

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
December 6, 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 November 8, 2018
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

1-4

II. CONSENT AGENDA

1. **RATIFY** Job announcement bulletin for Electronics Technician 5-6
2. **RATIFY** Job announcement bulletin for Building Maintenance Worker 7-8
3. **RATIFY** Job announcement bulletin for Building Maintenance Worker-Driver 9-10
4. **RATIFY** Job announcement bulletin for School/Community Liason-BL,Spanish 11-12
5. **RATIFY** Job announcement bulletin for Recreation Aide 13-14
6. **RATIFY** Job announcement bulletin for Recreation Aide-Kids' Club 15-16
7. **RATIFY** Job announcement bulletin for Technology Field Operations Supervisor 17-18
8. **RATIFY** Job announcement bulletin for Nutrition Services Payroll Technician 19-20

9. RATIFY Job announcement bulletin for Fiscal Services Analyst	21-22
10. RATIFY Job announcement bulletin for Assistant Maintenance Director	23-24
11. RATIFY Job announcement bulletin for Assistant Facilities Project Manager	25-26
12. APPROVE the certification of Library/Media Assistant 19-0032-0465 eligibility list established November 19, 2018	27
13. APPROVE the certification of Middle School Office Supervisor 19-0014-3357 eligibility list established November 19, 2018	27
14. APPROVE the certification of High School Office Supervisor eligibility list established November 19, 2018	27
15. APPROVE the certification of Instructional Aide-Special eligibility list established December 5, 2018	27
III. OLD BUSINESS	
None	
IV. NEW BUSINESS	29-42
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).	43-54
2. APPEAL of disqualified applicant 35753265	55-64
3. APPEAL of disqualified applicant 16647098	65-78
4. APPEAL of disqualified applicant 32445314	79-84
5. APPROVE the recommendation to remove from eligibility list ID 30409128	
V. OTHER ITEMS	

VI. NEXT REGULAR MEETING

December 20, 2018 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

VIII. ADJOURNMENT

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

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

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

MINUTES

Regular Meeting

November 8, 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, November 8, 2018 at 8:23 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Learning, Personnel Analyst; Mary Cates, Human Resources Supervisor; Connie Ballew, Senior Administrative Secretary (Retired).

GUESTS

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President.

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 October 25, 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 attended the Personnel Commissions Association of Southern California (PCASC) luncheon on November 2, 2018. The presenter was attorney Candace M. Bandoian who spoke regarding the Janus decision.

Mr. Kato reported that he presented the Annual Report of the Personnel Commission to the Board of Education on November 7, 2018 and it was well-received by the Board members. Mr. Kato also reported that the Board of Education recommended the reappointment of Sheryl Bender to the Personnel Commission of the Long Beach Unified School District for a three-year term, beginning December 1, 2018.

Mr. Kato informed the Commission that he will be working with the Office of Multimedia Services (OMS) to update the video that is shown at the New Employee Orientation sessions. Board member John McGinnis retired and new footage of Board member Dr. Juan Benitez will be added to the video.

Maria Braunstein, Personnel Analyst reported that she and Susan Learning, Personnel Analyst, have been meeting with principals and the administrators over the Winners Reaching Amazing Potential (WRAP), Kids' Club, and Child Development Centers to collaboratively review classification specifications and design employment examinations for classified recreation positions. She mentioned that the meetings emphasized the relationship between what is written into the classification specifications and the recruitment and testing process.

Mary Cates, Human Resource Supervisor, notified the Commission that Silaue Taeleifi, Human Resources Technician, will be attending a two-day conference hosted by Frontline Education regarding the absence management substitute system AESOP on November 13 and 14th.

CONSENT AGENDA

Mr. Ulaszewski noted that the bulletins for the Plant Supervisor series were brought to the Commission for ratification long after they were created. He explained the history behind why the Commission ratifies bulletins after a recruitment has begun, but was disappointed that these bulletins were allowed to slip through the cracks since the recruitments closed back on September 10th. After discussion, a motion was made by Ms. Bender and seconded by Mr. Ulaszewski, and the motion carried to ratify and approve Consent Agenda items 1-8 and 9-15.

1. RATIFY job announcement bulletin for Senior ASB Financial Technician
2. RATIFY job announcement bulletin for College and Career Specialist
3. RATIFY job announcement bulletin for Technology Field Operations Supervisor
4. RATIFY job announcement bulletin for Heavy Truck Driver
5. RATIFY job announcement bulletin for Assistant Maintenance Director
6. RATIFY job announcement bulletin for Plant Supervisor I
7. RATIFY job announcement bulletin for Plant Supervisor II
8. RATIFY job announcement bulletin for Plant Supervisor-High School

9. APPROVE the certification of Instructional Aide-Special 19-0029-0048 eligibility list established October 26, 2018
10. APPROVE the certification of Accounting Technician 19-0025-0750 eligibility list established October 26, 2018
11. APPROVE the certification of School Safety Officer 19-0009-5014 eligibility list established October 26, 2018
12. APPROVE the certification of Nutrition Services Director 19-0036-5060 eligibility list established November 5, 2018
13. APPROVE the certification of Plant Supervisor I 19-0026-5026 eligibility list established November 6, 2018
14. APPROVE the certification of Plant Supervisor II 19-0027-5027 eligibility list established November 6, 2018
15. APPROVE the certification of Plant Supervisor-High School 19-0028-5029 eligibility list established November 6, 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

After discussion, a motion was made by Mr. Ulaszewski and seconded by Ms. Bender to approve the abolishment of "Restricted" classifications".

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

NEW BUSINESS

After discussion, a motion was made by Mr. Ulaszewski and seconded by Ms. Bender to extend the eligibility list of Electrician 17-003-0161 established May 23, 2017.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, December 6, 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 8:40 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:30 a.m. and no reportable actions were taken.

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

ELECTRONICS TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, November 30, 2018

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, install, repair, assemble, adjust, test and service electronic equipment, devices, components and circuits; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school and completion of a recognized apprentice training program of four years duration.

OR

EXPERIENCE:

Four years journey-level installation and repair of electronic equipment and devices.

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

SPECIAL REQUIREMENTS:

(1) Valid Class C California Driver's License. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

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: \$28.90
6 MONTHS: \$30.49
1 ½ YEARS: \$32.18
2 ½ YEARS: \$33.95
3 ½ YEARS: \$35.81

APPLICATION:

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

SELECTION PROCEDURE:

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

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0046-0110 AS

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in Balmer

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

BUILDING MAINTENANCE WORKER

FINAL FILING DATE:

4:30 p.m., Tuesday, December 11, 2018

JOB INFORMATION:

Three permanent 12-month positions and one 220-day position. Positions are at 100% FTE. Three vacancies are located at Maintenance and one 50/50 split at Jordan and Cabrillo.

JOB SUMMARY:

Under general supervision, to perform work in connection with the repair or maintenance of school properties or equipment; may assist carpenters, painters, plumbers, electricians or other mechanics; to perform more simple kinds of repair and maintenance work.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

At least two years of experience in which an incumbent has acquired the competence in performing building and related maintenance work.

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

SPECIAL REQUIREMENTS:

(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) Some incumbents in this class may be required to wear protective clothing, gear or equipment as required by law. (4) Some positions in this classification may require valid Forklift Operator Certification. Certification will be provided by the District.

WORKING ENVIRONMENT:

Outdoors, occasionally in inclement weather; indoors in buildings including classrooms; maintenance shops with machinery and noise; closed and confined spaces, attics, vaults, under buildings; dust, odors, fumes, vapors, mold spores and chemicals.

PHYSICAL DEMANDS:

Strength; heavy work, lifting, carrying, and/or pushing 100 pounds with frequent lifting and/or carrying of object weighing up to 50 pounds; climbing and descending ladders and scaffolding and working from heights; standing for extended periods of time; walking, stooping, pushing, bending, and kneeling; reaching overhead above shoulders and horizontally for extended periods of time; crawling in attics, tight spaces and under buildings; dexterity of hands and fingers to operate hand and power tools; visual acuity to distinguish the color of wires; speak to exchange information in person or on the telephone.

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 accommodations for any part of the application and hiring process, please notify

SALARY RANGE HOURLY:

START:	\$23.27
6 MONTHS:	\$24.55
1 ½ YEARS:	\$25.90
2 ½ YEARS:	\$27.32
3 ½ YEARS:	\$28.82

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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VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0049-0625 ALT

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11/11/18

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:

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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 OPEN/PROMOTIONAL EMPLOYMENT OPPORTUNITY

BUILDING MAINTENANCE WORKER-DRIVER

FINAL FILING DATE:

4:30 p.m., Tuesday, December 11, 2018

JOB INFORMATION:

Permanent 100% FTE 10 month (220 day) position. The current vacancy is located at Maintenance.

JOB SUMMARY:

Under general supervision, to perform work in connection with the repair or maintenance of school properties or equipment; may assist carpenters, painters, plumbers, electricians or other mechanics; to perform more simple kinds of repair and maintenance work; operate a truck to tow a trailer or heavy equipment; operate a mobile crane; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

At least two years of experience in which an incumbent has acquired the competence in performing building and related maintenance work.

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

SPECIAL REQUIREMENTS:

(1) Employees performing the work of the Building Maintenance Worker/Driver class must possess a valid Class A driver's license and valid Mobile Crane Operator Certification. Training to obtain the license and crane certification is at District's expense. Under federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing. (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) Some incumbents in this class may be required to wear protective clothing, gear or equipment as required by law.

WORKING ENVIRONMENT:

Outdoors, occasionally in inclement weather; indoors in buildings including classrooms; maintenance shops with machinery and noise; closed and confined spaces, attics, vaults, under buildings; dust, odors, fumes, vapors, mold spores and chemicals.

PHYSICAL DEMANDS:

Strength; heavy work, lifting, carrying, and/or pushing 100 pounds with frequent lifting and/or carrying of object weighing up to 50 pounds; climbing and descending ladders and scaffolding and working from heights; standing for extended periods of time; walking, stooping, pushing, bending, and kneeling; reaching overhead above shoulders and horizontally for extended periods of time; crawling in attics, tight spaces and under buildings; dexterity of hands and fingers to operate hand and power tools; visual acuity to distinguish the color of wires; speak to exchange information in person or on the telephone.

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

SALARY RANGE HOURLY:

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

APPLICATION:

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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.

NOTE: As a part of the Personnel Commission's ongoing effort to streamline recruitment processes, employees applying for BMW/Driver who have held status as a BMW will not be required to participate in the written and performance tests. Individuals who currently or previously held status in maintenance trades with training and experience similar to those of a BMW will be reviewed on a case-by-case basis to determine the level of testing required.

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Dual Exam 19-0030-0880 ALT

LBUSD employees, please see reverse side for
important information.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL/COMMUNITY LIASON- BL SPANISH

FINAL FILING DATE:

4:30 p.m., Wednesday, December 12, 2018

JOB INFORMATION:

Permanent 10 month position. Position is a 50% FTE. The current vacancy is located at Millikan High School. Eligibility list is being created to fill future vacancies as they occur.

JOB SUMMARY:

Under general supervision, serve as a liaison between a school site, students' homes and community organizations in matters relating to the health, welfare, attendance and educational needs of students and families; provide information and refer parents to appropriate identified community services, local agencies and District resources; encourage and promote parent education and involvement in a variety of school activities and events; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Six months of clerical experience involving public contact and working with students and families in an educational environment or assisting families in a social work environment.

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.

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.

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SALARY RANGE HOURLY:

- START: \$17.74
- 6 MONTHS: \$18.71
- 1 ½ YEARS: \$19.74
- 2 ½ YEARS: \$20.83
- 3 ½ YEARS: \$21.98

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0037-5178 AS

LBUSD employees, please see reverse side for important information.

Jim Baber

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

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

Guidelines:

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

RECREATION AIDE

FINAL FILING DATE:

Open Continuous.

*Classification Specification pending Personnel Commission approval.

JOB INFORMATION:

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

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.

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Continuous 19-0057-5255 AS

LBUSD employees, please see reverse side for important information.

Andler

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

RECREATION AIDE-KIDS' CLUB

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent 10 month positions. Positions are 37.5% FTE (3 hours per day, 15 hours per week). Recruiting for current and future vacancies located at Kids' Club sites.

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.

MINIMUM QUALIFICATIONS

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.

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:

\$13.54

APPLICATION:

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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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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Continuous 19-0056-5257 ALT

LBUSD employees, please see reverse side for
important information.

Balmer

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

TECHNOLOGY FIELD OPERATIONS SUPERVISOR

FINAL FILING DATE:

Recruitment extended to 4:30 p.m., Tuesday, November 27, 2018

JOB INFORMATION:

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

JOB SUMMARY:

Under general direction, plan, oversee and participate in the District's technology support field operations including the installation, maintenance and repair of computers and peripherals, audio/visual equipment and systems, Voice-over-IP (VoIP), telecommunications, and systems such as fire, clock, bell, and security systems; train and supervise assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in computer science, information technology, business administration or a closely related field.

EXPERIENCE:

Four years of experience involving installation, maintenance and repair in one or more of the following areas including some experience in a lead or supervisory capacity:

- Computers and peripherals
- Digital audio/visual equipment and systems
- Voice-over-IP (VoIP) and telecommunications
- Systems such as fire, clock, bell and security systems in a networked environment.

Experience in an educational environment is preferred.

Two years of additional experience may be substituted for two years of the higher education.

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.

Applications for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the

SALARY RANGE HOURLY:

START:	\$41.37
6 MONTHS:	\$43.65
1 ½ YEARS:	\$46.05
2 ½ YEARS:	\$48.58

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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www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0053-5249 ALT

LBUSD employees, please see reverse side for important information.

W. Balmer

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

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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.**

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CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES PAYROLL TECHNICIAN

FINAL FILING DATE:

1:30 p.m., Monday, December 10, 2018

JOB INFORMATION:

Position is 12 months and 100% FTE (8 hours per day). The current vacancy is located at Nutrition Services.

JOB SUMMARY:

Under general direction, receive, review and input payroll records for Nutrition Services employees including cafeterias, warehouse, central kitchen and administrative offices; serve as the lead in the payroll unit of Nutrition Services; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school. College-level coursework in accounting, finance or a related field is desirable.

EXPERIENCE:

Two years of clerical experience involving maintaining records and files and input of payroll data. Experience serving as a lead is preferred.

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

SPECIAL REQUIREMENTS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

SALARY RANGE HOURLY:

START: \$22.64
6 MONTHS: \$23.89
1 ½ YEARS: \$25.20
2 ½ YEARS: \$26.59
3 ½ YEARS: \$28.06

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 19-0052-5208 AM

LBUSD employees, please see reverse side for
important information.

Maria Braunstein

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

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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 #19-0084-8173 ALT

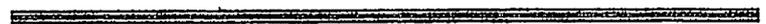


**An Exciting Career
Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

Fiscal Services Analyst

\$81,516 – \$95,701 Annually



JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a proactive, visionary to fill the position of Fiscal Services Analyst. Under general direction, plan, organize and participate in the development, analysis, preparation and administration of District fiscal resources in areas such as budget, accounts payable, general ledger, program accounting, payroll, special education, facilities and special projects administration; provide appropriate advice and recommendations for the compliant use of resources, conduct financial studies, prepare reports and analyze data; streamline processes, track project expenditures; perform related duties as assigned.

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

This is a 12-month, 100% FTE position. The current vacancy is located at Accounting.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in accounting, financial or business administration, or a closely related field.

Additionally, candidates will have three years of financial experience, preferably in a public agency, involving the analysis of financial data.

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

SPECIAL REQUIREMENTS

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

SALARY AND BENEFITS

The annual salary for Fiscal Services Analyst is \$81,518 to \$95,701 with excellent benefits and retirement package with access to IRS Codes 403 or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

The examination process for this recruitment will consist of a "pre-screening" of the applicant's training, background and experience and an evaluation of responses on a supplemental application; a technical exercise and interview and a qualifications appraisal oral interview 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 eligible list in order of their relative merit as determined by these competitive examinations.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/MainOffices/PersonnelCommission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Friday, 8:00 a.m. – 4:00 p.m. A resume will not substitute for the required forms. Completed forms must be received no later than:

Application Deadline: 4:30 p.m., Wednesday, December 19, 2018

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

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-6708

[http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/PersonnelCommission/)
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

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.

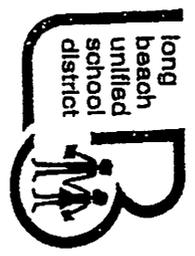
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school 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 #19-0081-0804 ALT *Maria Brannstrom*



**An Exciting Career
Opportunity
Awaits You at
LONG BEACH UNIFIED
SCHOOL DISTRICT
Assistant Maintenance
Director
\$95,920 -- \$112,619 Annually**

FOR MORE INFORMATION CONTACT: (562) 595-2000, EXT. 2000 OR VISIT US AT WWW.LBUSD.EDU

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a proactive, visionary to fill the position of Assistant Maintenance Director. Under the direction of the Maintenance Director, assist in the planning, organization and direction of the activities and operations of the Maintenance Branch including facilities maintenance, construction and repair, energy conservation and environmental health and safety programs; 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 Maintenance then Assistant Maintenance Director.

This is a 12-month, 100% FTE position. The current vacancy is located at Maintenance.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in engineering, architecture, construction management or a closely related field.

Additionally, candidates will have four years of experience in the administration of one or more of the building trades including the maintenance and renovation and repair of buildings and facilities in a large organization.

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

SPECIAL REQUIREMENTS

Candidates in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license at the time of appointment.

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.

Insurance as registered architect or engineer is desirable.

SALARY AND BENEFITS

The annual salary for Assistant Maintenance Director 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

The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience and evaluation of responses on a supplemental application; a technical exercise and interview and a qualifications appraisal oral interview 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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Application Deadline: 4:30 p.m., Friday, November 30, 2018

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Dual Exam 19-0031-5104 SF



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

ASSISTANT FACILITIES PROJECT MANAGER

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

IN OUR WINNING TEAM

Join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary person to fill the position of Assistant Facilities Project Manager. Under general supervision, perform a variety of increasingly complex and technical duties related to the District's facilities planning and construction program; provide project coordination and management support to department activities and projects; collect and account for developer fees; prepare and maintain a variety of records related to facilities planning and construction; perform other duties as assigned.

For full details regarding the position, go to our website, select Classifications; choose Facilities Planning, Engineering and Construction, Assistant Facilities Project Manager.

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

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field.

Normally, candidates will have two years of professional experience in construction or facilities planning. Experience in educational facility planning and construction is preferred.

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

SPECIAL REQUIREMENTS

Candidates in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. May be required to travel from one school location to another.

Applicant for this class will be required to obtain, at his/her own expense, a copy of 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 requirements. Failure to meet this requirement will result in the disqualification or rejection of the eligible regardless of any other standing.

Applicant in this classification may be required to wear protective clothing, and equipment as required by law.

SALARY AND BENEFITS

The hourly salary for Assistant Facilities Project Manager is \$34.21 to \$40.18, 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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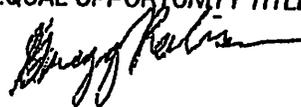
A resume will not substitute for the required forms. Completed forms must be received no later than:

4:30 p.m., Thursday, December 20, 2018.

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

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 27

Date: December 8, 2018

Reason for
Consideration: Approval

LIBRARY/MEDIA ASSISTANT

List Valid: 11/19/18-11/19/19

Total Applications Received: 88

No. Passed: 7 No. Failed: 2

Dual

19-0032-0465

Total Invited to Exam: 10

No. Withdrew: 1 No. Screened Out: 78

MIDDLE SCHOOL OFFICE SUPERVISOR

List Valid: 11/19/18-11/19/19

Total Applications Received: 87

No. Passed: 5 No. Failed: 23

Dual

19-0014-3357

Total Invited to Exam: 39

No. Withdrew: 11 No. Screened Out: 48

HIGH SCHOOL OFFICE SUPERVISOR

List Valid: 11/18/18-11/18/19

Total Applications Received: 72

No. Passed: 3 No. Failed: 21

Open/Promo

19-0015-3349

Total Invited to Exam: 35

No. Withdrew: 11 No. Screened Out: 37

INSTRUCTIONAL AIDE SPECIAL

List Valid: 12/05/18-12/05/19

Total Applications Received: 74

No. Passed: 10 No. Failed: 3

Open continuous

19-0040-0448

Total Invited to Exam: 17

No. Withdrew: 4 No. Screened Out: 57

CERTIFIED TO BE CORRECT: Kenneth Kato DATE:

PERSONNEL COMMISSION



November 27, 2018

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Reestablishment of a Classification and Creation of a New Classification

Background and Findings

The District reorganized several Business Services operational units in order to consolidate various functions under one department. General oversight of Mail and Switchboard Services, Records Management, and Warehouse trucking functions have been assigned to the Transportation Department. District administration has requested the creation of generic classifications, Business Services Director and Assistant Business Services Director, to reflect the multiple operational units assigned to this department.

The classification of Business Branch Director (salary range 55 M2) was abolished in 2007. The Business Branch Director classification performed similar duties and responsibilities with multiple Business Services operational units. Therefore, it is appropriate to reestablish this classification and update the title and duties to reflect the current assigned responsibilities.

Salary Placement

For salary comparison purposes, the top ten largest school districts in California were surveyed for compensation comparison, however, the results of the survey did not provide a guideline for salary placement. Therefore, staff looked at internal relationships with existing Assistant Director classifications at salary range 46 (M2). Placement of the Assistant Business Services Director at salary range 46 (M2) is appropriate based on the internal relationships with other Assistant Director classifications at that salary range with a similar scope of responsibility.

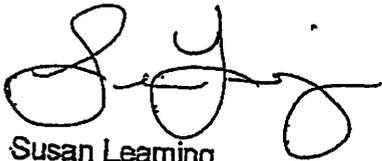
The Chief Business and Financial Officer and Business Services Administrator have reviewed and are in support of the proposed recommendations. Copies of the proposed class specifications and the abolished classification of Business Branch Director are attached.

Recommendations

Staff recommends the Personnel Commission:

1. Reestablish the classification of Business Branch Director at salary range 55 (M2)
2. Adopt the revised title and classification specification of Business Services Director
3. Create the classification of Assistant Business Services Director
4. Allocate the Assistant Business Services Director classification to salary range 46 (M2)

Prepared by:



Susan Learning
Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 0667
Salary Range: 55 (M2)

BUSINESS BRANCH DIRECTOR

JOB SUMMARY

Under administrative direction to organize and direct the activities of a designated Business Branch such as Facility Planning and Engineering, Maintenance of Plant, Operation of Plant, or Transportation; and to perform related work as required.

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.

- Plan, organize, and coordinate a wide variety of activities. *E*
- Coordinate organization plans and activities with those of other District units. *E*
- Assure that services, equipment, facilities, and procedures conform to applicable laws, policies and regulations. *E*
- Establish or recommend standards, schedules, and priorities, including contingency plans, and may direct the allocation of resources in emergencies. *E*
- Plan and administer the branch budget and may control expenditures for other appropriations. *E*
- Manage branch communications activities relative to staff, other organizations, the media, and the public. *E*
- Direct, review, and participate in studies to analyze and evaluate needs and services: equipment, supply, and human resources; feasibility and cost-effectiveness; and other aspects of management. *E*
- Develop or review personnel management policies and procedures within the organization and assure that personnel programs and transactions conform to applicable laws policies and regulations. *E*
- Direct and evaluate line management and supervision of the organization's staff. *E*
- Plan, direct, review, and participate in training for staff and others affected by the services of the organization. *E*
- Direct and participate in liaison and coordination with other units involved in staff functions, such as budget, accounting, data processing, personnel, procurement, and labor relations. *E*
- Consult, advise, and provide leadership in relation to projects that affect the functions of the organization. *E*

- Meet with and address a variety of groups, including employees, school administrators, officials of public agencies, and community organizations. *E*
- Prepare and present reports to committees of the Board of Education. *E*
- May administer or direct the administration of contracts for materials, services, or facilities. *E*
- May direct or participate in the planning of data processing applications and their implementation. *E*
- May represent the branch, division, or District in presentations to public agencies, legislative committees, or other official bodies. *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

Business Branch Directors are the administrative heads of organizational units (branches) within the Business Department. Positions in these classes require a broad scope of administrative knowledge and skill in order to efficiently plan, direct, and control activities carried out by a large staff. Emphasis is placed on the possession of management and leadership skills rather than on extensive specialized knowledge upon entry to this class. Individuals may expect to be rotated periodically to other business branches in order to broaden specialized technical knowledge and will be expected to devote time to specialized study associated with such assignments so that mastery as appropriate to this level is achieved. Positions at similar management levels may be allocated to specialized classes (e.g., Director of Architecture and Engineering) because the need for a particular professional background may include specialized selection activities or licensure.

EMPLOYMENT STANDARDS

Knowledge of:

Basic principles of management of physical plant, facility planning and logistics.
Principles of sound administrative organization.
Legal bases and sources of finance of California public education.
Basic principles of contract law, public purchasing, research, cost analysis and control, budgeting, accounting, and personnel administration.
Procedures and techniques of operations analysis, records development and management, and statistical analysis and preparation.
Basic concepts and business applications of data processing systems and procedures.
Principles of public relations.
Principles of training, employee evaluation, and employee relations.
Principles of collective bargaining and applications of labor agreements.
Concepts of progressive discipline.

Business Branch Director – Continued

Ability to:

- Plan, schedule, and direct functional operational activities of a large staff.
- Analyze written materials and oral communications.
- Communicate effectively orally and in writing.
- Conduct meetings and make presentations.
- Synthesize facts and concepts, that affect systems and procedures.
- Make, support and explain recommendations and decisions.
- Estimate project requirements and organize resources to meet goals and deadlines.
- Direct and evaluate staff training.
- Operate a District vehicle observing legal and defensive driving techniques.

Education and Training:

Graduation from a recognized college or university, preferably with a major in school business management, business or public administration, or a related field. Courses in school business, management, accounting, systems and procedures, research, data processing, engineering, and personnel management are desirable.

Experience:

Four years of executive or administrative experience in an organization with at least 1,000 employees or in a school district with an enrollment of at least 25,000.

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

SPECIAL REQUIREMENTS

A valid California Class C drivers license and use of an automobile at the time of appointment are required.

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 standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

07/91

Rev 3/25/04



PERSONNEL COMMISSION

Class Code:
Salary Range: 55 (M2)

BUSINESS SERVICES DIRECTOR

JOB SUMMARY

Under administrative direction, plan, organize, control and direct the operations and activities of assigned Business Services departments and operational units; supervise and evaluate the performance of assigned staff; 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.

- Plan, organize, control and direct the operations and activities of assigned Business Services departments and operational units; assure compliance with applicable laws, regulations and policies. *E*
- Supervise and evaluate the performance of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and conduct in-service training programs. *E*
- Develop and implement policies, procedures and programs for assigned departments and operational units; direct operating procedures; establish standards, schedules and priorities including contingency plans; direct allocation of resources in emergencies. *E*
- Provide technical expertise, information and assistance to administration regarding assigned functions; advise administration of unusual trends or problems and recommend appropriate corrective action. *E*
- Develop and monitor budgets for assigned departments and operational units; analyze and review budgetary and financial data; control and authorize expenditures. *E*
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*
- Oversee and assure department and unit purchasing activities comply with applicable statutes, regulations and policies; approve specifications and contracts for purchase of materials, supplies, services and equipment. *E*
- Direct the planning and implementation of operational changes with managers, principals, administrators, site supervisors and other District personnel. *E*
- Coordinate dissemination of department and program information and materials to the public, District staff and other organizations. *E*
- Direct and oversee research studies and special projects; monitor special projects and initiate changes to assure expeditious and successful cost-effective

- completion. *E*
- Analyze the impact of legislation or regulations on assigned activities and determine appropriate course of action; represent the District and assigned activities in public meetings, Board of Education meetings, legislative committees or other official bodies as directed. *E*
 - Visit sites to observe and evaluate assigned staff and procedures; develop and implement improved methods of customer service; drive a District or personal vehicle to conduct site visits and attend meetings. *E*
 - Operate a variety of office equipment including a computer and assigned software programs. *E*
 - Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends; make presentations regarding Business Services operations. *E*
 - May serve as the Business Services Administrator in the absence of the administrator 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

A Business Services Director plans, organizes, controls and directs the operations and activities of assigned Business Services departments and operational units. Incumbents in this class must possess a broad scope of administrative knowledge and skill in order to efficiently plan, organize, control and direct activities carried out by a large staff. Emphasis is placed on the possession of management and leadership skills rather than on extensive specialized knowledge or professional licensure upon entry to this class. Incumbents may expect to rotate periodically to other Business Services departments or operational units in order to broaden technical knowledge or provide administrative coverage.

EMPLOYMENT STANDARDS

Knowledge of:

Planning, organizing and directing the operations and activities of assigned Business Services departments and operational units.
Budget preparation and control.
Financial and statistical recordkeeping and report preparation techniques.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Strategic planning and project management techniques.
Public speaking techniques.

Ability to:

- Review and analyze work methods, procedures, and schedules.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Develop and monitor budgets.
- Develop and evaluate procedures and processes.
- Supervise and evaluate the performance of assigned staff.
- Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.
- Develop and implement long-term strategic plans.
- Estimate project requirements and organize resources to meet goals and deadlines.
- Direct and evaluate in-service training programs for assigned staff.
- Accept and carry out responsibility for direction, control and planning.
- Build consensus and apply problem-solving techniques in a constructive manner.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in business or public administration or a related field.

Experience:

Five years of management-level business experience including substantial participation in policy development or program direction in an educational or public institution. Experience in student transportation, trucking operations and vehicle maintenance 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:

Possession of a valid California Class C driver's license and the use of a personal automobile.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and deliver oral presentations.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending, crouching, stooping and walking to inspect vehicles and facilities.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:



PERSONNEL COMMISSION

Class Code:
Salary Range: 46 (M2)

ASSISTANT BUSINESS SERVICES DIRECTOR

JOB SUMMARY

Under administrative direction, assist in planning, organizing, controlling and directing the operations and activities of assigned Business Services departments and operational units; supervise and evaluate the performance of assigned staff; 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.

- Assist in planning, organizing, controlling and directing the operations and activities of assigned Business Services departments and operational units; assure compliance with applicable laws, regulations and policies. *E*
- Supervise and evaluate the performance of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and conduct in-service training programs. *E*
- Assist in the development and implementation of policies, procedures and programs for assigned departments and operational units; direct operating procedures; establish standards, schedules and priorities including contingency plans; direct allocation of resources in emergencies. *E*
- Provide technical expertise, information and assistance to administration regarding assigned functions; advise administration of unusual trends or problems and recommend appropriate corrective action. *E*
- Assist in the developing and monitoring of budgets for assigned departments and operational units; analyze and review budgetary and financial data; authorize expenditures. *E*
- Prepare or direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*
- Oversee and assure department and unit purchasing activities comply with applicable statutes, regulations and policies; approve specifications and contracts for purchase of materials, supplies, services and equipment. *E*
- Assist in the planning and implementation of operational changes with managers, principals, administrators, site supervisors and other District personnel. *E*
- Assist in the dissemination of department and program information and materials to

- the public, District staff and other organizations. *E*
- Direct and oversee research studies and special projects; monitor special projects and initiate changes to assure expeditious and successful cost-effective completion. *E*
 - Analyze the impact of legislation or regulations on assigned activities and determine appropriate course of action; represent the District and assigned activities in public meetings, Board of Education meetings, legislative committees or other official bodies as directed. *E*
 - Visit sites to observe and evaluate assigned staff and procedures; develop and implement improved methods of customer service; drive a District or personal vehicle to conduct site visits and attend meetings. *E*
 - Operate a variety of office equipment including a computer and assigned software programs. *E*
 - Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends; make presentations regarding Business Services operations. *E*
 - May serve as the Business Services Director in the absence of the Director 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

An Assistant Business Services Director assists in planning, organizing, controlling and directing the operations and activities of assigned Business Services departments and operational units. Incumbents may expect to rotate periodically to other Business Services departments or operational units in order to broaden technical knowledge or provide administrative coverage.

EMPLOYMENT STANDARDS

Knowledge of:

- Planning, organizing and directing the operations and activities of assigned Business Services departments and operational units.
- Budget preparation and control.
- Financial and statistical recordkeeping and report preparation techniques.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Strategic planning and project management techniques.
- Public speaking techniques.

Ability to:

Review and analyze work methods, procedures, and schedules.
Interpret, apply and explain rules, regulations, policies and procedures.
Develop and monitor assigned budgets.
Develop and evaluate procedures and processes.
Supervise and evaluate the performance of assigned staff.
Prepare or direct the preparation of a variety of comprehensive narrative and statistical reports.
Participate in the development and implementation of long-term strategic plans.
Estimate project requirements and organize resources to meet goals and deadlines.
Direct and evaluate in-service training programs for assigned staff.
Accept and carry out responsibility for direction, control and planning.
Build consensus and apply problem-solving techniques in a constructive manner.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in business or public administration, or a related field.

Experience:

Four years of management or supervisory business experience including participation in policy development or program direction preferably in an educational or public institution. Experience in student transportation, trucking operations and vehicle maintenance 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:

Possession of a valid California Class C driver's license and the use of a personal automobile.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and deliver oral presentations.
Sitting for extended periods of time.
Bending, crouching, stooping and walking to inspect vehicles and facilities.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 43-54

Date: December 6, 2018

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

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

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

It is recommended the Commission act to approve this recommendation.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 55-64

Date: December 6, 2018

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

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

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It is recommended the Commission act to approve this recommendation.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 65—78

Date: December 6, 2018

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 79-84

Date: December 6, 2018

Reason for
Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

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

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

It is recommended the Commission act to approve this recommendation.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.