

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Ave.
Lakewood, California 90713

And

100 Perimeter Lofts Circle, Unit 2402
Dunwoody, GA 30346

REGULAR MEETING AGENDA

Regular Meeting
March 10, 2022

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of February 24, 2022 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Research Information Systems Analyst 4-5
2. **RATIFY** job announcement bulletin for Carpenter 6-7
3. **RATIFY** job announcement bulletin for Grounds Service Manager 8-9
4. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish 10-11
5. **RATIFY** job announcement bulletin for Network Specialist 12-13
6. **RATIFY** job announcement bulletin for Office Assistant 14-15
7. **RATIFY** job announcement bulletin for Office Assistant – Bilingual Spanish 16-17
8. **RATIFY** job announcement bulletin for Physician Services Technician (C) 18-19

9. RATIFY job announcement bulletin for Plumber	20-21
10. APPROVE the certification of Accounting Technician eligibility list 22-0146-0750 established 03/10/2022	22
11. APPROVE the certification of Behavior Intervention Assistant eligibility list 22-0137-5216 established 03/04/2022	22
12. APPROVE the certification of Behavior Intervention Supervisor eligibility list 22-0136-5212 established 03/02/2022	22
13. APPROVE the certification of Campus Staff Assistant eligibility list 22-0134-5288 established 03/02/2022	22
14. APPROVE the certification of Campus Staff Assistant eligibility list 22-0135-5288 established 03/02/2022	22
15. APPROVE the certification of Campus Staff Assistant eligibility list 22-0156-5288 established 03/07/2022	22
16. APPROVE the certification of Employment Services Supervisor eligibility list 22-0148-5250 established 03/10/2022	22
17. APPROVE the certification of Instructional Aide - Special eligibility list 22-0187-0448 established 03/02/2022	23
18. APPROVE the certification of Intermediate Office Assistant eligibility list 22-0049-0673 established 03/01/2022	23
19. APPROVE the certification of Kids' Club Assistant eligibility list 22-0127-0694 established 03/02/2022	23
20. APPROVE the certification of Nutrition Services Payroll Technician eligibility list 22-0149-5208 established 03/01/2022	23
21. APPROVE the certification of Nutrition Services Worker eligibility list 22-0183-5068 established 03/04/2022	23
22. APPROVE the certification of Nutrition Services Worker (Catalina Island) eligibility list 22-0068-5068 established 03/08/2022	23
23. APPROVE the certification of Recreation Aide eligibility list 22-0184-5255 established 03/04/2022	23
24. APPROVE the certification of Recreation Aide – Catalina Island eligibility list 22-0163-5255 established 03/10/2022	23
25. APPROVE the certification of Recreation Aide – Kids' Club eligibility list 22-0159-5257 established 03/04/2022	24

- 26. **APPROVE** the certification of Recreation Leader - WRAP eligibility list 22-0167-5262 established 02/28/2022 24
- 27. **APPROVE** the certification of Strategic Data Project Analyst eligibility list 22-0043-5230 established 03/08/2022 24
- 28. **APPROVE** the certification of Translator – Interpreter BL Khmer eligibility list 22-0085-5295 established 03/08/2022 24

III. OLD BUSINESS

None

IV. NEW BUSINESS

- 1. **APPROVE** the Letter of Support for AB2045
- 2. **APPROVE** the Revision of a Classification– Certification Services Manager 25-32
- 3. **APPROVE** the Recommendation to Remove from Eligibility List ID 30104199 33-49

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

March 24, 2022 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

MINUTES
Regular Meeting

February 24, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, February 24, 2022 at 8:16 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr.; Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Anne Follett, Employment Services Supervisor (Acting); Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; and Joanna Guzman, Human Resources Technician.

GUESTS PRESENT

None

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of February 10, 2022.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, informed the Commission the first meeting of the Classified Employee Celebration Committee was held and the committee is beginning to collaborate to recognize classified employees during Classified School Employee Week on May 20, 2022.

At 8:20 a.m., Commissioner Vaughan arrived.

Jesus Rios Jr., Associate Personnel Analyst, reported that there are 83 ongoing recruitments in progress, 21 pending, 24 accepting applications, and 30 in test development. Mr. Rios shared that the 21 pending recruitments would be opening over the next weeks.

Anne Follett, Employment Services Supervisor (Acting), reported that there have been 464 summer school applications received and the application period will close on March 18, 2022. Dale Culton, Certification Services Manager, acknowledged Lydia Smith, Human Resources Technician (Acting), for assisting callers applying for Summer School. Mr. Rios stated he attended the Summer School meeting with the different level offices, Transportation, Operations, and Facilities. Mr. Rios mentioned that this year Summer School will require a larger number of employees as it is planned to be held at most school sites.

Susan Leaming, Personnel Analyst, shared the CPR/First Aid sessions for the Buffum school site classified staff were held on February 23, 2022 and 20 employees were certified.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Site Specialist – Business Partnerships
2. **APPROVE** the certification of Custodian eligibility list 22-0079-0139 established 02/24/2022
3. **APPROVE** the certification of Human Resources Technician eligibility list 22-0121-3352 established 02/22/2022
4. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0181-0448 established 02/25/2022
5. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0131-5068 established 02/23/2022
6. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0157-5068 established 02/23/2022
7. **APPROVE** the certification of Purchasing Manager eligibility list 22-0140-5297 established 02/22/2022

Following discussion, a motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify item 1 and approve items 2-7 on the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the extension of Administrative Secretary 21-0057-3339 eligibility list established 03/04/2021

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

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

2. **APPROVE** the Abolishment of a Classification – Executive Director, Equity, Access, and College & Career Readiness

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

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

3. **APPROVE** the Revision of a Classification – Water/Boiler Treatment Specialist

Following discussion, a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business Item 3.

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

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 10, 2022 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:32 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:35 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:36 a.m.

ABOUT OUR DISTRICT

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

The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Hispanic, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts.

LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located 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 fourth 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.

LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

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 and international leader in preparing young men and women for success.

Dual Exam 22-0188-5267 AF *Maria BTD*

PERSONNEL COMMISSION



An Exciting Career Opportunity Awaits You

LONG BEACH UNIFIED SCHOOL DISTRICT

ASSOCIATE RESEARCH INFORMATION SYSTEMS ANALYST

\$74,776 - \$87,796 Annually



JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Associate Research Information Systems Analyst. Under general supervision, plan, organize and manage the daily support and operations of the Research Information Systems office; schedule, coordinate and supervise software and technical training on the District's student data base and other related systems; coordinate and work with outside software vendors to resolve system issues and concerns; utilize independent judgment and initiative to develop new District procedures; train and supervise assigned staff; perform related duties as assigned.

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

IDEAL CANDIDATE

Successful candidates will have graduated from an accredited four-year college or university with a bachelor's degree in computer science, education, psychology, behavioral or social science or a related field.

Candidates will have two years of experience troubleshooting student data systems in a help desk environment and training of end users.

Additional experience in student information systems may substitute on a year for year basis for up to two years of the required education.

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.

SALARY AND BENEFITS

The annual salary for Associate Research Information Systems Analyst is \$74,776 to \$87,796 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: [http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/) The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday - Friday, 8:00 a.m. - 4:30 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., March 24, 2022

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

CARPENTER

FINAL FILING DATE:

4:30 p.m., Monday, March 21, 2022.

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to perform journey-level rough and finish carpentry in the construction, installation, alteration and repair of District facilities; to perform a variety of related installation, alteration and repair work at District facilities and on District structures; to fabricate, assemble and repair school and office furniture and cabinets in the carpenter shop; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school supplemented by completion of a recognized carpenter apprentice training program of four years duration.

EXPERIENCE:

Four years of experience in carpentry installation, alteration and repair work, three at the journey level.

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. Some employees in this class may be required to take training in order to obtain at District expense a valid class B driver's license after appointment. (2) Under federal law those employees required to possess a class B driver's license shall be subject to alcohol and controlled substance testing. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at 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. (4) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District. (5) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Outdoors in inclement weather; working indoors and in shop environment; driving from site to site.

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:	\$29.48
6 MONTHS:	\$31.10
1 ½ YEARS:	\$32.81
2 ½ YEARS:	\$34.62
3 ½ YEARS:	\$36.52

PHYSICAL DEMANDS:

Considerable physical effort; climbing and descending scaffolding and ladders; operating heavy equipment such as trenchers; walking and standing for extended periods of time; kneeling; bending at the waist; crouching; reaching overhead; lifting objects weighing up to 60 pounds; crawling in attics, under floors and in tight spaces; working at heights from a crane lift; dexterity of fingers and hands to operate specialized equipment; working around machinery having moving parts; hearing and speaking to exchange information.

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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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 22-0161-0114 AA

LBUSD employees, please see reverse side for important information.



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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDS SERVICE MANAGER

FINAL FILING DATE:

4:30 p.m., Thursday, March 17, 2022

JOB INFORMATION:

Permanent 12 month position. Positions is a 100% FTE (8 hours per day). The current vacancy is located at Grounds Services. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general direction, plan, organize and manage the daily operations and activities of the District's grounds services to assure smooth and efficient delivery of services to sites and offices; plan and schedule routine grounds maintenance, projects and repair work, train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate's degree including coursework in horticulture, agricultural technology, business administration or a related field.

EXPERIENCE:

Three years of supervisory or managerial grounds maintenance experience in a commercial or governmental environment including pesticide application. Experience working with a unified school district involving sports field and track maintenance is preferred.

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

SPECIAL REQUIREMENTS:

(1) Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license. (2) 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 and/or rejection of the applicant regardless of any other standing. (3) May be required to travel from one location to another. (4) Valid forklift operator certification within completion of the probationary period and maintain certification throughout employment in this classification. (5) Applicants for this classification are required to obtain a Qualified Applicator's Certificate or License issued by the California Department of Pesticide Regulation within completion of the probationary period and maintain certification throughout employment in this classification. (6) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to fuels, lubricants, acids, fertilizers, herbicides, pesticides, adhesives, and related materials. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

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: \$43.47
6 MONTHS: \$45.86
1 ½ YEARS: \$48.38
2 ½ YEARS: \$51.04

WORKING ENVIRONMENT

Indoor and outdoor work environment. Seasonal heat and cold or adverse weather conditions. Driving a District vehicle to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement. Emergency call-out.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and a variety of grounds equipment. Hearing and speaking to exchange information in person or on the telephone. Reaching overhead, above the shoulders and horizontally to conduct inspections. Bending at the waist, kneeling or crouching to conduct inspections. Seeing to read a variety of materials and conduct work. Sitting or standing for extended periods of time.

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.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0199-5156 AA

Amy Van D...
8

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- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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

- RECRUITMENT EXTENDED -



CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD START INSTRUCTIONAL AIDE HEAD START INSTRUCTIONAL AIDE- BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., ~~Wednesday, March 2, 2022~~
4:30 p.m., Wednesday, March 16, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent and a valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

- Child Development Associate Teacher Permit
- Child Development Teacher Permit
- Child Development Master Teacher Permit
- Child Development Site Supervisor Permit
- Child Development Program Director Permit

SPECIAL REQUIREMENTS:

(1) If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification. (2) To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (3) Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment. (4) May be required to travel from one location to another. (5) Positions in the Head Start Instructional Aide – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/biliterate test.

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

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

SALARY RANGE HOURLY:

START:	\$15.37
6 MONTHS:	\$16.21
1 ½ YEARS:	\$17.11
2 ½ YEARS:	\$18.05
3 ½ YEARS:	\$19.04

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0176-0657 JA
Dual Exam 22-0177-5235 JA

LBUSD employees, please see reverse side for important information.



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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

NETWORK SPECIALIST

FINAL FILING DATE:

4:30 p.m., Thursday, April 7, 2022

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, perform a variety of specialized duties in the installation, configuration, maintenance and operation of the District's Local (LAN), Wide (WAN) and Wireless (WLAN) Area networks and equipment; monitor and evaluate network systems to assure proper operation; provide assistance to network users and technical support staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in computer science or a closely related field.

Professional certifications by major vendors such as Novell, Cisco or Microsoft are highly preferred.

EXPERIENCE:

Three years of experience installing and maintaining local, wide or wireless networks and related equipment for an organization with multiple locations and a minimum of 500 users.

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:

(1) Positions in this class require the use of personal automobile and possession of a valid California class C driver's license. (2) 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 and/or rejection of the applicant regardless of any other standing. (3) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START: \$39.73
6 MONTHS: \$41.92
1 ½ YEARS: \$44.22
2 ½ YEARS: \$46.65
3 ½ YEARS: \$49.22

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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WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0197-5119 AF

LBUSD employees, please see reverse side for important information.



Amy Van Du 12

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

J. R. V.

OFFICE ASSISTANT

FINAL FILING DATE:

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED ONLINE ONLY FROM:

March 8, 2022 to March 17, 2022

Final Filing Deadline 4:30 p.m., Thursday, March, 17, 2022

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under the direction of an assigned supervisor, perform receptionist and routine clerical duties in support of an assigned office; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Sufficient training and experience to demonstrate the knowledge and abilities listed on the class specification.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) 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. (3) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START: \$16.68
6 MONTHS: \$17.60
1 ½ YEARS: \$18.56
2 ½ YEARS: \$19.58
3 ½ YEARS: \$20.66

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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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Exam 22-0193-3359 AF

LBUSD employees, please see reverse side for important information.



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

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

Guidelines:

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

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

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Whj

OFFICE ASSISTANT – BILINGUAL SPANISH

FINAL FILING DATE:

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED ONLINE

ONLY FROM:

March 8, 2022 to March 17, 2022

Final Filing Deadline 4:30 p.m., Thursday, March, 17, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of an assigned supervisor, perform receptionist and routine clerical duties in support of an assigned office; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Sufficient training and experience to demonstrate the knowledge and abilities listed on the class specification.

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

SPECIAL REQUIREMENTS:

(1) Positions in the Office Assistant – Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual / illiterate test. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (3) This classification requires that incumbents be skilled in typing/ keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (4) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START: \$16.68
6 MONTHS: \$17.60
1 ½ YEARS: \$18.56
2 ½ YEARS: \$19.58
3 ½ YEARS: \$20.66

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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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Exam 22-0198-5158 AF

LBUSD employees, please see reverse side for important information.



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

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

Guidelines:

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

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

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

PHYSICIAN SERVICES TECHNICIAN (C)

FINAL FILING DATE:

4:30 p.m., Wednesday, March 16, 2022

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general direction, perform a variety of technical and confidential duties in support of the District's Employment Physician Services; assist in the return to work of nonindustrial injured and ill District employees; prepare a variety of records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level course work in human resources, accounting or a related field.

EXPERIENCE:

Two years of technical or professional-level human resources or medical office administrative experience.

OR

Two years of experience as a Human Resources Technician with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

START:	\$26.67
6 MONTHS:	\$28.14
1 ½ YEARS:	\$29.69
2 ½ YEARS:	\$31.32

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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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0192-5139 AF

LBUSD employees, please see reverse side for important information



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

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

Guidelines:

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

PLUMBER

FINAL FILING DATE:

4:30 p.m., Monday, March 21, 2022

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located at Maintenance. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to perform journey-level plumbing work in the installation, alteration, maintenance, and repair of plumbing fixtures and systems; perform maintenance and repair on heating systems and related equipment; and to perform related duties as required

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school supplemented by completion of a recognized four-year plumbing apprenticeship program or possession of a valid journey-level plumbing certificate or license issued from an authorized agency.

- OR -

EXPERIENCE:

Four years of journey-level experience in plumbing installation, alterations and repair work.

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

SPECIAL REQUIREMENTS:

(1) Valid Class C driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standards. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) A Backflow Testers License Issued by the Los Angeles County Health Department must be obtained by completion of the probationary period. (4) A Certificate issued by P.I.P.E. and a Los Angeles County Certificate showing acceptance by the State Fire Marshal in Fire Suppression Systems are desired. (5) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District. (5) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Indoor and outdoors; inclement weather; work in tight spaces such as vaults, attics and under floors of buildings; dust; exposure to offensive vapors and fumes and sewage.

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

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

SALARY RANGE HOURLY:

START: \$31.97
6 MONTHS: \$33.74
1 ½ YEARS: \$35.59
2 ½ YEARS: \$37.56
3 ½ YEARS: \$39.62

PHYSICAL DEMANDS:

Heavy work; lifting; carrying; and/or pushing 100 lbs. with frequent lifting and/or carrying of objects weighing up to 50 lbs. dexterity of fingers and hands to operate hand and power tools and equipment; stooping, kneeling, crouching, and crawling under flooring, vaults and similar spaces.

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 22-0162-0242 AA

LBUSD employees, please see reverse side for important information.



Any questions

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

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 22-24

Date: March 10, 2022

Reason for Consideration: Approval

ACCOUNTING TECHNICIAN

DUAL

22-0146-0750

List Valid: 03/10/2022-03/10/2023

Total Applications Received: 29

No. Passed: 9 No. Failed: 6

Total Invited to Exam: 18

No. Withdrew: 3 No. Screened Out: 11

BEHAVIOR INTERVENTION ASSISTANT

DUAL

22-0137-5216

List Valid: 03/04/2022-03/04/2023

Total Applications Received: 79

No. Passed: 17 No. Failed: 3

Total Invited to Exam: 24

No. Withdrew: 4 No. Screened Out: 55

BEHAVIOR INTERVENTION SUPERVISOR

DUAL

22-0136-5212

List Valid: 03/02/2022-03/02/2023

Total Applications Received: 27

No. Passed: 15 No. Failed: 3

Total Invited to Exam: 22

No. Withdrew: 4 No. Screened Out: 5

CAMPUS STAFF ASSISTANT

DUAL CONTINUOUS

22-0134-5288

List Valid: 03/02/2022-03/02/2023

Total Applications Received: 24

No. Passed: 3 No. Failed: 1

Total Invited to Exam: 6

No. Withdrew: 2 No. Screened Out: 18

CAMPUS STAFF ASSISTANT

DUAL CONTINUOUS

22-0135-5288

List Valid: 03/02/2022-03/22/2023

Total Applications Received: 28

No. Passed: 7 No. Failed: 1

Total Invited to Exam: 9

No. Withdrew: 1 No. Screened Out: 19

CAMPUS STAFF ASSISTANT

DUAL CONTINUOUS

22-0156-5288

List Valid: 03/07/2022-03/07/2023

Total Applications Received: 17

No. Passed: 2 No. Failed: 1

Total Invited to Exam: 5

No. Withdrew: 2 No. Screened Out: 12

EMPLOYMENT SERVICES SUPERVISOR

DUAL

22-0148-5250

List Valid: 03/10/2022-03/10/2023

Total Applications Received: 23

No. Passed: 2 No. Failed: 1

Total Invited to Exam: 4

No. Withdrew: 2 No. Screened Out: 18

INSTRUCTIONAL AIDE – SPECIAL

List Valid: 03/02/2022-03/02/2023
 Total Applications Received: 11
 No. Passed: 3 No. Failed: 0

OPEN CONTINUOUS 22-0187-0448

Total Invited to Exam: 3
 No. Withdrew: 0 No. Screened Out: 8

INTERMEDIATE OFFICE ASSISTANT

List Valid: 03/01/2022-03/01/2023
 Total Applications Received: 166
 No. Passed: 29 No. Failed: 27

DUAL 22-0049-0673

Total Invited to Exam: 109
 No. Withdrew: 53 No. Screened Out: 57

KIDS' CLUB ASSISTANT

List Valid: 03/02/2022-03/02/2023
 Total Applications Received: 23
 No. Passed: 3 No. Failed: 5

DUAL 22-0127-0694

Total Invited to Exam: 16
 No. Withdrew: 8 No. Screened Out: 7

NUTRITION SERVICES PAYROLL TECHNICIAN

List Valid: 03/01/2022-03/01/2023
 Total Applications Received: 29
 No. Passed: 11 No. Failed: 3

DUAL 22-0149-5208

Total Invited to Exam: 14
 No. Withdrew: 0 No. Screened Out: 15

NUTRITION SERVICES WORKER

List Valid: 03/04/2022-09/04/2022
 Total Applications Received: 29
 No. Passed: 11 No. Failed: 3

OPEN 22-0183-5068

Total Invited to Exam: 14
 No. Withdrew: 0 No. Screened Out: 15

NUTRITION SERVICES WORKER - CATALINA ISLAND

List Valid: 03/08/2022-09/08/2022
 Total Applications Received: 1
 No. Passed: 0 No. Failed: 0

OPEN 22-0068-5068

Total Invited to Exam: 0
 No. Withdrew: 1 No. Screened Out: 0

RECREATION AIDE

List Valid: 03/04/2022-03/04/2023
 Total Applications Received: 34
 No. Passed: 26 No. Failed: 1

OPEN CONTINUOUS 22-0184-5255

Total Invited to Exam: 34
 No. Withdrew: 0 No. Screened Out: 7

RECREATION AIDE – CATALINA ISLAND

List Valid: 03/10/2022-03/10/2023
 Total Applications Received: 1
 No. Passed: 1 No. Failed: 0

OPEN CONTINUOUS 22-0163-5255

Total Invited to Exam: 1
 No. Withdrew: 0 No. Screened Out: 0

RECREATION AIDE – KIDS’ CLUB

OPEN CONTINUOUS 22-0159-5257

List Valid: 03/04/2022-03/04/2023
Total Applications Received: 13
No. Passed: 13 No. Failed: 0

Total Invited to Exam: 13
No. Withdrew: 0 No. Screened Out: 0

RECREATION LEADER – WRAP

OPEN CONTINUOUS 22-0167-5262

List Valid: 02/28/2022-02/28/2023
Total Applications Received: 21
No. Passed: 9 No. Failed: 0

Total Invited to Exam: 9
No. Withdrew: 0 No. Screened Out: 12

STRATEGIC DATA PROJECT ANALYST

DUAL 22-0043-5230

List Valid: 03/08/2022-03/08/2023
Total Applications Received: 21
No. Passed: 3 No. Failed: 0

Total Invited to Exam: 9
No. Withdrew: 6 No. Screened Out: 12

TRANSLATOR – INTERPRETER BL KHMER

DUAL CONTINUOUS 22-0085-5295

List Valid: 03/08/2022-03/08/2023
Total Applications Received: 22
No. Passed: 1 No. Failed: 1

Total Invited to Exam: 3
No. Withdrew: 1 No. Screened Out: 19

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: March 10, 2022

PERSONNEL COMMISSION



March 2, 2022

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revision of a Classification

Background and Findings

The Executive Officer, Personnel Commission and Classified Employment reviewed the Certification Services Manager (salary range 38 M2) classification specification in anticipation of upcoming recruitment activities. The classification of Certification Services Manager was created in 1999 and has never been revised.

Specifically, duties assigned since the class was created were added such as oversight of the placement of substitute classified employees, classified summer employment, and distribution and receipt of classified performance evaluations.

The Executive Officer, Personnel Commission and Classified Employment reviewed and is in support of the proposed revisions. Since the revisions were extensive, copies of the current and revised class specifications are attached for review.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification of Certification Services Manager

Prepared by:

A handwritten signature in black ink, appearing to be "S. Leaming".

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to be "K. Kato".

Kenneth Kato
Executive Officer



CERTIFICATION SERVICES MANAGER

JOB SUMMARY

Under general direction, plan, organize and manage the operations and activities of the Certification and Employment Services unit of the Personnel Commission; serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations; train and supervise 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 and manage the certification, hiring and onboarding of classified, limited term, and exempt employees; assure compliance with applicable policies, procedures, laws, codes, rules, and regulations. **E**
- Serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations; participate in the formulation and amendment of personnel policies, procedures, rules and regulations, and systems. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and adjust workflow and assignments. **E**
- Evaluate viability of applicant pools on eligibility lists and recommend abolishment or extension of eligibility lists; coordinate the initiation of recruitment processes and review of classification specifications with other department managers. **E**
- Oversee and manage the receipt, review and tracking of Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint transmittal forms; provide clearance status of applicants to staff; maintain confidentiality of sensitive and privileged information. **E**
- Remove employment candidates from eligibility lists in accordance with applicable laws, codes, rules and regulations; notify candidates of removal and appeal procedures. **E**
- Implement classified staffing reductions in accordance with applicable laws, codes, rules, regulations, and memorandums of understanding (MOU's); calculate employee seniority and determine employee bumping rights and placement options; provide displacement services for affected employees; maintain classified reemployment lists. **E**
- Oversee and manage the distribution and receipt of classified and substitute employee performance evaluations; oversee the classified transfer request process. **E**

- Oversee and manage the operations and activities related to the use and placement of classified substitute employees and Extended School Year (ESY)/Summer Employment. *E*
- Research, compile and prepare or direct the preparation of a variety of statistical and narrative reports related to assigned functions; create and maintain a variety of auditable records and files; compose a wide variety of formal correspondence and other written materials; create and revise employment forms. *E*
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues and exchange information; interpret, apply and explain personnel policies, procedures, contracts, laws, codes, rules and regulations. *E*
- Attend a variety of meetings such as Personnel Commission, Board of Education, Principal or site meetings to observe actions, speak publicly about complex personnel issues, respond to questions, and make official presentations as requested. *E*
- Create, review and approve online Vacancy Assignments (VA's); serve as an alternate approver for senior management; participate in classified position tracking and control activities. *E*
- Operate a variety of office equipment including a computer and assigned software; utilize applicant tracking, absence management, human resources information systems, spreadsheets, and databases; drive a personal vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, conferences and trainings; maintain current knowledge of laws, codes, rules and regulations; serve on assigned committees; conduct presentations and in-service trainings related to assigned activities as requested. *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 Certification Services Manager plans, organizes and manages the daily operations and activities of the Certification and Employment Services unit of the Personnel Commission including certification of eligibility lists, hiring and onboarding of employment candidates, removal of candidates from eligibility lists, requests for transfer, placement of substitute employees, summer employment, distribution and receipt of performance evaluations, implementation of staffing reductions, and other related classified employment processes of a merit system school district. Incumbents are required to maintain the confidentiality of sensitive and privileged information and must demonstrate exceptional customer service, interpersonal skills and positive public relations in their contacts with the public and District employees.

EMPLOYMENT STANDARDS

Knowledge of:

Functions and operations of a classified personnel office.

Practices and procedures related to classified, limited term and exempt personnel.

Applicable sections laws, codes, rules, and regulations regarding assigned personnel activities.

Principles and practices of supervision and training.
District organization, operations, policies and objectives.
Bargaining unit contracts and salary schedules.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Public speaking techniques.
Record-keeping and report preparation techniques.
Mathematical computations.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.

Ability to:

Plan, organize and manage the operations and activities of the Certification and Employment Services unit of the Personnel Commission.
Serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations.
Interpret, apply and explain applicable laws, codes, rules, regulations and policies.
Train, supervise and evaluate the performance of assigned staff.
Foster a teamwork environment and positive organizational relations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Resolve issues and concerns related to assigned activities.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Compose correspondence and written materials independently.
Prepare comprehensive narrative and statistical reports.
Prepare and maintain records and files.
Research, compile, analyze and verify data.
Prepare and conduct oral presentations.
Operate a variety of office equipment including a computer and assigned software.
Maintain current knowledge of applicable laws, codes, rules and regulations.
Analyze situations accurately and adopt an effective course of action.
Make generalizations, evaluations or decisions without immediate supervision.
Work independently with little direction.
Maintain confidentiality of sensitive and privileged information.
Complete work with many interruptions.
Meet schedules and time lines.
Plan, prioritize and organize work.

Education and Training:

Bachelor's degree with coursework in business administration, human resources or a related field.

Completion of the California School Personnel Commissioners Association Merit Academy is desirable.

Experience:

Three years of experience involving the certification, hiring and onboarding of classified employees within a merit system school district or similar civil service organization, including one year in a supervisory capacity.

A maximum of two years of the required education may be substituted by additional years of experience on a year for year basis.

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

WORKING ENVIRONMENT

Office environment.
Frequent interruptions.
Potential for contact with dissatisfied or abusive individuals.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment and a computer keyboard.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person or on the telephone.
Bending at the waist, kneeling or crouching to file materials.

SPECIAL REQUIREMENTS

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

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: 12/16/1999
Revised:



PERSONNEL COMMISSION

Class Code: 3291
Salary Range: 38 (M2)

CERTIFICATION SERVICES MANAGER

JOB SUMMARY

Under general direction, to manage the operations and staff involved in certification, hiring and processing of certificated or classified employees; to provide administrative support to district management in filling certificated or classified job vacancies in a timely, efficient manner; to act as liaison with Human Resource Services, Personnel Commission and/or school sites in implementing efficient transfer of materials and information between divisions; to research and respond to inquiries regarding collective bargaining agreements and the Rules & Regulations of the Classified Service and/or the Education Code; to perform other 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 and manage the activities and staff involved in the operations of the Certification Services unit of the Personnel Commission or the staffing unit of Human Resource Services. **E**
- Recommend and implement policies and procedures in the administration of classified or certificated employee certification, pre-employment processing, offers of employment, transfers, and other certification practices, complying with a variety of rules, statutes and collective bargaining agreements. **E**
- Evaluate viability of applicant pool on eligibility lists; coordinate with other management the initiation of recruitment processes and review of classification specifications and job bulletins; recommend abolishment or extension of eligibility lists as appropriate. **E**
- Provide guidance and expertise to assist Human Resource Services or Personnel Commission in implementation of lay-off processes in accordance with Education Code and collective bargaining agreement provisions; establish and maintain ongoing coordination and problem solving communications with HRS or the Personnel Commission and/or school sites to assure mutual understanding of systems and effective transition of eligibles through employment processes. **E**
- Meet and communicate with management, administrators, and other district staff to provide information, respond to questions, and explain classified or certificated employment certification processes and procedures; discuss multifaceted technical issues relating to the Certification process, and offer innovative and creative solutions to complex matters. **E**

- Research Rules and Regulations of the Classified Service, Education Code, and collective bargaining agreements to assure compliance in certification matters; recommend and draft revisions to rules; suggest language for collective bargaining agreements which complies with the merit system, as appropriate. *E*
- Maintain various forms, eligibility lists, and correspondence; prepare letters, memos, and reports to administration regarding a variety of matters in certificated or classified employment certification; create and revise certification and personnel employment forms for district wide distribution. *E*
- Manage support staff, including selection, evaluation, discipline, and training; review work for accuracy, completeness and timeliness; monitor work loads, and assign and prioritize work accordingly. *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

This position is responsible for the management of staff and processes involved in multiple, complex procedures central to the certification of candidates for employment, requests for transfer, implementation of lay-off, and other functions in employment processes of a large urban merit system school district. The incumbent in this class recommends, develops, implements, and explains processes for hiring certificated and/or classified employees, which comply with multiple collective bargaining agreements, the California Education Code and/or the Rules and Regulations of the Classified Service.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of human resource management.
- Rules and regulations of merit systems employment processes.
- Research and report writing techniques.
- Principles of supervision.
- Record keeping systems, including related computer software applications.
- Applicant tracking systems.

Ability to:

- Plan, coordinate and direct the activities of subordinate staff.
- Interpret and apply complex rules, regulations, policies and procedures.
- Compile, organize and analyze data.
- Adapt to changing priorities and schedules.

Experience:

Three years of experience involving the certification, hiring and onboarding of classified employees within a merit system school district or similar civil service organization, including one year in a supervisory capacity.

A maximum of two years of the required education may be substituted by additional years of experience on a year for year basis.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office environment.

Frequent interruptions.

Potential for contact with dissatisfied or abusive individuals.

PHYSICAL DEMANDS

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

Sitting for extended periods of time.

Seeing to read a variety of materials.

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

Bending at the waist, kneeling or crouching to file materials.

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: 12/16/1999

Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 30104199 PAGES: 33-48

Date: March 10, 2022 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 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.