

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

REGULAR MEETING AGENDA

Regular Meeting  
Building B, Room 29  
August 16, 2018

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order – Linda Vaughan
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of July 19, 2018 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Personnel Analyst 5-6
2. **RATIFY** job announcement bulletin for Elementary School Office Supervisor 7-8
3. **RATIFY** job announcement bulletin for High School Office Supervisor 9-10
4. **RATIFY** job announcement bulletin for Human Resources Assistant 11-12
5. **RATIFY** job announcement bulletin for Human Resources Technician 13-14
6. **RATIFY** job announcement bulletin for HVAC Technician 15-16
7. **RATIFY** job announcement bulletin for Middle School Office Supervisor 17-18
8. **RATIFY** job announcement bulletin for Nutrition Services Director 19-20

9.	<b>RATIFY</b> job announcement bulletin for Student Store Lead	21-22
10.	<b>APPROVE</b> the certification of ASB Financial Technician 18-0118-0751 eligibility list established August 6, 2018	23
11.	<b>APPROVE</b> the certification of Custodial Services Inspector 18-0073-5191 eligibility list established August 6, 2018	23
12.	<b>APPROVE</b> the certification of Instructional Aide-Instrumental Music 18-0114-0447 eligibility list established August 9, 2018	23
13.	<b>APPROVE</b> the certification of Instructional Aide-Special 18-0124-0448 eligibility list established July 26, 2018	23
14.	<b>APPROVE</b> the certification of Instructional Aide-Special 19-0004-0448 eligibility list established August 16, 2018	23
15.	<b>APPROVE</b> the certification of Office Assistant (REVISED) 18-0084-3359 eligibility list established July 19, 2018	23
III. OLD BUSINESS		
IV. NEW BUSINESS		
1.	<b>APPROVE</b> the revised classification title of Associate Educational Research Analyst, and direct all other positions and employment lists be reclassified for the purpose of title change only.	24-28
2.	<b>APPEAL</b> of a Disqualified Applicant ID 19815509	29-33
3.	<b>APPROVE</b> the recommendation to remove from eligibility list ID 36157795	34-44
4.	<b>APPROVE</b> the recommendation to remove from eligibility list ID 32247131	45-52
5.	<b>APPROVE</b> the request for Hearing in Disciplinary Matter Employee E00341058	53-81
V. OTHER ITEMS		
VI. NEXT REGULAR MEETING		
August 30, 2018 at 8:15 a.m. in Building B, Room 29		
VII. CLOSED SESSION		
1.	Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment	

## VIII. ADJOURNMENT

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

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a) 1.

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

MINUTES

Regular Meeting

July 19, 2018

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, July 19, 2018 at 8:16 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Linda Vaughan.

ROLL

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

Present: Linda Vaughan  
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Lissa Kukahiko, Senior Administrative Secretary; and Susan Follmuth, Human Resources Technician.

GUESTS

David Zaid, Director of Employee Relations and Community Engagement; Valeeta Pharr, CSEA Chapter 2 President; James Kruse, CSEA Chapter 2 Vice President-Unit A; Chester Davidson, CSEA Chapter 2 Vice President-Unit B.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of July 5, 2018.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, announced that the Board Meeting was on Monday, July 16, 2018 and the new President of the Board of Education elected was Diana Craighead and the Vice-President is Megan Kerr. Mr. Kato informed the Commission that Dr. Juan Benitez was appointed as the new Board Member. Mr. Kato reported moving forward with the appointment process of the new Personnel Commissioner. The new Personnel Commissioner will be presented at the Board Meeting on August 15, 2018.

Maria Braunstein, Personnel Analyst, reported on 26 recruitments in various stages and that Recruitment and Testing staff are working on opening 15 recruitments. Ms. Braunstein thanked Susan Follmuth, Human Resources Technician for her commitment and hard work.

Dale Culton, updated the Commission on the payroll conversion from tracking schools to traditional school calendars.

Mary Cates, Human Resources Supervisor, reported that staff is working on inputting payroll hours and summer employees.

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve Consent Agenda items 1-13.

1. **RATIFY** job announcement bulletin for District Security Officer
2. **RATIFY** job announcement bulletin for Facilities Project Manager – Planning
3. **RATIFY** job announcement bulletin for Food Production Utility Worker
4. **RATIFY** job announcement bulletin for HVAC Technician
5. **RATIFY** job announcement bulletin for Instructional Aide – Instrumental Music
6. **RATIFY** job announcement bulletin for Maintenance Accounting Supervisor
7. **RATIFY** job announcement bulletin for Nutrition Services Worker
8. **RATIFY** job announcement bulletin for School Support Secretary
9. **RATIFY** job announcement bulletin for Senior Purchasing Assistant
10. **RATIFY** job announcement bulletin for Sign Language Interpreter
11. **RATIFY** job announcement bulletin for Student Evaluation Technician – BL Spanish
12. **APPROVE** the certification of Office Assistant 18-0084-3359 eligibility list established July 19, 2018
13. **APPROVE** the certification of Office Assistant –BL Spanish 18-0085-5158 eligibility list established July 19, 2018

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

OLD BUSINESS None

NEW BUSINESS 1. **APPROVE** the extension of Building Maintenance Worker eligibility list established July 21, 2017

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

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

2. **APPROVE** the extension of Building Maintenance Worker/Driver eligibility list established July 21, 2017

3. **APPROVE** the extension of Building Maintenance Worker/Driver (Promotional Only) eligibility list established July 21, 2017

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business Items 2-3.

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

4. **APPROVE** the following:  
The revised classification of Associate Personnel Analyst

Following discussion, a motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business Item 4.

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

OTHER ITEMS Chairperson Vaughan announced that the Thursday, August 2, 2018 Personnel Commission meeting will be cancelled due to lack of a quorum.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 16, 2018 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION The Personnel Commission retired into closed session at 8:31 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:48 a.m. .No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:50 a.m. with the consent of the members.

## **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 Americas finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

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

Dual Exam 19-0020-3270 SF



**An Exciting Career  
Opportunity  
Awaits You at**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**ASSOCIATE PERSONNEL  
ANALYST**

**\$71,165 - \$83,567 Annually**

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Associate Personnel Analyst. Under general supervision, perform a variety of technical and professional personnel administration related duties with increasing requirements of initiative and independence of action; participate in test development, methods, and procedures for entry-level and selected classifications; train and supervise assigned staff; perform related duties as assigned.

The current vacancy is a 12 month permanent position. Position is 100% FTE (8 hours per day). Current vacancy is located at Personnel Commission.

For full details regarding the position, go to our website, select Class Specifications; choose Human Resource Services and Personnel Commission, then Associate Personnel Analyst.

## **THE IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in public, business, or human resources administration, industrial/organizational psychology or a closely related field.

Additionally, candidates will have two years of technical or professional personnel experience involving recruitment, testing and selection processes, conducting classification and compensation studies, or psychological testing methods. Experience in a lead or supervisory capacity is desirable.

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

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

## **SPECIAL REQUIREMENTS**

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

## **SALARY AND BENEFITS**

The annual salary for Associate Personnel Analyst is \$71,165 to \$83,567, 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:

**Application Deadline: 4:30 p.m., Friday, August 31, 2018**

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

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

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

*4/12/18 Mary Baker*



# CLASSIFIED OPEN / PROMOTIONAL EMPLOYMENT OPPORTUNITY

## ELEMENTARY SCHOOL OFFICE SUPERVISOR

### FINAL FILING DATE:

4:30 p.m., Tuesday, August 28, 2018

### JOB INFORMATION:

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

### 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 Vice-Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned elementary school; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable.

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

#### SPECIAL REQUIREMENTS:

(1) 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.

#### SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

### SALARY RANGE HOURLY:

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

### APPLICATION:

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

### 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**

Open / Promo Exam 19-0013-3345 AT

LBUSD employees, please see reverse side for important information.

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

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

**Guidelines:**

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



## **CLASSIFIED OPEN / PROMOTIONAL EMPLOYMENT OPPORTUNITY**

### **HIGH SCHOOL OFFICE SUPERVISOR**

#### **FINAL FILING DATE:**

4:30 p.m., Tuesday, August 28, 2018

#### **JOB INFORMATION:**

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

#### **JOB SUMMARY:**

Under the direction of a Co-Principal or Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the administrator of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned high school or a special school such as adult school or the Avalon school site; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **EDUCATION AND TRAINING:**

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

##### **EXPERIENCE:**

Four years of secretarial experience including two years in a supervisory capacity or two years of experience at the level of Middle School Office Supervisor 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 school location to another.

##### **SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:**

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

#### **SALARY RANGE HOURLY:**

START: \$26.81  
6 MONTHS: \$28.28  
1 ½ YEARS: \$29.84  
2 ½ YEARS: \$31.48

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

#### **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**

Open / Promo Exam 19-0015-3349 AT

LBUSD employees, please see reverse side for  
important information.

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

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

**Guidelines:**

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## HUMAN RESOURCES ASSISTANT

### FINAL FILING DATE:

4:30 p.m., Friday, August 10, 2018.

Applications Accepted: August 3 – August 10, 2018.

### JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE. Current vacancies are located at Personnel Commission & Human Resource Services.

### JOB SUMMARY:

Under the direction of an assigned supervisor, 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; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND 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.

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

#### SPECIAL REQUIREMENTS:

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

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

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

### SALARY RANGE HOURLY:

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

### 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 19-0016-3350 SF

LBUSD employees, please see reverse side for  
important information.

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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## HUMAN RESOURCES TECHNICIAN

### FINAL FILING DATE:

4:30 p.m., Friday, August 10, 2018.  
Applications Accepted: August 3 – August 10, 2018.

### JOB INFORMATION:

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

### JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of complex and technical personnel duties in support of the District's classified or certificated human resources program; coordinate and participate in one or more technical personnel functions; serve as a technical resource for assigned staff in specific functions within classified or certificated units; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school is required. College course work in human resources, business, English, social science or related field is highly desirable.

#### EXPERIENCE:

Three years of clerical experience in a Human Resources or Personnel office. Experience in a public agency Human Resources or Personnel office is desirable.

OR

One year of experience as a Human Resources Assistant with LBUSD.

OR

Three years of experience with LBUSD at the level of Intermediate Office Assistant.

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

#### SPECIAL REQUIREMENTS:

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

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

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

### SALARY RANGE HOURLY:

START: \$22.04  
6 MONTHS: \$23.25  
1 ½ YEARS: \$24.52  
2 ½ YEARS: \$25.88  
3 ½ YEARS: \$27.30

### 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 19-0017-3352 SF

LBUSD employees, please see reverse side for important information.

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

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

**Guidelines:**

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

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

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

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



**CLASSIFIED EMPLOYMENT  
OPPORTUNITY  
RECRUITMENT EXTENDED**

**HVAC TECHNICIAN**

**FINAL FILING DATE:**

4:30 p.m., Monday, August 27, 2018

**JOB INFORMATION:**

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

**JOB SUMMARY:**

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

**MINIMUM QUALIFICATIONS**

**EDUCATION AND TRAINING:**

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

OR

**EXPERIENCE:**

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

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

**SPECIAL REQUIREMENTS:**

(1) Valid California Class C driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) May be required to travel from one school location to another. (4) Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal).

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

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

**SALARY RANGE HOURLY:**

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

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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 19-0006-5103 OL

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.*



# CLASSIFIED OPEN / PROMOTIONAL EMPLOYMENT OPPORTUNITY

## MIDDLE SCHOOL OFFICE SUPERVISOR

### FINAL FILING DATE:

4:30 p.m., Tuesday, August 28, 2018

### JOB INFORMATION:

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

### 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.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

Three years of secretarial experience including one year of experience in a supervisory capacity or year of experience at the level of Elementary School Office Supervisor 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 school location to another.

#### SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

### SALARY RANGE HOURLY:

START: \$25.39  
6 MONTHS: \$26.78  
1 ½ YEARS: \$28.26  
2 ½ YEARS: \$29.81

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

### 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**

Open / Promo Exam 19-0014-3357 AT

LBUSD employees, please see reverse side for  
important information.

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

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

**Guidelines:**

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

## 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.

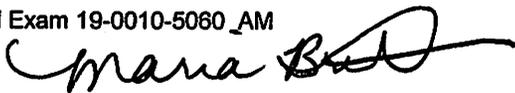
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school 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 Americas finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

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

Dual Exam 19-0010-5060\_AM



## An Exciting Career Opportunity Awaits You at

# LONG BEACH UNIFIED SCHOOL DISTRICT

## NUTRITION SERVICES DIRECTOR

### \$122,434 - \$143,770 Annually

## **JOB SUMMARY**

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 Nutrition Services Director. Under administrative direction, plan, organize, control and direct the operations and activities of the District's Nutrition Services department; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

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

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

## **THE IDEAL CANDIDATE**

Successful candidates will have one of the following:

Bachelor's degree, or equivalent educational experience, with a major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.

OR

Bachelor's degree, or equivalent educational experience, in any major and a State-recognized certificate for school nutrition directors.

OR

Bachelor's degree in any major and at least five years of experience in the management of school nutrition programs.

OR

Currently employed as a school nutrition director in a school district with a Student Enrollment category of 10,000 or more.

A master's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field is preferred. Coursework in food service management or nutritional sciences is preferred.

## **SPECIAL REQUIREMENTS:**

- (1) Possession of a valid California Class C driver's license and the use of a personal automobile.
- (2) May be required to travel from one school location to another.
- (3) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.
- (4) Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

(5) At the time of appointment, an incumbent must certify in writing they have completed eight hours of food safety training within five years of their employment start date or will complete eight hours of food safety training within 30 days of employment to this class. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

## **SALARY AND BENEFITS**

The annual salary for Nutrition Services Director is \$122,434 - \$143,770, 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, August 20, 2018**

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## STUDENT STORE LEAD

### FINAL FILING DATE:

4:30 p.m., Friday, August 3, 2018  
Applications Accepted: July 27, 2018 – August 3, 2018

### JOB INFORMATION:

Permanent 10 month position. Position is a 75% FTE (6 hours per day). The current vacancy is located at Lakewood High School.

### JOB SUMMARY:

Under direct supervision, organize, oversee and lead the purchasing, inventory, storage, sales and daily operations of a student store; maintain student store facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to assigned staff and student workers; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school. College level course work in retail management, accounting or leadership/supervision is highly preferred.

#### EXPERIENCE:

Two years of retail sales experience involving cashiering and related record-keeping and some experience in a lead or supervisory capacity.

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

#### SPECIAL REQUIREMENTS:

(1) A valid Certified Food Protection Manager certificate issued by an authorized agency at time of appointment. (2) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. (3) May be required to travel from one school location to another.

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

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

### SALARY RANGE HOURLY:

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

### 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 19-0011-5182 AS

LBUSD employees, please see reverse side for important information.

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

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

**Guidelines:**

- ❖ **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

PAGE: 23

Date: August 16, 2018

Reason for  
Consideration: Approval

---

**ASB FINANCIAL TECHNICIAN**

**DUAL**

**18-0118-0751**

List Valid: 08/6/18 – 08/06/19

Total applications received: 76

No. Passed: 12                      No. Failed: 28

Total invited to exam: 52

No. Withdrew: 12                  No. Screened Out: 24

**CUSTODIAL SERVICES INSPECTOR**

**PROMOTIONAL**

**18-0073-5191**

List Valid: 08/06/18 – 08/06/19

Total applications received: 39

No. Passed: 11                      No. Failed: 13

Total invited to exam: 30

No. Withdrew: 6                      No. Screened Out: 9

**INSTRUCTIONAL AIDE-INSTRUMENTAL MUSIC**

**DUAL**

**18-0114-0447**

List Valid: 08/09/18 – 08/09/19

Total applications received: 9

No. Passed: 1                      No. Failed: 0

Total invited to exam: 5

No. Withdrew: 4                      No. Screened Out: 4

**INSTRUCTIONAL AIDE-SPECIAL**

**OPEN**

**18-0124-0448**

List Valid: 07/26/18 – 07/26/19

Total applications received: 73

No. Passed: 9                      No. Failed: 1

Total invited to exam: 17

No. Withdrew: 7                      No. Screened Out: 56

**INSTRUCTIONAL AIDE-SPECIAL**

**OPEN**

**19-0004-0448**

List Valid: 08/16/18 – 08/16/19

Total applications received: 64

No. Passed: 9                      No. Failed: 0

Total invited to exam: 17

No. Withdrew: 8                      No. Screened Out: 47

**OFFICE ASSISTANT (REVISED)**

**DUAL**

**18-0084-3359**

List Valid: 07/19/18 – 07/19/19

Total applications received: 380

No. Passed: 91                      No. Failed: 35

Total invited to exam: 250

No. Withdrew: 125                  No. Screened Out: 129

CERTIFIED TO BE CORRECT:                     Kenneth Kato                      DATE:          August 10, 2018

---

# PERSONNEL COMMISSION

---



August 16, 2018

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Revision of a Classification - Associate Educational Research Analyst

## Background and Findings

The Assistant Superintendent, Research, Planning and Development requested the classification of Associate Educational Research Analyst be revised by title change only in anticipation of upcoming recruitment activities. The proposed title of Associate Research Data Analyst is an occupational title that is consistently used in this field of work and is more reflective of the wide range of data analysis that is typically required of this position.

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

## Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification title of Associate Educational Research Analyst, and direct all other positions and employment lists be reclassified for the purpose of title change only.

Attached is a copy of the revised class specification.

Prepared, Approved and Recommended by:

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

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code: 3368  
Salary Range: 35 (M2)

### ASSOCIATE EDUCATIONAL RESEARCH DATA ANALYST

#### JOB SUMMARY

Under immediate supervision, assist in the development and performance of a variety of complex and technical educational research related duties, with increasing requirements of initiative and independence of action; assist in the evaluation and reporting of District, State and federal academic or assessment programs; 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.*

- Coordinate with Research management, school administration, educators and others to arrange for exam administration and student performance assessment and other time sensitive research activities necessary to assure that materials are completed and processed to meet evaluation timelines. **E**
- Initiate procedures, priorities and timelines for data clean-up and verification to assure data are available to meet evaluation timelines. **E**
- Assist in the planning, design and implementation of educational research studies to produce recurring administrative reports such as the California Basic Educational Data Survey (CBEDS), enrollment projections, staffing ratios, racial-ethnic reports and ethnic distribution in the District. **E**
- Assist in the analysis and production of annual reports on the testing program compiling summary statistics scores and disaggregated distributions for specified student groups; participate in the analysis of validity and reliability measurements for performance assessments. **E**
- Contribute to a variety of evaluation reports on a variety of subjects. **E**
- Develop skills and strategies to analyze, interpret and summarize data to produce special reports for program evaluations, grant applications or public information. **E**
- Develop simple data collection instruments appropriate to the program or subject matter being studied or surveyed using appropriate scaling techniques. **E**
- Assist in preparation of reports with explanations and interpretations of data in tabular, graphical and/or narrative form. **E**
- Attend and participate in workshops, in-services, training and seminars, on the uses and purposes of research studies and program evaluation; attend a variety of meetings. **E**

- Use a variety of computer program software to input and retrieve data and manipulate data for statistical analyses and generating reports. *E*
- Participate in the planning, directing, training and evaluation of the work of assigned staff. *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**

This is the entry-level classification in the Educational Research Analyst series. An incumbent in this class participates in the design, analysis and reporting of the findings of the District's assessment programs, surveys, research projects and evaluation studies of varying scope and purpose. Incumbents are exposed to a broad variety of professional educational research assignments so that their knowledge and abilities will grow via on-the-job training. An incumbent works closely with professional supervisors/managers on a wide range of projects to develop reports, training materials, presentations and processes related to student data, testing and school programs. The amount of supervision decreases as technical expertise and independent judgement increases and the incumbent progresses in skills, knowledge and abilities. Incumbents must have a solid foundation in general statistics and computer literacy skills, reading comprehension, and analytical and organizational skills.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Computer systems including hardware, software and data base management, including word processing and spreadsheet applications.

Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).

Educational research design and program evaluation.

Descriptive statistics.

Research methods and report writing techniques.

School district organization and operations.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

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

#### **Ability to:**

Manage multiple tasks simultaneously, with multiple deadlines and minimal timeframes.

Effectively solve problems and seek solutions during evaluation processes

Analyze, interpret, evaluate and summarize data to produce reports.

Utilize Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).  
Design and conduct educational research studies and surveys.  
Apply specific statistical techniques correctly.  
Prepare reports using tabular, graphical and narrative forms.  
Produce accurate reports.  
Proof and check complex data tables.  
Write clear and concise reports, memos and instructions  
Use computer on-line retrieval systems.  
Maintain current knowledge of technological and other advances in the field.  
Communicate effectively both orally and in writing.  
Prepare and deliver oral presentations.  
Operate office equipment such as telephone, copier and computer and assigned software.  
Establish and maintain effective collaborative working relationships with others.  
Adapt to changing priorities and work assignments.

**Education and Training:**

Graduation from an accredited four-year college or university with a bachelor's degree in computer science, education, psychology, behavioral or social science or a related field. Upper division course work in statistics, research methodology and/or psychological testing is desired.

**Experience:**

One year of experience participating in the development, administration and analysis of data, tests, research methodologies or behavioral research utilizing Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).

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

**WORKING ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Changing priorities.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment including a computer keyboard.  
Seeing to read hand written documents and other records or reports.  
Hearing and speaking to exchange information in person or on the telephone.

Sitting for extended periods of time.  
Lifting and carrying boxes weighing up to 15 pounds.

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

7/26/2000  
Revised: 3/28/2013  
Revised: 12/21/2017  
Revised: 8/16/2018

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

---

SUBJECT: Appeal of a Disqualified Applicant

PAGES: 29-33

Date: August 16, 2018

Reason for  
Consideration: Restricted Action

---

Personnel Commission Rules provide that applicants, candidates or eligibles may be disqualified from an examination process for:

4.2.A.5 – "Conviction or a plea of guilty or nolo contendere (i.e., I do not wish to contest) in court to a charge of moral turpitude, violent felonies or any sex offense, or mistreatment of children."

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

---

SUBJECT:	Removal from Eligibility List	PAGES: 34-44
Date:	August 16, 2018	Reason for Consideration: Restricted Action

---

Personnel Commission Rule 4.2.A 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 the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

---

SUBJECT:      Removal from Eligibility List

PAGES: 45-52

Date:            August 16, 2018

Reason for  
Consideration: Restricted Action

---

Personnel Commission Rule 4.2.A 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 the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

---

SUBJECT: Request for Hearing in Disciplinary Matter      PAGES: 53-81

Date: August 16, 2018

---

Personnel Commission Rule 11.5. is an Appeal of Disciplinary Action:

11.5.B – “An appeal shall be presented to the Personnel Commission at the next regularly scheduled meeting. The Commission shall coordinate the hearing of said charges within a reasonable length of time from the receipt of the appeal. The investigation and hearing shall be confined to the reasons for action as charged by the Board of Education or its assignee and the relevant defenses set forth in the appeal and answer.”

Enclosed for the consideration of the Commission is an appeal filed by a permanent Instructional Aide-Special dismissed from the classified service by the Board of Education in accordance with the rules, and related material.

It is recommended the Commission act to investigate the matter, order a hearing, and authorize a hearing officer to conduct the hearing as provided for in the rules..

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.