assistant**

**Promotional**

**14-0002-0677**

List Valid: 08/22/13 – 08/22/14

Total applications received: 25

No. Passed: 6      No. Failed: 14

Total invited to exam: 22

No. Withdrew: 2      No. Screened Out: 3

**Senior Office Assistant-Schools**

**Promotional**

**14-0003-3363**

List Valid: 08/22/13 – 08/22/14

Total applications received: 24

No. Passed: 7      No. Failed: 10

Total invited to exam: 19

No. Withdrew: 2      No. Screened Out: 5

**EXTEND ELIGIBILITY LISTS**

**Office Assistant – Bilingual Spanish  
(Amended)**

**Dual**

**12-0070-5158**

Extended list expiration date: 5/7/14

Extend list period: 1 year

Total applicants on list: 30

No. of Current Eligibles: 12      No. of waivers or removals: 18

CERTIFIED TO BE CORRECT: Paul Dixon-McMahon DATE: 8/29/13  
by Marilyn Palmer