

**LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713**

MEETING AGENDA

Regular Meeting
Building B, Room 29
August 18, 2016

8:15 a.m.

**ADDENDUM
PAGE NO.**

I. GENERAL COMMUNICATIONS FUNCTIONS

1. Call to order – Terence Ulaszewski
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of July 21, 2016 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrator, K-16 Collaborations & District Programs 5-6
2. **RATIFY** job announcement bulletin for Benefits Administrator 7-8
3. **RATIFY** job announcement bulletin for Computer Support Technician 9-10
4. **RATIFY** job announcement bulletin for Elementary School Office Supervisor 11-12
5. **RATIFY** job announcement bulletin for Maintenance Director 13-14
6. **RATIFY** job announcement bulletin for Nutrition Services Facilities & Equipment Manager 15-16
7. **RATIFY** job announcement bulletin for Sheet Metal Worker (Recruitment Extended) 17-18
8. **RATIFY** job announcement bulletin for Technology Field Operations Manager 19-20

- | | |
|--|----|
| 9. APPROVE the certification of Administrative Secretary 16-0129-3339 eligibility list established August 12, 2016 | 21 |
| 10. APPROVE the certification of Facilities Project Manager – Planning 16-0114-5190 eligibility list established August 15, 2016 | 21 |
| 11. APPROVE the certification of Health Assistant 16-0126-5170 eligibility list established August 17, 2016 | 21 |
| 12. APPROVE the certification of Instructional Aide – Special Avalon 16-0132-0448 eligibility list established August 19, 2016 | 21 |
| 13. APPROVE the certification of Intermediate Office Assistant – Schools (Catalina Island) 16-0064-3354 eligibility list established March 23, 2016 (Revised) | 21 |
| 14. APPROVE the certification of Nutrition Services Worker 16-0120-5068 eligibility list established August 2, 2016 | 21 |
| 15. APPROVE the certification of Parent Involvement Specialist – BL Spanish 16-0113-3278 eligibility list established July 26, 2016 | 21 |
| 16. APPROVE the certification of Purchasing Agent 16-0115-5128 eligibility list established August 2, 2016 | 22 |
| 17. APPROVE the certification of Research Office Technician 16-0109-0433 eligibility list established August 11, 2016 | 22 |

III. OLD BUSINESS

IV. NEW BUSINESS

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

September 1, 2016 at 8:15 a.m. in Building B, Room 29

VII. CLOSED SESSION

VIII. ADJOURNMENT

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

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a) 1.

**LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713**

**MINUTES
Regular Meeting**

July 21, 2016

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, July 21, 2016, at 8:17 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

**PLEDGE OF
ALLEGIANCE**

The Pledge of Allegiance to the Flag of the United States of America was led by Terence Ulaszewski.

ROLL

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

Present: Stacey V. Lewis
 Terence Ulaszewski
 Linda Vaughan

**STAFF MEMBERS
PRESENT**

Kenneth Kato, Executive Officer; Mary Cates, Human Resources Supervisor; Maria Braunstein, Personnel Analyst; Lissa Kukahiko, Senior Administrative Secretary; Anne Follett, Human Resources Technician; Susan Follmuth, Human Resources Technician; and Adriana Araujo, Staff Secretary.

GUESTS

Valeeta Pharr, CSEA Chapter 2 President; and David Zaid, Director of Employee Relations.

**MINUTES OF
REGULAR MEETING
APPROVED**

A motion was made by Mr. Ulaszewski, seconded by Ms. Vaughan, and the motion carried to approve the minutes of the Regular Meeting of July 7, 2016.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Stacey V. Lewis			X
Terence Ulaszewski	X		
Linda Vaughan	X		

**RECEIVE
CORRESPONDENCE**

None

PUBLIC HEARD

None

**REPORT FROM
EXECUTIVE OFFICER**

Kenneth Kato, Executive Officer, recounted the approvals at the Board meeting on July 18, 2016 regarding facility name changes and new high school graduation requirements. Mr. Kato also reported on the Long Beach Unified School District Board of Education Members Mr. Jon Meyer as President and Ms. Megan Kerr as Vice-President.

Maria Braunstein, Personnel Analyst, reported on recruitment and testing activities. Ms. Braunstein provided the Commission a listing of all current and

pending recruitments. Ms. Braunstein and staff continue to work with the challenges for vacant positions on the Avalon (Catalina Island) Campus.

Mary Cates, Human Resources Supervisor provided the Commission an update on summer placements. Last day of summer school for all sites is July 29, 2016. Ms. Cates reported on payroll efforts to ensure summer school employees are paid correctly and on time. Ms. Cates also updated the Commission that certification unit was having difficulty filling substitute request for summer positions. Valeeta Pharr, CSEA Chapter 2 President and David Zaid, Director of Employee Relations discussed methods to address absenteeism. Ms. Cates also reported that staff is cleaning up files for Limited Term Employee (LTE) substitutes in order to have a more accurate count.

Ms. Cates reported on receiving transfer letters including vacancy assignments (VA's) and working with staff to complete the transfers. A revised vacancy assignment manual for school sites is currently being updated to present at the August Office Supervisor Management Meeting. The Commissioners, Ms. Pharr, and Mr. Zaid requested a copy of the manual.

Mr. Kato updated the Commission on Susan Leaming's summer flex schedule.

CONSENT AGENDA

Following discussion, a motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to ratify and approve the Consent Agenda items 1-13.

1. **RATIFY** job announcement bulletin for Custodian
2. **RATIFY** job announcement bulletin for Electronics Technician (Substitute)
3. **RATIFY** job announcement bulletin for Groundskeeper
4. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish
5. **RATIFY** job announcement bulletin for Intermediate Office Assistant – Bilingual Spanish
6. **RATIFY** job announcement bulletin for Nutrition Services Worker – Avalon (Revised)
7. **RATIFY** job announcement bulletin for Plant Supervisor I
8. **RATIFY** job announcement bulletin for Plant Supervisor II
9. **RATIFY** job announcement bulletin for School Support Secretary – BL Spanish
10. **RATIFY** job announcement bulletin for Student Evaluation Technician

11. **APPROVE** the certification of Instructional Aide – Special 16-0118-0448 eligibility list established July 20, 2016
12. **APPROVE** the certification of Instructional Aide – Special 16-0136-0448 eligibility list established July 21, 2016
13. **APPROVE** the certification of School Safety/Security Specialist 16-0112-5015 eligibility list established July 15, 2016

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Stacey V. Lewis	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

OLD BUSINESS

None

NEW BUSINESS

Following discussion, a motion was made by Ms. Vaughan, seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 1.

1. **APPROVE** the following:
Revised class specification of Nutrition Services Facilities and Equipment Manager and direct all positions and employment lists be reclassified for the purpose of title change only

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Stacey V. Lewis	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

Following discussion, a motion was made by Ms. Vaughan seconded by Ms. Lewis, and the motion carried with a unanimous vote of those present to approve New Business item 2.

2. **APPROVE** the following:
Revised classification and title of Benefits Administrator and direct all positions and employment lists be reclassified for the purpose of title change only

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Stacey V. Lewis	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President updated the commission on the keeping up with the various generations and technology trends in the workforce. Terence Ulaszewski, Personnel Commission Chair suggested to create awareness through trainings.

Stacey Lewis, Personnel Commission Member encouraged individuals to take advantage of the City of Long Beach Summer Events. The event schedules

are available through the city's website. The City has great programs and available resources for the community, unfortunately, the information is not reaching the community. Ms. Lewis also updated the Commission on the Long Beach Port's focus on engaging partnerships on how to close gap on trade occupations and mentioned Job Corps internships and apprentice programs. Ms. Lewis also informed the staff and commissioners that she is unable to attend the August 4, 2016 meeting.

Linda Vaughn, Personnel Commission Vice-Chairperson informed the staff and commissioners that she is unable to attend the August 4, 2016 meeting. Ms. Vaughn also requested business cards for the Commissioners.

A motion was made by Ms. Vaughan seconded by Ms. Lewis, and the motion carried with a unanimous vote to cancel the Personnel Commission meeting on August 4, 2016.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Stacey V. Lewis	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

Ms. Pharr updated the Commissioners on the 90th year celebration for CSEA and that she completed the merit system academy.

Terence Ulaszewski, Personnel Commission Chair updated the Commission on Gail Rainwater, former Personnel Commission Senior Administrative Secretary's celebration of life service and expressed his gratitude.

**NEXT REGULAR
MEETING**

The Commission cancelled the meeting on August 4, 2016. The next Regular Meeting of the Personnel Commission is scheduled for August 18, at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

CLOSED SESSION

None

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:03 a.m. with the consent of the members.

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 and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also 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 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 is a five-time finalist for the prize.

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

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, USA Today, 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 an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Dual Exam 17-0011-5226 SF

Maria Braunstein



**An Exciting Career
Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**ADMINISTRATOR,
K-16 COLLABORATIONS &
DISTRICT PROGRAMS**

\$98,292 - \$115,428 Annually

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Administrator, K-16 Collaborations & District Programs. Under administrative direction, plan and develop and maintain District programs, communications and working relationships with external partners to advance the strategic priorities of the Long Beach Unified School District; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Administrative and Other, then Administrator, K-16 Collaborations & District Programs.

THE IDEAL CANDIDATE

Successful candidates will have graduated from an accredited four-year college or university with a degree in social science, public or business administration, public relations, education or related field is required.

A Master's degree in one of these fields is desirable.

Additionally, three years of program implementation experience for public, private, or non-profit agencies is required. Experience within a public education setting is preferred.

To have established a network or resources for partnerships is desirable.

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

SPECIAL REQUIREMENTS

- 1) Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license at the time of appointment.
- 2) Positions in this class may routinely require District paid travel throughout the United States, with varied work hours.

SALARY AND BENEFITS

The annual salary for Administrator, K-16 Collaborations & District Programs is \$98,292 to \$115,428, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

A resume will not substitute for the required forms. Completed forms must be received no later than:

Application Deadline: 4:30 p.m., Monday, August 15, 2016

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

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 and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also 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 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 is a five-time finalist for the prize.

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Jual Exam 17-0007-5227 RO *Maria Braunstein*



**An Exciting Career
Opportunity
Awaits You at**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

BENEFITS ADMINISTRATOR

\$98,292 - \$115,428 Annually

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Benefits Administrator. Under administrative direction, plan, organize, and administer the services and activities of the District's employee health and welfare insurance benefits programs; participate in reviewing, selecting and negotiating benefit plans, vendors and providers; train and evaluate the performance of professional and support staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Glass Specifications; choose Administrative and Other, then Benefits Administrator.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in business administration, public administration, human resources management or a related field, including coursework in benefits administration is required.

Additionally, candidates will have three years of experience coordinating employee benefits programs, including one year in a managerial capacity is required. Employee benefits administration experience in a public school district and with joint employer and union health committees is highly desirable.

A Master's degree in business administration, public administration, or human resources management may substitute for one year of the required experience.

Or

Sixteen quarter or fifteen semester units of College University Extension courses specific to benefits administration, workers compensation, Cal/Osha, California employment law and related topics may substitute for one year of the required experience.

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

SPECIAL REQUIREMENTS

Certified Employee Benefit Specialist (CEBS) certification is highly desirable.

Official Transcripts verifying either the Master's degree or C.E.U. units will be required of candidates requesting consideration for the alternate minimum education, training and experience prerequisites.

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. May be required to travel from one school location to another.

SALARY AND BENEFITS

The annual salary for Benefits Administrator is \$98,292 to \$115,428, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>

The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

A resume will not substitute for the required forms. Completed forms must be received no later than:

Application Deadline: 4:30 p.m., Friday, August 12, 2016

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VI/VIET SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

COMPUTER SUPPORT TECHNICIAN

FINAL FILING DATE:

Application deadline: 4:30 p.m., Friday, August 19, 2016

JOB INFORMATION:

Permanent 10 months position. Position is a 100% FTE (8 hours per day). The current vacancy is located at Information Services.

JOB SUMMARY:

Under general supervision, configure, install, test, maintain, troubleshoot and repair local (LAN) and wide (WAN) area networks, computer systems and peripheral equipment; provide training to District personnel in the proper operation and care of hardware, software and peripheral equipment using Windows or Apple operating systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate of Arts degree including course work in computer science, electronic technology or a closely related field.

A+ certification.

EXPERIENCE:

Two years experience in the installation, maintenance and repair of computer hardware, software and peripheral equipment in a networked environment. Experience in an organization with a network having a minimum of 30 servers is desirable.

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

SPECIAL REQUIREMENTS:

(1) Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (3) May be required to travel from one school location to another. (4) 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.

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

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

SALARY RANGE HOURLY:

START:	\$33.93
6 MONTHS:	\$35.79
1 ½ YEARS:	\$37.76
2 ½ YEARS:	\$39.83
3 ½ YEARS:	\$42.02

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

PERSONNEL COMMISSION

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

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

Dual Exam 17-0009-5108 OL

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 case by case basis by the administrator of the Personnel Commission.



CLASSIFIED OPEN/PROMOTIONAL EMPLOYMENT OPPORTUNITY

ELEMENTARY SCHOOL OFFICE SUPERVISOR

FINAL FILING DATE:

Application deadline: 4:30 p.m., Friday, August 19, 2016.
Applications will only be accepted August 15 – August 19, 2016.

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Vice-Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned elementary school; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and 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. (3) May be required to travel from one school site to another.

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

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

SALARY RANGE HOURLY:

START: \$23.34
1 YEAR: \$24.62
2 YEARS: \$25.98
3 YEARS: \$27.41

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. This is an open/promotional recruitment with promotional taking precedence. There will be two eligibility lists established: One promotional (in-house) candidates and one open (outside) candidates.

PERSONNEL COMMISSION

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

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

Open/Promo Exam 16-0124-3345 RO

LBUSD employees, please see reverse side for
important information.

Maria Braunstein

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

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

Guidelines:

- ❖ **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 and International model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also 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 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 is a five-time finalist for the prize.

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Dual Exam 17-0010-0083 SF

Maria Braunstein



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

MAINTENANCE DIRECTOR

\$118,836 - \$139,548 Annually

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Maintenance Director. Under the direction of the Business Services Administrator, plan, organize, control and direct the activities and operations of the Maintenance Branch including facilities maintenance, capital maintenance projects, construction and repair, energy conservation and environmental health and safety programs; supervise and evaluate the performance of assigned personnel, perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Maintenance, then Maintenance Director.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in engineering, architecture, construction management or a closely related field.

Additionally, candidates will have five years of management-level experience in the maintenance of buildings and facilities in a large organization including renovation and repair of large physical plant facilities and the administration of capital maintenance projects.

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

SPECIAL REQUIREMENTS

- 1) Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license at the time of appointment. May be required to travel from one school location to another.
- 2) 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) Licensure as a registered architect or engineer is desirable.

SALARY AND BENEFITS

The annual salary for Maintenance Director is \$118,836 to \$139,548, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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HOW TO APPLY

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A resume will not substitute for the required forms. Completed forms must be received no later than:

Application Deadline: 4:30 p.m., Monday, August 15, 2016

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA. 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE-VI/MERIT SYSTEM EMPLOYER

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 and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also 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 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 is a five-time finalist for the prize.

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An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES FACILITIES & EQUIPMENT MANAGER

\$83,532 - \$98,076 Annually

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Nutrition Services Facilities & Equipment Manager. Under direction, plan, organize and coordinate the new construction and renovation projects of school kitchen cafeteria facilities and the Nutrition Center; review the design and supervise the installation of commercial food production equipment; plan, organize and supervise the maintenance and repair of commercial food production equipment; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Maintenance, then Nutrition Services Facilities & Equipment Manager.

THE IDEAL CANDIDATE

Successful candidates will have graduated from high school supplemented by college-level coursework, certificates or licenses related to the essential functions of the job.

OR

Completion of a recognize apprentice training program in at least one of the skilled trades areas such as electrician, electronic, refrigeration or plumbing.

Additionally, candidates will have five years of experience in general maintenance, construction and repairs of buildings and structures including at least one year in supervisory capacity.

Experience in kitchen facility construction, installation, repair and maintenance of commercial food production kitchen equipment with a large commercial or governmental entity is desired.

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

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license at the time of appointment, and may be required to travel from one school location to another.

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.

SALARY AND BENEFITS

The annual salary for Nutrition Services Projects & Equipment Production Manager is \$83,532 to \$98,076, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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HOW TO APPLY

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A resume will not substitute for the required forms. Completed forms must be received no later than:

4:30 p.m., Friday, August 12, 2016

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Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VI/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

RECRUITMENT EXTENDED

SHEET METAL WORKER

FINAL FILING DATE:

Extended application deadline: 4:30 p.m., Friday, August 5, 2016

JOB INFORMATION:

Permanent 10 months flex position. Position is a 100% FTE (8 hours per day). The current vacancy is located at the Maintenance Branch.

JOB SUMMARY:

Under general supervision, to lay out, fabricate, assemble, install and repair sheet metal parts and equipment; and perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school and completion of a recognized apprenticeship training program of four years duration.

OR

EXPERIENCE:

Five years of journey level experience performing sheet metal work, including layouts.

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

SPECIAL REQUIREMENTS:

- (1) 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.
- (2) 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) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.
- (4) May be required to travel from one school location to another.
- (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.

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

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SALARY RANGE HOURLY:

START:	\$32.13
6 MONTHS:	\$33.91
1 ½ YEARS:	\$35.77
2 ½ YEARS:	\$37.73
3 ½ YEARS:	\$39.80

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available to assist if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

SELECTION PROCEDURE:

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PERSONNEL COMMISSION

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

Dual Exam 16-0128-0277 OL

LBUSD employees, please see reverse side for important information.

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

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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.**
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An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

TECHNOLOGY FIELD OPERATIONS MANAGER

\$93,108 – \$109,308 Annually

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Technology Field Operations Manager. Under administrative direction, plan, organize and manage the District's technology support field operations including the installation, maintenance and repair of computers and peripherals, audio/visual equipment and systems, Voice-over-IP (VoIP) telecommunications, and systems such as fire, clock, bell, and security systems; train and supervise assigned personnel; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Information Services, then Technology Field Operations Manager.

THE IDEAL CANDIDATE

Successful candidates will have Bachelor's degree in computer science, information technology, business administration or a closely related field.

Four years of supervisory or management experience involving installation, maintenance and repair in one or more of the following:

Computers and peripherals
Digital audio/visual equipment and systems
Voice-over-IP (VoIP) telecommunications
Systems such as fire, clock, bell and security systems in a networked environment

Experience in an educational environment is preferred.

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 a personal automobile and possession of a valid California Class C driver's license. May be required to travel from one school location to another.

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.

SALARY AND BENEFITS

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A resume will not substitute for the required forms. Completed forms must be received no later than:

4:30 p.m., Thursday, September 1, 2016

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Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VI/UMERIT SYSTEM EMPLOYER

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 21-22

Date: August 18, 2016

Reason for
Consideration: Approval

Administrative Secretary

Promotional

16-0129-3339

List Valid: 08/12/16-08/12/17

Total applications received: 52

Total invited to exam: 31

No. Passed: 22 No. Failed: 2

No. Withdrew: 7 No. Screened Out: 21

Facilities Project Manager – Planning

Dual

16-0114-5190

List Valid: 08/15/16-08/15/17

Total applications received: 28

Total invited to exam: 9

No. Passed: 5 No. Failed: 3

No. Withdrew: 1 No. Screened Out: 19

Health Assistant

Dual

16-0126-5170

List Valid: 08/17/16-08/17/17

Total applications received: 69

Total invited to exam: 17

No. Passed: 9 No. Failed: 5

No. Withdrew: 3 No. Screened Out: 52

Instructional Aide – Special Avalon

Open

16-0132-0448

List Valid: 08/19/16-08/19/17

Total applications received: 4

Total invited to exam: 1

No. Passed: 1 No. Failed: 0

No. Withdrew: 0 No. Screened Out: 3

**Intermediate Office Assistant –
Schools (Catalina Island)**

Dual

16-0064-3354

List Valid: 03/23/16-03/23/17

Total applications received: 29

Total invited to exam: 17

No. Passed: 5 No. Failed: 2

No. Withdrew: 10 No. Screened Out: 12

Nutrition Services Worker

Dual

16-0120-5068

List Valid: 08/02/16-08/02/17

Total applications received: 175

Total invited to exam: 89

No. Passed: 43 No. Failed: 10

No. Withdrew: 36 No. Screened Out: 43

**Parent Involvement Specialist – BL
Spanish**

List Valid: 07/26/16-07/26/17

Total applications received: 83

No. Passed: 3 No. Failed: 14

Dual

16-0113-3278

Total invited to exam: 25

No. Withdrew: 8 No. Screened Out: 58

Purchasing Agent

List Valid: 08/02/16-08/02/17

Total applications received: 72

No. Passed: 3 No. Failed: 21

Dual

16-0115-5128

Total invited to exam: 30

No. Withdrew: 6 No. Screened Out: 42

Research Office Technician

List Valid: 08/11/16-08/1/17

Total applications received: 95

No. Passed: 11 No. Failed: 18

Dual

16-0109-0433

Total invited to exam: 23

No. Withdrew: 7 No. Screened Out: 59

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: August 12, 2016