

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

MEETING AGENDA

Regular Meeting
Building B, Room 29
August 31, 2017

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Linda Vaughan
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of August 17, 2017 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Educational Research Analyst I 5-6
2. **RATIFY** job announcement bulletin for Electronics Technician 7-8
3. **RATIFY** job announcement bulletin for Maintenance Manager 9-10
4. **RATIFY** job announcement bulletin for Pool Operator 11-12
5. **RATIFY** job announcement bulletin for School Data Technician 13-14
6. **RATIFY** job announcement bulletin for School Data Technician (Revised) 15-16
7. **RATIFY** job announcement bulletin for Senior Translator-Interpreter-BL Spanish 17-18
8. **RATIFY** job announcement bulletin for Translator-Interpreter-BL Spanish 19-20
9. **APPROVE** the certification of (Catalina Island) Campus Security Officer-Avalon 17-0151-5011 eligibility list established August 29, 2017 21
10. **APPROVE** the certification of (Catalina Island) Health Assistant-Avalon 17-0145-5170 eligibility list established August 29, 2017 21
11. **APPROVE** the certification of (Catalina Island) Instructional Aide-Special 17-0152-0448 eligibility list established August 29, 2017 21

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| 12. APPROVE the certification of (Catalina Island) Nutrition Service Worker 17-0149-5068 eligibility list established August 29, 2017 | 21 |
| 13. APPROVE the certification of Custodial Crew Supervisor (Promotional) 17-0148-5248 eligibility list established August 25, 2017 | 21 |
| 14. APPROVE the certification of Custodial Crew Supervisor (Open) 17-0148-5248 eligibility list established August 25, 2017 | 21 |
| 15. APPROVE the certification of Grounds Equipment Operator II 17-0155-0176 eligibility list established August 29, 2017 | 21 |
| 16. APPROVE the certification of Heavy Truck Driver 18-0004-0187 eligibility list established August 31, 2017 | 21 |
| 17. APPROVE the certification of Instructional Aide-Special 18-0001-0448 eligibility list established August 21, 2017 | 21 |
| 18. APPROVE the certification of Instructional Aide-Special-Avalon 17-0132-0448 eligibility list established August 29, 2017 | 21 |
| 19. APPROVE the certification of Speech Language Pathology Assistant 16-0138-5024 eligibility list established August 25, 2017 | 21 |
| 20. APPROVE the certification of Speech Language Pathology Assistant 17-0014-5024 eligibility list established August 29, 2017 | 21 |
| 21. APPROVE the certification of Technology Service Delivery Manager 17-0139-5242 eligibility list established August 29, 2017 | 21 |
| 22. APPROVE the certification of Warehouse Manager 17-0146-0301 eligibility list established August 24, 2017 | 21 |

III. OLD BUSINESS

IV. NEW BUSINESS

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

September 14, 2017 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

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

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

MINUTES

Regular Meeting

August 17, 2017

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, August 17, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

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

ROLL

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

Present: Terence Ulaszewski
Linda Vaughan
Stacey Lewis

STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Shristie Nair, Personnel Analyst; Mary Cates, Human Resources Supervisor; Judith Lopez, Human Resources Technician; and Adriana Araujo, Staff Secretary.

GUESTS

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

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of July 20, 2017.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE
OFFICER

Kenneth Kato, Executive Officer, reported that he attended the Board Workshop and updated the Commission on the Local Control and Accountability Plan (LCAP), the Long Beach College Promise and on the multiple projects in the District.

Mr. Kato announced that "Winners Reaching Amazing Potential" (WRAP) Administration Offices relocated to Monroe site permanently.

Maria Braunstein, Personnel Analyst, informed the Commission that Recruitment and Testing staff is currently working with Maintenance, Transportation, Special Education, Research and Operations on creating several eligibility lists before school starts. Ms. Braunstein concluded that staff attended a training at Los Angeles County Office of Education (LACOE).

Mary Cates, Human Resources Supervisor, reported that staff is training the new secretaries of California Academy of Mathematics and Science (CAMS), Renaissance High School, Henry Elementary, and Browning High School on AESOP (the LBUSD web-based substitute system) and looking forward to offering a Vacancy Assignments "VA's" training this fall. Ms. Cates concluded that staff is currently working on inputting new employees, such as Instructional Aide-Specials, on-line for the upcoming fiscal year.

CONSENT AGENDA

A motion was made by Ms. Vaughan, seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify Consent Agenda items 1-8.

1. **RATIFY** job announcement bulletin for Groundskeeper
2. **RATIFY** job announcement bulletin for Laborer
3. **RATIFY** job announcement bulletin for Maintenance Manager
4. **RATIFY** job announcement bulletin for Plant Supervisor I (Revised)
5. **RATIFY** job announcement bulletin for Pool Operator
6. **RATIFY** job announcement bulletin for Senior Accounting Assistant
7. **RATIFY** job announcement bulletin for Stationary Engineer-Nutrition Center
8. **RATIFY** job announcement bulletin for Stationary Engineer-Nutrition Center (Extended Recruitment)

Following discussion, a motion was made by Ms. Lewis seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the Consent Agenda items 9-23.

9. **APPROVE** the certification of Coordinator-Research Information Systems 17-0140-5244 eligibility list established August 2, 2017
10. **APPROVE** the certification of Educare Family Support Specialist-BL Khmer 17-0150-5229 eligibility list established August 17, 2017
11. **APPROVE** the certification of Educare Family Support Specialist-BL Spanish 17-0143-5204 eligibility list established August 17, 2017

12. **APPROVE** the certification of Electronics Technician 17-0107-0110 eligibility list established August 11, 2017
13. **APPROVE** the certification of Head Start Instructional Aide 17-0153-0657 eligibility list established August 16, 2017
14. **APPROVE** the certification of Head Start Instructional Aide BL Spanish 17-0154-5235 eligibility list established August 16, 2017
15. **APPROVE** the certification of Health Assistant-Avalon 17-0125-5170 eligibility list established July 27, 2017
16. **APPROVE** the certification of HVAC Technician 17-0137-5103 eligibility list established August 11, 2017
17. **APPROVE** the certification of Instructional Aide Educare, BL Spanish 17-0098-5206 eligibility list established August 16, 2017
18. **APPROVE** the certification of Instructional Aide-Special 17-0141-0448 eligibility list established July 25, 2017
19. **APPROVE** the certification of Instructional Aide-Special 17-0136-0448 eligibility list established July 25, 2017
20. **APPROVE** the certification of Intermediate Office Assistant 17-0117-0673 eligibility list established August 2, 2017
21. **APPROVE** the certification of Intermediate Office Assistant-Schools 17-0119-3354 eligibility list established August 2, 2017
22. **APPROVE** the certification of Intermediate Office Assistant-BL Spanish 17-0118-5050 eligibility list established August 2, 2017
23. **APPROVE** the certification of Intermediate Office Assistant-Schools, BL Spanish 17-0120-5052 eligibility list established August 2, 2017

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

OLD BUSINESS None

NEW BUSINESS None

OTHER ITEMS Ms. Valeeta Pharr, CSEA Chapter 2 President, thanked Commissioner Vaughan for the Merit Committee experience. Ms. Pharr concluded by notifying the

Commissioners that she has requested that the District host the California School Personnel Commissioners Association (CSPCA) Merit Academy at McBride High School starting Saturday, January 20, 2018.

Commissioner Lewis announced that today is the conclusion of The Port of Long Beach's Summer High School Internship Program. Ms. Lewis concluded by announcing the new Harbor Commission President is Lou Anne Bynum and that Ms. Bynum is interested in planning to expand partnership with the City's institutions including Long Beach Unified School District to offer career opportunities to work in the Trades.

**NEXT REGULAR
MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 31, 2017 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:43 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:10 a.m. No reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:11 a.m. with the consent of the members.

ABOUT OUR DISTRICT

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

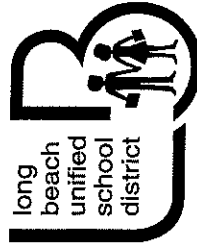
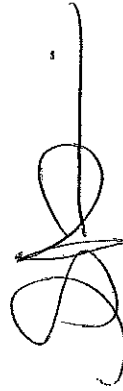
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school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

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

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

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

Dual Exam 18-0021-3301 SF



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

EDUCATIONAL RESEARCH ANALYST I

\$76,431 – \$89,749 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 Educational Research Analyst I. Under direction, to plan, organize, design and conduct educational evaluation studies; analyze and report study findings on District Academic programs and instruction, student characteristics, academic performance and related subjects; to conduct psychometric studies for the District's assessment program; and to perform related duties as assigned.

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

THE IDEAL CANDIDATE

Successful candidates will have graduated from an accredited four-year college or university with a bachelor's degree education, psychology, behavioral or social science or a related field with course work in statistics, research methodology or psychological testing. A master's degree or higher is desirable.

Additionally, candidates will have two years of technical/professional experience in the development, administration and analysis of tests or behavioral research in a school system, university or other institution conducting social science research.

An advanced degree (masters or doctorate) may substitute for one year of the required experience.

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

SALARY AND BENEFITS

The annual salary for Educational Research Analyst I is \$76,431 – \$89,749, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

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

4:30 p.m., Monday, September 11, 2017

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

ELECTRONICS TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Tuesday, September 12, 2017

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

OR

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Valid Class C California Driver's License. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) May be required to travel from one school location to another. (4) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law. (5) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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

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

SALARY RANGE HOURLY:

START: \$28.62
6 MONTHS: \$30.19
1 ½ YEARS: \$31.86
2 ½ YEARS: \$33.61
3 ½ YEARS: \$35.46

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 18-0027-0110 OL

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

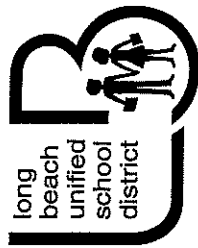
- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll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

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

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

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

Recruitment Extended



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

MAINTENANCE MANAGER

\$85,205 – \$100,046 Annually

ABOUT OUR DISTRICT

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Dual Exam 18-0015-0567 OL

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 Maintenance Manager. Under administrative direction, plan, organize and manage the activities of one or more of the Maintenance Branch shops and trades including special projects and programs; prioritize, schedule, assign and inspect daily work projects; train and evaluate the performance of assigned staff; perform related duties as assigned.

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

THE IDEAL CANDIDATE

Successful candidates will have an Associate's degree including course work in business administration, engineering, construction management or a related field. Completion of an approved apprenticeship program in one or more of the maintenance trades is desirable.

Three years of supervisory experience in the delivery of services involving the maintenance, repair and construction of facilities and building equipment systems in a large organization. Direct experience in one or more of the maintenance trade is desirable.

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

SPECIAL REQUIREMENTS

Positions in this class require a valid California Class C driver's license. 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. An incumbent in this class may be required to wear protective clothing, gear and equipment as required by law. May be required to travel from one school location to another.

SALARY AND BENEFITS

The annual salary for Technology Service Delivery Manager is \$85,205 to \$100,046, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

4:30 p.m., Wednesday, September 20, 2017

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

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

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



RECRUITMENT EXTENDED CLASSIFIED EMPLOYMENT OPPORTUNITY

POOL OPERATOR

FINAL FILING DATE:

4:30 p.m., Friday, September 15, 2017

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located at Lakewood High School.

JOB SUMMARY:

Under general supervision, assure the safety of students by monitoring swimming activities, performing lifesaving procedures, enforcing pool rules and assuring compliance with applicable laws and regulations regarding pool maintenance and operations; clean, maintain and repair the swimming pool, surrounding areas and related equipment to assure safe and sanitary conditions at an assigned school site; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Some experience in the maintenance of a swimming pool utilized by the public or as a lifeguard.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid Red Cross Lifeguard certificate or equivalent is required at the time of application and must be maintained throughout employment in this classification. (2) Possession of a valid Aquatics Facility Operator or Certified Pool/Spa Operator certification. Renewal certification training for employees is at the District's expense. (3) Possession of a valid Los Angeles County Department of Public Health Swimming Pool Service Technician Certificate. Renewal certification training for employees is at the District's expense. (4) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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

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SALARY RANGE HOURLY:

START: \$22.42
6 MONTHS: \$23.66
1 ½ YEARS: \$24.95
2 ½ YEARS: \$26.33
3 ½ YEARS: \$27.78

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0016-5241 OL

LBUSD employees, please see reverse side for
important information.

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

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

Guidelines:

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

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL DATA TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Wednesday, September 6, 2017

JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE (8 hours per day). The current vacancies are located at Lakewood High School and Long Beach School for Adults

JOB SUMMARY:

Under the direction of an assigned supervisor, perform technical duties related to the electronic data processing operations and systems at an assigned school site; assure accurate accounting of student enrollment and attendance; generate various monthly and annual ADA reports; establish, prepare and maintain accurate student records and files; communicate with staff, student, parents and others to provide information concerning student attendance and related data; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years of clerical experience including experience involving maintaining computerized student attendance records and statistics.

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

SPECIAL REQUIREMENTS:

1) May be required to travel from one school location to another. (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) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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

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

SALARY RANGE HOURLY:

START:

6 MONTHS:	\$21.36
1 ½ YEARS:	\$22.53
2 ½ YEARS:	\$23.78
3 ½ YEARS:	\$25.08

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:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0024-3360 SF

LBUSD employees, please see reverse side for important information.

Maria Braunstein

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

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Guidelines:

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

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(REVISED)

CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL DATA TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Wednesday, September 6, 2017

JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE (8 hours per day). The current vacancies are located at Lakewood High School and Long Beach School for Adults

JOB SUMMARY:

Under the direction of an assigned supervisor, perform technical duties related to the electronic data processing operations and systems at an assigned school site; assure accurate accounting of student enrollment and attendance; generate various monthly and annual ADA reports; establish, prepare and maintain accurate student records and files; communicate with staff, student, parents and others to provide information concerning student attendance and related data; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years of clerical experience including experience involving maintaining computerized student attendance records and statistics.

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

SPECIAL REQUIREMENTS:

(1) May be required to travel from one school location to another. (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) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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

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SALARY RANGE HOURLY:

START:	\$20.11
6 MONTHS:	\$21.22
1 ½ YEARS:	\$22.39
2 ½ YEARS:	\$23.62
3 ½ YEARS:	\$24.92

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

Dual Exam 18-0024-3360 SF

LBUSD employees, please see reverse side for
important information.

Maria Braundstein

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

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Guidelines:

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CLASSIFIED OPEN/PROMOTIONAL EMPLOYMENT OPPORTUNITY

SENIOR TRANSLATOR-INTERPRETER – BL SPANISH

FINAL FILING DATE:

4:30 p.m., Thursday, August 31, 2017

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day).

JOB SUMMARY:

Under general supervision, serve as the District's spokesperson in a designated second language; serve as a lead in the office and train and provide work direction to others; provide District-wide oral and written translation services for school sites and District departments; serve as an interpreter for a variety of meetings, workshops, conferences and special events; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree including coursework in a designated second language.

OR

Valid Federal Court Interpreter Certification issued by the National Center for State Courts.

OR

Valid Court Interpreter Certification issued by the California Administrative Office of the Courts (AOC).

EXPERIENCE:

Two years of experience translating written documents and providing simultaneous oral interpretation services. Experience in a school district 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) Valid California Class C driver's license and use of a personal automobile. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 40 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such a skill 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 school location to another. (4) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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

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

SALARY RANGE HOURLY:

START: \$23.04
6 MONTHS: \$24.30
1 ½ YEARS: \$25.64
2 ½ YEARS: \$27.05
3 ½ YEARS: \$28.54

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:

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PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open/Promo Exam 18-0023-5184 OL

LBUSD employees, please see reverse side for
important information.

Maria Braunstein

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

TRANSLATOR-INTERPRETER – BL SPANISH

FINAL FILING DATE:

4:30 p.m., Thursday, August 31, 2017

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, provide District-wide oral and written translation services for school sites and District departments; serve as an interpreter for a variety of meetings, workshops, conferences and special events; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level coursework in a designated second language. An Associate's degree in a designated second language is preferred.

EXPERIENCE:

One year of experience translating written documents and providing simultaneous oral interpretation services. Experience in a school district 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) Valid California Class C driver's license and use of a personal automobile. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 40 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such a skill 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 school location to another. (4) Accepting employment in a position in this classification requires the individual to either; join the union and pay union dues or to pay the union an agency fee.

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SALARY RANGE HOURLY:

START: \$21.23
6 MONTHS: \$22.40
1 ½ YEARS: \$23.63
2 ½ YEARS: \$24.94
3 ½ YEARS: \$26.31

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 18-0022-5079 OL

LBUSD employees, please see reverse side for
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Maria Braunstein

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 21

Date: August 31, 2017

Reason for
Consideration: Approval

(Catalina Island) Campus Security Officer-Avalon

Dual

17-0151-5011

List Valid: 8/29/17-8/29/18

Total applications received: 7

Total invited to exam: 1

No. Passed: 0 No. Failed: 0

No. Withdrew: 1 No. Screened Out: 6

(Catalina Island) Health Assistant-Avalon

Dual

17-0145-5170

List Valid: 8/29/17-8/29/18

Total applications received: 4

Total invited to exam: 2

No. Passed: 1 No. Failed: 1

No. Withdrew: 0 No. Screened Out: 2

(Catalina Island) Instructional Aide-Special

Dual

17-0152-0448

List Valid: 8/29/17-8/29/18

Total applications received: 3

Total invited to exam: 2

No. Passed: 0 No. Failed: 0

No. Withdrew: 2 No. Screened Out: 1

(Catalina Island) Nutrition Services Worker

Dual

17-0149-5068

List Valid: 8/29/17-8/29/18

Total applications received: 1

Total invited to exam: 0

No. Passed: 0 No. Failed: 0

No. Withdrew: 0 No. Screened Out: 1

Custodial Crew Supervisor

Promotional

17-0148-5248

List Valid: 8/25/17-8/25/18

Total applications received: 38

Total invited to exam: 29

No. Passed: 8 No. Failed: 15

No. Withdrew: 6 No. Screened Out: 9

Custodial Crew Supervisor

Open

17-0148-5248

List Valid: 8/25/17-8/25/18

Total applications received: 46

Total invited to exam: 23

No. Passed: 5 No. Failed: 7

No. Withdrew: 11 No. Screened Out: 23

Grounds Equipment Operator II

Dual

17-0155-0176

List Valid: 8/29/17-8/29/18

Total applications received: 28

Total invited to exam: 8

No. Passed: 4 No. Failed: 2

No. Withdrew: 2 No. Screened Out: 20

Heavy Truck Driver

List Valid: 8/31/17-8/31/18

Total applications received: 7

No. Passed: 3 No. Failed: 2

Promotional 18-0004-0187

Total invited to exam: 5

No. Withdrew: 0 No. Screened Out: 2

Instructional Aide-Special

List Valid: 8/21/17-8/21/18

Total applications received: 64

No. Passed: 12 No. Failed: 2

Open 18-0001-0448

Total invited to exam: 21

No. Withdrew: 7 No. Screened Out: 43

Instructional Aide-Special-Avalon

List Valid: 8/29/17-8/29/18

Total applications received: 4

No. Passed: 1 No. Failed: 0

Open 17-0132-0448

Total invited to exam: 1

No. Withdrew: 0 No. Screened Out: 3

Speech Language Pathology Assistant

List Valid: 8/25/17-8/25/18

Total applications received: 54

No. Passed: 6 No. Failed: 2

Dual 16-0138-5024

Total invited to exam: 8

No. Withdrew: 0 No. Screened Out: 46

Speech Language Pathology Assistant

List Valid: 8/29/17-8/29/18

Total applications received: 9

No. Passed: 0 No. Failed: 2

Dual 17-0014-5024

Total invited to exam: 3

No. Withdrew: 1 No. Screened Out: 6

Technology Service Delivery Manager

List Valid: 8/29/17-8/29/18

Total applications received: 59

No. Passed: 5 No. Failed: 16

Dual 17-0139-5242

Total invited to exam: 29

No. Withdrew: 8 No. Screened Out: 30

Warehouse Manager

List Valid: 8/24/17-8/24/18

Total applications received: 61

No. Passed: 7 No. Failed: 25

Dual 17-0146-0301

Total invited to exam: 37

No. Withdrew: 5 No. Screened Out: 24

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: August 24, 2017