



## PERSONNEL COMMISSION

### MEETING AGENDA

PLEASE POST

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

June 20, 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 June 6, 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 VI (Third Reading)

Discussion/Action

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

Restricted Action

8.4 Appeal of Disqualified Applicant

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

11. The next regular meeting of the Personnel Commission will be held on July 11, 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 June 6, 2013

PAGES: 7.1.1 – 7.1.5

Date: June 20, 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 8:18 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**

Marilyn Balmer, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Maria Lynn Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Adriana Araujo-Honorio, Staff Secretary

**PRELIMINARY**

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Ron Hoppe, Maintenance Director; and Sibonnet Mendez, appellant.

**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

Marilyn Balmer, Personnel Analyst informed the Commission that she is representing Executive Officer McMahon at this meeting as Ms. McMahon is serving jury duty.

Susan Leaming, Personnel Analyst provided an update on the Student Services Job Family Study, stating that individual classification recommendations were sent to participating employees along with feedback forms which are due by June 14<sup>th</sup>. Ms. Leaming expects final report will be ready for the Commissions review and action in July.

Mary Cates, Human Resources Supervisor, reported of the 883 employees who applied for summer school 500 employee placements were made. Notification of summer assignments began going out earlier in the week and will be completed by Friday, June 7<sup>th</sup>. She also reported the rollover of employee assignments for the next fiscal year has been completed.

## MINUTES

MINUTES

The Commission approved the minutes of the May 23, 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

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, explained the purpose of creating Energy Conservation Specialist classification noting when the program began there was a need for two managers as they would be working with the contractor to oversee the development and implementation of the new program. With the program now in a new structure, having one manager and a support staff member better suits the needs of the program. Ron Hoppe, Maintenance Director, agreed the need for two management positions is no longer there as the program is up and running. Commissioner Lewis inquired about the education requirement in comparison with Environmental Health and Safety Technician and the Pest Control Technician classifications. Ms. Leaming said she would have to review the job descriptions in order to provide an answer. Commissioner Lewis also asked if the union has reviewed the report and if they are agreeable with the recommendation. Ms. Pharr said the report was provided to the union and they agree with the recommendation.

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

## CREATE A NEW CLASSIFICATION

CREATE A NEW CLASSIFICATION

Energy Conservation Specialist - Salary Range 31 (C2)

## REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Personnel Analyst Balmer presented the second reading of the revision to Chapter VI of the Rules and Regulations of the Classified Service. Commissioner Ulaszewski moved the item for discussion. Vice-Chairperson Lewis seconded the motion. Ms. Balmer reviewed the new changes that were included on this reading and informed the Commission that action on this item will take place at the next Commission meeting. The changes include changing the start date of a promotional candidate from three weeks to two weeks, clarification on the number of promotional ranks which must be interviewed as it will remain at three (3) rather

than the recommendation to increase the number to five (5) and the number of days which may elapse between interviewing the same candidate. A third reading and action is scheduled for June 20, 2013.

#### REMOVAL FROM ELIGIBILITY LIST

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

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

#### BULLETINS

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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. Commissioner Ulaszewski moved to ratify the bulletins. The motion was seconded by Vice-Chairperson Lewis and the bulletins were ratified.

#### TITLE

#### TYPE

#### NUMBER

Facilities Project Manager

Dual

13-0090-5105

#### 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. Commissioner Lewis asked about the high number of screen outs on the Custodian recruitment. Ms. Balmer explained this is due to incomplete applications, lack of the required experience and convictions. Ms. Lewis also inquired about the two Intermediate Nutrition Services Worker eligible lists. Ms. Braunstein, Associate Personnel Analyst, informed the Commission that once the first recruitment was closed a need arose to open the recruitment for a second time. The following eligibility lists were approved.

#### **Custodian**

#### **Dual**

**13-0075-0139**

List Valid: 06/03/13 -06/03/14

Total applications received: 491

No. Passed: 104      No. Failed: 32

Total invited to exam: 193

No. Withdrew: 57      No. Screened Out: 298

**Educational Research Analyst I**  
List Valid: 05/29/13 -05/29/14  
Total applications received: 18  
No. Passed: 3            No. Failed: 2

**Promotional            13-0078-3301**  
Total invited to exam: 5  
No. Withdrew: 0            No. Screened Out: 13

**Educational Research Analyst II**  
List Valid: 05/29/13 -05/29/14  
Total applications received: 12  
No. Passed: 3            No. Failed: 0

**Promotional            13-0079-3302**  
Total invited to exam: 3  
No. Withdrew: 0            No. Screened Out: 9

**High School Office Supervisor**  
List Valid: 06/01/13 -06/01/14  
Total applications received: 24  
No. Passed: 7            No. Failed: 8

**Promotional            13-0081-3349**  
Total invited to exam: 15  
No. Withdrew: 0            No. Screened Out: 9

**Intermediate Nutrition Services Worker**  
List Valid: 05/14/13 -05/14/14  
Total applications received: 270  
No. Passed: 103            No. Failed: 29

**Dual            13-0056-5058**  
Total invited to exam: 175  
No. Withdrew: 43            No. Screened Out: 95

**Intermediate Nutrition Services Worker**  
List Valid: 05/14/13 -05/14/14  
Total applications received: 213  
No. Passed: 57            No. Failed: 22

**Dual            13-0076-5058**  
Total invited to exam: 112  
No. Withdrew: 33            No. Screened Out: 101

#### EXTEND ELIGIBILITY LISTS

**Instructional Aide-Special**  
Extended list expiration date: 5/7/14  
Total candidates on list: 8  
No. of Candidates Extended: 3

**Open/Continuous    12-0065-0448**  
Extend list period: 1 year

No. of waivers or removals: 5

**Student Data Systems Specialist**  
Extended list expiration date: 12/5/13  
Total candidates on list: 11  
No. of Candidates Extended: 9

**Dual            12-0072-5164**  
Extend list period: 6 months

No. of waivers or removals: 2

#### OTHER ITEMS

#### OTHER ITEMS

Val Pharr, CSEA Chapter 2 President, informed the Commission, negotiations with the District regarding Head Start were completed and a ratification vote is tentatively scheduled to go before their members next week. Ms. Pharr spoke of the new requirements which will be required for Head Start Aides. Ms. Learning joined the discussion, explaining that Head Start at the federal level increased the education requirements for Instructional Aides effective September 30, 2013, this action impacts our existing aides and future applicants because the job description must be modified to assure future applicants meet the higher standards.

#### NEXT MEETING

#### NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 20, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

## CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:54 a.m. to consider the recommendations to remove Charles Anderson, Eun Jung J. Kohn, and Sibonnet Mendez from current eligibility lists.

## RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:21 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove Charles Anderson from current eligibility lists but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after June 2016. They instructed staff to notify the candidate of this decision.

The Commission acted to grant the appeal of Eun Jung J. Koh due to the work history presented and the duration of time that had elapsed since the incident occurred. They instructed the staff to notify the candidate of the decision and to encourage the candidate to reveal all facts on future applications so as to avoid a cause for rejection.

The Commission acted to grant the appeal of Sibonnet Mendez due to the work history presented and the duration of time that had elapsed since the incident occurred. They instructed the staff to notify the candidate of the decision and to encourage the candidate to reveal all facts on future applications so as to avoid a cause for rejection.

## ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:23 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

*Signature on file*

Marilyn Balmer  
Personnel Analyst

MB/mb

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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

PAGES: 8.2.1- 8.2.10

Date: June 20, 2013

Reason for  
Consideration: Action

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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 third reading and action of the Commission.

REVISION OF RULES AND REGULATIONS

PAGE

Chapter VI (Third Reading)

2



## CHAPTER VI CERTIFICATION AND APPOINTMENT

### 6.1 ORDER OF PRECEDENCE IN CERTIFICATION TO FILL VACANCIES

A. ORDER OF LISTS. Except as provided in Rule 6.9, eligibles shall be certified from eligibility lists for the classes in which vacancies occur who are ready and willing to accept the appointment in the following order until each list is exhausted:

1. Class reemployment list.
2. Class promotional list or from either open competitive or promotional lists when the examinations have been held simultaneously under dual certification procedures.
3. Class open list.
4. Eligibles who possess the qualifications required for the vacant position and standing highest on the most appropriate eligibility list in the following order:
  - a. Appropriate reemployment list.
  - b. Appropriate promotional list.
  - c. Appropriate open list.

Reference: California Education Code 45272

### B. AVAILABILITY OF ELIGIBLES

1. An eligible on a list for an administrative, executive, professional, or technical class shall be considered "ready and willing" if he/she is:
  - a. Willing and able to report for a job interview within 14 working days from the date the availability letter is mailed or the telephone contact made, and is
  - b. Willing and able to report for work within one month from the date he/she is selected for the job, and is
  - c. Willing and able to report for fingerprint processing within two (2) working days from the date of notification, unless an alternative time frame is requested by the eligible and set by the district, and is
  - d. Willing and able to promptly submit and complete all required employment processing and documents within ten working days from the date of notification, unless an alternative time frame is requested by the eligible and set by the district.

2. An eligible on any list for any other class shall be considered "ready and willing" if he/she is:
  - a. Willing and able, by the third working day from the date of notification to appear for an interview within the next two working days, or
  - b. Willing and able to report for work within 14 days from the date he/she is selected for and has obtained the required clearances to start the job.
  - c. Willing and able to report for fingerprint processing within two (2) working days from the date of notification, unless an alternative time frame is requested by the eligible and set by the district.
  - d. Willing and able to promptly submit and complete all required employment processing and documents within ten working days from the date of notification, unless an alternative time frame is requested by the eligible and set by the district.
3. Setting a start date:
  - a. A selected eligible new to the district, who otherwise meets the requirements of this rule, and who has met all of the documentation/physical requirements/other requirements, shall be given a probationary assignment start date within his/her assigned calendar effective the first available date following election by the Board of Education, or as otherwise authorized or required by the district.
  - b. A selected promotional eligible, who otherwise meets the requirements of this rule, shall be given a promotional assignment start date not later than the first working day that is two weeks from the date the offer is made and accepted, or two weeks from the date all documentation/ physical requirements/other requirements are completely met, whichever is the latter, or as otherwise authorized or required by the district.
  - c. A selected transfer eligible, who otherwise meets the requirements of this rule, shall be given a transfer assignment start date not later than the first working day that is two weeks from the date the offer is made and accepted, or two weeks from the date all documentation/ physical requirements/other requirements are met, whichever is the latter, or as otherwise authorized or required by the district.
  - d. A selected eligible from any other list, who otherwise meets the requirements of this rule, shall be given a start date not later than the first working day that is two weeks from the date the offer is made and accepted,

or two weeks from the date all documentation/physical requirements/other requirements are met, whichever is the latter, or as otherwise authorized or required by the district.

**C. ELIGIBLES**

1. Number of eligible candidates to be certified.

The Personnel Commission staff shall certify the names of the first three ranks of eligibles on an eligibility list as well as all applicants for transfer or change of location who have been determined to be available.

2. Number of eligible candidates to be interviewed.

When there are three (3) or fewer than three (3) District promotional candidates within the first three (3) ranks on an eligibility list, each District promotional candidate will be interviewed. When there are more than three (3) District promotional candidates within the first three (3) ranks on an eligibility list, the person responsible for filling the position will select at least three (3) District promotional candidates to be interviewed.

For Transfers, when there are fewer than three (3) transfer requests on the eligibility list, each employee requesting a transfer will be interviewed for the available position. When there are more than three (3) transfer requests on the eligibility list, the person responsible for filling the position will select at least three (3) employees requesting a transfer to be interviewed.

3. When a manager is interviewing concurrently to fill more than one vacant position in the same classification, a single interview of a candidate shall fulfill the requirements of interviewing for all such positions.
4. A manager shall not be required to interview a candidate again if that manager has interviewed that candidate for another vacant position in the same classification within the previous ninety (90) calendar days.

- D. SELECTIVE CERTIFICATION DURING HIRING FREEZE.** When a freeze in classified hiring is imposed by the district because of financial difficulties, or prospective financial difficulties, for at least a three month or longer duration, the district may elect to request up to the first three ranks only of promotional eligible candidates be certified from an existing eligibility list, regardless of the fact the bulletin for the exam announced that it would result in a dual certified list. Selection and appointment from the first three ranks of such certified eligible candidates remains at the discretion of the board of education only until the freeze is terminated, at which time the original status of the list shall be restored in accordance with the rules.

**E. DESIGNATION OF ADMINISTRATIVE, EXECUTIVE, PROFESSIONAL, OR TECHNICAL CLASSES.** Classes will be designated by the Commission as administrative, executive, professional, or technical based on one or more of the following criteria:

1. Classes requiring specialized skills customarily acquired by means of a combination of specialized formal training and experience.
2. Classes requiring the application of principles or theories customarily acquired by means of a specialized course of study in an institution of higher education.
3. Classes whose work is predominately intellectual in nature and the required knowledges are customarily acquired by means of a minimum of bachelor's degree.
4. Classes whose primary duties and responsibilities consist of the administration or management of major organizational units.

Recognizing that other state and federal laws require definitions of these categories within contexts other than certification and duty statement development, the Personnel Commission intends that the designation of individual classes as administrative, executive, professional or technical classes is for clarification and descriptive purposes only and does not necessarily establish any precedent in defining these kinds of classes.

**6.2 WITHHOLDING NAMES FROM ELIGIBILITY LISTS AND FROM CERTIFICATION (REFUSAL OF APPOINTMENT)**

- A. WAIVER OF OFFER OF APPOINTMENT.** A person on a reemployment or eligibility list may decline two offers of permanent appointments without affecting his status on the list. A third refusal results in removing the eligible's name on the eligibility list.

Failure to respond within three days to a communication involving a possible permanent appointment may result in withholding certification of an eligible. Failure to appear for a scheduled interview shall be considered an individual waiver.

An offer of limited term employment will not affect adversely the right of any person on a reemployment or eligibility list to certification to a permanent position.

Any position which may continue for more than six months is deemed to be a permanent position under this rule.

- B. VOLUNTARY WITHDRAWAL OF NAME FROM ACTIVE LIST.** An eligible may at any time have his name temporarily withdrawn from the eligibility list and placed upon an inactive list upon giving in writing reasons satisfactory to the Commission, and his name may be restored to the eligibility list at the discretion of the Commission upon written application of the eligible during the period of his eligibility.

### 6.3 RETURN OF EMPLOYEE TO ANOTHER CLASS

Upon recommendation of a division or department level administrator, and with the approval of the Commission, a regular employee who formerly had permanent status in a classification that is higher than that to which currently assigned may be reinstated to an existing vacant position of his/her former higher class by the governing board within 39 months after his/her last day of paid service in that class, without competitive examination, unless the previous status in the classification was lost through separation from service or demotion as a result of misconduct or inefficiency. No such appointment shall be made if a reemployment list exists for the class in which the vacancy exists.

Voluntary request for reduction in class in line of promotion, especially if the employee has not had prior regular service in a specific lower classification, must be supported by a written statement giving the reasons for the request.

### 6.4 DUAL CERTIFICATION PROCEDURE

When dual certification has been authorized by the commission as provided in Education Code Section 45284, eligibles on the open competitive list whose final scores in the examination, without preferential credits, exceeds the comparable total final score of the highest available eligible on the promotional list, shall be certified for appointment before the promotional eligibility list is exhausted. Certification from the eligibility list shall be from the first three ranks who are willing and ready to accept the position.

Reference: California Education Code 45284

### 6.5 SPECIAL CERTIFICATION NEEDS

The appointing authority shall notify the Executive Officer of any special certification needs such as when another language or driver's license is needed. Upon approval, staff shall certify the three ranks of eligibles with the highest standing on the eligibility list and all candidates for transfer or change of location, who possess such qualifications and who have been determined to be available in accordance with Rule 6.1.B, and where bilingual skill is the requirement, have satisfactorily demonstrated the required language proficiency.

Reference: California Education Code 45277 and 45277.5

### 6.6 NOTIFICATION OF CHANGE OF ADDRESS

Every person who has been placed upon any eligibility list, or who has been placed upon any reemployment list, shall promptly and in writing file with the Commission his correct mailing address and place of residence, and this shall be the place to which the Commission or staff shall direct all notices.

Failure or neglect on the part of any such person to file such information with regard to this address or with regard to any change thereof, may, at the discretion of the Commission, operate as a waiver of his order of certification and/or appointment from any such list, or lists.

#### **6.7 EMPLOYMENT BY ACTION OF BOARD OF EDUCATION**

- A. APPOINTMENT BY BOARD.** Employment of personnel shall be from eligibility lists by action of the Board of Education.
- B. REPORT OF APPOINTMENT FROM CERTIFICATION.** Whenever an eligible is elected, it shall be the duty of the Board of Education, through its proper agent, to make immediate report in writing to the Executive Officer of said appointment or election.

#### **6.8 EMPLOYMENT OF RETIRED CLASSIFIED EMPLOYEE**

- A. LIMITATION ON EMPLOYMENT.** No person may be employed in school employment while he or she is receiving a retirement allowance under any retirement system by reason of prior school employment, except as permitted by Education Code 45134 or appropriate sections of the Government Code. Before employment actions are taken, both the prospective employee and the employer's staff representative should review carefully the retirement status of the prospective employee and applicable Government Code sections which describe lawful post PERS retirement in order to avoid the monetary penalties prescribed for unlawful post PERS retirement employment which may be applicable to each of the parties.
- B. CLASSIFICATION.** Employment under the provisions of this section may be in any classification for which the retired employee meets the qualifications established for the classification and shall be in accordance with the provisions of Education Code Section 45272.
- C. COMPENSATION.** A retired classified employee of the district employed under this section in a classification in which he worked as a district employee or in a lower related classification shall not exceed the maximum for the classification to which appointment is made.

A retired member of the Public Employees Retirement System who was not a district employee at the time of retirement shall be paid the same as a newly hired eligible employee.

No additional rights or benefits shall be extended with respect to such employment other than compensation as provided above.

- D. NOTIFICATION TO EXECUTIVE OFFICER.** When such employment of retired classified employees is required, the appointing authority shall notify the Executive Officer

in writing naming the retired employee, date of appointment, nature of duties to be performed, and a statement indicating the reasons(s) for said appointment.

- E. **PROCESSING FOR EMPLOYMENT.** Persons employed for temporary work under this section shall be processed in the same manner as other limited-term employees.

## 6.9 PROVISIONAL APPOINTMENTS

- A. **EMPLOYMENT OF PROVISIONAL EMPLOYEES.** Persons who receive provisional appointments must meet the qualification requirements established for the classification in which employed and shall be processed in the same manner as other regular employees.
- B. **TERMINATING PROVISIONAL APPOINTMENTS.** The service of provisional appointees shall be terminated within fifteen calendar days after the date on which an eligibility list has been established for such position, provided this fifteen-day period does not extend beyond their 90-working-day provisional assignment.

## 6.10 EMERGENCY APPOINTMENTS

- A. **FIFTEEN DAY LIMIT.** In the event it should become necessary in time of emergency to fill positions in the classified service to prevent the stoppage of public business, the Board of Education, through its authorized Department Heads may make emergency appointments without reference to eligibility lists for a period not to exceed fifteen working days.

Reference: California Education Code 45290

- B. **NOTIFICATION OF EXECUTIVE OFFICER.** When such emergency appointments are made, the Board of Education or designee shall notify the Executive Officer in writing naming the appointee or appointees, date of appointment, nature of duties performed and giving a statement justifying the emergency nature of such appointments. Time served under such emergency appointments shall be considered as part of the period permitted under the Education Code for provisional appointments. No salary claim beyond the fifteen day emergency shall be paid for services performed under the emergency appointment until such claim shall have been approved by the Commission.

## 6.11 SUMMER EMPLOYMENT AND INTERSESSION ASSIGNMENT

- A. **APPOINTMENTS.** Vacancies due to summer vacation, intersession, or recess and other short-term summer or intersession positions shall be filled, so far as practicable by those regularly employed, but on a less than 12-month basis, provided:
  - 1. Applicants must meet the qualifications requirements established for the class to which appointment is to be made and be available for assignment during the summer recess and/or intersession recess(es) as specified on the application.

2. Appointments shall be made from appropriate special lists of those eligible employees who make specific application each year by the third Friday in March, unless this date falls during spring recess, in which case the deadline will be the second Friday in March.
  3. In the case of appointment to a class in which the employee is regularly assigned, the order of appointment shall be on the basis of seniority in that class. In the case of appointments in other classes, the order of appointment shall be on the basis of seniority in the district. Permanent employees trained in a specific type of task within a classification in past years may be reemployed for identical service, regardless of their places on summer employment eligibility lists.
- B. **YEAR DEFINED.** Full year, for the purpose of this rule, shall be defined as the lapse of a calendar year during which the employee has continuous status as a permanent employee, regardless of the number of days actually worked.
- C. **SUMMER EMPLOYMENT ELIGIBILITY LISTS.** No person whose last fully resolved service rating is less than satisfactory shall be placed on the list for summer/intersession employment. However, if summer assignments continue to remain vacant after all other applicants have been assigned summer employment, employees who have completed their Improvement Plan and Strategy for Assistance shall be eligible.
- D. **PHYSICAL EXAMINATION.** Applicants for positions involving manual labor may be required to submit to qualifying tests based on the requirements of the positions.
- E. **MINIMUM ASSIGNMENTS.** Appointments to one or more positions in which the combined service equals a minimum of ten working days satisfies the claim of any eligible person whose name has been reached for appointment.
- F. **COMPENSATION.** A regular employee with less than a 12-month assignment who is employed pursuant to this section shall be compensated as follows:
1. If the summer employment is in a class at the same or at a lower salary level, the employee shall receive his current regular rate, but in no event shall he receive more than the maximum step of the range for the class in which the summer assignment is made. If the summer assignment is to a lower class at a range which does not include his regular rate, the employee shall be placed at the rate in the range for the lower class which is next lower than his regular rate.
  2. If the summer assignment is in a higher class, the employee shall receive the rate in the salary range for the higher class that is next above the rate received in the employee's regular class.
  3. During such summer employment the employee shall receive other rights and benefits as provided by Education Code 45102.



## **6.12 HEALTH EXAMINATIONS**

- A. WHEN REQUIRED.** Except when physical qualifications are rated competitively, no health examination shall be required of any candidate prior to the establishment of an eligibility list. In the case of limited term employment in the absence of an eligibility list, a health examination may be required.
- B. ORIGINAL APPOINTMENT SUBJECT TO EXAMINATION.** The right of appointment from an eligibility list is subject to passing the qualifying health examination, if required, in case of original appointments. Health examinations may be given by a physician designated by the Board of Education.
- C. RIGHT OF BOARD OF EDUCATION TO ORDER HEALTH EXAMINATION.** Nothing in these rules shall be construed as preventing the Board of Education from ordering a health examination of any employee to determine his physical or mental fitness to continue occupancy of his position.

Reference: California Education Code 49406

## **6.13 OATH OF ALLEGIANCE**

- A.** All new employees of the District shall, before the first day of service, sign the prescribed oath or affirmation of allegiance to the Constitution of the United States and the Constitution of the State of California.

Reference: California Government Code 3102

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List

PAGES: 8.3.1-8.3.13

Date: June 20, 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 by certified mail 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: Appeal of a Disqualified Applicant

PAGES: 8.4.1-8.4.11

Date: March 28, 2013

Reason for  
Consideration: Restricted Action

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Staff disqualified an applicant from continuing in the examination process and the individual has appealed this disqualification as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:     Bulletins

PAGE: 9.1.1 – 9.1.4

Date:         June 20, 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>
Executive Secretary (c)	Promotional	13-0094-0678	2
Job Developer	Dual	13-0092-0463	4



# Classified Promotional 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/)

## EXECUTIVE SECRETARY (C) - 0678

**Final Filing Date:** 4:30 pm Monday, June 24, 2013

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>
<b>MONTHLY:</b>	\$4,425	\$4,669	\$4,926	\$5,198
<b>HOURLY:</b>	\$25.53	\$26.96	\$28.44	\$29.99

**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.

**JOB INFORMATION:** Eligibility list is being created to fill future vacancies as they occur.

**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 the direction of an Executive staff-level administrator, such as an Assistant Superintendent, perform complex and confidential secretarial and administrative support duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and coordinate flow of communications and information for the assigned administrator; train and evaluate the performance of assigned personnel.

**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 supplemented by college-level coursework in secretarial science or a related field.

**EXPERIENCE:** Either five years of secretarial or administrative support experience including one year in a supervisory capacity or one year of experience at the level of Administrative Secretary with the Long Beach Unified School District.

**SPECIAL:** (1) Some positions in this classification may require the use of a personal automobile and the possession of a valid California driver's license. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**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.

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

13-0094-0678 ss  
Promotional Exam

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.*



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- 0463

**Final Filing Date: 4:30 p.m., Wednesday, June 26, 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:	\$3,177	\$3,352	\$3,536	\$3,732	\$3,937
HOURLY:	\$18.32	\$19.35	\$20.39	\$21.53	\$22.74

**JOB INFORMATION:** The current vacancy is a 202-day 100% position located at Tucker.

**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.

**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.

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: June 20, 2013

Reason for  
Consideration: Restricted 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:

**Administrative Secretary**

**Dual**

**13-0073-3339**

List Valid: 05/13/13 -05/13/14

Total applications received: 34

No. Passed: 9              No. Failed: 11

Total invited to exam: 21

No. Withdrew: 1              No. Screened Out: 13

**Instructional Aide – Special**

**Open/Continuous**

**13-0086-0448**

List Valid: 06/05/13 -06/05/14

Total applications received: 149

No. Passed: 25              No. Failed: 16

Total invited to exam: 91

No. Withdrew: 50              No. Screened Out: 58

**Supervisor – Autism Services**

**Open/Continuous**

**13-0085-5046**

List Valid: 06/14/13 -06/14/14

Total applications received: 60

No. Passed: 16              No. Failed: 0

Total invited to exam: 22

No. Withdrew: 6              No. Screened Out: 38

**EXTEND ELIGIBILITY LISTS**

**ASB Financial Technician**

**Dual**

**12-0076-0751**

Extended list expiration date: 6/06/14

Extend list period: 1 year

Total candidates on list: 22

No. of Candidates Extended: 14              No. of waivers or removals: 8

**Contract Analyst**

**Dual**

**12-0089-0624**

Extended list expiration date: 12/5/13

Extend list period: 6 months

Total candidates on list: 5

No. of Candidates Extended: 5              No. of waivers or removals: 0

**Groundskeeper**

**Dual**

**12-0077-0172**

Extended list expiration date: 12/5/13

Extend list period: 1 year

Total candidates on list: 55

No. of Candidates Extended: 35              No. of waivers or removals: 20

CERTIFIED TO BE CORRECT:           Gail McMahon                DATE: June 13, 2013