

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
October 25, 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 October 11, 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 Senior Health Assistant 5-6
2. **RATIFY** Job announcement bulletin for Health Assistant 7-8
3. **RATIFY** Job announcement bulletin for Custodian 9-10
4. **RATIFY** Job announcement bulletin for Associate Research Data Analyst 11-12
5. **APPROVE** the certification of HVAC Technician 19-0006-5103 eligibility list established October 17, 2018 13
6. **APPROVE** the certification of Associate Personnel Analyst 19-0020-3270 eligibility list established October 17, 2018 13

- 7. **APPROVE** the certification of Facilities Project Manager - Planning 19-0005-5190 eligibility list established October 17, 2018 13
- 8. **APPROVE** the certification of Maintenance Accounting Supervisor 19-0007-5247 eligibility list established October 19, 2018 13
- 9. **APPROVE** the certification of Carpenter 19-0021-0114 eligibility list established October 17, 2018 13
- 10. **APPROVE** the certification of Accompanist 19-0024-5213 eligibility list established October 23, 2018 14
- 11. **APPROVE** the certification of Instructional Aide – Instrumental Music eligibility list established October 23, 2018 14
- 12. **APPROVE** the certification of Child Nutrition Specialist 19-0019-3322 eligibility list established October 1, 2018 14
- 13. **APPROVE** the certification of Food Production Utility Worker 19-0002-0477 eligibility list established October 1, 2018 14

III. OLD BUSINESS

None

IV. NEW BUSINESS

- 1. **DISCUSS** the following: Abolishment of "Restricted" Classifications 15-24
- 2. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2017-2018

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

November 8, 2018 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

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 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
4400 Ladoga Avenue
Lakewood, CA 90713

MINUTES

Regular Meeting

October 11, 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, October 11, 2018 at 8:18 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: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Learning, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Susan Brister, Human Resources Technician.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President and James Kruse, CSEA Vice President Unit A.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of September 27, 2018.

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

RECEIVE CORRESPONDENCE

Kenneth Kato, Executive Officer, informed the Commission that correspondence was received from a classified employee requesting an item regarding their employment be agendaized for discussion, however, the individual recinded the request this morning.

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Ken Kato, Executive Officer, informed the Commission that on Friday, October 5, he assisted monitoring students at Jefferson Leadership Academies during dismissal as several schools in the area were dismissing students at the same time. These students are currently located at the former Butler K-8 campus during Measure E renovations at Jefferson.

Mr. Kato also informed the Commission that he attended the Confidential and Supervising Secretaries Association (CASSA) meeting with the Superintendent on October 4, 2018 and addressed their questions.

Mary Cates, Human Resources Supervisor, reported on payroll activities related to the start of the school year and the movement of Instructional Aide – Special positions.

Dale Culton, Certification Services Manager, discussed the recent reemployment of several individuals from current reemployment lists.

Maria Braunstein, Personnel Analyst, provided the Commission an overview of ongoing Recruitment and Testing activities.

Susan Leaming, Personnel Analyst, informed the Commission that two sessions of CPR/First Aid for classified staff will be held on Friday, October 12, 2018 at the Teacher Resource Center (TRC).

CONSENT AGENDA

A motion was made by Mr. Ulaszewski, seconded by Ms. Bender, and the motion carried to approve Consent Agenda items 1-8.

1. **RATIFY** job announcement bulletin for Nutrition Services Director
2. **APPROVE** the certification of Student Store Lead 19-0011-5182 eligibility list established October 4, 2018
3. **APPROVE** the certification of Student Evaluation Technician-BL Spanish 19-0001-0483 eligibility list established October 4, 2018
4. **APPROVE** the certification of Instructional Aide Special 19-0018-0448 eligibility list established October 4, 2018
5. **APPROVE** the certification of Nutrition Services Worker 18-0082-5068 eligibility list established October 4, 2018
6. **APPROVE** the certification of Nutrition Services Manager 19-0022-5061 eligibility list established October 4, 2018
7. **APPROVE** the certification of Educare Family Support Specialist 18-0097-5203 eligibility list established October 11, 2018
8. **APPROVE** the certification of Educare Family Support Specialist – BL Spanish 18-0098-5204 eligibility list established October 11, 2018

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

OLD BUSINESS

APPROVE the following:

1. Revisions to the Rules and Regulations of the Classified Service, Chapter 1 (Second Reading)

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

A motion was made by Mr. Ulaszewski, seconded by Ms. Bender, and the motion carried to approve Old Business item 1.

NEW BUSINESS

None

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 25, 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 8:28 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:24 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:25 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR HEALTH ASSISTANT

FINAL FILING DATE:

4:30 p.m., Wednesday, October 31, 2018

JOB INFORMATION:

Permanent 10 months position. Position is 47.5% FTE (207 day).
Four vacancies: sites to be determined.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented at a minimum by completion of a Licensed Vocational Nurse program approved by the California Board of Vocational Nursing and Psychiatric Technicians.

EXPERIENCE:

One year of experience working in a health care service environment. Experience working with school-aged children is highly desired.

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

SPECIAL REQUIREMENTS:

(1) Incumbents in this classification at a minimum must possess and maintain licensure to practice in California as a Licensed Vocational Nurse throughout employment in this classification. (2) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (3) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

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

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

SALARY RANGE HOURLY:

START:	\$23.90
6 MONTHS:	\$25.22
1 ½ YEARS:	\$26.61
2 ½ YEARS:	\$28.07
3 ½ YEARS:	\$29.61

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0034-5174 SF

LBUSD employees, please see reverse side for
important information.

Maria Brant

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

HEALTH ASSISTANT

FINAL FILING DATE:

4:30 p.m., Wednesday, October 31, 2018

JOB INFORMATION:

Permanent 10 months position. Position is 47.5% FTE (207 Day).
Two vacancies: sites to be determined.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (2) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

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:	\$18.72
6 MONTHS:	\$19.76
1 ½ YEARS:	\$20.84
2 ½ YEARS:	\$21.98
3 ½ YEARS:	\$23.19

APPLICATION:

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

SELECTION PROCEDURE:

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

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0033-5170 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.*

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CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN

FINAL FILING DATE:

4:30 p.m. Monday, October 29, 2018
Applications Accepted October 24 - 29, 2018.

TENTATIVE WRITTEN EXAM DATES:

WEDNESDAY, NOVEMBER 28, 2018 AND FRIDAY, NOVEMBER 30, 2018

JOB INFORMATION:

Current need is for substitute Custodians. Eligibility list may be used to fill future vacancies as they occur.

JOB SUMMARY:

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience.

OR

Proof of enrollment in or successful completion of the Building Maintenance/Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and 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 assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule.

WORKING ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

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: \$18.23
6 MONTHS: \$19.23
1 ½ YEARS: \$20.28
2 ½ YEARS: \$21.40
3 ½ YEARS: \$22.57

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Paper applications must be completed on an official LBUSD application and supplemental application forms obtained from the Personnel Commission.

SELECTION PROCEDURE:

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

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Open Exam 19-0043-0139 SF

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ABOUT OUR DISTRICT

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

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

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

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

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



**An Exciting Career
Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**ASSOCIATE RESEARCH
DATA 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 Research Data Analyst. 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.

For full details regarding the position, go to our website, select Class Specifications; choose Research, Planning and Evaluation then Associate Research Data Analyst

The current vacancy is a 220 day flex, permanent position. Position is 100% FTE (8 hours per day). Current vacancy is located at Research, Planning, Evaluation & School Improvement.

THE IDEAL CANDIDATE

Successful candidates will have graduated 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.

Additionally, candidates will have 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.

SALARY AND BENEFITS

The annual salary for Associate Research Data 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, 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., Friday, November 2, 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.

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http://www.lbschools.net/Departments/Personnel_Commission/
**WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM
EMPLOYER**

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 13

Date: October 25, 2018

Reason for
Consideration: Approval

HVAC TECHNICIAN

Dual

19-0006-5103

List Valid: 10/17/18-10/17/19

Total Applications Received: 33

Total Invited to Exam: 20

No. Passed: 0 No. Failed: 14

No. Withdrew: 6

No. Screened Out: 13

ASSOCIATE PERSONNEL ANALYST

Dual

19-0020-3270

List Valid: 10/17/18-10/17/19

Total Applications Received: 39

Total Invited to Exam: 21

No. Passed: 3 No. Failed: 9

No. Withdrew: 9

No. Screened Out: 18

FACILITIES PROJECT MANAGER - PLANNING

Dual

19-0005-5190

List Valid: 10/17/18-10/17/19

Total Applications Received: 19

Total Invited to Exam: 7

No. Passed: 3 No. Failed: 3

No. Withdrew: 1

No. Screened Out: 12

MAINTENANCE ACCOUNTING SUPERVISOR

19-0007-5247

List Valid: 10/19/18-10/19/19

Total Applications Received: 22

Total Invited to Exam: 18

No. Passed: 10 No. Failed: 2

No. Withdrew: 6

No. Screened Out: 4

CARPENTER

Dual

19-0021-0114

List Valid: 10/19/18-10/19/19

Total Applications Received: 27

Total Invited to Exam: 16

No. Passed: 3 No. Failed: 6

No. Withdrew: 7

No. Screened Out: 11

CERTIFIED TO BE CORRECT: Kenneth Kato DATE:

PERSONNEL COMMISSION



October 15, 2018

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Abolishment of "Restricted" Classifications

Background and Findings

As outlined in the California Education Code, Districts may designate certain classes as "restricted" when specially funded positions are restricted to employment of persons in low income groups, from designated impoverished areas and other criteria which restrict the privileges of all citizens to compete for employment in such "restricted" position.

Incumbents in "restricted" status do not acquire seniority credit or permanent status, nor are they eligible for promotion, unless they satisfactorily complete a qualifying examination.

Staff has identified the following "restricted" classifications as vacant and recommended for abolishment.

- Instructional Assistant – Parent Resources Center (R)
- Instructional Assistant – Parent Resources Center/BL (R)
- Head Start Parent Aide (R)

Staff contacted the appropriate administrators who support the abolishment of these classifications. No staff will be impacted by this action. Copies of the class specifications are attached.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classifications of:
 - Instructional Assistant – Parent Resources Center (R)
 - Instructional Assistant – Parent Resources Center/BL (R)
 - Head Start Parent Aide (R)

Staff Report – Abolishment of “Restricted” Classifications - Continued

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 3278
Specification
Salary Range: 20 (C1)

CLASS CODE — TITLE

~~3278 — INSTRUCTIONAL ASSISTANT – PARENT RESOURCES CENTER/BL~~
~~3279 — INSTRUCTIONAL ASSISTANT – PARENT RESOURCES CENTER (R)~~
~~3280 — INSTRUCTIONAL ASSISTANT – PARENT RESOURCES CENTER/BL (R)~~

JOB SUMMARY

Under general supervision, assist in organizing, developing and coordinating activities specifically related to the operations of a District Parent Center; assist in preparing for and performing instructional activities that will assist parents in acquiring information and skills which will strengthen their roles as partners in their children's education; 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 organize instructional activities and materials relating to development of parental self-esteem, effective parenting, positive child discipline, English proficiency, literacy and other related areas based on District provided materials, research of program needs, direction from facilitators and other related resources. **E**
- Confer with school facilitators, administrators, to outline program objectives and assist in the set up of instructional and special events scheduling; meet with faculty and staff to discuss program content, explain lesson plans relative to meeting effective parenting goals; assist in the development of curriculum, review with facilitators and program specialists and plan for the preparation and delivery of instructional materials to be used. **E**
- Outline and prepare program orientation and recruitment presentations, including preparation and distribution of informational materials throughout the District; assist in promoting and advertising parenting classes; provide information both in person and by telephone to interested community members. **E**
- Distribute and explain class registration materials; register parents for classes; distribute and collect questionnaires from parents that survey and assess their responses to ongoing programs and need for new courses. **E**
- Participate in the effective instruction of parents by such activities as one-on-one learning programs, small group and adult class learning; lead and facilitate group discussions, class projects or related activities. **E**

- Set up instructional activities and materials relating to computer training in areas such as basic computer skills, English usage and grammar, basic math and other types of programs; assist parents in Parent Center computer lab to load software, initialize programs; tutor parents in understanding self-paced software; explain objectives; monitor, record and log individual progress; may loan or check-out laptop computers and software as directed. *E*
- Provide oral and written translations of verbal conversations, written text; proofread materials for Parent Centers, facilitators, parents and other related District staff. *E*
- Contact and arrange for speakers from the community to lecture and to assist in providing positive parenting programs. *E*
- Attend and participate in workshops, in-services and seminars related to the development and implementation of parent education programs and goals. *E*
- Perform related support activities such as typing, operating photocopy equipment, telephone, word processing and preparing supply requisitions. *E*
- Monitor or direct the activities of other classroom support personnel such as College/Teacher Aides and volunteers. *E*
- Maintain the cleanliness, order and appearance of the Parent Centers. *E*
- May assist in the monitoring of pre-school age children of Parent Center participants.
- May provide home visits to explain Parent Center programs; may provide transportation to and from the Parent Centers and to Parent Center meetings and activities.

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

The District provides training for parents in such areas as self-esteem, effective parenting, appropriate disciplining techniques, reinforcing student achievement at home, and other related issues, for the purpose of improving student education and development through pro-active parenting. The Instructional Assistant-Parent Resource Center/BL is an active, knowledgeable participant in the development and dissemination of instructional activities and materials designed for parents of District students. Incumbents in this class typically work in a Parent Center funded through the Office of Special Projects Services and are available to conduct parent training at other District sites, which includes making parent contact, determining schedules, facility usage, curriculum and training materials. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

EMPLOYMENT STANDARDS

Knowledge of:

Instruction and reference materials relating to parent and adult education.

Group behaviors and dynamics.
Personal computers and computer software.
Basic concepts of human development, behavior and intervention techniques.
Community organizations such as those offering family health, welfare, educational, employment and other informational resources.
Effective instruction and study techniques.
General classroom management skills and techniques.
English usage, spelling, grammar and punctuation.
Basic math.
Basic record keeping.

Ability to:

Assist in the development and instruction of curriculum related to pro-active parenting, such as self-esteem, family nutrition, student achievement through parental support and other related programs.
Effectively communicate with school administrators, facilitators, parents, and community resources personnel to relay information, answer questions and provide support to the parent population served through the Parent Centers.
Encourage positive learning patterns and motivate parents to the importance of education for all family members.
Operate personal computers and software, and oversee parents in operating computers in a self-paced computer learning lab.
Convey patience, sensitivity and compassion to a diverse Parent population with a multitude of difficult issues in need of address.
Attend a variety of educational training seminars, workshops and in-services, and assimilate information gathered into Parent Center curriculum.
Understand and carry out oral and written instruction.
Demonstrate and provide a positive role model to parents.
Maintain a positive attitude and remain flexible and adaptable to constantly changing class schedules, priorities.
Operate a variety of office machines, such as a typewriter, photocopier, fax machine, multi-line telephone.

Education and Training:

Associate's degree or completion of two years of college-level coursework with course emphasis in adult education, social science, guidance, counseling or a related field is required. Workshops, seminars and in-services directly relating to parent education are highly desirable.

Experience:

One year of experience working with adults in an educational setting including specifically preparing and conveying instructional information. Verifiable supervised experience as a volunteer in a school or related activity may be substituted on an equal basis.

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

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and the possession of a valid California Class C driver's license.

~~Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language. Candidates must successfully pass the District's bilingual/biliterate test. Selective certification in accordance with the Education Code may be effected to meet this requirement.~~

~~**RESTRICTED** When this designation is used the field of competition for any restricted position in a classification is limited to prospective new employees in:~~

- ~~(a) Low income groups (Ed. Code 45105 or 45108), as specified by the Board of Education, Or~~
- ~~(b) Persons residing in specifically designated areas of the community (Ed. Code 45105 and 45108) as specified by the Board of Education, Or~~
- ~~(c) Mentally, physically, or developmentally disabled persons (Ed. Code 45259) as specified by the Board of Education.~~

~~A restricted designation limits the ability of potential workers in our community to apply for and be considered for employment on an equal basis. It also limits some rights of the new employee who is selected to fill a restricted position unless, and until other provisions of the Code relative to the classified service are met by the individual. (See Education Code 45108 or 45259 for relevant details).~~

WORKING CONDITIONS

School site Parent Center, learning center, or classroom setting.

Travel from one school to another, and/or to off-site locations within and outside the District may be required.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make oral presentations.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting, carrying, pushing or pulling light objects and carts of supplies.

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 (6) 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.

7/1999

Revised: 10/24/2002

Revised: 9/13/2018

Revised:



PERSONNEL COMMISSION

Class Code: 0382
Salary Range: 01 (C1)

HEAD START PARENT AIDE (RESTRICTED)

JOB SUMMARY

Under immediate supervision, participate in the professional development training and general clerical support activities of the Head Start Program; 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.

- Greet and assist visitors, answer telephones and direct calls to appropriate personnel; provide information to others regarding the Head Start program; assist parents with completing various forms. *E*
- Assist in filing, sorting mail, entering computerized data, filling out forms, duplicating materials, and in the arrangement and coordination of meetings and field trips. *E*
- Prepare, duplicate, organize and set up materials such displays, flyers, Head Start procedures and related forms. *E*
- Perform incidental housekeeping tasks such as arranging objects, putting things away, cleaning tables, chairs, work or play areas, toys, or indoor and outdoor equipment. *E*
- Assist with the supervision of children during a variety of indoor and outdoor activities including parent meetings, playground games, meal/snack times and off-campus field trips; direct children into safe activities and relationships. *E*
- Render personal service care to children, such as toileting, diapering, undressing, and washing of children with parental consent. *E*
- Attend a variety of meetings, workshops and professional development trainings; assist with facilitating parent meetings and trainings; prepare agendas and sign-in sheets, copy handouts and take minutes; post and distribute flyers regarding meetings and trainings. *E*
- Operate or learn to operate office and classroom equipment such as a copier, tape recorder, CD player, TV, VCR, DVD, typewriter, laminator, fax machine, and computer and assigned software. *E*
- Mentor other parents or conduct training sessions for such purposes as cross-training, and the development of skills.

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

Incumbents in this class are current or former parents of children who are or were formerly enrolled in the Head Start program within the past five years. The intent of Parent Aide assignments is to increase the incumbents' general knowledge of the Head Start program and improve their office skills in order to prepare them for promotion to higher positions within a three year training period.

EMPLOYMENT STANDARDS

Be a parent of a child who is or was enrolled in the Head Start within the past five years.

SPECIAL REQUIREMENTS

Employment in this classification is restricted in accordance with Education Code Section 45108 low-income parent target group criteria.

Individuals employed in this class will lose their eligibility for continued employment as a Head Start Parent Aide after three full program years in the Head Start program. This is done in order to free up Parent Aide positions so that other qualified parents may become eligible to participate in the program.

A Head Start Parent Aide will be required to attend and participate in professional development training opportunities. A Head Start Parent Aide that does not continue to successfully remain enrolled in and actively participate in the required professional development training program component may be subject to termination.

WORKING CONDITIONS

Office, playground and classroom environment.
Occasional weekend and variable hours.

PHYSICAL DEMANDS

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate standard office, playground, and classroom equipment.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist children.
Lifting and carrying light objects weighing up to 25 pounds.
Lifting and carrying or restraining children weighing approximately 30-40 pounds in emergency situations.

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 (6) 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: 8/93

Revised 3/25/2004

Revised: 9/20/2007

Revised: 10/3/2013