

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

Regular Meeting
June 16, 2022

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of June 2, 2022 1-5
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 Instructional Aide - Special 6-7
2. **RATIFY** job announcement bulletin for Nutrition Services Worker 8-9
3. **RATIFY** job announcement bulletin for Nutrition Services Worker – Catalina 10-11
4. **APPROVE** the certification of Accompanist eligibility list 22-0253-5213 established 06/13/2022 12
5. **APPROVE** the certification of Certification Services Manager eligibility list 22-0240-3291 established 06/15/2022 12
6. **APPROVE** the certification of Computer Support Technician eligibility list 22-0232-5108 established 06/17/2022 12
7. **APPROVE** the certification of Environmental Health and Safety Manager eligibility list 22-0185-0610 established 06/08/2022 12
8. **APPROVE** the certification of Facilities Project Manager - Construction eligibility list 22-0225-5189 established 06/10/2022 12

- | | | |
|-----|---|----|
| 9. | APPROVE the certification of Head Start Instructional Aide – BL Spanish eligibility list 22-0177-5235 established 06/13/2022 | 12 |
| 10. | APPROVE the certification of Groundskeeper – Catalina Island eligibility list 22-0220-0172 established 06/13/2022 | 12 |
| 11. | APPROVE the certification of Groundskeeper – Catalina Island eligibility list 22-0260-0172 established 06/13/2022 | 13 |
| 12. | APPROVE the certification of Instructional Aide – Special eligibility list 22-0254-0448 established 06/08/2022 | 13 |
| 13. | APPROVE the certification of Instructional Aide – Special eligibility list 22-0281-0448 established 06/17/2022 | 13 |
| 14. | APPROVE the certification of Network Specialist eligibility list 22-0197-5119 established 06/10/2022 | 13 |
| 15. | APPROVE the certification of Nutrition Services Worker eligibility list 22-0269-5068 established 06/08/2022 | 13 |
| 16. | APPROVE the certification of Nutrition Services Worker eligibility list 22-0284-5068 established 06/16/2022 | 13 |
| 17. | APPROVE the certification of Plumber eligibility list 22-0162-0242 established 06/17/2022 | 13 |
| 18. | APPROVE the certification of Recreation Aide eligibility list 22-0279-5255 established 06/08/2022 | 13 |
| 19. | APPROVE the certification of Recreation Aide eligibility list 22-0289-5255 established 06/17/2022 | 13 |
| 20. | APPROVE the certification of Recreation Aide – Kids’ Club eligibility list 22-0268-5257 established 06/09/2022 | 14 |
| 21. | APPROVE the certification of Sign Language Interpreter eligibility list 22-0180-5214 established 06/17/2022 | 14 |

III. OLD BUSINESS

None

IV. NEW BUSINESS

- | | | |
|----|---|-------|
| 1. | APPROVE the Revision of a Classification – Transportation Scheduler | 15-19 |
| 2. | APPROVE the Recommendation to Remove from Eligibility List ID 25025869 | 20-27 |

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

June 30, 2022 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

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

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

MINUTES
Regular Meeting

June 2, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, June 2, 2022 at 8:17 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Anne Follett, Human Resources Technician; Judith Alonso, Human Resources Technician; and Joanna Guzman, Human Resources Technician.

GUESTS PRESENT

Ann Culton, Administrative Coordinator, Human Resource Services; Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Appellant ID 46542987.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of May 19, 2022.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, shared that the Classified Employee Celebration was a great event with 517 employees attending and Grover Khem, Custodian at Jefferson Leadership Academies, was presented the Classified Employee of the Year award. Mr. Kato thanked Mr. Ulaszewski for attending and assisting with the award ceremony and recognizing all those who came. Mr. Kato mentioned that Jesus Rios Jr., Associate Personnel Analyst, and himself would be attending a Classified Leaders

Cohort training to discuss the Personnel Commission and what role we play in the District. Mr. Kato shared that Maria Braunstein, Personnel Analyst; and Susan Leaming, Personnel Analyst will be attending at the next Classified Leaders Cohort training. Mr. Kato thanked Commissioner Bender and Commissioner Ulaszewski for attending the Board of Education meeting last night to recognize Grover Khem, Classified Employee of the Year, and Dwight Kaufman, Plant Supervisor at Jefferson Leadership Academies, spoke on Mr. Khem's behalf and received a standing ovation for his positive words. Mr. Kato mentioned the Teacher Librarian of the Year, Susan McRoberts on Avalon, was also recognized.

Maria Braunstein, Personnel Analyst, reported that there are 85 recruitments in various stages of the examination process and five recruitments are pending. Ms. Braunstein explained that the online testing programs of eSkill and SparkHire were helpful to accommodate candidates when COVID-19 began and these programs will continue to be options for future examinations. Ms. Braunstein mentioned that over the past two weeks, there have been 22 different exam sessions conducted in-person at the Personnel Commission. Ms. Braunstein shared the Long Beach School for Adults (LBSA) Campus Staff Assistant course meets the requirements to apply with Long Beach Unified. Ms. Braunstein stated that the Custodian course will be beginning today at LBSA and she will be there to assist with any questions. Ms. Braunstein also shared the City of Long Beach will be hosting a job fair on June 7, 2022 at the Long Beach Convention center and our staff will be participating at the event. Ms. Braunstein thanked the team.

Oralia Leyva, Employment Services Supervisor, reported that the unit continues to work on summer school letters, and Mr. Rios Jr. has emailed 600 employees about the positions. Ms. Leyva introduced, Mari Rojas, a new Human Resources Technician in our staff. Ms. Rojas shared she has been with the District for seven years and is coming from the Transportation department and she is happy to be part of our team.

Dale Culton, Certification Services Manager, informed the Commissioners that the unit is continuing to send eligibility lists to sites to fill positions before the summer break so employees can be processed and be ready to start in the fall. Mr. Culton shared that the last date of school is June 15 for students, June 16 for faculty, and June 23 for transitional staff. Mr. Culton mentioned we have a meeting with Nutrition Services, who has hired 70 probationary employees and 55 substitutes for 125 Nutrition Services Workers this fiscal year.

Susan Leaming, Personnel Analyst, shared we had the first in-person CalPERS retirement planning workshop in two years and there were 90 attendees. Ms. Leaming thanked Monica Gaytan, Human Resources Assistant, and Mr. Culton for their assistance with the event. Ms. Leaming mentioned that at the Board of Education meeting on May 18, 2022, they approved raises for this fiscal year for non-represented and the two prior years for the California School Employees Association (CSEA) and that information has been updated on the Personnel Commission website.

Mr. Kato gave recognition to Martin Maldonado, Plant Supervisor I, for getting the auditorium ready for the California Public Employees' Retirement System (CALPERS) retirement meeting.

Mr. Ulaszewski inquired about the classified layoff process, and Mr. Culton stated that there was one employee reduced, and one employee layoff. Mr. Kato shared that there was one appeal submitted but the hearing scheduled was rescinded. Mr. Kato explained that we met every time table in the process.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant
2. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
3. **RATIFY** job announcement bulletin for Environmental Health and Safety Manager
4. **RATIFY** job announcement bulletin for Recreation Aide
5. **RATIFY** job announcement bulletin for Recreation Aide – Kids’ Club
6. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker
7. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0203-5288 established 06/01/2022
8. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0243-5288 established 05/27/2022
9. **APPROVE** the certification of Carpenter eligibility list 22-0161-0114 established 05/25/2022
10. **APPROVE** the certification of Head Start Instructional Aide eligibility list 22-0176-0667 established 06/03/2022
11. **APPROVE** the certification of Instructional Aide Special eligibility list 22-0246-0448 established 06/06/2022
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0249-5068 established 05/24/2022
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0255-5068 established 05/24/2022
14. **APPROVE** the certification of Recreation Aide eligibility list 22-0277-5255 established 05/24/2022

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify item 1-6 and approve items 7-14 on the Consent Agenda.

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

OLD BUSINESS

1. **APPROVE** the Amended meeting dates for Personnel Commission 2022-2023

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

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

NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List ID 45970256

New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List ID 46542987

New Business Item 2 was moved into closed session.

3. **ANNOUNCE** Personnel Commission staff for years of service

Mr. Kato presented service year pins to Commission employees that have served ten and twenty-five years with the Long Beach Unified School District. Ms. Vaughan congratulated the recipients for their years of service.

4. **ANNOUNCE** the 2022 Personnel Commission Employee of the Year

The Personnel Commission recognizes one of its staff members annually as the Personnel Commission Employee of the Year. Mr. Kato gave accolades and announced the 2022 Personnel Commission Employee of the Year, Dale Culton, Certification Services Manager.

OTHER ITEMS

Mr. Ulaszewski thanked the staff who contributed with the Classified Employee Celebration. Mr. Ulaszewski commented that it was a successful event. Ms. Vaughan gave recognition to all those were part of the celebration.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 16, 2022 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:41 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:30 a.m. and the following reportable actions were taken.

1. **APPROVE** the recommendation to remove from eligibility list ID 45970256

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff's recommendation to remove Applicant ID 45970256 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

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

2. **APPROVE** the recommendation to remove from eligibility list ID 46542987

The appellant was present , following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff's recommendation to remove Applicant ID 46542987 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

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

ADJOURNMENT

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE – SPECIAL

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur. Positions are part time (3.8 hours) only. Substitute positions are also available.

JOB SUMMARY:

Under general supervision, assist certificated staff in reinforcing instructional activities for students with special needs identified in an Individualized Education Program (IEP); participate in the monitoring, discipline and behavior modification of students; assist in meeting the physical care and hygienic needs of students; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

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

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

*Verification will be required for high school graduation, college units & degrees within 2 working days following submission of application.

*Official transcripts or original diplomas must be submitted to the Personnel Commission office (original diplomas will be returned). Official transcripts may be submitted electronically.

EXPERIENCE:

Six (6) months of paid or volunteer experience working with children in a structured environment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered; however, experience cannot substitute for the required minimum education.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

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

SALARY RANGE HOURLY:

START: \$18.14
 6 MONTHS: \$19.14
 1 ½ YEARS: \$20.19
 2 ½ YEARS: \$21.29
 3 ½ YEARS: \$22.47

SPECIAL REQUIREMENTS:

1) Some assignments will require successful completion of District-provided CPR/First Aid training. (2) Some assignments will require successful completion of District-provided training to perform physical health care treatments to meet student needs. (3) After an employee in this class has been provided initial training to work with students with physical health care needs and feels the need for additional training, they may request it. Requests shall be in writing to the site administrator who shall arrange for the needed training and notify the employee.

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 will be comprised of an evaluation of responses on a supplemental application; and an occupational written examination (100%). **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 Continuous 0448 JG

LBUSD employees, please see reverse side for important information.

Manabrantin



www.lbschools.net/jobs

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES WORKER

FINAL FILING DATE:

Open Continuous
SUBSTITUTE SALARY: \$15.00

JOB INFORMATION:

The current need is substitutes. Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes.

The eligible list of successful candidates may also be used to fill future vacancies as they occur

JOB SUMMARY:

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

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

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.

Maria Braunstein

SALARY RANGE HOURLY:

START:	\$15.00
6 MONTHS:	\$15.83
1 ½ YEARS:	\$16.69
2 ½ YEARS:	\$17.62
3 ½ YEARS:	\$18.59

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER



Open Continuous-5068 - VO

LBUSD employees, please see reverse side for important information.

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

NUTRITION SERVICES WORKER- CATALINA ISLAND

FINAL FILING DATE:

Open Continuous
SUBSTITUTE SALARY: \$15.00

Catalina Island employees receive an additional \$3.56 per hour.

JOB INFORMATION:

The current need is for substitutes. List may be used to fill vacancies as they occur. Permanent and substitute positions will be located at Avalon school site. Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes. Avalon is located on Catalina Island, 22 miles southwest of the Los Angeles Harbor Breakwater. Employees must live on the island, and/or arrange for their own transportation to and from the island.

JOB SUMMARY:

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

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

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.

Maria Braunstein

SALARY RANGE HOURLY:

START:	\$15.00
6 MONTHS:	\$15.83
1 ½ YEARS:	\$16.69
2 ½ YEARS:	\$17.62
3 ½ YEARS:	\$18.59

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.

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

PERSONNEL COMMISSION

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



WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open 22-0164-5068 VO

LBUSD employees, please see reverse side for important information. 10

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

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 12-14

Date: June 16, 2022

Reason for Consideration: Approval

ACCOMPANIST

DUAL

22-0253-5213

List Valid: 06/13/2022-06/13/2023

Total Applications Received: 5

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 4

CERTIFICATION SERVICES MANAGER

DUAL

22-0240-3291

List Valid: 06/15/2022-06/15/2023

Total Applications Received: 7

No. Passed: 2 No. Failed: 1

Total Invited to Exam: 3

No. Withdrew: 0 No. Screened Out: 4

COMPUTER SUPPORT TECHNICIAN

DUAL

22-0232-5108

List Valid: 06/17/2022-06/17/2023

Total Applications Received: 31

No. Passed: 4 No. Failed: 2

Total Invited to Exam: 7

No. Withdrew: 1 No. Screened Out: 24

**ENVIRONMENTAL HEALTH AND SAFETY
MANAGER**

DUAL

22-0185-0610

List Valid: 06/08/2022-06/08/2023

Total Applications Received: 6

No. Passed: 0 No. Failed: 1

Total Invited to Exam: 2

No. Withdrew: 1 No. Screened Out: 4

**FACILITIES PROJECT MANAGER -
CONSTRUCTION**

DUAL

22-0225-5189

List Valid: 06/10/2022-06/10/2023

Total Applications Received: 22

No. Passed: 3 No. Failed: 5

Total Invited to Exam: 14

No. Withdrew: 6 No. Screened Out: 8

**HEAD START INSTRUCTIONAL AIDE –
BL SPANISH**

DUAL

22-0177-5235

List Valid: 06/13/2022-06/13/2023

Total Applications Received: 10

No. Passed: 1 No. Failed: 1

Total Invited to Exam: 4

No. Withdrew: 2 No. Screened Out: 6

GROUNDSKEEPER – CATALINA ISLAND

DUAL

22-0220-0172

List Valid: 06/13/2022-06/13/2023

Total Applications Received: 5

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 4

GROUNDSKEEPER – CATALINA ISLAND**DUAL****22-0260-0172**

List Valid: 06/13/2022-06/13/2023
 Total Applications Received: 4
 No. Passed: 1 No. Failed: 0

Total Invited to Exam: 2
 No. Withdrew: 1 No. Screened Out: 2

INSTRUCTIONAL AIDE – SPECIAL**OPEN CONTINUOUS 22-0254-0448**

List Valid: 06/08/2022-06/08/2023
 Total Applications Received: 25
 No. Passed: 3 No. Failed: 0

Total Invited to Exam: 4
 No. Withdrew: 1 No. Screened Out: 21

INSTRUCTIONAL AIDE – SPECIAL**OPEN CONTINUOUS 22-0281-0448**

List Valid: 06/17/2022-06/17/2023
 Total Applications Received: 24
 No. Passed: 4 No. Failed: 0

Total Invited to Exam: 5
 No. Withdrew: 1 No. Screened Out: 19

NETWORK SPECIALIST**DUAL****22-0197-5119**

List Valid: 06/10/2022-06/10/2023
 Total Applications Received: 20
 No. Passed: 1 No. Failed: 5

Total Invited to Exam: 9
 No. Withdrew: 3 No. Screened Out: 11

NUTRITION SERVICES WORKER**OPEN****22-0269-5068**

List Valid: 06/08/2022-12/08/2022
 Total Applications Received: 4
 No. Passed: 1 No. Failed: 0

Total Invited to Exam: 2
 No. Withdrew: 1 No. Screened Out: 2

NUTRITION SERVICES WORKER**OPEN****22-0284-5068**

List Valid: 06/16/2022-12/16/2022
 Total Applications Received: 35
 No. Passed: 14 No. Failed: 2

Total Invited to Exam: 21
 No. Withdrew: 5 No. Screened Out: 14

PLUMBER**DUAL****22-0162-0242**

List Valid: 06/17/2022-06/17/2023
 Total Applications Received: 17
 No. Passed: 3 No. Failed: 4

Total Invited to Exam: 10
 No. Withdrew: 3 No. Screened Out: 7

RECREATION AIDE**OPEN CONTINUOUS 22-0279-5255**

List Valid: 06/08/2022-06/08/2023
 Total Applications Received: 23
 No. Passed: 18 No. Failed: 0

Total Invited to Exam: 23
 No. Withdrew: 0 No. Screened Out: 5

RECREATION AIDE**OPEN CONTINUOUS 22-0289-5255**

List Valid: 06/17/2022-06/17/2023
 Total Applications Received: 26
 No. Passed: 20 No. Failed: 0

Total Invited to Exam: 26
 No. Withdrew: 0 No. Screened Out: 6

RECREATION AIDE – KIDS’ CLUB

OPEN CONTINUOUS 22-0268-5257

List Valid: 06/09/2022-12/09/2022

Total Applications Received: 20

No. Passed: 17 No. Failed: 0

Total Invited to Exam: 17

No. Withdrew: 0 No. Screened Out: 3

SIGN LANGUAGE INTERPRETER

DUAL 22-0180-5214

List Valid: 06/17/2022-06/17/2023

Total Applications Received: 1

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 0

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: June 16, 2022

PERSONNEL COMMISSION



May 25, 2022

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

Background and Findings

The Business Services Director reviewed the Transportation Scheduler (salary range 28 C2) classification specification in anticipation of upcoming recruitment activities. The classification of Transportation Scheduler was last revised in 2006.

Minor revisions to the classification specification were made and a duty statement regarding preparing student information cards was removed. In addition, references to the Edulog school bus routing software system were removed as it is no longer utilized by the department.

The Business Services Director has reviewed and is in support of the proposed revisions. Attached is a copy of the revised specification showing proposed deletions annotated with strikethroughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification of Transportation Scheduler

Prepared by:

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

Susan Leaming
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5040
Salary Range: 28 (C2)

TRANSPORTATION SCHEDULER

JOB SUMMARY

Under the direction of an assigned general supervisor, schedule, route and modify student transportation services for regular education, special education, field trips, athletics and special events; dispatch drivers in accordance with schedules and to fulfill special transportation requests; 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.

- Perform a variety of dispatching, scheduling and routing duties related to student transportation services including regular education, special education, field trips, athletics and special events. **E**
- Prepare and maintain forms, records, files, lists and reports related to student transportation services including route files and maps, trip requests, rosters, release waivers, liquidation forms and special needs lists. **E**
- Monitor and modify schedules and routes to assure daily transportation needs are met and emergency situations are resolved; determine most efficient routes. **E**
- Assign new students to bus routes and station stops; update student address changes and school schedule changes; modify bus assignments as needed. **E**
- ~~Prepare student information cards and letters to parents notifying them of routing and schedule changes. **E**~~
- Schedule buses and drivers for field trips, athletic events and other special trips; verify trip dates, locations and departure times; prepare and assure timely receipt of trip forms and related documents for scheduling purposes; assure driver overtime is evenly distributed. **E**
- Contact charter companies to schedule special trips; monitor service of charter companies to assure timely services. **E**
- Schedule and route vendor contract buses; confirm information and documentation related to trip requests; ~~and verify contract invoices including driver hours and mileage;~~ identify discrepancies and liquidations and report to appropriate personnel. **E**
- Utilize two-way radios to monitor bus to bus and bus to base communications; monitor arrival and departure times of buses and driver hours; communicate with drivers regarding schedule or route changes, vehicle breakdowns, accidents, road conditions, student disciplinary incidents and other concerns. **E**

- Research maps and locations to provide bus drivers with information and directions to various destinations; maintain current knowledge of routes and locations to assure timely services and accurate information. *E*
- Provide work direction and guidance to drivers regarding daily operating procedures, District policies and route changes; conduct new employee orientation sessions as necessary. *E*
- Answer telephones and greet visitors; direct inquiries to the appropriate department or person; resolve student transportation issues and concerns; assist in the investigation of bus accidents; drive a District vehicle to conduct work. *E*
- Continuously survey the existing transportation program for safety, service costs and areas in need of improvement; advise appropriate personnel of unusual trends or problems and recommend appropriate corrective action. *E*
- Assist in coordinating maintenance and servicing of bus fleet; assure proper coverage for buses in the garage. *E*
- Operate a variety of office equipment including a copier, fax machine and a computer and assigned software; utilize computerized routing and field trip software for bus routing as assigned by the position. *E*
- Communicate with other departments, administrators, school site staff and outside agencies to coordinate services, exchange information and resolve transportation issues. *E*
- Attend a variety of meetings and workshops related to assigned activities. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A Transportation Scheduler arranges for the transportation of students, including but not limited to special education, regular education, mandated programs, field trips and athletics. Incumbents may perform traditional scheduling functions or utilize a computerized routing and field trip system such as Edulog.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and techniques of route and field trip scheduling.
- Methods and procedures of dispatching transportation vehicles.
- District boundaries and the general geography of the greater Los Angeles area.
- Applicable laws, codes, rules and regulations related to pupil transportation.
- Health and safety regulations.
- Modern office practices, procedures and equipment.
- Operation of a variety of office equipment including a computer and assigned software.
- Operation of a two-way radio.
- Record keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

Ability to:

Assign buses and drivers to designated routes, field trips, extra-curricular activities, and special events.

Review routes and schedules to accommodate changes.

Prepare and maintain a variety of records, logs, lists, files and reports.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Read and interpret maps.

Operate a variety of office equipment including a computer and assigned software.

Operate a two-way radio.

Observe legal and defensive driving practices.

Make generalizations, evaluations or decisions without immediate supervision.

Plan and organize work.

Assign and review the work of others.

Meet schedules and time lines.

Understand and resolve issues, complaints or problems.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Complete work with many interruptions.

Education and Training:

~~Equivalent to~~ Graduation from high school or equivalent.

Experience:

Two years of experience as a school bus driver or two years of experience dispatching commercial passenger vehicles or school buses on fixed and variable route assignments utilizing a computerized routing and field trip system. ~~Experience utilizing the Edulog transportation system is preferred.~~

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

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

WORKING ENVIRONMENT

Office environment.
Constant interruptions.
Evening or variable hours.
Driving a vehicle to conduct work.
Contact with dissatisfied ~~or abusive~~ individuals.

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 2/13/2003
Revised: 1/26/2006
Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 25025869 PAGES: 20-27

Date: June 16, 2022 Reason for Consideration: Restricted Action

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

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

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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