



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

October 31, 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 October 17, 2013

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per  
Education Code 45246

Action

8.2 Substitute Assignments

Discussion

8.3 Recommendation to Remove from Eligibility List per  
P.C. Rule 4.2.A.8

Restricted Action

8.4 Recommendation to Remove from Eligibility List per  
P.C. Rule 4.2.A.8

Restricted 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

10.1 Personnel Commission Annual Report 2012-2013

Action

11. The next regular scheduled meeting of the Personnel Commission will be held on November 14, 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

13. 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

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SUBJECT: Minutes for October 17, 2013

PAGES: 7.1.1 – 7.1.6

Date: October 31, 2013

Reason for  
Consideration: Action

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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, Ed.D., Executive Officer  
Marilyn Balmer, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; Cecelia Slater, Nutrition Services Director; Anjali Atkins, Transitional Partnership Program; Starr Black, Administrative Secretary, Nutrition Services; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Unit A -Vice-President; Cheryl Emmons, substitute Campus Security Officer and Juan Garcia, CSEA Chief Job Steward.

**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

Cheryl Emmons, a laid off Campus Security Officer who is currently working as a substitute requested the Commission review her status as a substitute and the placement process for Campus Security Officer's in long-term substitute assignments. Vice-Chairperson Lewis made a motion to have staff review substitute assignments and agendize the item for the next Commission meeting. Commissioner Ulaszewski seconded the motion. The motion was carried.

## REPORT FROM THE EXECUTIVE OFFICER

## REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, announced the CSPCA (California Schools Personnel Commissioners Association) conference has been scheduled for February 6 – February 9, 2014 in San Jose California.

Marilyn Balmer, Personnel Analyst, provided an update on the seven (7) recruitments in progress. Additionally, Plant Supervisor II, Purchasing Agent and the Kids' Club series recruitments are in the planning phases.

Susan Leaming, Personnel Analyst, reported the CPR/First Aid training sessions scheduled for November 6, 2013 are full with approximately 30 employees on wait lists to attend. Dr. McMahon informed the Commission we have been expending Personnel Commission funds to provide CPR/First Aid training as there are no District funds available. Special Education has been providing funding to train their employees. Without funding from District resources, future training may not be possible.

Dale Culton, Certification Services Manager, reported 36 probationary and substitute assignments were approved at the last Board of Education meeting. Staff is continuing the processing of new employees to meet the needs of the sites.

Mary Cates, Human Resources Supervisor, reported 57 BLAST (Better Learning After School Today) mentors were fingerprinted.

## MINUTES

## MINUTES

The Commission approved the minutes of the October 3, 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.

## CLASSIFICATION/RESTRUCTURE

## CLASSIFICATION/RESTRUCTURE

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 submitted the attached classification recommendations for the consideration of the Commission.

Susan Leaming, Personnel Analyst, discussed the purpose of the creation of the Job Developer – Bilingual Spanish classification, explaining the District received grant monies to promote positive outcomes for children and their families who receive Supplemental Security Income (SSI). It is anticipated that some of the families will be non-English speaking therefore the need for the classification. It was moved by Commissioner Lewis and seconded by Vice-Chairperson Lewis to approve the classification recommendation. The motion was carried and approved.

Dr. McMahon explained that during the initial recruitment for Nutrition Services Operations Coordinator, it came to Staff's attention that the job description did not appear to be in alignment with the expectations of the position. Further, the requirements for the position appeared to be out of balance for the need. The minimum qualifications have been broadened, allowing for a wider field of applicants as Nutrition Services is looking for candidates with strong analytical skills who can learn the specific operations of Nutrition Services. It was moved by Commissioner Lewis and seconded by Vice-Chairperson Lewis to approve the classification recommendation. The motion was carried and approved.

The following classification recommendations were approved by the Commission.

CREATE A NEW CLASSIFICATION

CREATE A NEW CLASSIFICATION

Job Developer – BL Spanish Salary Range 20 (C1)

REVISION OF CLASSIFICATION SPECIFICATION

REVISION OF CLASSIFICATION SPECIFICATION

Nutrition Services Operations Coordinator

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 IX. 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.8. Appellant 11036383 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.6 and 4.2.A.8. Appellant 12199577 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 16768136 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 2409317 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 16509008 was not present. 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 bulletins. Vice-Chairperson Lewis seconded the motion. The motion was carried and the bulletins were ratified.

Instructional Assistant – Computer Resources	Dual	14-0033-0603
Instructional Assistant – Computer Resources		
Bilingual Spanish	Dual	14-0034-0452
Locker Room Attendant	Promotional	14-0032-0208

## 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 made a motion to discuss the bulletins. Commissioner Ulaszewski seconded the motion. Dr. McMahon explained the requirements for the Strategic Data Project Fellow warranted the number of applications received. Vice-Chairperson made an inquiry as to the large number of Health Assistant applications screened out. Marilyn Balmer, Personnel Analyst explained many of the applicants did not have the required CPR and First Aid certification. Commissioner Ulaszewski moved for approval of the lists. The motion was seconded by Vice-Chairperson Lewis. The following eligibility lists were approved.

<b>Head Start Instructional Aide</b>	<b>Dual</b>	<b>14-0021-0657</b>
List Valid: 10/14/13 – 10/14/14		
Total applications received: 294		Total invited to exam: 184
No. Passed: 96      No. Failed: 64		No. Withdrew: 24
No. Screened Out: 110		

<b>Health Assistant</b>	<b>Dual</b>	<b>14-0023-5170</b>
List Valid: 10/08/13 – 10/08/14		
Total applications received: 176		Total invited to exam: 29
No. Passed: 16      No. Failed: 8		No. Withdrew: 5
No. Screened Out: 147		

<b>Instructional Aide – Special</b>	<b>Open/Continuous</b>	<b>14-0019-0448</b>
List Valid: 10/04/13 – 10/04/14		
Total applications received: 108		Total invited to exam: 74
No. Passed: 27      No. Failed: 9		No. Withdrew: 38
No. Screened Out: 34		

<b>Strategic Data Project Fellow</b>	<b>Dual</b>	<b>14-0025-5185</b>
List Valid: 10/07/13 – 10/07/14		
Total applications received: 2		Total invited to exam: 2
No. Passed: 2      No. Failed: 0		No. Withdrew: 0
No. Screened Out: 0		

## OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President reported she attended the McBride Senior High School ribbon cutting ceremony. She also provided a brief summary of the (LCAP) Local Control Accountability Plan meeting and other community events she attended. Ms. Pharr also invited Chairperson Vaughan to the CSEA chapter meeting as they will be voting to support Ms. Vaughan's reappointment.

Commissioner Ulaszewski reported he also attended the McBride ceremony and was *Principal for a Day* at Marshall Academy of the Arts. Mr. Ulaszewski said the school has a phenomenal program.

Vice-Chairperson Lewis reported she was *Principal for a Day* at Stephens Middle School. Ms. Lewis had the opportunity to visit a mainstream class with emotionally disturbed students. She was very impressed with the techniques staff used to work with the students.

Ms. Lewis announced the City of Long Beach is seeking Firefighters. Interested applicants should go to [www.longbeach.gov](http://www.longbeach.gov).

## NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 31, 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 9:01 a.m. to consider the recommendations to remove appellant: 11036383, 12199577, 16768136, 2409317 and 16509008 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 11036383 from current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to remove candidate 12199577 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 apply following completion of probation. 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 16768136 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 May 1, 2014. 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 2409317 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 May 1, 2014. 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 pull item 8.7 as candidate 16509008 was unable to attend today's meeting.

#### ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:30 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

*Gail McMahon*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:    Classification/Restructure  
                 Recommendations

PAGES: 8.1.1-8.1.6

Date:            October 31, 2013

Reason for  
Consideration: Action

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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 recommendations for the consideration of the Commission.

REVISE A CLASS SPECIFICATION

PAGE

Network Specialist

2



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

October 23, 2013

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to Network Specialist class specification

### Background

The Executive Director, Information and Technology Systems recently reviewed the class specification for the Network Specialist classification while initiating recruitment activities and requested Commission Staff make minor revisions to the specification. Specifically, two references to outdated technology were updated.

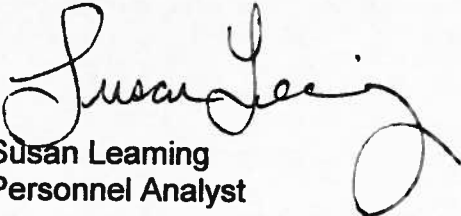
Attached is a copy of the revised specification showing proposed deletions annotated with strikethroughs and additions underlined.

### Recommendations

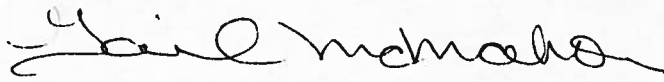
Staff recommends the Personnel Commission:

1. Adopt the revised class specification for Network Specialist

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: 5119**  
**Salary Range: 42 (C1)**

### NETWORK SPECIALIST

#### JOB SUMMARY

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

#### 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 specialized duties in the installation, configuration, maintenance and operation of the District's local (LAN) and wide area (WAN) networks and related equipment; assure compliance with applicable laws, codes, rules and regulations. **E**
- Install, configure and maintain network servers using software such as Novell NetWare/OES, Apple, Microsoft Windows or UNIX/LINUX; design and implement server upgrades. **E**
- Monitor and evaluate the performance of networking equipment, firewalls and servers through troubleshooting and use of diagnostic programs; resolve network performance and connectivity issues; adjust network efficiency to provide the best possible performance. **E**
- Install and configure computer hardware and software to assure network access; make adjustments as necessary; integrate new hardware and software to enhance performance; deploy and support network applications. **E**
- Perform a variety of network administration activities including establishing user accounts, passwords, e-mail accounts, internet connectivity, back-ups and directories; troubleshoot and resolve password issues; maintain confidentiality of sensitive and privileged information. **E**
- Receive and resolve escalated service tickets; assist and train technical support staff by troubleshooting and resolving the more complex network issues; respond to inquiries and provide information concerning network system operations, malfunctions, upgrades and software to technical support staff and end users. **E**
- Monitor and maintain network system security, servers, backup libraries and

- databases; upgrade anti-virus software; perform preventative maintenance on network hardware and equipment; create utilities or scripts. *E*
- Participate in researching, designing and implementing new network systems, configurations and applications; test and evaluate hardware and software to determine efficiency, reliability and compatibility with existing operating environment and configuration requirements. *E*
  - Communicate with administrators, vendors and District staff to coordinate activities, exchange information and resolve issues and concerns; provide advice regarding proper placement and infrastructure needs for new equipment installation and movement of existing equipment. *E*
  - Develop procedures for training technical staff in the installation and configuration of network systems and equipment. *E*
  - Attend and participate in meetings, conferences and seminars related to network technology to maintain current knowledge of technological advances in the field. *E*
  - Prepare and maintain records of assigned work orders and work performed; update computerized service tickets; prepare routine reports related to assigned activities. *E*
  - Operate a variety of equipment and hand tools used in the maintenance, diagnosis and repair of network equipment. *E*
  - Drive a District-issued or personal vehicle to various District sites to conduct work; transport equipment from site to site as necessary; respond to after-hours emergency calls as assigned. *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**

A Network Specialist performs a variety of specialized duties in the installation, configuration, maintenance and operation of District Local (LAN) and Wide Area (WAN) Networks and related equipment. Incumbents in this classification are expected to maintain a level of expertise in evolving technologies via ongoing training.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Technical aspects of network installation, maintenance, operation, troubleshooting and repair.

Materials and methods used in the operation, installation and repair of computer and network systems.

Principles and techniques of systems and network design and analysis.

TCP/IP and IPX network protocols in a routed environment.

Network server systems such as Novell Netware/NetWare/OES, Apple, Microsoft Windows or UNIX/LINUX.

Configuration of servers and communications equipment.

Configuration of operating systems, applications software and networking of Windows or Macintosh computers.

Components and capabilities of network hubs, switches, routers, firewalls, servers and cabling.

Record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Install, configure and maintain LAN and WAN software, hardware, cabling and peripheral equipment.

Monitor and evaluate the performance of networking equipment, firewalls and servers through troubleshooting and use of diagnostic programs.

Resolve network performance and connectivity issues.

Maintain network servers and security.

Analyze complex technical problems accurately, logically and quickly.

Evaluate user needs and advise on appropriate hardware and software configurations.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Operate a variety of tools and equipment utilized in the operation and repair of computer and network systems.

Plan and organize work.

Work independently with little direction.

Maintain current knowledge of technological advances in the field.

Train and provide work direction to technical support staff.

Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

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

Professional certification by a major vendor such as Novell, Cisco or Microsoft is highly preferred.

**Experience:**

Three years of experience installing and maintaining local and wide area networks and related equipment with an organization having a minimum of 30 servers.

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

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

**SPECIAL REQUIREMENTS**

Positions in this class require the use of personal automobile and possession of a 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 and/or rejection of the applicant regardless of any other standing.

**WORKING ENVIRONMENT**

Offices and school sites.  
Driving a vehicle to conduct work.  
Occasional evening and variable hours.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information in person and on the telephone.  
Bending at the waist, kneeling or crouching.  
Climbing ladders and working at heights.  
Reaching overhead, above the shoulders and horizontally.  
Lifting and carrying objects weighing up to 25 pounds.

***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 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.

DATE: 6/14/2007  
Revised:

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Substitute Assignments

PAGES: 8.2.1

Date: October 31, 2013

Reason for  
Consideration: Discussion

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At the Personnel Commission meeting of October 17, 2013 the Personnel Commission directed staff to review substitute assignments and place on the agenda for discussion.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 8.3.1-8.3.12

Date: October 31, 2013

Reason for  
Consideration: Restricted Action

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Personnel Commission Rule 4.2.A.8 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 "making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents."

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

It is recommended the Commission act to approve this recommendation.

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



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 8.4.1-8.4.15

Date: October 31, 2013

Reason for  
Consideration: Restricted Action

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Personnel Commission Rules 4.2.A.8 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 "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.

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:     Bulletins

PAGE: 9.1.1 – 9.1.7

Date:             October 31, 2013

Reason for  
Consideration: Action

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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>
Job Developer – Bilingual Spanish	Dual	14-0035-5186	2
Kids' Club Assistant	Dual	14-0036-0694	4
Kids' Club Lead Assistant	Dual	14-0037-0515	4
Nutrition Services Operations Coordinator	Dual	14-0038-5063	6



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## JOB DEVELOPER – BILINGUAL SPANISH - 5186

**Final Filing Date: 4:30 p.m., Monday, November 18, 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>	\$3,177	\$3,352	\$3,536	\$3,732	\$3,937
<u>HOURLY:</u>	\$18.32	\$19.35	\$20.39	\$21.53	\$22.74

**JOB INFORMATION:** The current vacancy is a 10 month, 50% position located in Special Education.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://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.

**JOB SUMMARY:** Under general supervision, a Job Developer interacts with members of community organizations and potential employers in seeking and securing employment and training opportunities for youth. An incumbent applies a thorough knowledge of job market trends and current training programs available through educational institutions, community organizations and employers; and performs 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:

### **EDUCATION & TRAINING:**

Associate of Arts degree including course work in business, behavioral science or a related field. Training or course work in human resource administration is preferred. (Transcripts verifying degree and course work must be included with application). One year of experience in job search and placement may be substituted for the one year of training.

### **EXPERIENCE:**

One year of experience in job search and placement.

### **SPECIAL REQUIREMENTS:**

(1) Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license. (2) 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. (3) Positions in the Job Developer – Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.

**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. The Bilingual exam consists of a language written and oral exam in English and Spanish scored on a pass/fail basis only. 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  
LBUSD Employees, please see reverse side for important information

Exam 14-0035-5186 EE  
Qual Examination

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.*



2008 Finalist  
the broad prize  
for Urban Education



## Classified Employment Opportunity

### APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS  
www.lbschools.net/Main Offices/Personnel Commission

### KIDS CLUB ASSISTANT - 0694

### KIDS CLUB LEAD ASSISTANT - 0515

Final Filing Date: 4:30 p.m., Wednesday, November 20, 2013.

#### JOB INFORMATION:

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

Kids Club is designed to provide before and after school child care during the operating hours of 6:00 am to 8:30 pm, Monday through Friday.

#### APPLICATION:

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main Offices/Personnel Commission/](http://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.

**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.

#### KIDS CLUB ASSISTANT

(Positions not to exceed 18 hours per week)

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$2,234	\$2,356	\$2,486	\$2,621	\$2,765
HOURLY:	\$12.92	\$13.58	\$14.33	\$15.14	\$15.95

**JOB SUMMARY:** Under immediate supervision, a Kid's Club Assistant will actively participate in the activities of a Kid's Club program designed to provide child care both before and after regular school times, and may range from 6:00-6:30 a.m. to 6:00-6:30 p.m., or as otherwise established. Incumbents are expected to be good role models for the children in a culturally diverse environment and encourage the development of sound social behavioral and interactions skills among the children. They will be assigned to work a schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule; and perform related duties as assigned. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

#### 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 of high school or equivalent. Course work in child development or social work is desirable.

**EXPERIENCE:** Six months of experience working with children in an instructional or child-care setting.

#### KIDS CLUB LEAD ASSISTANT

(Full-time Positions)

SALARY RANGE	START	6 MONTHS	1 1/2 YEARS	2 1/2 YEARS	3 1/2 YEARS
MONTHLY:	\$2,357	\$2,488	\$2,623	\$2,769	\$2,921
HOURLY:	\$13.58	\$14.33	\$15.14	\$15.96	\$16.83

**JOB SUMMARY:** Under immediate supervision, participate in the planning, organizing and facilitating of the activities and functions of an assigned Kids Club program (day care); and do related work as required. They will usually be assigned to a site or program with a high number of students (over 85) providing before and after school child care during the operating hours of 6:30 am to 6:30 pm, Monday through Friday. An incumbent is required to carry out program functions within established guidelines and regulations under limited supervision of the immediate supervisor or the site administrator. They will be assigned a work schedule consistent with the operation of the program, which may be different from the general district calendar and work schedule. Active participation in games and related physical development activities with children is required.

#### 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 or equivalent is required, including completion of at least 12 units\* in Early Childhood Education and/or school-age education courses. \* Unofficial transcripts must be attached to application in order to be considered for Lead Assistant. A degree in education or a related field is highly desirable.

**EXPERIENCE:** Two years experience working in a large, extended day environment with school-age children (over 30 students at a site during the same time period) is required.

**WORKING CONDITIONS:** School classroom, learning center, or playground environment. Active participation in games and related physical development activities with children.

**SPECIAL --** (1) Some positions in these classifications may require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. (2) Accepting employment in a position in these classifications 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 VI/UMERIT SYSTEM EMPLOYER

Dual Exam 14-0036-0694  
Dual Exam 14-0037-0515ss

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.*

## 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 the many famous recreational and cultural sites throughout the Southern California area.

PROMOTIONAL - Exam No 14-0038-5063 TH

*Maria Braunstein*

# 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 Branch 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.

**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, public administration, business administration or a related field.

Additionally candidates Two years of supervisory experience involving analyzing data and preparing reports and recommendations regarding business processes and functions such as budgets, procurement, organizational efficiency, project management, staffing or records management. Experience in a large-scale institutional food service operation is preferred.

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.

Some positions may require a valid Food Handler's certificate issued from an authorized agency.

## **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. 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 may include any combination of the following: written, qualifications appraisal oral, performance, or technical oral examination(s), 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.

## **HOW TO APPLY**

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://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. Wednesday, November, 13, 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, 3<sup>rd</sup> Floor  
Long Beach, California 90813

(562) 435-5708 FAX: (562) 435-1018

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

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



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: October 31, 2013

Reason for  
Consideration: Action

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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:

**Grounds Supervisor – High School**

List Valid: 10/23/13 – 10/23/14

Total applications received: 38

No. Passed: 2                      No. Failed: 0

**Open/Promotional    14-0017-5032**

Total invited to exam: 3

No. Withdrew: 1                      No. Screened Out: 35

**Grounds Supervisor – High School**

List Valid: 10/23/13 – 10/23/14

Total applications received: 6

No. Passed: 5                      No. Failed: 0

**Open/Promotional    14-0017-5032**

Total invited to exam: 5

No. Withdrew: 0                      No. Screened Out: 1

**EXTENDED ELIGIBILITY LISTS**

**Assistant Purchasing and**

**Contracts Director**

Extended list expiration date: 10/19/14

Total eligibles on list: 7

No. of Current Eligibles: 4

**Dual                                      13-0013-0777**

Extend list period: 1 year

No. of waivers or removals: 3

**Campus Security Officer**

Extended list expiration date: 10/02/14

Total eligibles on list: 6

No. of Current Eligibles: 5

**Dual                                      13-0003-5011**

Extend list period: 1 year

No. of waivers or removals: 1

**Choral Accompanist**

Extended list expiration date: 10/12/14

Total eligibles on list: 8

No. of Current Eligibles: 4

**Dual                                      13-0005-0122**

Extend list period: 1 year

No. of waivers or removals: 4

CERTIFIED TO BE CORRECT: *Gail McMahon*

DATE: October 25, 2013