



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, California 90813

September 19, 2013
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. ROLL

Linda Vaughan, Chairperson
Stacey Lewis, Vice-Chairperson
Terry Ulaszewski, Member

Present _____
Present _____
Present _____

3. PRELIMINARY

3.1 Pledge of Allegiance to the Flag

3.2 Introduction of Guests

4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS
FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA

5. REPORT FROM THE EXECUTIVE OFFICER

6. HEARINGS

None

7. MINUTES

7.1 Approval of Minutes for September 6, 2013

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per
Education Code 45246

Action

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B

Action

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A

Action

10. OTHER ITEMS

- 11. The next regular scheduled meeting of the Personnel Commission will be held on October 3, 2013 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.**

12. CLOSED SESSION

ADJOURNMENT

ACCESS TO PUBLIC DOCUMENTS

Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 999, Atlantic Avenue, Third Floor, Long Beach, CA 90813, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:40p.m.).

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 pursuant to Government Code 54954.2 (a) 1.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for September 6, 2013

PAGES: 7.1.1 – 7.1.5

Date: September 19, 2013

Reason for
Consideration: Action

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, CA 90813

Chairperson Linda Vaughan called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Linda Vaughan, Chairperson
Stacey Lewis, Vice-Chairperson
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Gail McMahon, Executive Officer
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Dan Ewaskey, CSEA Vice-President, Unit B; Laura Hardie, Plant Supervisor - Headquarters; Ruben Lenford; Robert Banuelos.

**HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA**

HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, reported the District has received a grant from the Gates Foundation for teacher professional development. Additionally, the Gates Foundation will provide money to the district to hire staff to conduct research and analyze the results of the professional development and its impact. Staff is creating a job description and in order to meet the needs of the district the recruitment will be conducted immediately. Hiring of an individual will be contingent on the approval of the job description by the Personnel Commission and salary placement by the Board of Education.

Executive Officer McMahon requested item 12.1, The hearing of an appeal of a suspended classified employee, be pulled as the matter has been resolved.

Marilyn Balmer, Personnel Analyst, informed the Commission, Grounds Supervisor – High School has been extended due to the number of applications received. The recruitment is now Open/Promotional with promotional taking precedence.

Dale Culton, Certification Services Manager, reported 20 Instructional Aide-Special selections were made at the group hiring event held on August 22nd. Mr. Culton also reported he was able to offer a few employees on the re-employment list positions.

Mary Cates, Human Resources Supervisor, provided a brief update on the online application project. She also reported staff is working to assure all assignments are online to avoid problems when payroll runs.

MINUTES

MINUTES

The Commission approved the minutes of the August 22, 2013 Personnel Commission meeting. It was moved by Vice-Chairperson Lewis to approve the minutes. Commissioner Ulaszewski seconded the motion. The motion was carried and approved.

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

One of the specific requirements of Education Code 45260 is that "The Commission shall prescribe, amend and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness." It was moved by Commissioner Ulaszewski to approve the revision of Chapter VIII. Vice-Chairperson Lewis seconded the motion. The motion was carried and approved.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.6 and 4.2.A.8. Appellant 13194876 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 8217687 was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.6 and 4.2.A.8. Appellant 106563 was not present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 10621815 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 16023596 was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion. The motion was carried and the bulletins were ratified.

Health Assistant	Dual	14-0023-5170
Head Start Instructional Aide	Dual	14-0021-0657
Human Resources Assistant	Dual	14-0022-3350
Middle School Office Supervisor	Promotional	14-0018-3357

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. Vice-Chairperson Lewis moved for approval of the lists. The motion was seconded by Commissioner Ulaszewski. The following eligibility lists were approved.

Administrative Secretary	Dual	14-0009-3339
List Valid: 08/23/13 – 08/23/14		
Total applications received: 241		Total invited to exam: 93
No. Passed: 11	No. Failed: 58	No. Withdrew: 24 No. Screened Out: 148

Food Production Equipment Technician	Dual	14-0010-0476
List Valid: 08/29/13 – 08/29/14		
Total applications received: 37		Total invited to exam: 18
No. Passed: 4	No. Failed: 8	No. Withdrew: 6 No. Screened Out: 19

Intermediate Accounting Assistant	Dual	14-0011-0755
List Valid: 08/26/13 – 08/26/14		
Total applications received: 159		Total invited to exam: 79
No. Passed: 27	No. Failed: 23	No. Withdrew: 29 No. Screened Out: 80

Senior Office Assistant	Promotional	14-0002-0677
List Valid: 08/22/13 – 08/22/14		
Total applications received: 25		Total invited to exam: 22
No. Passed: 6	No. Failed: 14	No. Withdrew: 2 No. Screened Out: 3

Senior Office Assistant-Schools**Promotional****14-0003-3363**

List Valid: 08/22/13 – 08/22/14

Total applications received: 24

Total invited to exam: 19

No. Passed: 7

No. Failed: 10

No. Withdrew: 2

No. Screened Out: 5

EXTEND ELIGIBILITY LISTS**Office Assistant – Bilingual Spanish
(Amended)****Dual****12-0070-5158**

Extended list expiration date: 5/7/14

Extend list period: 1 year

Total applicants on list: 30

No. of Current Eligibles: 12 No. of waivers or removals: 18

OTHER ITEMS

CSEA President Valeeta Pharr, shared CSEA has a concern regarding the names of disciplined classified employees being listed on the Board of Education agenda. While Commissioner Lewis understands the agendas are not within the purview of the Commission, she requested the Executive Officer explore options related to placement of names on agendas.

NEXT MEETING**NEXT MEETING**

The next regular meeting of the Personnel Commission will be held on Thursday, September 19, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION**CLOSED SESSION**

The Personnel Commission adjourned to closed session at 8:54 a.m. to consider the recommendations to remove appellant: 13194876, 8217687, 106563, 10621815 and 16023596 from current eligibility lists.

RETURN TO OPEN SESSION**RETURN TO OPEN SESSION**

The Personnel Commission returned to Open Session at 9:38 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove candidate 13194876 from current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision and to encourage the candidate to reveal all facts on future applications.

The Commission acted to grant the appeal of candidate 8217687. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to remove candidate 106563 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after March 2015. They instructed the Executive Officer to notify the candidate of the decision and encourage the candidate to reveal all facts on future applications so as to avoid a cause for rejection.

The Commission acted to remove candidate 10621815 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to submit documentation within 6 months that the charges are incorrect for their review and reconsideration of the recommendation. They instructed the Executive Officer to notify the candidate of the decision.

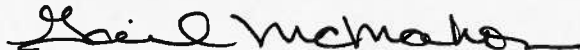
The Commission acted to remove candidate 16023596 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to submit documentation within 6 months that the charges are incorrect for their review and reconsideration. They instructed the Executive Officer to notify the candidate of the decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:40 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gail McMahon", written in a cursive style.

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
 Recommendations

PAGES: 8.1.1 – 8.1.12

Date: September 19, 2013

**Reason for
Consideration:** Action

One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submits the attached classification recommendation for the consideration of the Commission.

CREATE A NEW CLASSIFICATION

PAGE

Strategic Data Project Fellow
Salary Range 41 (M2)

2

ABOLISH A CLASSIFICATION

Instructional Associate Southeast Asian Education

7



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

September 10, 2013

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of New Classification - Strategic Data Project Fellow

Background and Findings

The District recently received a \$5 million dollar grant from the Gates Foundation to support professional development as the Common Core Standards are implemented. To supplement this initial grant, the Gates Foundation has partnered with the District to launch a second grant which will provide an additional \$3 million to focus on teacher collaboration at ten middle schools over a four-year period. As part of the grant, the District is required to hire a professional-level "Data Fellow" to use advanced research methods and analysis of teacher and student performance data to influence strategic management and policy decisions in K-12 education. The Strategic Data Project Fellow will use analytic expertise and organizational skills to inform policy and grow collective knowledge about strategic analytics. This position will be grant-funded for a period of two years and may be extended for up to four years. In accordance with the grant monies provided, the position will be paid approximately \$85,000 per year plus benefits. Since the duties are not certificated in nature and there is no existing class performing this grant-specific work, Staff was asked by the Curriculum, Instruction and Professional Development office to create a new management classification written specifically for this grant.

The Gates Foundation, in conjunction with Harvard University's Strategic Data Project, has established selection criteria for becoming a fellow. Applicants applying to be a Strategic Data Project Fellow at Long Beach Unified have already successfully completed a selection process through Harvard in order to qualify to work under a grant as a fellow. The minimum qualifications and special requirements in the proposed class description reflect this selection criteria and the need for applicants to have gone through this process before applying at Long Beach Unified.

Salary Placement

The grant requires this position be paid between \$80,000-90,000 with benefits. After consultation with the Curriculum, Instruction and Professional Development Director, Staff is

recommending placement at salary range 41 (M2) which will assure the position will be paid at the required level without going over the allotted funding.

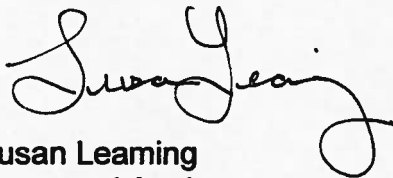
Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Strategic Data Project Fellow
2. Allocate the Strategic Data Project Fellow classification to salary range 41 (M2)

Attached is a copy of the proposed class specification.

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.
Executive Officer

PERSONNEL COMMISSION CORE VALUES

Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork



PERSONNEL COMMISSION

Class Code:
Salary Range: 41 (M2)
DRAFT

STRATEGIC DATA PROJECT FELLOW

JOB SUMMARY

Under administrative direction, use advanced research methods and analysis of teacher and student performance data to influence strategic management and policy decisions in K–12 education; participate in implementing the Positive Deviance approach (PosD); 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.

- Use advanced research methods and analysis of teacher and student performance data to influence strategic management and policy decisions in K–12 education. **E**
- Participate in implementing the Positive Deviance (PosD) approach; conduct testing to provide evidence of District implementation as a proof point for the effective use of PosD in education. **E**
- Design and implement data tools and infrastructure needed to support implementation of PosD across the District; prepare the District to effectively use data across schools and departments and to address organizational concerns. **E**
- Design and implement new data collection processes as needed; design and implement new and practical measures aligned to the key activities and outcomes of the PosD approach. **E**
- Provide data files and prepare related reports for grant participants and key partners. **E**
- Analyze student and teacher performance data to measure success; design and implement solutions to raise achievement. **E**
- Communicate with District employees, administrators and outside agencies to coordinate activities, resolve issues and exchange information. **E**
- Provide technical expertise and information to administration regarding assigned functions; advise administration of unusual trends or problems and recommend appropriate corrective action and best practices. **E**
- Operate a variety of office equipment including a computer and assigned software; oversee and maintain a variety of records and files related to assigned activities. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff. **E**

- Attend and participate in a variety of meetings, conferences and trainings; develop and conduct presentations and workshops. *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

Strategic Data Project Fellows are education professionals with the analytic expertise and organizational skills to inform policy and grow collective knowledge regarding strategic analytics. A Strategic Data Project Fellow uses analytics to effect change and influence strategic management and policy decisions in K–12 education. Positions in this classification are typically funded through grants.

EMPLOYMENT STANDARDS

Knowledge of:

Qualitative and quantitative data collection and analysis.
Data systems.
Project management techniques.
School district organization and organizational relationships.
Research methods and report writing techniques.
Record-keeping techniques.
Public speaking techniques.
Oral and written communication skills.
Operation of a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Use advanced research methods and analysis of teacher and student performance data to influence strategic management and policy decisions in K–12 education.
Develop and design measurement tools.
Communicate complex research findings to diverse audiences.
Interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Adapt to changing priorities and work assignments.
Work on multiple projects simultaneously.
Work within a team environment.
Prepare comprehensive reports.
Establish and maintain records and files.
Plan and organize work.
Operate a computer and assigned software.
Maintain confidentiality of sensitive and privileged information.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

Education and Training:

Master's degree in education, mathematics, developmental psychology or a related field. A Ph.D. is highly preferred.

Experience:

Five years of professional experience in qualitative and quantitative data analysis, research design and data-driven decision making with an emphasis in educational research.

SPECIAL REQUIREMENTS

Applicants must be current eligible Data Fellow candidates through the Center for Education Policy Research at Harvard University.

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

WORKING ENVIRONMENT

Office and school site environment.
Driving a vehicle to conduct work.
Occasional evening or variable hours.

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one 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.

DATE



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

September 10, 2013

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment – Instructional Associate Southeast Asian Education

Background and Findings

Commission Staff continually reviews the District's overall classification plan, determining a need to abolish obsolete classifications, modify classifications as jobs change, or create new classifications to meet the needs of the District. The classification of Instructional Associate Southeast Education (salary range 29 C1) was created in 1978 in response to the passage of the 1976 Indochina Refugee Children Assistance Act which extended elementary and secondary educational assistance for these students. Employees in this classification worked with school site administrators, teachers and other personnel to plan and implement support programs which helped facilitate the learning of Southeast Asian refugee students.

However, since the passage of this Act, the needs of the District have changed. In the 1970's, the District saw increased enrollment of Southeast Asian immigrants with little to no previous schooling. Currently, the District enrolls minimal numbers of these students, and the need has shifted to Spanish-speaking support. The last incumbent in this classification resigned in January 2009 and the position was subsequently abolished.

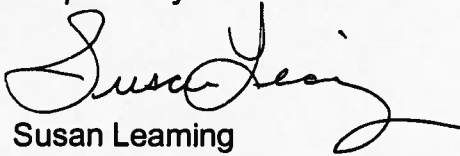
Staff contacted the Program Assistance for Language Minority Students (PALMS) Director who supports the abolishment of the classification and does not anticipate a need for it in the future. No staff will be impacted by this action. A copy of the class description is attached.

Recommendations

Staff recommends the Personnel Commission, in accordance with Rule 3.1.3 of *The Rules and Regulations of the Classified Service*:

1. Abolish the classification of Instructional Associate Southeast Asian Education

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.
Executive Officer



PERSONNEL COMMISSION

Class Specification
Salary Range: 29 (C1)

<u>CLASS CODE</u>	<u>TITLE</u>
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0048	INSTRUCTIONAL ASSOCIATE - SOUTHEAST ASIAN EDUCATION
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JOB SUMMARY

Under general supervision, assist in the planning, development, and implementation of the full scope of District K - 12 curriculum to meet the special needs of Southeast Asian refugee students; assist in the effective instruction of students and field test specially designed lessons in assigned program area; perform a variety of instructional and clerical duties related to the implementation of related educational programs; 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, develop and participate in the implementation of K-12 curriculum to meet the needs of enrolled Southeast Asian refugee students. **E**
- Assist in recruiting bilingual/biliterate Southeast Asian classroom aides. **E**
- Assist in training bilingual/biliterate Southeast Asian classroom aides in effective reinforcement of the specially designed curriculum. **E**
- Set up and keep close contact with parents of refugee students and leaders of refugee community organizations in order to interpret for them the students' needs and the school program designed to meet those needs. **E**
- Plan and develop bilingual materials which relate to the academic areas specially designed curriculum in K - 12. **E**
- Participate in workshops, staff development offerings and small group presentations for various individuals or groups, as a presenter and/or participant in order to assist school personnel in gaining a better understanding of the culture and language backgrounds and needs of refugee students. **E**
- Identify and interpret the special needs which arise for students in the areas of social and/or economic adjustment. **E**
- Train classroom personnel in the most effective methods of implementing curriculum adaptations developed specifically for enrolled Southeast Asian students. **E**
- Participate in the evaluation of effective classroom instruction, and recommend or make changes in the specially designed curriculum and related materials. **E**
- Participate in school-community activities which enhance the understanding of parents and the community as a whole of the curricular adaptations being implemented,

including such things as writing newsletters, interpreting and translating, parent teacher conferences, home visits, etc. *E*

- Participate in the effective instruction of students by such activities as tutoring students individually or in groups, leading and facilitating group discussions, class projects, or related activities. *E*
- Oversee and direct activities of students in a classroom, laboratory, learning center, or on field trips, etc. *E*
- Inform teachers and/or specialist of student progress and or problems. *E*
- Observe and record information about student behavior, achievement, and other significant pupil related data. *E*
- Perform related support activities such as taking attendance, maintaining records, conducting inventories, typing, operating duplicating or photo copy equipment, preparing reports, schedules, collecting money, writing receipts, filling out forms, passing out materials, etc. *E*
- Monitor or direct the activities of such other support personnel as college teacher aides, clerical, volunteers, student assistants, etc. *E*
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure. *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

Instructional Associates are employed to actively participate in the planning, development and implementation of a curriculum designed to serve the needs of the Southeast Asian Refugee student. They are highly skilled and knowledgeable about the cultural, historical and political environment which has led to these students being present in the District. They are aware of the educational objectives which must be met in order for the students to be successful in the present and future social and economic environment. They must be knowledgeable about academic strategies and methodologies which make classroom learning effective, and be able to demonstrate or otherwise communicate these not only to students, but also to certificated and other instructional staff.

EMPLOYMENT STANDARDS

Knowledge of:

Language, customs, and culture of the country of origin of the Southeast Asian Student.
General knowledge of the educational programs of the country of origin.
Curriculum writing and development.
Academic subject matters appropriate to the grade levels of the District.
Effective instructional and study techniques.
Classroom management techniques.
Basic record keeping.

First aid.

Ability to:

Speak, read, and write English and the language of the country of origin of students being serviced.

Relate to and work effectively with District employees, parents of refugee students, students, and other school site and classroom personnel.

Encourage positive learning patterns and behaviors in students and high levels of interest in school and student activities by parents.

Prepare materials in the primary language of students in order to facilitate their learning.

Translate a variety of district materials from English to the primary language as needed, such as forms, bulletins, letters, memos, reports, etc.

Demonstrate a positive role model to District personnel and students.

Plan, participate in the development of and effectively present classroom curriculum materials.

Evaluate curriculum shortcomings and revise or recommend revisions which strengthen the learning potential of students.

Give first aid or necessary physical comfort to ill or distressed students.

Education and Training:

Bachelor's degree in education, language, developmental/acquisition English, science, social sciences or a related field.

Experience:

Preferably, the prospective employee will have been involved in the education profession, and will have been a teacher or teacher specialist, instructing students from a Southeast Asian country for one year. Some exposure to the political, societal, and cultural events of the Southeast Asian area since the 1960's is highly desirable.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for more than two years of the required minimum education in order to meet the requirements of the No Child Left Behind Act.

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Classroom environment, learning center, community setting, playground or school bus.

PHYSICAL DEMANDS

Selective positions may require the employee to physically assist the students.
May include kneeling, lifting, pushing, pulling, crouching, or crawling on the floor.
The employee may occasionally assist in the cleaning and personal hygiene of students.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

08/11/94
Rev 10/24/02
Rev: 3/5/2009

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.7

Date: September 19, 2013

**Reason for
Consideration: Action**

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Grounds Supervisor – High School	Open/Promo	14-0017-5032	2
Nutrition Services Operations Coordinator	Promotional	14-0026-5063	4
Receptionist	Dual	14-0027-0674	6



2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission/

GROUND'S SUPERVISOR - HIGH SCHOOL - 5032

Final Filing Date: 4:30 p.m., Tuesday, September 24, 2013. - EXTENDED

SALARY RANGE

MONTHLY:

HOURLY:

START

\$3,971

\$22.92

6 MONTHS

\$4,189

\$24.16

1 1/2 YEARS

\$4,420

\$25.51

2 1/2 YEARS

\$4,664

\$26.91

JOB INFORMATION:

The current vacancy is a permanent 12 month 100% position located at Lakewood High School.

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website: www.lbschools.net/Main_Offices/Personnel_Commission/. 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.

JOB SUMMARY: Under general supervision, plan, coordinate, supervise and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas, and athletic fields; train, evaluate and provide work direction and guidance to assigned personnel and perform related duties as assigned.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING:

Graduation from high school.

EXPERIENCE:

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

SPECIAL:

(1) 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) Applicants for this classification are required to submit a Qualified Pesticide Applicator's license or certificate issued by the California Department of Pesticide Regulation at the time of application.

SELECTION PROCEDURE: This is an open/promotional recruitment with promotional taking precedence. There will be an eligible list established consisting of promotional (in-house) candidates, and another separate list consisting of open (outside) candidates. The Rules and Regulations of the Classified Service allows for promotional candidates in the top three ranks to be considered prior to consideration of candidates on the open list, unless the promotional list consists of fewer than three ranks. The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; an occupational written examination (50%) and a qualifications appraisal interview (50%) scored on a job-related basis. 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.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 14-0017-5032 EE

Open /Promotional Examination

LBUSD Employees, please see reverse side for important information

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

Guidelines:

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

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

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

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

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 model of excellence. 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 has been a five-time finalist for the prize.

LBUSD educates 81,000 students in 84 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 1,700 Head Start pupils in 21 Head Start centers. The third largest school district in California, it serves the most diverse large city in the United States, with dozens of languages spoken by local students. The district employs more than 8,000 people, making it the largest employer in Long Beach.

LBUSD 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 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, 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 a population of approximately 492,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access to several major freeways, airports and seaports, and has many famous recreational and cultural sites throughout the Southern California area.

A Promotional Opportunity Awaits You At LONG BEACH UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES OPERATIONS COORDINATOR

ANNUAL SALARY \$60,831 - \$71,432



JOIN OUR WINNING TEAM

Incumbents in the Nutrition Services Operations Coordinator classification plan, coordinate, and perform a variety of specialized administrative and operational activities in support of the Nutrition Services department and administrators. Incumbents research, analyze and prepare complex reports and records relating to various aspects of the Nutrition Services program and are assigned a variety of special projects. Incumbents are assigned to oversee the processing of free and reduced lunch applications and Nutrition Services Branch staffing.

Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" AND who meet the education and experience requirements are eligible to compete.

Permanent 100%, 12 month position at the Nutrition Services Branch.

The salary is \$60,831 to \$71,432 annually, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

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

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in institutional food management, human resources, business administration or a related field.

Additionally candidates will have two years of supervisory experience involving staff planning or project management in a large-scale institutional food service operation.

Additional experience may be substituted for the required education on a year-for-year basis for a maximum of two years of the required education.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license and use of a personal automobile.

A valid Food Handler's certificate issued from an authorized agency is desirable.

OUR QUALIFYING PROCESS

Our process will consist initially of a "paper screening" of your training background, experience, and evaluation of responses on a supplemental application. Only those candidates whose background, skills, and expertise most closely match those that we are seeking, will be invited to continue in the selection process. This process will include a qualifications appraisal oral and technical oral examination, scored on a job-related basis. 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. Attendance will be at the applicant's expense.

HOW TO APPLY

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

4:30 p.m. Tuesday, October, 1, 2013

Applicants with disabilities who 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 made on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
999 Atlantic Avenue, 3rd Floor
Long Beach, California 90813
(562) 435-5708 FAX: (562) 435-1018

www.lbschools.net/Main_Offices/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VI/MERIT SYSTEM EMPLOYER



2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission/

RECEPTIONIST - 0674

Final Filing Date: 4:30 p.m., Tuesday, October 1, 2013

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
<u>MONTHLY:</u>	\$2,628	\$2,772	\$2,924	\$3,086	\$3,257
<u>HOURLY:</u>	\$15.16	\$16.00	\$16.84	\$17.83	\$18.79

JOB INFORMATION:

Permanent 12 months, 100% FTE position. The current vacancy is located at Human Resource Services Department.

APPLICATION:

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JOB SUMMARY: Under the direction of an assigned supervisor, serve as a receptionist at an assigned office; greet and assist visitors to the office; receive, sort, distribute and process incoming, outgoing and internal mail and correspondence; perform a variety of routine clerical support duties.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING:

Graduation from high school.

EXPERIENCE:

One year of general clerical experience involving public contact.

SPECIAL:

(1) 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 this class. (2) 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.

SELECTION PROCEDURE : The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; an occupational written examination (50%) and a qualifications appraisal interview (50%) scored on a job-related basis. 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

Exam 14-0027-0674 af
Dual Examination

Maria Braunstein

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

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

Guidelines:

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1 – 9.2.2

Date: September 19, 2013

Reason for
Consideration: Restricted Action

Personnel Commission Rule 5.1.A, states that the Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. Accordingly staff submits the following eligibility lists for consideration of the Commission:

Instructional Aide - Special

List Valid: 08/29/13 – 08/29/14

Total applications received: 105

No. Passed: 28 No. Failed: 10

Open/Continuous 14-0015-0448

Total invited to exam: 76

No. Withdrew: 38 No. Screened Out: 29

**Instructional Assistant Intensive
Behavioral Treatment**

List Valid: 09/06/13 – 03/06/14

Total applications received: 133

No. Passed: 31 No. Failed: 16

Open/Continuous 14-0008-5035

Total invited to exam: 71

No. Withdrew: 24 No. Screened Out: 62

Pool Attendant

List Valid: 09/06/13 – 09/06/14

Total applications received: 38

No. Passed: 4 No. Failed: 3

Dual 14-0016-0245

Total invited to exam: 9

No. Withdrew: 2 No. Screened Out: 29

Senior Health Assistant

List Valid: 09/05/13 – 09/05/14

Total applications received: 35

No. Passed: 8 No. Failed: 0

Dual 14-0014-5174

Total invited to exam: 9

No. Withdrew: 1 No. Screened Out: 26

Senior Office Assistant – BI Spanish

List Valid: 09/17/13 – 09/17/14

Total applications received: 12

No. Passed: 1 No. Failed: 9

Promotional 14-0004-0589

Total invited to exam: 11

No. Withdrew: 1 No. Screened Out: 1

**Senior Office Assistant – Schools
BI Spanish**

List Valid: 09/17/13 – 09/17/14

Total applications received: 16

No. Passed: 2 No. Failed: 9

Promotional 14-0005-5091

Total invited to exam: 13

No. Withdrew: 2 No. Screened Out: 3

Staff Secretary

List Valid: 09/06/13 – 09/06/14

Total applications received: 16

No. Passed: 4 No. Failed: 2

Promotional 14-0007-3364

Total invited to exam: 6

No. Withdrew: 0 No. Screened Out: 10

Staff Secretary – BI Spanish

List Valid: 09/11/13 – 09/11/14

Total applications received: 187

No. Passed: 9 No. Failed: 43

Dual**14-0006-5085**

Total invited to exam: 73

No. Withdrew: 21 No. Screened Out: 114

EXTEND ELIGIBILITY LISTS**Campus Security Officer**

Extended list expiration date: 08/01/14

Total applicants on list: 10

No. of Current Eligibles: 6

Dual**12-0082-5011**

Extend list period: 1 year

No. of waivers or removals: 4

Campus Security Officer

Extended list expiration date: 08/31/14

Total applicants on list: 8

No. of Current Eligibles: 7

Dual**12-0094-5011**

Extend list period: 1 year

No. of waivers or removals: 1

Food Production Utility Worker

Extended list expiration date: 09/11/14

Total applicants on list: 11

No. of Current Eligibles: 4

Dual**13-0001-0477**

Extend list period: 1 year

No. of waivers or removals: 7

Groundskeeper**(Amended)**

Extended list expiration date: 6/12/14

Total applicants on list: 55

No. of Current Eligibles: 34

Dual**12-0077-0172**

Extend list period: 1 year

No. of waivers or removals: 22

CERTIFIED TO BE CORRECT: *João A. Machado* DATE: 9/13/13