



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

July 25, 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 July 11, 2013

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per
Education Code 45246

None

8.2 Revisions to the Rules and Regulations of the
Classified Service, Chapter VII (Second Reading)

Action

8.3 Recommendation to Remove from Eligibility List per
P.C. Rule 4.2.A.17

Restricted Action

8.4 Recommendation to Remove from Eligibility List per
P.C. Rule 4.2.A.17

Restricted Action

8.5 Special Meeting Dates of the Personnel Commission

Action

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B

Action

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A

Action

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on August 8, 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

12.1 Performance Evaluation of the Executive Officer

12.2 Review Transcripts Regarding a Hearing of a Dismissed
Classified Employee

Restricted Action

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

SUBJECT: Minutes for July 11, 2013

PAGES: 7.1.1 – 7.1.5

Date: July 25, 2013

Reason for
Consideration: Action

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

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

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Gail McMahon, Executive Officer
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President and Dan Ewaskey, CSEA Vice-President, Unit B.

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

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QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer reported she has been invited by CSEA to serve on a panel at their conference in August. The panel will provide conference attendees perspectives from Directors, Commissioners and CSEA representatives regarding Merit Systems.

Ms. McMahon also reported on changes in administration in the District, including Debbie Ecung, Director of Employee Relations, will now be working in Human Resource Services coaching principals, Kristi Kahl from Research will be in Human Resource Services working in Leadership and Development training, and Brian Moskovitz has been named Director of Employee Relations.

Ms. McMahon reported she attended the Personnel Commissioners Association of Southern California (PCASC) quarterly meeting. At the meeting the subject of the current role and meeting frequency of the association was discussed. The purpose of the association is to educate Commissioners and Directors on Personnel Commission issues. A majority of members indicated they would prefer a conference once or twice a year rather than the current quarterly meeting schedule.

Marilyn Balmer, Personnel Analyst, reported the recent promotional recruitment for Administrative Secretary did not provide the site with candidates who were interested in the 60% assignment available. Therefore, the recruitment has now been opened as a dual recruitment to find candidates who are interested in the 4 hour 40 minute per day assignment. Ms. Balmer also reported the Custodian recruitment appeal has been resolved and the eligibility list has been provided to Certification Services. Ms. Balmer also informed the Commission that the recruitment and testing unit is currently working on 18 recruitments.

Dale Culton, Certification Services Manager, reported the Custodian list has been sent to sites. The list includes three "Tucker" candidates who will be selected first for available vacancies.

Commissioner Ulaszewski inquired about the staffing of McBride High School. Mr. Culton reported the site is almost completely staffed with the exception of a few Custodian positions.

MINUTES

MINUTES

The Commission approved the minutes of the June 20, 2013 Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion. The motion was carried and approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Lewis to approve the classification recommendation. The motion was carried and approved.

REVISION OF CLASSIFICATION SPECIFICATION

REVISION OF CLASSIFICATION SPECIFICATION

Head Start Instructional Aide

Commissioner Ulaszewski made a motion to discuss the study. Vice-chairperson Lewis seconded the motion. Executive Officer McMahon reported she and Personnel Analyst Susan Leaming met with CSEA on Wednesday and reviewed the final report and results of the study. Ms. McMahon explained the job family study process will be refined to include revised class specifications that include notated deleted and added language so it will be easier to identify the changes. Ms. McMahon thanked Ms. Leaming for her work on the study.

Ms. Leaming gave a history of the timeline of the study; the resulting classification recommendations and feedback received from study participants. Ms. Leaming said she was pleased that 87% of the 76 employees involved participated in the study. Ms. Leaming explained the supervisor of each employee is asked to review PDQ and provide feedback. Ms. Pharr commented on the salary placement of the School/Community Liaison Worker stating she believes Community Workers perform clerical duties and should be placed at the level of an Intermediate Office Assistant. Ms. McMahon explained, in determining the salary placement of the classification a review of the level and extent at which they are performing the duties were considered. Commissioner Ulaszewski made a motion to accept and approve the study. Vice-chairperson Lewis seconded the motion. The Commission adopted the Student Services Job Family Classification Study recommendations.

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Vice-chairperson Lewis made a motion to discuss the first reading of Chapter VII of the Rules and Regulations of the Classified Service. Commissioner Ulaszewski seconded the motion. Ms. Lewis asked for clarification on a few items including how the probationary period for management positions is calculated. Executive Officer McMahon explained the calculation of the probationary period is consistent with the Education Code. A second reading and action is scheduled for July 25, 2013.

BULLETINS

BULLETINS

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Administrative Secretary	Dual	14-0009-3339
Food Production Equipment Technician	Dual	14-0010-0476
Instructional Aide Interpreter – Deaf/Hard of Hearing	Dual	14-0001-3272
Intermediate Accounting Assistant	Dual	14-0011-0755
Senior Accounting Assistant	Dual	14-0012-0760
Senior Office Assistant	Promotional	14-0002-0677
Senior Office Assistant – Schools	Promotional	14-0003-3363
Senior Office Assistant – B/L Spanish	Promotional	14-0004-5089

Senior Office Assistant – Schools B/L Spanish	Promotional	14-0005-5091
Staff Secretary	Promotional	14-0006-5085
Staff Secretary – Bilingual Spanish	Promotional	14-0007-3364

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. Commissioner Ulaszewski moved for approval of the lists. The motion was seconded by Vice-Chairperson Lewis. The following eligibility lists were approved.

Associate Educational Research Analyst Dual 13-0077-3368

List Valid: 06/27/13 – 06/27/14

Total applications received: 113

Total invited to exam: 34

No. Passed: 11 No. Failed: 13 No. Withdrew: 10 No. Screened Out: 79

Custodian (Amended)

Dual

13-0075-0139

List Valid: 06/03/13 – 06/03/14

Total applications received: 491

Total invited to exam: 193

No. Passed: 101 No. Failed: 33 No. Withdrew: 59 No. Screened Out: 298

Executive Officer, Facilities Development and Planning

Dual

13-0088-5084

List Valid: 06/21/13 – 06/21/14

Total applications received: 19

Total invited to exam: 12

No. Passed: 8 No. Failed: 4 No. Withdrew: 0 No. Screened Out: 7

Facilities Project Manager

Dual

13-0090-5105

List Valid: 07/01/13 – 07/01/14

Total applications received: 35

Total invited to exam: 16

No. Passed: 12 No. Failed: 1 No. Withdrew: 3 No. Screened Out: 19

Supervisor–Autism Services (Amended) Open/Continuous 13-0085-5046

List Valid: 06/14/13 – 06/14/14

Total applications received: 60

Total invited to exam: 23

No. Passed: 17 No. Failed: 0 No. Withdrew: 6 No. Screened Out: 37

EXTEND ELIGIBILITY LISTS

Groundskeeper (Amended)

Dual

12-0077-0172

Extended list expiration date: 06/12/14

Extend list period: 1 year

Total candidates on list: 55

No. of Candidates Extended: 32

No. of waivers or removals: 23

OTHER ITEMS

Commissioner Lewis thanked staff for working with Human Resources at the Port of Long Beach in providing job bulletins.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, July 25, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:25 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Revisions to the Rules and
Regulations of the Classified Service,
Chapter VII (Second Reading)

PAGES: 8.2.1- 8.2.2

Date: July 25, 2013

Reason for
Consideration: Discussion/Action

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." In accordance with the Personnel Commission Rules, staff submits the attached revisions, for the second reading and action.

PAGE

REVISION OF RULES AND REGULATIONS

Chapter VII (Second Reading)

2

CHAPTER VII PROBATIONARY PERIOD

7.1 PROBATIONARY STATUS

- A. **LENGTH OF PROBATIONARY PERIOD.** An appointment to a permanent position from an eligibility list shall be for a probationary period of six months or 130 days of paid service, whichever is longer, except that the probationary period for positions in classes designated by the Personnel Commission as management or police classes shall be for one calendar year.
- B. The probationary period shall not include time served under emergency, limited-term, or provisional appointment nor time while the employee is absent from his work for ten or more consecutive working days.

Reference: California Education Code 45270, 45301

7.2 TERMINATION OF PROBATIONARY SERVICES

- A. A probationer who does not have permanent status may be dismissed for any of the causes enumerated in Rule 11.1. The existence of such causes shall be determined at the sole discretion of the Board of Education or its designee. It is the intention of the Personnel Commission that such employees not be granted a property interest in their continued employment, and that no appeal of such dismissal be provided. Such dismissal shall be reported to the Personnel Commission in accordance with Rule 11.4.
- B. A permanent employee who has vacated a position to accept another position in a higher class, and who is rejected during the probationary period, shall be reelected to a position in his former class.
- C. Should a probationary employee be laid off without fault or delinquency on his part before his term of probation is completed, his name shall be restored to the eligibility list and the time he has served shall be credited to him on his probationary period.
- D. A person who resigns while in good standing during his probationary period term may be returned to his original place on the eligibility list at the discretion of the Personnel Commission. A person who resigned because of inability to cope successfully with the reasonable requirements of a position will not be returned to an eligibility list.

Reference: California Education Code 45305

7.3 PERIODIC REPORTS OF PERFORMANCE

The Board of Education, or its proper agent, shall, during the probationary period of each employee, investigate thoroughly his conduct, competence, capacity, moral responsibility, and integrity, to determine if the employee is fully qualified for permanent status. Performance reports shall be made upon forms prescribed by the Personnel Commission and in accordance with procedures established by the Personnel Commission.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 8.3.1-8.3.3

Date: July 25, 2013

Reason for
Consideration: Restricted Action

Personnel Commission Rules 4.2.A.17 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 "failure to report for and complete fingerprinting, or employment processes as required, or to report to duty after an assignment/start date has been offered and accepted."

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

SUBJECT: Removal from Eligibility List

PAGES: 8.4.1-8.4.3

Date: July 25, 2013

Reason for
Consideration: Restricted Action

Personnel Commission Rules 4.2.A.17 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 "failure to report for and complete fingerprinting, or employment processes as required, or to report to duty after an assignment/start date has been offered and accepted."

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.

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Special Meeting Dates

PAGES: 8.5.1

Date: July 25, 2013

Reason for
Consideration: Action

Personnel Commission Rules 2.7.3 provides, "Special meetings may be ordered in accordance with the provisions of Government Code Section 54956."

Staff submits a recommendation to schedule September 6, 2013 and September 9, 2013 as special meeting dates to conduct the hearing of a suspended classified employee.

It is recommended the Commission act to approve this recommendation.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.5

Date: July 25, 2013

Reason for
Consideration: Action

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Landscape Irrigation Worker	Dual	14-0013-0617	2
Staff Secretary – Bilingual Spanish	Dual	14-0006-5085	4



2008 Finalist
the broad prize
for Urban Education



Promotional Employment Opportunity

APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission/

LANDSCAPE IRRIGATION WORKER - 0617

Final Filing Date: 4:30 p.m., Thursday, August 8, 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>
MONTHLY:	\$3,640	\$3,839	\$4,051	\$4,274	\$4,509
HOURLY:	\$21.00	\$22.17	\$23.38	\$24.69	\$26.04

JOB INFORMATION: The current vacancy is a 100%, 12 months position. The current vacancy is located in Operations.

PROMOTIONAL: 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.

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

JOB SUMMARY: Under general supervision, a Landscape Irrigation Worker performs the full scope of installation, modification, maintenance and repair of the components of electrical and hydraulic landscape irrigation systems at District sites; and to perform related duties as required.

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

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING: Equivalent to graduation from high school.

EXPERIENCE: At least one year of installation, repair and maintenance of automatic irrigation and sprinkler systems.

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

PHYSICAL DEMANDS: Pushing, pulling and lifting objects weighing up to 60 pounds; kneeling and crouching; digging; bending, at the waist; stooping; standing for extended periods of time.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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.

ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 14-0013-0617 ss
Dual Examination

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

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708
www.lbschools.net/Main_Offices/Personnel_Commission/

24 Hour Job Hotline: (562) 491-JOBS

STAFF SECRETARY – BILINGUAL SPANISH - 5085

Final Filing Date: 4:30 p.m., Wednesday, July 31, 2013. - EXTENDED

<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>	\$3,093	\$3,262	\$3,442	\$3,631	\$3,830
<u>HOURLY:</u>	\$17.85	\$18.83	\$19.88	\$20.95	\$22.11

JOB INFORMATION:

The current vacancy is a 100% 12 month Staff Secretary Bilingual – Spanish position located in Special Projects.

APPLICATION:

All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

JOB SUMMARY: Under the direction of an assigned supervisor, provide varied and responsible secretarial and clerical support services to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor; perform related duties as assigned.

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

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Two years of clerical experience or one year of experience at the level of Intermediate Office Assistant with the Long Beach Unified School District.

SPECIAL:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class 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 Staff Secretary – Bilingual classification require the ability to communicate effectively, both orally and in writing, in a designated second language. Incumbents must successfully pass the District's bilingual/biliterate test.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. 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. **SELF-CERTIFICATION:** In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class.

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

Dual Examination
Exam 14-0006-5085 EE

LBUSD Employees, please see reverse side for important information

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

Guidelines:

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

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

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: July 25, 2013

Reason for
Consideration: Restricted Action

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

**Associate Educational Research
Analyst (Amended)**

Dual 13-0077-3368

List Valid: 06/27/13 – 06/27/14

Total applications received: 113

No. Passed: 12 No. Failed: 13

Total invited to exam: 34

No. Withdrew: 9 No. Screened Out: 79

Instructional Aide - Special

Open/Continuous 13-0086-0448

List Valid: 06/05/13 – 06/05/14

Total applications received: 149

No. Passed: 26 No. Failed: 16

Total invited to exam: 91

No. Withdrew: 49 No. Screened Out: 58

**Instructional Assistant Intensive
Behavioral Treatment**

Open/Continuous 13-0093-5035

List Valid: 07/11/13 – 07/11/14

Total applications received: 116

No. Passed: 15 No. Failed: 24

Total invited to exam: 54

No. Withdrew: 15 No. Screened Out: 62

EXTEND ELIGIBILITY LISTS

Research Office Technician

Dual 12-0066-0433

Extended list expiration date: 07/13/14

Extend list period: 1 year

Total candidates on list: 13

No. of Candidates Extended: 4 No. of waivers or removals: 9

Senior Research Office Technician

Dual 12-0067-3369

Extended list expiration date: 07/13/14

Extend list period: 1 year

Total candidates on list: 8

No. of Candidates Extended: 3 No. of waivers or removals: 5

Supervising Research Office Technician

Dual 12-0068-5157

Extended list expiration date: 07/13/14

Extend list period: 1 year

Total candidates on list: 4

No. of Candidates Extended: 3 No. of waivers or removals: 1

CERTIFIED TO BE CORRECT: Gail McMahon DATE: July 19, 2013

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Review Transcripts Regarding a Hearing
of a Dismissed Classified Employee

PAGES: 12.2.1

Date: July 25, 2013

Reason for
Consideration: Restricted Action

The transcripts of the Hearing of a dismissed Classified Employee are included for the Personnel Commission for review.

Because of the sensitive and confidential nature of the reference material, distribution has been limited to the Personnel Commission and the Executive Officer.