

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
December 20, 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 December 6, 2018 1-6
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 Recreation Aide – WRAP Expanded Learning 7-8
2. **RATIFY** Job announcement bulletin for Recreation Leader – WRAP Expanded Learning 9-10
3. **RATIFY** Job announcement bulletin for Groundskeeper 11-12
4. **RATIFY** Job announcement bulletin for School Safety Officer 13-14
5. **RATIFY** Job announcement bulletin for Grounds Crew Supervisor 15-16
6. **RATIFY** job announcement bulletin for Nutrition Services Worker-Avalon 17-18
7. **RATIFY** Job announcement bulletin for Recreation Aide-Avalon 19-20

- | | |
|---|-------|
| 8. RATIFY Job announcement bulletin for Custodian-Avalon | 21-22 |
| 9. RATIFY Job-announcement bulletin for Instructional Aide-Special-Avalon | 23-24 |
| 10. RATIFY Job announcement bulletin for Assistant Director – Fiscal Services | 25-26 |
| 11. RATIFY Job.announcement bulletin for Senior Administrative Secretary (CO) | 27-28 |
| 12. APPROVE the certification of Associate Research Data Analyst 19-0042-5251 established November 30, 2018 | 29-30 |
| 13. APPROVE the certification of Instructional Aide-Special eligibility list 19-0055-0048 established December 6, 2018 | 29-30 |
| 14. APPROVE the certification of Senior Health Assistant eligibility list 19-0034-5174 established December 4, 2018 | 29-30 |
| 15. APPROVE the certification of Health Assistant eligibility list 19-0033-5170 established December 4, 2018 | 29-30 |
| 16. APPROVE the certification of Senior ASB Financial Technician eligibility list 19-0041-0761 established December 12, 2018 | 29-30 |

III. OLD BUSINESS
None

IV. NEW BUSINESS

- | | |
|---|-------|
| 1. DISCUSS and APPROVE the cancellation of the January 3, 2019 regular meeting of the Personnel Commission. | |
| 2. APPROVE the following actions with a January 1, 2019 effective date: | 31-54 |
| 1. Create the classification of Recreation Aide | |
| 2. Allocate the Recreation Aide classification to salary range 116 (NR) | |
| 3. Create the classification of Recreation Leader | |
| 4. Allocate the Recreation Leader classification to salary range 132 (NR) | |
| 5. Create the classification of Recreation Aide – Kids' Club | |
| 6. Allocate the Recreation Aide – Kids' Club to salary range 117 (NR) | |
| 7. Create the classification of Recreation Aide – WRAP Expanded Learning | |
| 8. Allocate the classification of Recreation Aide – WRAP Expanded Learning to salary range 117 (NR) | |
| 9. Create the classification of Recreation Leader – WRAP Expanded Learning | |
| 10. Allocate the classification of Recreation Leader – WRAP Expanded Learning to salary range 130 (NR) | |
| 11. Create the classification of Child Care Worker | |
| 12. Allocate the classification of Child Care Worker to salary range 104 (NR) | |

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

January 3, 2019 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

December 6, 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, December 6, 2018 at 8:24 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 Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Gregg Robinson, Associate Personnel Analyst; Connie Ballew, Senior Administrative Secretary (Retired).

GUESTS

Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; James Kruse, CSEA Vice President-Unit A; Chester Davidson, CSEA Chapter 2 Vice-President-Unit B.

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 November 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		

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission that he is working with staff to address the changing District needs for Recreation Aides, Recreation Leaders and similar classifications. Mr. Kato has organized multiple information sessions and meetings with school staff to notify school sites and offices of changes in the law regarding these classifications and assisting school sites to determine their staffing

needs. There are also three (3) temporary staff members who have been hired to assist with this project.

Mr. Kato announced that at the Board of Education Meeting, December 5, 2018, Val Pharr was recognized as a retiree.

Mr. Kato informed the Commission that the California School Personnel Commissioners Association Annual Conference is going to be in Anaheim at the Paradise Pier Hotel. Mr. Kato is on the committee for the conference and registration has started.

Maria Braunstein, Personnel Analyst, reported recruitment and testing is working on 38 active recruitments. Ms. Braunstein introduced Gregg Robinson, Associate Personnel Analyst. Mr. Robinson informed the Commission that he previously worked in the financial services sector and recently obtained his graduate degree in Industrial Organizational Psychology. He is excited to join the team at Long Beach Unified.

Dale Culton, Certification Services Manager, mentioned that he is also working with school sites and offices to assist in establishing positions and processing those Recreation Aides and Leaders who are being brought into the regular classified service.

Susan Leaming, Personnel Analyst, reported that the Instructional Aide – Special job study is moving forward. Ms. Leaming informed the Commission that she recently conducted kickoff meetings with Special Education administration, CSEA leadership, and the outside consultant assigned to the project. Instructional Aide – Special employees were sent a packet of information regarding the study, which included an introduction letter, a frequently asked questions sheet, and a form to volunteer to be a part of a focus group to discuss their job description. The goal of the study is to obtain a sampling of about 10-15% of employees in the class. The deadline to submit the focus group volunteer form is December 21, 2018.

CONSENT AGENDA

After discussion, Mr. Kato pointed out item number 4, School/Community Liaison-BL Spanish, had a spelling error. A motion was made by Mr. Ulaszewski and seconded by Ms. Bender, and the motion carried to ratify and approve the amended Consent Agenda items 1-8 and 9-15 with the correction to item number 4.

1. **RATIFY** job announcement bulletin for Electronics Technician
2. **RATIFY** job announcement bulletin for Building Maintenance Worker
3. **RATIFY** job announcement bulletin for Building Maintenance Worker-Driver
4. **RATIFY** job announcement bulletin for School/Community Liaison-BL Spanish
5. **RATIFY** job announcement bulletin for Recreation Aide

6. **RATIFY** job announcement bulletin for Recreation Aide-Kids' Club
7. **RATIFY** job announcement bulletin for Technology Field Operations Supervisor
8. **RATIFY** job announcement bulletin for Nutrition Services Payroll Technician
9. **RATIFY** job announcement bulletin for Fiscal Services Analyst
10. **RATIFY** job announcement bulletin for Assistant Maintenance Director
11. **RATIFY** job announcement bulletin for Assistant Facilities Project Manager
12. **APPROVE** the certification of Library/Media Assistant 19-0032-0465 eligibility list established November 19, 2018
13. **APPROVE** the certification of Middle School Office Supervisor 19-0014-3357 eligibility list established November 19, 2018
14. **APPROVE** the certification of High School Office Supervisor 19-0015-3349 eligibility list established November 18, 2018
15. **APPROVE** the certification of Instructional Aide-Special eligibility list established December 5, 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 None

NEW BUSINESS 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.

1. **APPROVE** the following:
 Reestablish the classification of Business Branch Director at salary range 55 (M2)
 Adopt the revised title and classification specification of Business Services Director
 Create the classification of Assistant Business Services Director
 Allocate the Assistant Business Services Director classification to salary range 46 (M2)

The Commission moved items 2-5 of New Business to Closed Session.

2. **APPEAL** of a Disqualified Applicant ID 35753265
3. **APPEAL** of a Disqualified Applicant ID 1664708
4. **APPEAL** of a Disqualified Applicant ID 32445314
5. **APPROVE** the recommendation to remove from eligibility list ID 30409128

OTHER ITEMS

Val Pharr expressed appreciation to those that attended her retirement event. She spoke of continuing her service with CSEA. Commissioner Ulaszewski expressed his gratitude to Ms. Pharr for all her hard work over the years.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, December 20, 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 8:45 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:00 a.m. The following reportable actions were taken:

2. A motion was made by Ms. Bender, and seconded by Mr. Ulaszewski and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation allowing Disqualified Applicant ID 35753265 to retest in six (6) months.

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

3. A motion was made by, Ms. Bender and seconded by Mr. Ulaszewski and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation allowing Disqualified Applicant ID 16647098 to retest in six (6) months.

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

4. A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation allowing Disqualified Applicant ID 32445314 to retest in twelve (12) months.

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

5. A motion was made by Ms. Bender, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to **APPROVE** the recommendation to allow Disqualified Applicant ID 30409128 to retest in twelve (12) months.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:31 a.m. with the consent of the members.



CLASSIFIED EMPLOYMENT OPPORTUNITY

RECREATION AIDE – WRAP EXPANDED LEARNING

FINAL FILING DATE:

Open Continuous.

*Classification Specification pending Personnel Commission approval.

JOB INFORMATION:

Permanent part-time, 10 month positions. The current vacancy is located at WRAP sites.

JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for students enrolled in the Winners Reaching Amazing Potential (WRAP) program; assist in providing youth opportunities in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts; perform related duties as assigned.

MINIMUM QUALIFICATIONS

Candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:
Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education;

OR

Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

College level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

TRAINING AND EXPERIENCE:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with students in an instructional, expanded learning or similar program is highly desirable.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required 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: \$13.54

SPECIAL REQUIREMENTS:

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

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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Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

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VII/MERIT SYSTEM EMPLOYER

Open Continuous 19-0067-5261 AA

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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

RECREATION LEADER – WRAP EXPANDED LEARNING

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent part-time 10 month positions. Recruiting for current and future vacancies located at WRAP sites.

JOB SUMMARY:

Under general supervision, oversee and participate in providing for and assuring a safe, clean and secure environment for students enrolled in the Winners Reaching Amazing Potential (WRAP) program; lead and provide work direction and guidance to assigned staff; assist in providing youth opportunities in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts; perform related duties as assigned

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING

The equivalent of graduation from high school* and one of the following:

1. Completion of at least two years of study* (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

EXPERIENCE:

One year of experience working with school-aged children in an instructional, expanded learning, or similar recreational program. Experience in a lead or supervisory capacity is desirable.

SPECIAL REQUIREMENTS:

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required 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

SALARY RANGE HOURLY:

\$19-40.

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete 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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Open Continuous 19-0068-5262 GR

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

GROUNDSKEEPER

FINAL FILING DATE:

4:30 p.m., Thursday, December 27, 2018
Applications Accepted: December 17, 2018 – December 27, 2018

JOB INFORMATION:

Current need is for substitutes. List may be used to fill future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of paid residential or commercial gardening or landscaping work.

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 possession of a valid California Class C driver's license. (2) Applicants for this class 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 and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, chemicals, herbicides and gases. Driving a district truck to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement.

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

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance equipment. Bending at the waist, kneeling, stooping or crouching. Walking or standing for extended periods of time. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Heavy physical labor. Seeing to perform grounds work. Digging.

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. Application must be made on official 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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Dual Exam 19-0050-0172 AS

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

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Guidelines:

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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

SCHOOL SAFETY OFFICER

FINAL FILING DATE:

5:30 p.m., Friday, January 11, 2019

JOB INFORMATION:

Permanent 12 month, 100% FTE positions. The current vacancies are located at School Safety.

JOB SUMMARY:

Under general supervision, patrol District sites and adjacent areas to protect students, staff, equipment and property from criminal activity; respond to security alarms and calls for assistance at District sites; report criminal activity; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

Graduation from or enrollment in a Police Officers Standard and Training (P.O.S.T.) basic academy is required. Successful completion within one year from the date of appointment to the position is required.

Associate of Arts degree, or equivalent (60 units), with a major in administration of justice, business, or public administration is desirable.

Must provide proof of graduation from or current enrollment in a Police Officers Standard and Training (P.O.S.T.). A copy must be attached to your application.

Note: If you have had a three year or longer break in service, you are required by P.O.S.T. to complete the P.O.S.T. Requalification Course. Proof of completion of requalification must be attached to your application.

EXPERIENCE:

Security work in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Previous experience working with adolescents is highly desirable.

OR

One year as a Campus Security Officer, School Safety/Security Specialist or Gang Intervention Specialist in 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) Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation. (2) Possession of a valid California Class C Driver's License is required at the time of appointment. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at 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. (4) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range. (5) Incumbents will be required to work adjustable work schedules that will include evenings, weekend assignments and graveyard shifts. (6) May be required to travel from one school location to another.

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: \$28.90
6 MONTHS: \$30.49
1 1/2 YEARS: \$32.18
2 1/2 YEARS: \$33.95
3 1/2 YEARS: \$35.81

PHYSICAL DEMANDS:

Visual field and depth and color. Hearing and speaking to exchange information in person and on the telephone. Seeing to read, prepare and proofread documents and perform assigned duties. Sitting and standing for extended periods of time. Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment. Lifting objects weighing up to 50 pounds. Agility and strength to make apprehensions and to protect self from attack.

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. The eligibility list for this classification will remain in effect for a period of 6 months.

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline: (560-2) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0069-5014 ALT

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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 LA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.



CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDS CREW SUPERVISOR

FINAL FILING DATE:

5:30 p.m., Monday, January 7, 2019

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at Grounds-Services.

JOB SUMMARY:

Under general supervision, plan, coordinate, organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas, athletic fields and artificial turf areas; supervise, train and evaluate the performance of assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Three years of grounds maintenance experience. Experience in a lead or supervisory capacity is highly desired.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid Class C California Driver's license is required at the time of appointment and evidence of a safe driving record is required. (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) Applicants for this classification are required to submit a Qualified Pesticide Applicator's license or certificate issued by the California Department of Pesticide Regulation at the time of application.

WORKING ENVIRONMENT

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, chemicals, herbicides and gases. Driving a district vehicle to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement.

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

SALARY RANGE HOURLY:

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

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate grounds maintenance equipment. Bending at the waist, kneeling, stooping or crouching. Walking or standing for extended periods of time. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Heavy physical labor. Seeing to perform grounds work. Digging.

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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Personnel_Commission

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open/Promo Exam 19-0048-0605 AS

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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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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

ON CATALINA ISLAND

NUTRITION SERVICES WORKER-AVALON

FINAL FILING DATE:

5:30 p.m., Thursday, January 17, 2019

Catalina Island employees receive an additional \$3.29 per hour.

JOB INFORMATION:

This list may be used to fill vacancies as they occur. Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes. Avalon is located on Catalina Island, 22 miles southwest of the Los Angeles Harbor Breakwater. Employees must live on the Island, and/or arrange for their own transportation to and from the Island.

JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

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

SPECIAL REQUIREMENTS:

1) Valid Food Handler's certificate is desirable. (2) Accepting employment in a permanent (non-substitute) position in this classification requires the individual to either, join the union and pay union dues or to pay the union agency fee.

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:	\$14.28
6 MONTHS:	\$15.07
1 ½ YEARS:	\$15.89
2 ½ YEARS:	\$16.77
3 ½ YEARS:	\$17.70

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. Application must be made on official 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.

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/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open 19-0063-5068AM

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 ON CATALINA ISLAND

RECREATION AIDE-AVALON

FINAL FILING DATE:

4:30 p.m., Thursday, January 17, 2019

SUBSTITUTE SALARY: \$13.54

Catalina Island employees receive an additional \$3.29 per hour.

*Classification Specification pending Personnel Commission approval.

JOB INFORMATION:

Current need is for substitutes. List may be used to fill future vacancies as they occur. AVALON IS LOCATED ON CATALINA ISLAND, 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.

JOB SUMMARY:

Under the supervision of a Principal or designee, provide for and assure a safe, clean and secure environment for students participating in playground, physical education, meal periods and recreational activities; organize and oversee recreational and playground activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING AND EXPERIENCE:

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

WORKING ENVIRONMENT

Indoor and outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Lifting and carrying light objects weighing up to ten pounds.

Reaching overhead, above the shoulders and horizontally.

Twisting and turning to monitor student activities.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate playground equipment.

Seeing to monitor student activities.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required 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: \$13.54

6 MONTHS: \$14.26

1 ½ YEARS: \$15.09

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.

**THE EXAMINATION FOR THIS POSITION
WILL BE AT THE AVALON SCHOOL ON
CATALINA ISLAND.**

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/](http://www.lbschools.net/Departments/Personnel_Commission/)

[Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

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

Open 19-0073-5255 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 LA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.



CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

CUSTODIAN-AVALON

FINAL FILING DATE:

4:30 p.m., Thursday, January 17, 2019
SUBSTITUTE SALARY: \$18.23

Catalina Island employees receive an additional \$3.29 per hour.

JOB INFORMATION:

CURRENT NEED IS FOR SUBSTITUTES. LIST MAY BE USED TO FILL VACANCIES AS THEY OCCUR. AVALON IS LOCATED ON CATALINA ISLAND, 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.

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.

For full details regarding the position, go to our website, select Class Specifications; choose Operations, then Custodian.

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 weekend schedule. (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: \$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 made on official application and supplemental application forms obtained from the Personnel Commission.

SELECTION PROCEDURE:

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**THE EXAMINATION FOR THIS POSITION
WILL BE AT THE AVALON SCHOOL ON
CATALINA ISLAND.**

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

Dual 19-0064-0139 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.**
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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 ON CATALINA ISLAND

INSTRUCTIONAL AIDE-SPECIAL - AVALON

FINAL FILING DATE:

12:30 p.m., Thursday, January 17, 2019.

Catalina Island employees will receive an additional \$3.29 per hour.

JOB INFORMATION:

CURRENT NEED IS FOR SUBSTITUTES. LIST MAY BE USED TO FILL VACANCIES AS THEY OCCUR. AVALON IS LOCATED ON CATALINA ISLAND, 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.

JOB SUMMARY:

Under immediate supervision, follow the lead of the teacher/specialist in providing instruction to students having an Individualized Education Program (IEP), or Section 504 Service Plan (SP); assist in the supervision, discipline and behavior modification of students; assist in their physical care and hygienic needs; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:
The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; OR
2. Attainment of an Associate of Arts degree or higher degree; OR
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

EXPERIENCE:

Six months of experience working with children in a structured environment. Experience working with children requiring a specialized learning environment is preferred. Verifiable supervised experience as a volunteer in a school or related organizational 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, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Some assignments will require the successful completion of District-provided training to administer specialized physical health care services to meet student needs. (3) After an employee in this class has been given initial training to work with a student or students with specialized physical health care needs and feels the need for additional training, he/she may request it. Requests shall be in writing to their respective site administrator who shall arrange for the needed training with the Program Specialist, Nursing Services. The employee will be notified of the schedule for training. (4) Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language. Selective certification in accordance with the Education Code may be effected to meet this requirement.

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 a reasonable accommodation will be on a case-by-case basis.

SALARY RANGE HOURLY:

- START: \$17.27
- 6 MONTHS: \$18.22
- 1 ½ YEARS: \$19.22
- 2 ½ YEARS: \$20.27
- 3 ½ YEARS: \$21.39

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.

THE EXAMINATION FOR THIS POSITION WILL BE AT THE AVALON SCHOOL ON CATALINA ISLAND.

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/

WE ARE AN EQUAL OPPORTUNITY TITLE VI/UMERIT SYSTEM EMPLOYER

Open 19-0066-0448 AT

LBUSD employees, please see reverse side for important information.

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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ABOUT OUR DISTRICT

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

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

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

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

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

Dual Exam 19-0071-5136 AT

Maria B. B.



**An Exciting Career
Opportunity Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**ASSISTANT DIRECTOR – FISCAL
SERVICES**

\$95,920 – \$112,619 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 Assistant Director – Fiscal Services. Under the direction of the Executive Director – Fiscal Services, assist in the planning, organization, coordination and direction of the District's accounting, budgeting, fiscal planning, financial reporting and payroll operations and activities; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Accounting and Budgeting, then Assistant Director – Fiscal Services.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in accounting, finance, business administration or a related field. Four years of financial management-level experience in a public or private organization. Financial management experience for an employer with an annual budget of at least \$150 million is highly desirable. Specific fiscal management experience in accounting, budgeting and payroll is highly preferred.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

The working environment is in an office setting as well as driving a vehicle to conduct work.

PHYSICAL DEMANDS

The physical demands for this position require the dexterity of hands and fingers to operate a computer keyboard, hearing and speaking to exchange information and deliver presentations, sitting for extended periods of time and seeing to read a variety of materials.

SALARY AND BENEFITS

The annual salary for Assistant Director – Fiscal Services is \$95,920 to \$112,619, 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

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

4:30 p.m., Tuesday, January 8, 2019

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

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

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

ABOUT OUR DISTRICT

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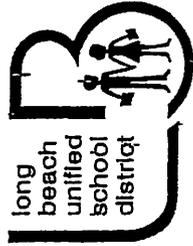
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The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek,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

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Dual Exam 19-0039-3362 SF



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

SENIOR ADMINISTRATIVE SECRETARY (CO)

\$60,472 - \$71,019 Annually

JOIN OUR WINNING TEAM

Long Beach Unified School District is seeking a Senior Administrative Secretary. The current vacancy is a permanent 12 months, 100% FTE (8 hours per day) position located in the Personnel Commission Office.

Under the direction of the Executive Officer, Personnel Commission and Classified Employment, the Senior Administrative Secretary will perform a variety of complex and technical assignments and is expected to exercise independent judgment and discretion, demonstrate initiative and carry out their responsibilities with a minimum of direction. An incumbent will plan, coordinate and organize office activities and coordinate flow of communications for the Executive Officer; prepare agendas for official meetings; record, transcribe, and produce minutes of official meetings; and coordinate and schedule hearings and appeals.

For full details regarding the position, go to our website, select Class Specifications; choose Clerical and Secretarial, then Senior Administrative Secretary.

THE IDEAL CANDIDATE

Successful candidates will have graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

Additionally, candidates will have four years of secretarial experience including one year in a supervisory capacity or one year of experience at the level of Administrative Secretary 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

Some positions in this class require the use of a personal automobile and the possession of a valid California class C Driver's license.

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 this class.

SALARY AND BENEFITS

The annual salary for the Senior Administrative Secretary is \$60,472 - \$71,019, 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

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

Application Deadline: 4:30 p.m., Monday, January 14, 2019

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 29

Date: December 20, 2018

Reason for
Consideration: Approval

ASSOCIATE RESEARCH DATA ANALYST

List Valid: 12/10/18-12/10/19

Total Applications Received: 31

No. Passed: 1 No. Failed: 7

Dual

19-0042-5251

Total Invited to Exam: 12

No. Withdrew: 4

INSTRUCTIONAL AIDE SPECIAL

List Valid: 12/13/18-12/13/19

Total Applications Received: 34

No. Passed: 6 No. Failed: 1

Open Continuous

19-0055-0448

Total Invited to Exam: 8

No. Withdrew: 1

No. Screened Out: 26

SENIOR HEALTH ASSISTANT

List Valid: 12/13/18-12/13/19

Total Applications Received: 15

No. Passed: 4 No. Failed: 0

Dual

19-0034-5174

Total Invited to Exam: 4

No. Withdrew: 0

No. Screened Out: 11

HEALTH ASSISTANT

List Valid: 12/13/18-12/13/19

Total Applications Received: 36

No. Passed: 8 No. Failed: 2

Dual

19-0033-5170

Total Invited to Exam: 12

No. Withdrew: 2

No. Screened Out: 24

SENIOR ASB FINANCIAL TECHNICIAN

List Valid 12/20/18-12/20/19

Total Applications received: 10

No. Passed: 3 No. Failed: 5

Dual

19-0041-0761

Total Invited to Exam: 10

No. Withdrew: 2

No. Screened Out: 17

CERTIFIED TO BE CORRECT: Kenneth Kato

DATE:

PERSONNEL COMMISSION



December 13, 2018

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Creation of New Classifications

Background and Findings

Administrators from various District offices, including Kids' Club, Winners Reaching Amazing Potential (WRAP) and the Child Development Centers (CDC), have reorganized their staff after reviewing the duties assigned to their positions that assist students. These departments have identified "exempt" positions that should be brought into the classified service in compliance with recent changes to Education Code 45256. These positions require separate classifications and entrance requirements due to the unique duties and responsibilities assigned to each department. A delayed effective date is recommended, as the changes to Education Code 45256 do not take effect until January 1, 2019.

Salary Placement

The salary recommendation for Recreation Aide, Recreation Leader, and Recreation Aide – Kids' Club is to retain the current salary steps and levels associated with the "exempt" classifications for placement on the Non-Represented (NR) salary schedule.

The new classification of Recreation Aide – WRAP Expanded Learning is recommended for placement on the NR salary schedule according to internal alignment with the classification of Recreation Aide - Kids' Club.

The new classification of Recreation Leader – WRAP Expanded Learning is recommended for placement on the NR salary schedule at a flat rate of \$19.40 per hour. This salary level is internally aligned to the first step of the Recreation Leader classification.

The classification of Child Care Worker is paid at California minimum wage and is recommended for placement on the NR salary schedule that is equal to current minimum wage.

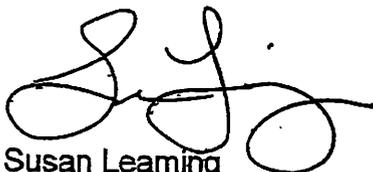
District and program administration have reviewed and are in support of the proposed recommendations. Copies of the proposed class specifications are attached.

Recommendations

Staff recommends the Personnel Commission approve the following actions with a January 1, 2019 effective date:

1. Create the classification of Recreation Aide
2. Allocate the Recreation Aide classification to salary range 116 (NR)
3. Create the classification of Recreation Leader
4. Allocate the Recreation Leader classification to salary range 132 (NR)
5. Create the classification of Recreation Aide – Kids' Club
6. Allocate the Recreation Aide – Kids' Club to salary range 117 (NR)
7. Create the classification of Recreation Aide – WRAP Expanded Learning
8. Allocate the classification of Recreation Aide – WRAP Expanded Learning to salary range 117 (NR)
9. Create the classification of Recreation Leader – WRAP Expanded Learning
10. Allocate the classification of Recreation Leader – WRAP Expanded Learning to salary range 130 (NR)
11. Create the classification of Child Care Worker
12. Allocate the classification of Child Care Worker to salary range 104 (NR)

Prepared by:



Susan Learning
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5255
Salary Range: 116 (NR)

RECREATION AIDE

JOB SUMMARY

Under the supervision of a Principal or designee, provide for and assure a safe, clean and secure environment for students participating in playground, physical education, meal periods and recreational activities; organize and oversee recreational and playground activities; 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.

- Maintain control and discipline of students participating in playground, physical education, meal periods and recreational activities; communicate rules and expectations to students; settle disputes; prepare written disciplinary referrals as appropriate. *E*
- Establish positive relationships with students and staff; promote good public relations with parents and the local community. *E*
- Communicate with school administration and staff regarding pertinent information such as special events, site programs and observations and incidents relating to specific students. *E*
- Organize and oversee recreational and playground activities; properly store playground equipment and supplies; apply District policies, procedures and regulations related to assigned activities. *E*
- Monitor and circulate throughout assigned school areas including playgrounds, sports fields and bus lines; promote safety and acceptable attitudes related to good citizenship, integrity, fair play, sportsmanship and respect for property and rights of others. *E*
- Apply school nutrition program rules by monitoring and controlling student behavior in the cafeteria lines, dining rooms, lunch benches, restrooms and playground areas; during inclement weather monitor and control student behavior throughout nutrition service periods in classrooms and auditoriums; encourage good manners and proper nutrition; assist cafeteria supervisor after lunch. *E*
- Conduct periodic inventory and safety checks of playground supplies; perform visual inspections of playgrounds and surrounding areas for potential hazards; report safety concerns to supervisor. *E*

- Perform incidental housekeeping tasks such as arranging objects, putting items away, wiping down tables, chairs, work and play areas, toys and equipment, creating bulletin boards and displays, and arranging furniture. *E*
- Administer first aid or necessary physical assistance to ill or distressed students; report playground injuries to supervisor; complete required accident reports. *E*
- Train new Recreation Aides as directed; schedule Recreation Aide staffing to assure adequate coverage as assigned by the position; may arrange for substitute coverage as needed. *E*
- Operate a walkie-talkie and radio for emergency assistance as necessary. *E*
- Attend and participate in meetings, workshops, in-services and training programs. *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

Recreation Aides are part-time playground workers. Recreation Aide assignments may not exceed 19 hours per week. The purpose of their employment is to maintain control and discipline of students participating in playground, physical education, meal periods and recreational activities.

EMPLOYMENT STANDARDS

Knowledge of:

Safe playground practices and appropriate student conduct.
Oral and written communication skills.
Interpersonal skills using fact, patience and courtesy.
Basic first aid.

Ability to:

Monitor, observe and report student behavior according to approved policies and procedures.
Understand, apply and explain school rules, regulations and procedures.
Establish and maintain cooperative and effective working relationships with others.
Understand behaviors of school aged children.
Demonstrate understanding and patience toward students.
Administer first aid or necessary physical assistance to ill or distressed students.
Learn District organization, operations, policies and procedures.
Meet schedules and timelines.
Observe health and safety regulations.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.

Complete forms and prepare schedules and routine reports related to assigned activities.

Operate a walkie-talkie.

Training and Experience:

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

WORKING ENVIRONMENT

Indoor and outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Lifting and carrying light objects weighing up to ten pounds.

Reaching overhead, above the shoulders and horizontally.

Twisting and turning to monitor student activities.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate playground equipment.

Seeing to monitor student activities.

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:



PERSONNEL COMMISSION

Class Code: 5256
Salary Range: 132 (NR)

RECREATION LEADER

JOB SUMMARY

Under the supervision of a Principal or designee, oversee and participate in providing for and assuring a safe, clean and secure environment for students involved in the school lunch and playground program; organize and oversee recreational and playground activities; 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.

- Oversee and participate in providing for and assuring a safe, clean and secure environment for students involved in the school lunch and playground program; establish positive relationships with students and staff; promote good public relations with parents and the local community. *E*
- Communicate with school administration and staff regarding pertinent information such as special events, site programs, recreation staffing and work hours, and observations and incidents relating to specific students. *E*
- Lead and provide work direction and guidance to Recreation Aides and assist in completing performance evaluations; monitor and support site dress codes for playground staff. *E*
- Assure proper staffing levels for playground and meal period coverage and arrange for substitute Recreation Aides as needed. *E*
- Organize and oversee recreational and playground activities; properly store playground equipment and supplies; apply District policies, procedures and regulations related to assigned activities. *E*
- Maintain control and discipline of students participating in playground, meal periods and recreational activities; communicate playground rules and expectations to students; settle playground disputes; prepare written disciplinary referrals as appropriate. *E*
- Monitor and circulate throughout assigned school areas; promote safety and acceptable attitudes related to good citizenship, integrity, fair play, sportsmanship and respect for property and rights of others. *E*
- Apply school nutrition program rules by monitoring and controlling student behavior in the cafeteria lines, dining rooms, lunch benches, restrooms and playground areas; during inclement weather monitor and control student behavior throughout nutrition service periods in classrooms and auditoriums; encourage good manners and proper nutrition; assist cafeteria supervisor after lunch. *E*

- Conduct periodic inventory and safety checks of playground supplies; perform visual inspections of playgrounds and surrounding areas for potential hazards; report safety concerns to supervisor. *E*
- Report playground injuries to site administration; complete required accident reports. *E*
- Operate a walkie-talkie and radio for emergency assistance as necessary. *E*
- Attend scheduled in-service meetings for professional enrichment. *E*

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

DISTINGUISHING CHARACTERISTICS

Recreation Leaders are part time playground workers. Recreation Leader assignments may not exceed 19 hours per week. The purpose of their employment is to perform the duties of a Recreation Aide by monitoring students and provide work direction and guidance to Recreation Aides.

EMPLOYMENT STANDARDS

Knowledge of:

Safe playground practices and appropriate student conduct.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic principles of providing work direction and guidance to others.

Ability to:

Understand, apply and explain school rules and regulations and procedures.
Provide work direction and guidance to others.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Learn District organization, operations, policies and procedures.
Understand behaviors of school aged children.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Complete forms and prepare routine reports related to assigned activities.

Training and Experience:

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

WORKING ENVIRONMENT

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Lifting and carrying light objects weighing up to ten pounds.
Twisting and turning to monitor student activities.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate playground equipment.
Seeing to monitor student activities.

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:



PERSONNEL COMMISSION

Class Code: 5257
Salary Range: 117 (NR)

RECREATION AIDE – KIDS' CLUB

JOB SUMMARY

Under immediate supervision, provide for and assure a safe, clean and secure environment for children enrolled in the Kids' Club program; organize and oversee recreational and playground activities; 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.

- Organize and oversee recreational, playground and other Kids' Club program activities such as indoor and outdoor games, snack times, arts and crafts, and field trips; properly store playground equipment and supplies; apply District and program policies, procedures and regulations related to assigned activities. *E*
- Maintain control and discipline of children participating in playground and recreational activities; communicate playground rules and expectations to children; settle playground disputes. *E*
- Monitor and circulate throughout assigned areas; promote safety and acceptable attitudes related to good citizenship, integrity, fair play, sportsmanship and respect for property and the rights of others. *E*
- Apply District and program rules by monitoring and controlling behavior of children during indoor and outdoor activities; encourage good manners and proper nutrition during snack times. *E*
- Communicate with school and program administration and staff regarding pertinent information such as special events, site programs, and observations and incidents relating to specific children; greet visitors and assist parents dropping off and picking up children. *E*
- Conduct periodic inventory and safety checks of playground supplies; perform visual inspections of playgrounds and surrounding areas for potential hazards; report safety concerns and injuries to supervisor, complete required accident reports. *E*
- Perform incidental housekeeping tasks such as arranging objects, putting items away, wiping down tables, chairs, work and play areas, toys and equipment, creating bulletin boards and displays, and arranging furniture. *E*
- Operate a walkie-talkie and radio for emergency assistance as necessary; operate a variety of office equipment including a computer and assigned software. *E*

- Provide routine clerical assistance to program staff as needed including filing, completion of forms, answering phones, and duplicating materials; open or close the program site as needed. *E*
- Administer first aid or necessary physical assistance to ill or distressed children; notify supervisor of injuries and complete required forms. *E*
- Attend and participate in meetings, workshops, in-services and training programs. *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

Incumbents in this class will actively participate in the activities of a Kids' Club program designed to provide child care both before and after regular school hours, and may range from 6:30am to 6:30pm or as otherwise established. Incumbents are expected to be role models for the children in a culturally diverse environment and encourage the development of prosocial interactions among the children. Incumbents will be assigned a work schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule.

EMPLOYMENT STANDARDS

Knowledge of:

Safe playground practices and appropriate student conduct.
Basic concepts of child development and behavior.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of office equipment including a computer and assigned software.
CPR and first aid techniques.

Ability to:

Organize and oversee recreational, playground and off-campus activities.
Promote a positive environment conducive to learning.
Demonstrate understanding and patience towards children.
Work independently and as a member of a team.
Understand and follow oral and written instructions.
Understand, apply and explain program rules, regulations and procedures.
Establish and maintain cooperative and effective working relationships with others.
Learn District and program organization, operations, policies and procedures.
Observe health and safety regulations.
Complete forms and prepare routine reports related to assigned activities.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Operate a walkie-talkie and variety of office equipment including a computer and assigned software.
Administer first aid or necessary physical assistance to ill or distressed children.

Training and Experience:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with children in an instructional, extended day care or similar recreation program is highly desirable.

SPECIAL REQUIREMENTS

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING ENVIRONMENT

Playground, indoor and outdoor environment.
Evening and varied hours.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.
Twisting and turning to monitor activities of children.
Hearing and speaking to exchange information in person and on the telephone.
Dexterity of hands and fingers to operate playground and office equipment.
Seeing to monitor activities of children.

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:



PERSONNEL COMMISSION

Class Code: 5261
Salary Range: 117 (NR)

RECREATION AIDE – WRAP EXPANDED LEARNING

JOB SUMMARY

Under immediate supervision, provide for and assure a safe, clean and secure environment for students enrolled in the Winners Reaching Amazing Potential (WRAP) program; assist in providing youth opportunities in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts; 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.

- Provide Winners Reaching Amazing Potential (WRAP) program assistance in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts. *E*
- Work in a team environment; display, model and encourage respectful, open communication with stakeholders including staff, community agencies, families and students. *E*
- Encourage students to communicate youth voice and choice in program activities by asking questions, initiating and extending conversations; maintain youth input and interest in activities. *E*
- Provide opportunities for students to participate in a variety of individual and group activities in classrooms, computer labs, cafeterias, playgrounds, field trips and other learning centers. *E*
- Support positive behavior systems with students; communicate and practice rules and program expectations with students on an ongoing basis. *E*
- Monitor and circulate throughout assigned areas and classrooms; promote safety and acceptable attitudes related to good citizenship, integrity, fair play, sportsmanship and respect for property and the rights of others. *E*
- Apply District and program rules by monitoring and supporting behavior management of students during indoor and outdoor activities; serve meals and snacks; encourage good manners and proper nutrition during meal periods. *E*
- Assist students in the caring for their personal belongings including articles of clothing, backpacks, completed projects and other items; assist students with toileting as needed. *E*
- Communicate with school and program administration and staff regarding pertinent information such as special events, site programs, and observations and incidents

relating to specific students; greet visitors and assist parents and guardians dropping off and picking up students. *E*

- Conduct regular inventory and safety checks of program supplies and equipment; perform daily visual inspections of classrooms, playgrounds, restrooms and surrounding areas for potential hazards; report safety concerns and injuries to supervisor. *E*
- Maintain cleanliness and order of program facilities; perform housekeeping tasks such as arranging objects, putting items away, wiping down tables, chairs, restrooms, work areas, materials and equipment, creating bulletin boards and displays, and arranging furniture. *E*
- Operate a walkie-talkie and radio for emergency assistance as necessary; operate a variety of office equipment including a computer and assigned software. *E*
- Maintain accurate documentation of student attendance, absences and emergency information; perform routine clerical duties including filing, completion of forms, answering phones, and preparing materials for program activities. *E*
- Administer first aid or necessary physical assistance to ill or distressed students; notify supervisor of injuries and complete required forms. *E*
- Attend and participate in meetings, workshops, in-services and training programs; assist with family recruitment events as assigned. *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

Incumbents in this class will oversee and participate in the activities of an After School Education and Safety (ASES), 21st Century Community Learning Centers (CCLC), or 21st Century After School Safety and Enrichment for Teens (ASSETs) Expanded Learning program Winners Reaching Amazing Potential (WRAP). These programs are designed to provide students with academic enrichment, homework help, physical activity and a nutritious snack outside of regular school hours. Incumbents are expected to be role models for the students in a culturally diverse environment and encourage the development of prosocial interactions among the students. Incumbents will be assigned a work schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule. Recreation Aide – WRAP Expanded Learning assignments may not exceed 19 hours per week. Positions in this classification are funded through grants. Program continuation is subject to receipt of reimbursement funds and the implementation of new grants.

EMPLOYMENT STANDARDS

Knowledge of:

Basic concepts of expanded learning and youth development and behavior.
Safe playground practices and appropriate student conduct.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Operation of office equipment including a computer and assigned software.
Basic first aid techniques.

Ability to:

Promote a positive environment conducive to learning.
Demonstrate understanding and patience towards students.
Work independently and as a member of a team.
Understand and follow oral and written instructions.
Understand, apply and explain program rules, regulations and procedures.
Exercise sound judgment and problem-solve.
Establish and maintain cooperative and effective working relationships with others.
Learn District and program organization, operations, policies and procedures.
Observe health and safety regulations.
Complete forms and prepare routine reports related to assigned activities.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Operate a walkie-talkie and variety of office equipment including a computer and assigned software.
Administer first aid or necessary physical assistance to ill or distressed students.

Education and Training:

Candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education;

OR

2. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

Experience:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with students in an instructional, expanded learning or similar program is highly desirable.

SPECIAL REQUIREMENTS

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING ENVIRONMENT

School, indoor, and outdoor environment.
Before and after school hours.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.
Twisting and turning to monitor activities of students.
Hearing and speaking to exchange information in person and on the telephone.
Dexterity of hands and fingers to operate playground and office equipment.
Seeing to monitor activities of students.

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:



PERSONNEL COMMISSION

Class Code: 5262
Salary Range: 130 (NR)

RECREATION LEADER – WRAP EXPANDED LEARNING

JOB SUMMARY

Under general supervision, oversee and participate in providing for and assuring a safe, clean and secure environment for students enrolled in the Winners Reaching Amazing Potential (WRAP) program; lead and provide work direction and guidance to assigned staff; assist in providing youth opportunities in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts; 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.

- Oversee and participate in providing Winners Reaching Amazing Potential (WRAP) program assistance in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts. *E*
- Lead and provide work direction and guidance to assigned staff and assist in completing performance evaluations; monitor and support site dress codes for assigned staff. *E*
- Assure proper staffing levels for program coverage and arrange for substitute Recreation and College Aides as needed. *E*
- Work in a team environment; display, model and encourage respectful, open communication with stakeholders including staff, community agencies, families and students. *E*
- Develop program and lesson plans in academic enrichment, homework assistance, recreation, leadership, youth development, and visual and performing arts; assist with family recruitments, orientations, questionnaires, and collection of program data. *E*
- Develop, implement, and support positive behavior systems with staff and students; communicate and practice rules and program expectations with staff and student on an ongoing basis. *E*
- Encourage students to communicate youth voice and choice in program activities by asking questions, initiating and extending conversations; maintain youth input and interest in activities. *E*

- Provide opportunities for students to participate in a variety of individual and group activities in classrooms, computer labs, cafeterias, playgrounds, field trips and other learning centers. *E*
- Support positive behavior systems with students; communicate and practice rules and program expectations with students on an ongoing basis. *E*
- Monitor and circulate throughout assigned areas and classrooms; promote safety and acceptable attitudes related to good citizenship, integrity, fair play, sportsmanship and respect for property and the rights of others. *E*
- Apply District and program rules by monitoring and supporting behavior management of students during indoor and outdoor activities; serve meals and snacks; encourage good manners and proper nutrition during meal periods. *E*
- Assist students in the caring for their personal belongings including articles of clothing, backpacks, completed projects and other items; assist students with toileting as needed. *E*
- Communicate with school and program administration and staff regarding pertinent information such as special events, site programs, and observations and incidents relating to specific students; greet visitors and assist parents and guardians dropping off and picking up students. *E*
- Conduct regular inventory and safety checks of program supplies and equipment; perform daily visual inspections of classrooms, playgrounds, restrooms and surrounding areas for potential hazards; report safety concerns and injuries to supervisor. *E*
- Maintain cleanliness and order of program facilities; perform housekeeping tasks such as arranging objects, putting items away, wiping down tables, chairs, restrooms, work areas, materials and equipment, creating bulletin boards and displays, and arranging furniture. *E*
- Operate a walkie-talkie and radio for emergency assistance as necessary; operate a variety of office equipment including a computer and assigned software. *E*
- Maintain accurate documentation of student attendance, absences and emergency information; perform routine clerical duties including filing, completion of forms, answering phones, and preparing materials for program activities. *E*
- Administer first aid or necessary physical assistance to ill or distressed students; notify supervisor of injuries and complete required forms. *E*
- Attend and participate in meetings, workshops, in-services and training programs. *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

Incumbents in this class will oversee and participate in the activities of an After School Education and Safety (ASES), 21st Century Community Learning Centers (CCLC), or 21st Century After School Safety and Enrichment for Teens (ASSETs) Expanded Learning program Winners Reaching Amazing Potential (WRAP). These programs are designed to provide students with academic enrichment, homework help, physical

activity and a nutritious snack outside of regular school hours. Incumbents will provide work direction and guidance to assigned staff. Incumbents are expected to be role models for the students in a culturally diverse environment and encourage the development of prosocial interactions among the students. Incumbents will be assigned a work schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule. Recreation Leader – WRAP Expanded Learning assignments may not exceed 19 hours per week. Positions in this classification are funded through grants. Program continuation is subject to receipt of reimbursement funds and the implementation of new grants.

EMPLOYMENT STANDARDS

Knowledge of:

District and program organization, operations, policies and procedures.
General concepts of expanded learning and youth development and behavior.
General principles of providing work direction and guidance to others.
Safe playground practices and appropriate student conduct.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of office equipment including a computer and assigned software.
Basic first aid techniques.

Ability to:

Promote a positive environment conducive to learning.
Develop, implement, and support positive behavior systems.
Develop program and lesson plans.
Train and provide work direction and guidance to others.
Demonstrate understanding and patience towards students.
Work independently and as a member of a team.
Understand and follow oral and written instructions.
Understand, apply and explain District and program rules, regulations and procedures.
Exercise sound judgment and problem-solve.
Establish and maintain cooperative and effective working relationships with others.
Observe health and safety regulations.
Complete forms and prepare reports related to assigned activities.
Methods of collecting and compiling data.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Operate a walkie-talkie and variety of office equipment including a computer and assigned software.
Administer first aid or necessary physical assistance to ill or distressed students.

Education and Training:

Candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60-quarter units) at an institution of higher education;

OR

2. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

Experience:

One year of experience working with school-aged children in an instructional, expanded learning, or similar recreational program. Experience in a lead or supervisory capacity is desirable.

SPECIAL REQUIREMENTS

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING ENVIRONMENT

School, indoor, and outdoor environment.
Before and after school hours.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.
Twisting and turning to monitor activities of students.
Hearing and speaking to exchange information in person and on the telephone.
Dexterity of hands and fingers to operate playground and office equipment.
Seeing to monitor activities of students.

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:



PERSONNEL COMMISSION

Class Code: 5258
Salary Range: 104 (NR)

CHILD CARE WORKER

JOB SUMMARY

Under immediate supervision, provide for and assure a safe, clean and secure environment for children enrolled in the Child Development Center (CDC) program; organize and oversee recreational, meal periods and playground activities; 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.

- Organize and oversee recreational, meal periods, playground and other Child Development Center (CDC) program activities such as indoor and outdoor games, meal periods, nap times, arts and crafts, music, homework, field trips and assisting during instructional time. *E*
- Apply District and State program policies, procedures and regulations related to assigned activities. *E*
- Maintain good behavior management and discipline of children participating in classroom, playground, meal periods and recreational activities; communicate playground rules and expectations to children; facilitate problem-solving skills. *E*
- Monitor and circulate throughout assigned areas and classrooms; promote safety and acceptable attitudes related to good citizenship, integrity, fair play, sportsmanship and respect for property and the rights of others. *E*
- Monitor and support behavior management of children during indoor and outdoor activities; assist with meal preparation; serve meals and snacks; encourage good manners and proper nutrition during meal periods. *E*
- Encourage children to communicate by asking questions, initiating and extending conversations and providing emotional support; assist children to maintain interest in activities; support the cognitive and language growth of children. *E*
- Assist children in the caring for their personal belongings including articles of clothing, backpacks, completed art projects and other items; assist children with toileting as needed. *E*
- Communicate with center and program administration and school staff regarding pertinent information such as special events, site programs, and observations and incidents relating to specific children; greet visitors and assist parents dropping off and picking up children. *E*

- Conduct regular inventory and safety checks of playground supplies; properly store playground equipment and supplies. *E*
- Perform daily visual inspections of classrooms, playgrounds, restrooms and surrounding areas for potential hazards; report safety concerns, injuries and unusual incidents to supervisor. *E*
- Perform incidental housekeeping tasks such as arranging objects, putting items away, wiping down tables, chairs, restrooms, work and play areas, toys and equipment, creating bulletin boards and displays, and arranging furniture. *E*
- Operate a walkie-talkie and radio for emergency assistance as necessary; operate a variety of office equipment including a computer and assigned software. *E*
- Provide routine clerical assistance to program staff as needed including filing, completion of forms, answering phones, and preparing materials for program activities. *E*
- Administer first aid or necessary physical assistance to ill or distressed children; notify supervisor of injuries and complete required forms. *E*
- Attend and participate in meetings, workshops, in-services and training programs; assist with family recruitment events as assigned. *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

Incumbents in this class will actively participate in the activities of a Child Development Center (CDC) program designed to provide child care both before and after regular school hours, and may range from 6:30am to 6:30pm or as otherwise established. Incumbents are expected to be role models for the children in a culturally diverse environment and encourage the development of prosocial interactions among the children. Incumbents will be assigned a work schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule. Child Care Worker assignments may not exceed 18 hours per week.

EMPLOYMENT STANDARDS

Knowledge of:

Safe playground practices and appropriate student conduct.
Basic concepts of child development and behavior.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of office equipment including a computer and assigned software.
Basic first aid techniques.

Ability to:

Organize and oversee recreational, playground and off-campus activities.
Promote a positive environment conducive to learning.
Demonstrate understanding and patience towards children.

Work independently and as a member of a team.
Understand and follow oral and written instructions.
Understand, apply and explain program rules, regulations and procedures.
Establish and maintain cooperative and effective working relationships with others.
Learn District and program organization, operations, policies and procedures.
Observe health and safety regulations.
Complete forms and prepare routine reports related to assigned activities.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Operate a walkie-talkie and variety of office equipment including a computer and assigned software.
Administer first aid or necessary physical assistance to ill or distressed children.

Education and Training:

Graduation from high school or equivalent.

OR

Proof of enrollment in an accredited California college.

Experience:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with children in an instructional, extended day care or similar recreation program is highly desirable.

WORKING ENVIRONMENT

Playground, indoor and outdoor environment.
Evening and varied hours.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.
Twisting and turning to monitor activities of children.
Hearing and speaking to exchange information in person and on the telephone.
Dexterity of hands and fingers to operate playground and office equipment.
Seeing to monitor activities of children.

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: