

LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
880 Locust Ave.  
Long Beach, California 90813  
REGULAR MEETING AGENDA

Regular Meeting  
June 17, 2021

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of June 3, 2021 1-5
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Child Nutrition Specialist 6-7
2. **RATIFY** job announcement bulletin for Management Analyst 8-9
3. **RATIFY** job announcement bulletin for Purchasing and Contracts Director 10-11
4. **RATIFY** job announcement bulletin for Staff Secretary – BL Spanish 12-13
5. **APPROVE** the certification of Carpenter eligibility list 21-0102-0114 established 06/11/2021 14
6. **APPROVE** the certification of Custodian – Substitute Work Only eligibility list 21-0121-0139 established 06/09/2021 14
7. **APPROVE** the certification of Head Start Instructional Aide eligibility list 21-0070-0657 established 06/11/2021 14
8. **APPROVE** the certification of Human Resources Assistant – Temporary Only eligibility list 21-0134-3350 established 06/10/2021 14
9. **APPROVE** the certification of Instructional Aide - Educare eligibility list 21-0072-5205 established 06/11/2021 14

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|---|----|
| 10. <b>APPROVE</b> the certification of Instructional Aide - Special eligibility list 21-0113-0448 established 06/15/2021               | 14 |
| 11. <b>APPROVE</b> the certification of Painter eligibility list 21-0084-0113 established 06/15/2021                                    | 14 |
| 12. <b>APPROVE</b> the certification of Production Center Supervisor eligibility list 21-0101-5070 established 06/07/2021               | 15 |
| 13. <b>APPROVE</b> the certification of Recreation Aide eligibility list 21-0126-5255 established 06/09/2021                            | 15 |
| 14. <b>APPROVE</b> the certification of Recreation Aide eligibility list 21-0127-5255 established 06/15/2021                            | 15 |
| 15. <b>APPROVE</b> the certification of Recreation Aide – Kids’ Club eligibility list 21-0120-5257 established 06/16/2021               | 15 |
| 16. <b>APPROVE</b> the certification of Translator/Interpreter – Bilingual Spanish eligibility list 21-0092-5079 established 06/17/2021 | 15 |

III. OLD BUSINESS  
None

IV. NEW BUSINESS

- |  |       |
|--|-------|
| 1. <b>APPROVE</b> the School Safety Job Family Study Final Report                    | 16-56 |
| 2. <b>APPROVE</b> the Creation of a Classification – Senior Reprographics Technician | 57-61 |
| 3. <b>APPROVE</b> the Permanent Ban of Disqualified Candidate ID 40504063            | 62-72 |

V. OTHER ITEMS  
None

VI. NEXT REGULAR MEETING  
July 1, 2021 at 8:15 a.m. at Marketing and Media Services, 880 Locust Ave., Long Beach, California, 90813

VII. CLOSED SESSION

- |   |
|---|
| 1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment |
|---|

VIII. ADJOURNMENT

In accordance with Governor Newsom’s Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely by telephone. Members of the public may observe the Personnel Commission meeting in real time simulcast by selecting the Video & Multimedia icon at lbschools.net and clicking on the LBSD YouTube channel link. Members of the public may make comments in the meeting by following the instructions

listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage at [lbschools.net/Departments/Personnel\\_Commission/](http://lbschools.net/Departments/Personnel_Commission/).

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).

LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
880 Locust Ave.  
Long Beach, CA 90813

MINUTES  
Regular Meeting

June 3, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, June 3, 2021 at 8:15 a.m. at 880 Locust Ave., Long Beach, California. The meeting was broadcast on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF  
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Terence Ulaszewski.

ROLL

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

Present: Terence Ulaszewski  
Sheryl Bender  
Linda Vaughan

STAFF MEMBERS  
TELEPHONICALLY  
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Gregory Robinson, Personnel Analyst; Dale Culton, Certification Services Manager; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Anne Follett, Human Resources Technician; Oralia Leyva, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Alejandra Torres, Human Resources Technician.

GUESTS  
TELEPHONICALLY  
PRESENT

Steve Rockenbach, Director of Employee Relations and Ethics; Ron Hoppe, Purchasing and Contracts Director; Julia Plascencia, CSEA Labor Relations Representative; Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR  
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of May 20, 2021.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, shared that the Personnel Commission will host a Long Beach Unified School District high school student intern over the summer. Mr. Kato informed the Commissioners that the student intern will learn about general office practices and the functions of the Personnel Commission.

Maria Braunstein, Personnel Analyst, reported that there are 51 recruitments in various stages of the examination process and 21 recruitments are pending. Ms. Braunstein shared that the Commission collaborates with the Long Beach School for Adults and recently went to the school to assist custodial candidates with the application process. Ms. Braunstein shared that the Office of Special Education recently asked about methods to increase the recruiting pool for Instructional Aide- Specials. As a result, Ms. Braunstein reached out to Pacific Gateway Workforce Innovation Network and they will host a webinar on June 10, 2021. Ms. Braunstein also mentioned that staff will be participating in the Los Angeles Unified School District's annual virtual job fair.

Dale Culton, Certification Services Manager, informed the Commissioners that the unit is continuing to send eligibility lists to sites. Mr. Culton shared that the last date of school is June 16 for students, June 17 for faculty, June 24 for transitional staff and June 28 is the first day of summer school. Mr. Culton mentioned staff is contacting sites to fill the positions before the summer break so employees can be processed and be ready to start in the fall. Mr. Culton thanked Jesus Rios Jr. and staff for their continued efforts to fill summer school positions.

Mr. Kato reported that the School Safety job study preliminary recommendations were sent out to 83 employees and eight feedback forms were returned. The School Safety job study final report will be placed on the June 17 agenda for review, discussion, and approval.

Mr. Kato discussed the Classified Hero program, which asked each site to recognize a classified employee for their efforts over the past year. Mr. Kato named Ashleigh Fernando and Aisha Alex as the Classified Heroes of Personnel Commission for their help in various areas of need and by uplifting the staff with themed surprises. Mr. Kato informed the Commission that the Classified Heroes for all sites are posted on the Personnel Commission website.

Mr. Kato also thanked and recognized Mr. Ron Hoppe, Co-Chairperson of the Classified Employee Celebration committee. Mr. Kato shared that Mr. Hoppe is retiring after being on the committee for the past 14 years and has always been inspiring, positive, and a role model for all. Mr. Kato presented Mr. Hoppe with a plaque to recognize the many years he has served on the committee.

Mr. Ron Hoppe thanked Mr. Kato and the committee for the kind words and for the opportunity to be part of the event over the years. Mr. Hoppe shared his appreciation of being a part of something that gives back to employees.

Mr. Ulaszewski shared that Mr. Hoppe continually gives an outstanding effort and he epitomizes the "Long Beach Way". Mr. Ulaszewski thanked Mr. Hoppe for all his hard work and always doing what is best for the employees and helping to recognize them. Ms. Vaughn also congratulated Mr. Hoppe on his retirement.

## CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrative Secretary – BL Spanish
2. **RATIFY** job announcement bulletin for Assistant Director – Fiscal Services
3. **RATIFY** job announcement bulletin for Chief Communications and Community Engagement Officer
4. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
5. **RATIFY** job announcement bulletin for Instructional Aide – Deaf/Hard of Hearing
6. **RATIFY** job announcement bulletin for Laborer
7. **RATIFY** job announcement bulletin for School/Community Liason – BL Spanish
8. **RATIFY** job announcement bulletin for Student Store Lead
9. **APPROVE** the certification of Building Maintenance Worker Driver eligibility list 21-0078-0880 established 05/10/2021
10. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW12-5258 established 03/30/2021
11. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW12-5258 established 05/04/2021
12. **APPROVE** the certification of Fleet Maintenance Manager eligibility list 21-0105-0516 established 05/28/2021
13. **APPROVE** the certification of Human Resources Assistant – Temporary Only eligibility list 21-0119-3350 established 05/24/2021
14. **APPROVE** the certification of Recreation Aide eligibility list 21-0124-5255 established 05/25/2021
15. **APPROVE** the certification of Recreation Aide eligibility list 21-0125-5255 established 06/01/2021
16. **APPROVE** the certification of School Safety Officer eligibility list 21-0116-5014 established 06/02/2021

Following discussion, a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-8, and approve items 9-16 on the Consent Agenda.

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

## OLD BUSINESS

None

## NEW BUSINESS

1. **APPROVE** the Creation of a Classification – Program and Policy Development Advisor

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

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

2. **APPROVE** the Revision of Classifications – Educational Research Analyst I and Strategic Data Project Analyst

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

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

3. **ANNOUNCE** Personnel Commission staff for years of service

Mr. Kato presented service year pins to Commission employees that have served five years with the Long Beach Unified School District.

4. **ANNOUNCE** the 2021 Personnel Commission Employee of the Year

The Personnel Commission recognizes one of its staff members annually as the Personnel Commission Employee of the Year. Mr. Kato gave accolades and announced the Personnel Commission Employee of the Year, Judith Alonso, Human Resources Technician.

## OTHER ITEMS

None

## NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 17, 2021 at 8:15 a.m. at 880 Locust Ave. Long Beach, California and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:53 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:57 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:58 a.m.



## ABOUT OUR DISTRICT

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

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

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

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

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

Dual Exam 21-0148-3322 VO



## An Exciting Career Opportunity Awaits You at

### LONG BEACH UNIFIED SCHOOL DISTRICT

### CHILD NUTRITION SPECIALIST

**\$74,775 – \$87,812 Annually**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Child Nutrition Specialist. Under general supervision, plan, coordinate and implement District-wide nutrition education promotional programs and activities; develop and provide nutrition education training opportunities for District staff and parents; participate in developing District menus and recipes; serve as a technical resource to District staff, parents and others regarding nutrition and health; perform related duties as assigned.

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

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

### **THE IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in institutional food management, nutrition, dietetics or a related field.

Additionally, candidates will have one year of experience in institutional food service production involving menu planning and nutritional analysis.

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

### **SPECIAL REQUIREMENTS**

Incumbents must possess and maintain status as a Registered Dietitian in accordance with the Academy of Nutrition and Dietetics (formerly American Dietetic Association) standards.

Valid California Class C driver's license and use of a personal automobile. May be required to travel from one school location to another.

Positions assigned to the Nutrition Services Branch must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

The ability to communicate effectively, both orally and in writing, in Spanish is desirable.

### **SALARY AND BENEFITS**

The annual salary for Child Nutrition Specialist is \$72,588 to \$85,238, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

### **OUR QUALIFYING PROCESS**

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

### **HOW TO APPLY**

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

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

**4:30 p.m., Monday, June 30, 2021**

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

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

<http://www.lbschools.net/Departments/Personnel Commission/>  
**WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER**

## ABOUT OUR DISTRICT

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Dual Exam 21-0132-5284 AA



**An Exciting  
Career Opportunity  
Awaits You at**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**MANAGEMENT ANALYST**

**\$92,643 – \$108,804  
Annual Salary**

A handwritten signature in black ink, appearing to read 'G. J. [unclear]', located at the bottom right of the page.

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Management Analyst. Under administrative direction, drive the improvement of services through complex studies related to business processes, organization structure, work load, work flow and distribution, personnel utilization, facilities planning and analysis, budget analysis, and physical layout necessary to implement service improvements; develop and recommend changes to existing business processes; provide support to change management plans and processes; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Administrative and Other, then Management Analyst.

## **THE IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in public administration, business administration, organizational management, industrial engineering, industrial relations or a closely related field.

Three years of experience involving analysis of organizational efficiency, cross functional business units, personnel, budget, administration, or related subjects.

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

Any other combination of training and/or experience which demonstrates the 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. May be required to travel from one location to another.

## **SALARY AND BENEFITS**

The hourly salary for Management Analyst is \$44.54 - \$52.31, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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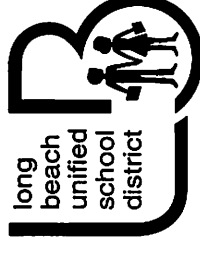
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Dual Exam 21-0150-0767 AA *Maria Lynn Braunstein*



## An Exciting Career Opportunity Awaits You at

# LONG BEACH UNIFIED SCHOOL DISTRICT

## PURCHASING & CONTRACTS DIRECTOR

**\$128,627 - \$151,049 Annually**

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## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Purchasing & Contracts Director. Under administrative direction, to plan, organize, direct and manage the Purchasing Branch in the purchase, storage, and distribution of a wide variety of supplies, furniture and equipment, the negotiation, preparation and administration of contracts, bidding and management of Public Works Contracts, the operation of the district's duplicating services unit, the Civic Center use and rental of district facilities, the operation of the district's furniture replacement program, the coordination of the district's recycling program and to do related work as required.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Purchasing, Stores and Reprographics, then Purchasing and Contracts Director.

## **THE IDEAL CANDIDATE**

Successful candidates will have graduated from a recognized four-year college with a major in public or business administration, or a closely related field.

Additionally, candidates will have five years of increasingly responsible experience in contract administration and the purchasing of a wide variety of equipment, furniture and supplies using prepared specifications as a basis for formal bidding, and including at least three years directing employees in diverse and complex purchasing, contractual agreements and warehouse functions.

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

## **SPECIAL REQUIREMENTS**

At the time of appointment, a successful candidate must be in possession of a current California Driver's License and have a safe driving record. May be required to travel from one location to another.

## **SALARY AND BENEFITS**

The annual salary for Purchasing & Contracts Director is \$128,627 to \$151,049, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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

## **HOW TO APPLY**

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

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

**Application Deadline: 4:30 p.m., Friday, June 25, 2021**

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

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

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



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### STAFF SECRETARY-BL SPANISH

#### FINAL FILING DATE:

4:30 p.m., Monday, June 21, 2021

Applications Accepted: June 16, 2021 – June 21, 2021

#### JOB INFORMATION:

Permanent 10 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

#### JOB SUMMARY:

Under the direction of an assigned supervisor, provide varied and responsible secretarial and clerical support services to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor; perform related duties as assigned

#### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

Two years of clerical experience or one year of experience at the level of Intermediate Office Assistant with the Long Beach Unified School District.

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

#### SPECIAL REQUIREMENTS:

(1) 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 location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (4) Positions in the Staff Secretary-Bilingual classification require the ability to communicate effectively, both orally and in writing, in a designated second language. Incumbents must successfully pass the District's bilingual/biliterate test.

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

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

#### SALARY RANGE HOURLY:

START: \$21.29  
6 MONTHS: \$22.45  
1 ½ YEARS: \$23.70  
2 ½ YEARS: \$25.00  
3 ½ YEARS: \$26.37

#### APPLICATION:

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

#### SELECTION PROCEDURE:

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

#### PERSONNEL COMMISSION

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

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

Dual Exam 21-0149-5085 AF

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.*



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 14-15

Date: June 17, 2021

Reason for Consideration: Approval

**CARPENTER**

**DUAL**

**21-0102-0114**

List Valid: 06/11/2021-06/11/2022

Total Applications Received: 33

No. Passed: 1                      No. Failed: 11

Total Invited to Exam: 16

No. Withdrew: 4                      No. Screened Out: 17

**CUSTODIAN – SUBSTITUTE WORK ONLY**

**OPEN CONTINUOUS**

**21-0121-0139**

List Valid: 06/09/2021-06/09/2022

Total Applications Received: 18

No. Passed: 4                      No. Failed: 4

Total Invited to Exam: 11

No. Withdrew: 3                      No. Screened Out: 7

**HEAD START INSTRUCTIONAL AIDE**

**DUAL**

**21-0070-0657**

List Valid: 06/11/2021-06/11/2022

Total Applications Received: 16

No. Passed: 2                      No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 3                      No. Screened Out: 11

**HUMAN RESOURCES ASSISTANT -  
TEMPORARY ONLY**

**DUAL CONTINUOUS**

**21-0134-3350**

List Valid: 06/10/2021-06/10/2022

Total Applications Received: 47

No. Passed: 7                      No. Failed: 0

Total Invited to Exam: 11

No. Withdrew: 4                      No. Screened Out: 36

**INSTRUCTIONAL AIDE - EDUCARE**

**DUAL**

**21-0072-5205**

List Valid: 06/11/2021-06/11/2022

Total Applications Received: 30

No. Passed: 6                      No. Failed: 0

Total Invited to Exam: 10

No. Withdrew: 4                      No. Screened Out: 20

**INSTRUCTIONAL AIDE - SPECIAL**

**OPEN CONTINUOUS**

**21-0113-0448**

List Valid: 06/15/2021-06/15/2022

Total Applications Received: 19

No. Passed: 4                      No. Failed: 1

Total Invited to Exam: 7

No. Withdrew: 2                      No. Screened Out: 12

**PAINTER**

**DUAL**

**21-0084-0113**

List Valid: 06/15/2021-06/15/2022

Total Applications Received: 44

No. Passed: 3                      No. Failed: 7

Total Invited to Exam: 19

No. Withdrew: 9                      No. Screened Out: 25

**PRODUCTION CENTER SUPERVISOR****DUAL****21-0101-5070**

List Valid: 06/07/2021-06/07/2022

Total Applications Received: 22

No. Passed: 3                      No. Failed: 12

Total Invited to Exam: 18

No. Withdrew: 3                      No. Screened Out: 4

**RECREATION AIDE****OPEN CONTINUOUS****21-0126-5255**

List Valid: 06/09/2021-06/09/2022

Total Applications Received: 6

No. Passed: 5                      No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 0                      No. Screened Out: 1

**RECREATION AIDE****OPEN****21-0127-5255**

List Valid: 06/15/2021-06/15/2022

Total Applications Received: 3

No. Passed: 3                      No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 0                      No. Screened Out: 0

**RECREATION AIDE – KIDS' CLUB****OPEN CONTINUOUS****21-0120-5257**

List Valid: 06/16/2021-06/16/2022

Total Applications Received: 21

No. Passed: 20                      No. Failed: 0

Total Invited to Exam: 20

No. Withdrew: 0                      No. Screened Out: 1

**TRANSLATOR/INTERPRETER - BILINGUAL  
SPANISH****DUAL****21-0092-5079**

List Valid: 06/17/2021-06/17/2022

Total Applications Received: 42

No. Passed: 3                      No. Failed: 14

Total Invited to Exam: 24

No. Withdrew: 7                      No. Screened Out: 18

CERTIFIED TO BE CORRECT:           Kenneth Kato                DATE: June 17, 2021

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: School Safety Job Family Study

PAGES: 16-56

Date: June 17, 2021

Reason for Consideration: Approval

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Personnel Commission staff submits the following classification study for consideration of the Commission.

Due to the quantity of duplicating materials involved in copying these pages, distribution has been limited. Copies of specific classification specifications will be provided upon request.

# PERSONNEL COMMISSION



June 9, 2021

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a Classification

## Background and Findings

The Purchasing and Contracts Director requested staff create a new classification of Senior Reprographics Technician to support Duplicating Services. An incumbent will perform a variety of specialized duties to create print-ready digital content for print jobs and serve as a lead in the shop, training and providing work direction and guidance to staff. Staff worked with the Reprographics Supervisor to develop the new classification and identify the essential duties of the class.

## Salary Placement

Staff conducted a compensation study of the proposed class of Senior Reprographics Technician. Local agencies typically used for salary surveys were surveyed for compensation comparison. In total, Staff found similarity between classification duties and minimum qualifications with eight agencies to support a compensation recommendation. The survey median of the nine agencies is \$5,016. This median is closest to LBUSD's salary range 22 (C1) with a maximum step of \$4,960 per month.

The Purchasing and Contracts Director is in support of the proposed classification specification and salary recommendation.

## Recommendations

Staff recommends the Personnel Commission:

1. Adopt the new classification specification of Senior Reprographics Technician
2. Allocate the classification of Senior Reprographics Technician to 22 (C1)

Prepared by:

A handwritten signature in black ink, appearing to read "Susan Leaming".

Susan Leaming  
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read "K 3 K".

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: XXXX**  
**Salary Range: 22 (C1)**

### **SENIOR REPROGRAPHICS TECHNICIAN**

#### **JOB SUMMARY**

Under general supervision, perform a variety of technical duties to create print-ready digital content for Duplicating Services print jobs; serve as a lead in the shop and train and provide work direction and guidance to staff; operate high-speed copiers, desktop publishing software, and related reprographic equipment to produce a wide variety of printed materials; maintain records related to work performed; 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.*

- Prepare and create hardcopy and digital content for effective and efficient digital printing; layout and make a variety of adjustments to digital content to be used in printed materials including brightness, contrast, size and texture. **E**
- Serve as a lead in the shop and train and provide work direction and guidance to assigned staff; review the work of staff; monitor the flow and completion of work; participate in the hiring and evaluation process as requested. **E**
- Receive and review work request forms; determine printing and design requirements; estimate cost of jobs; assure the cost-effectiveness of jobs; operate print management and web-to-print software. **E**
- Consult with customers to discuss reprographic and design needs; explore design concepts by interpreting customer needs; present jobs to customers for proofing and approval; adjust jobs in accordance with customer feedback. **E**
- Participate in the production of a wide variety of printed materials such as forms, posters, flyers, maps, envelopes, business cards, and booklets; prepare and process variable data projects such as addressing postcards and mailers. **E**
- Operate a digital high-speed copier and related bindery and finishing equipment such as an electric cutter, fusion punch, jogger, padder, laminator, shrink wrapper, collator, saddle stitcher, drill punch and binder; determine and set equipment measurements; mount and laminate printed materials. **E**
- Operate a variety of office equipment including a computer and assigned software; utilize desktop publishing software to create print-ready digital content; email, receive, log and scan reprographic jobs into computer; process digital jobs. **E**
- Run jobs and check samples for centering, numerical order, level and clarity of copy; cut, paste, collate, drill, fold, bind, staple and assemble reprographic jobs; package and prepare finished jobs for delivery. **E**

- Maintain equipment in working order; clean, adjust and perform routine maintenance such as removing paper jams, replacing ink and toner, loading paper and adjusting minor malfunctions; contact vendors to arrange for equipment repairs. *E*
- Answer telephones and greet visitors; respond to inquiries; provide information regarding reprographic services and status of jobs. *E*
- Maintain a variety of records and files related to work performed including material and equipment usage and jobs received and completed; notate monthly equipment meter readings; prepare reports related to assigned activities. *E*
- Conduct inventory of paper and print supplies; monitor stock and supply levels; place orders for parts and supplies; research and recommend purchase of new equipment and software. *E*
- Attend a variety of meetings and trainings; drive a vehicle to conduct work and deliver jobs as needed. *E*
- Perform related duties as assigned.

*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 Senior Reprographics Technician performs a variety of technical duties to create print-ready digital content for Duplicating Services print jobs. An incumbent serves as a lead in the shop and trains and provides work direction and guidance to staff to assure smooth and efficient operations and the timely completion and delivery of reprographic jobs. Incumbents are expected to provide excellent customer service, develop effective working relationships with all levels of District staff, and work independently to assure priorities and deadlines are met.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Operation and maintenance of reprographic machines and related equipment.  
Principles, processes and equipment used in reprographics and high-speed digital copying.  
General graphic design techniques, equipment and principles.  
Operation of a variety of office equipment including a computer and assigned software.  
Modern desktop publishing software.  
Print management and web-to-print software.  
Digital photo manipulation techniques.  
Inks, chemicals and paper stocks used in reprographics.  
Safety hazards common to a print shop and safe working techniques.  
Principles of training and providing work direction and guidance.  
Domestic mailing standards of the United States Postal Service.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Record-keeping and report preparation techniques.  
Inventory methods and practices.  
Basic math.

**Ability to:**

Perform a variety of technical duties to create print-ready digital content for Duplicating Services print jobs.  
Produce quality print jobs according to established production standards.  
Utilize desktop publishing software to create print-ready digital content.  
Operate print management and web-to-print software.  
Operate and maintain a high-speed digital copier and related bindery and finishing equipment.  
Consult with customers to discuss reprographic and design needs.  
Adjust and perform routine maintenance to copiers and reprographic equipment.  
Operate a variety of office equipment including a computer and assigned software.  
Train and provide work direction and guidance to others.  
Prioritize and schedule work.  
Meet schedules and time lines.  
Maintain current knowledge of technological advances in the field.  
Maintain records and prepare reports.  
Complete work with many interruptions.  
Exercise independent judgment and initiative within established guidelines.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Observe health and safety regulations.  
Add, subtract, multiply and divide accurately.

**Education and Training:**

Graduation from high school or equivalent. College-level coursework in graphic design, desktop publishing or a closely related field is desirable.

**Experience:**

Two years of experience in the operation of high-speed digital copiers and related reprographic equipment including creation of print-ready digital content utilizing desktop publishing software. Experience in a lead or supervisory capacity is desirable.

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

**SPECIAL REQUIREMENTS**

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

**WORKING ENVIRONMENT**

Print shop environment.  
Noise, dust, heat and fumes from equipment operation.  
Working around sharp blades and machinery having moving parts.  
Chemicals used in reprographic processes.  
Constant interruptions.

**PHYSICAL DEMANDS**

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

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

Standing for extended periods of time.

Seeing to read a variety of materials and monitor printing operations.

Lifting, carrying, pushing or pulling heavy carts and objects weighing approximately 50 pounds and with assistance up to 100 pounds.

Bending at the waist, kneeling or crouching.

Climbing ladders to reach paper and supplies.

Reaching overhead, above the shoulders and horizontally.

***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 six months 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:



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Permanent Ban of Disqualified Candidate ID 40504063 PAGES: 62-72

Date: June 17, 2021

Reason for Consideration: Approval

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Personnel Commission Rules provide that applicants, candidates, or eligible may be disqualified from current exams, from eligibility lists and possibly from future exams for any the following reasons:

Rule 4.2.A.7 – Criminal, infamous, dishonest, immoral, or disgraceful conduct according to standards approved by the Commission. Dishonest – Thefts, burglaries, deception, fraud, or acts intended to deprive lawful possession or ownership, or to obscure or confuse facts or issues.

Rule 4.3.H "...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."

Staff disqualified an applicant from continuing in an examination process based on the conduct of the applicant during the examination. Staff submits a recommendation to disqualify the applicant from future exams with the District as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation by electronic mail and certified mail 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.