

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

**MEETING AGENDA**

Regular Meeting  
Building B, Room 29  
July 7, 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 June 23, 2016 1-3
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 Administrative Secretary 4-5
2. **RATIFY** job announcement bulletin for Custodian - Avalon 6-7
3. **RATIFY** job announcement bulletin for Elementary School Office Supervisor 8-9
4. **RATIFY** job announcement bulletin for Facilities Project Manager Planning 10-11
5. **RATIFY** job announcement bulletin for Health Assistant 12-13
6. **RATIFY** job announcement bulletin for Instructional Aide - Special - Avalon 14-15
7. **RATIFY** job announcement bulletin for Laborer (Temporary Positions) 16-17
8. **RATIFY** job announcement bulletin for Nutrition Services Projects and Equipment Production Manager 18-19
9. **RATIFY** job announcement bulletin for Nutrition Services Worker - Avalon 20-21

10. <b>RATIFY</b> job announcement bulletin for Risk Management Benefits Coordinator	22-23
11. <b>RATIFY</b> job announcement bulletin for Sheet Metal Worker	24-25
12. <b>RATIFY</b> job announcement bulletin for Senior Health Assistant	26-27
13. <b>RATIFY</b> job announcement bulletin for Senior Office Assistant - Avalon	28-29
14. <b>RATIFY</b> job announcement bulletin for Senior Systems Analyst	30-31
15. <b>APPROVE</b> the certification of Food Production Utility Worker eligibility list 16-0106-0477 established July 8, 2016	32
16. <b>APPROVE</b> the certification of Intermediate Payroll Accounting Technician 16-0105-0756 eligibility list established June 30, 2016	32
17. <b>APPROVE</b> the certification of Nutrition Services Manager 16-0108-5061 eligibility list established July 5, 2016	32
18. <b>APPROVE</b> the certification of Senior Food Production Utility Worker 16-0107-0478 eligibility list established July 8, 2016	32
19. <b>APPROVE</b> the certification of Warehouse Manager 16-0104-0301 eligibility list established June 24, 2016	32
20. <b>APPROVE</b> the certification of Warehouse Manager 16-0104-0301 eligibility list established June 24, 2016	32
21. <b>APPROVE</b> the certification of Warehouse Supervisor 16-0103-0300 eligibility list established on June 27, 2016	32
III. OLD BUSINESS	
IV. NEW BUSINESS	
1. <b>APPROVE</b> the following: Adopt the revised class specification of Groundskeeper	33-37
2. <b>APPROVE</b> the following: Create the classification of Administrator, K-16 Collaborations and District Programs Allocate the Administrator, K-16 Collaborations and District Programs classification to salary range 48 (M2)	38-43
V. OTHER ITEMS	
VI. NEXT REGULAR MEETING	
July 21, 2016 at 8:15 a.m. in Building B, Room 29	
VII. CLOSED SESSION	

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

## **VIII. ADJOURNMENT**

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the 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**

**June 23, 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, June 23, 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:           Terence Ulaszewski  
                      Linda Vaughan  
                      Stacey Lewis

**STAFF MEMBERS  
PRESENT**

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Mary Cates, Human Resources Supervisor; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Susan Brister, Human Resources Technician; Anne Follett, Human Resources Technician; Judith Lopez, Human Resources Technician; Rebecca Orozco, Human Resources Technician; Angela Stenberg, Human Resources Technician; Lissa Kukahiko, Senior Administrative Secretary; and Adriana Araujo, Staff Secretary.

**GUESTS**

Ann Culton, Administrative Coordinator, Human Resource Services; Valeeta Pharr, CSEA Chapter 2 President; and Vanessa Morrison, Campus Security Officer, Lakewood High School.

**MINUTES OF  
REGULAR MEETING  
APPROVED**

A motion was made by Ms. Lewis, seconded by Mr. Ulaszewski, and the motion carried to approve the minutes of the Regular Meeting of June 9, 2016.

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

**RECEIVE  
CORRESPONDENCE**

Mr. Kenneth Kato, Executive Officer, reported on receiving the save the date flyer for the California School Personnel Commissioners Association (CSPCA) annual conference that will be held on January 26-29, 2017 in San Francisco, California.

## HEARD PUBLIC

Vanessa Morrison, Campus Security Officer asked the Commission to review her eligibility for summer employment. Mr. Kato explained the summer school assignment placement process and would review Ms. Morrison's application. Mr. Kato would report his findings back to the Commission at the next opportunity. Valeeta Pharr, CSEA Chapter 2 President, will have a discussion with Ms. Morrison regarding next steps.

## REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported on the continued process of new recruitments and staffing for upcoming school year.

Maria Braunstein, Personnel Analyst, reported on recruitment activities. Ms. Braunstein and staff continue to work on recruitment strategies for vacant positions on Catalina Island.

Dale Culton, Certification Services Manager, reported the Board of Education has taken action to abolish and reduce positions. Mr. Culton met with CSEA to discuss the impact on their members. Mr. Culton thanked staff for their efforts in distributing layoff notifications. Valeeta Pharr, CSEA Chapter 2 President, reported potential retirements which may help decrease the number of layoffs.

Mary Cates, Human Resources Supervisor, provided an update on the status of summer school and assignments. 677 summer placements were made.

## CONSENT AGENDA

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 1-5.

1. **RATIFY** job announcement bulletin for Executive Secretary
2. **RATIFY** job announcement bulletin for Laborer (Temporary Positions)
3. **RATIFY** job announcement bulletin for Research Office Technician
4. **APPROVE** the certification of ASB Financial Technician 16-0093-0751 eligibility list established June 13, 2016
5. **APPROVE** the certification of School Safety Officer 16-0086-5014 eligibility list established June 24, 2016

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

## OLD BUSINESS

None

## NEW BUSINESS

Commissioner Lewis made a motion to discuss the Child Care and Instructional Job Family Study Final report. Commissioner Vaughan seconded the motion. Susan Learning, Personnel Analyst, along with Ms. Pharr provided a detailed overview of the report and results of the study. After thorough review of the final report and a lengthy discussion between Personnel Commission staff, Commissioners and audience members, a motion was made by Ms. Lewis, seconded by Ms. Vaughan, and the motion carried with a unanimous vote of those present to approve New Business item 1.

### 1. **APPROVE** the following:

Child Care and Instructional Job Family Study Final Report

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

## OTHER ITEMS

Commissioner Lewis congratulated Commissioner Vaughan on her recent retirement from Lynwood Unified School District.

Commissioner Ulaszewski reported he attended the Blue Martini Ball that raises money to provide meals for needy children and families. He stated that 340,000 meals were provided last year.

Commissioner Lewis thanked Mary Cates and staff on all their hard work with summer school assignments.

Valeeta Pharr, CSEA Chapter 2 President, updated the Commission on the District's transition to the Cloud and that the CSEA President's calendar can now be viewed. Ms. Pharr also updated on CSEA's food distribution services for employees during the summer.

Commissioner Lewis reported she attended a conference last week in Washington D.C. and one of the main topics was that the field of Human Resources is moving towards a focus on a holistic maintenance program for employees that includes providing assistance to the employee on personal issues outside of work.

## NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for July 7, 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 9:43 a.m. with the consent of the members.



# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

## ADMINISTRATIVE SECRETARY

### FINAL FILING DATE:

4:30 p.m., Tuesday, July 19, 2016

### JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at Employee Relations.

### JOB SUMMARY:

Under the direction of an assigned Director or administrator, provide varied and complex secretarial support services to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor; train and evaluate assigned personnel; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

#### EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Staff Secretary 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) May be required to travel from one school location to another. (3) 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.

**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: \$26.02  
6 MONTHS: \$27.45  
1 ½ YEARS: \$28.96  
2 ½ YEARS: \$30.56

### 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

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[www.lbschools.net/Departments/  
Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Promo Exam 16-0129-3339 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 cases by case basis by the administrator of the Personnel Commission.*





# CLASSIFIED EMPLOYMENT OPPORTUNITY

## ON CATALINA ISLAND

### CUSTODIAN-AVALON

#### FINAL FILING DATE:

4:30 p.m., Wednesday, July 20, 2016

SUBSTITUTE SALARY: \$17.69

Catalina Island employees receive an additional \$3.29 per hour.

#### JOB INFORMATION:

CURRENT NEED IS FOR SUBSTITUTES. LIST MAY BE USED TO FILL VACANCIES AS THEY OCCUR. POSITIONS IN THIS ENTRY CLASS GENERALLY RANGE FROM 2-3 HOURS PER DAY, DURING MIDDAY HOURS AND HIRED AS SUBSTITUTES. AVALON IS LOCATED ON CATALINA ISLAND, 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.

#### JOB SUMMARY:

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Completion of the eighth grade.

##### EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience or successful completion of the Building Maintenance Custodial training course of at least 60 hours conducted by the Long Beach School For Adults.

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

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 assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to weekend schedule. (3) May be required to travel from one school location to another. (4) Accepting employment in a permanent (non-substitute) 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 accommodation will be at the discretion of the agency.

#### SALARY RANGE HOURLY:

START: \$17.69  
6 MONTHS: \$18.67  
1 ½ YEARS: \$19.69  
2 ½ YEARS: \$20.77  
3 ½ YEARS: \$21.91

#### APPLICATION:

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

#### SELECTION PROCEDURE:

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

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 16-0130-0139 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.*

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## CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

### ELEMENTARY SCHOOL OFFICE SUPERVISOR

#### FINAL FILING DATE:

4:30 p.m., Thursday, July 14, 2016

#### REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory," who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

#### 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.

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#### SALARY RANGE HOURLY:

START: \$23.34  
6 MONTHS: \$24.62  
1 ½ YEARS: \$25.98  
2 ½ YEARS: \$27.41

#### APPLICATION:

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#### 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.

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Promo Exam 16-0124-3345 RO

LBUSD employees, please see reverse side for  
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*Maria Braunstein*

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

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**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.*

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## 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 16-0114-5190 RO

*Maria Braunstein*

## RECRUITMENT EXTENDED



## An Exciting Career Opportunity Awaits You at

## LONG BEACH UNIFIED SCHOOL DISTRICT

## FACILITIES PROJECT MANAGER-PLANNING

**\$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 Facilities Project Manager – Planning. Under general direction, perform a variety of administrative and professional duties related to the District's facilities planning and construction program; plan and coordinate the improvement, modernization and new construction of District facilities; serve as a liaison between District personnel and outside agencies; conduct a variety of analytical studies and prepare reports; supervise and evaluate the performance of assigned personnel; perform related as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Facilities, Planning, Engineering and Construction, then Facilities Project Manager – Planning.

## THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in planning, architecture or a related field. Licensure as an architect or engineer is desirable.

Additionally, candidates will have three years of professional experience in facilities planning. Experience in educational facility planning is preferred.

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 classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. 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.

An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

May be required to travel from one school location to another.

Occasional evening and variable hours.

## SALARY AND BENEFITS

The annual salary for Facilities Project Manager – Planning is \$93,108 to \$109,308, 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:

**EXTENDED DEADLINE: 4:30 p.m., Tuesday, July 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 VII/MERIT SYSTEM  
EMPLOYER**



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## HEALTH ASSISTANT

### FINAL FILING DATE:

4:30 p.m., Wednesday, July 13, 2016

Applications Accepted: July 7, 2016 – July 13, 2016

### JOB INFORMATION:

Eligibility list is being created to fill future vacancies as they occur. Positions are 10 months flex and 47.5% FTE (3.8 hours a day/19 hours a week).

### JOB SUMMARY:

Under general direction, provide a variety of health services to students at an assigned school site; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school. College-level coursework in the medical field or completion of a certified nurse's aide, medical assistant or related health care program is desirable.

#### EXPERIENCE:

One year of experience at the level of Office Assistant is required. Experience working in a health care service environment and with children is highly desired.

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

#### SPECIAL REQUIREMENTS:

(1) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (2) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (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 accommodation will be on a case-by-case basis.

### SALARY RANGE HOURLY:

START:	\$18.17
6 MONTHS:	\$19.18
1 ½ YEARS:	\$20.23
2 ½ YEARS:	\$21.34
3 ½ YEARS:	\$22.51

### 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 16-0126-5170 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 cases by case basis by the administrator of the Personnel Commission.*





## **CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND**

### **INSTRUCTIONAL AIDE-SPECIAL - AVALON**

#### **FINAL FILING DATE:**

4:30 p.m., Wednesday, July 20, 2016

Catalina Island employees will receive an additional \$3.29 per hour.

#### **JOB INFORMATION:**

The current vacancy is located at Avalon. Current need is for substitutes. List may be used to fill future vacancies as they occur. Avalon is located on Catalina Island, 22 miles Southwest of the Los Angeles Harbor Breakwater. Employees must live on the island, and/or arrange for their own transportation to and from the island.

#### **JOB SUMMARY:**

Under immediate supervision, follow the lead of the teacher/specialist in providing instruction to students having an Individualized Education Program (IEP), or Section 504 Service Plan (SP); assist in the supervision, discipline and behavior modification of students; assist in their physical care and hygienic needs; perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **EDUCATION AND TRAINING:**

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

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

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

#### **EXPERIENCE:**

Six months of experience working with children in a structured environment. Experience working with children requiring a specialized learning environment is preferred. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal basis.

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

#### **SPECIAL REQUIREMENTS:**

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Some assignments will require the successful completion of District-provided training to administer specialized physical health care services to meet student needs. (3) After an employee in this class has been given initial training to work with a student or students with specialized physical health care needs and feels the need for additional training, he/she may request it. Requests shall be in writing to their respective site administrator who shall arrange for the needed training with the Program Specialist, Nursing Services. The employee will be notified of the schedule for training. (4) Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language. Selective certification in accordance with the Education Code may be effected to meet this requirement. (5) May be required to travel from one school location to another. (6) 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 accommodation will be on a case-by-case basis.

#### **SALARY RANGE HOURLY:**

START: \$16.76  
6 MONTHS: \$17.68  
1 ½ YEARS: \$18.66  
2 ½ YEARS: \$19.68  
3 ½ YEARS: \$20.76

#### **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.

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Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

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

Dual Exam 16-0132-0448 RO

LBUSD employees, please see reverse side for  
important information.

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 LA, the matter will be considered on a case by case basis by the administrator of the Personnel Commission.*



# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

## LABORER (TEMPORARY POSITIONS)

### FINAL FILING DATE:

**EXTENDED DEADLINE:** 4:30 p.m., Friday, July 8, 2016

### JOB INFORMATION:

**This recruitment is for temporary assignments only between June 29 through August 26.**

This is a promotional only recruitment and is open to 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 SUMMARY:

Under general supervision, to assist in the collection of refuse at District sites; to drive a District vehicle for pick-up and delivery of materials, equipment and other items; to perform semi-skilled or unskilled tasks in the automotive repair shop; and to perform related duties as required.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to completion of the eighth grade.

#### EXPERIENCE:

Six months experience in general labor requiring physical work.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledges 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 classification may be required to wear protective clothing, gear or equipment as required by law.

**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:

**\$19.72 - \$24.43**

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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

LBUSD employees, please see reverse side for  
important information

Promo 16-0121-0204 SF

**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.

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 16-0119-5078 SF



# RECRUITMENT EXTENDED



## An Exciting Career Opportunity Awaits You at

## LONG BEACH UNIFIED SCHOOL DISTRICT

## NUTRITION SERVICES PROJECTS & EQUIPMENT PRODUCTION 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 Projects & Equipment Production Manager. Under direction, a Nutrition Services Projects & Equipment Production Manager plans and coordinates the construction and renovation projects for the District's central kitchen and school site kitchen cafeteria facilities. In this role the Nutrition Services Projects & Equipment Production Manager works with District Maintenance, and Facilities Planning and Construction personnel as well as architects, engineers and consultants. An incumbent has principal responsibility in the design and installation of nutrition services equipment at District sites. An incumbent also has major responsibility for ongoing maintenance and repair of commercial food production equipment performed by skilled nutrition service maintenance personnel working from the Nutrition Center and servicing all District nutrition service kitchen facilities; perform related duties as assigned.

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

## **THE IDEAL CANDIDATE**

Successful candidates will have graduated with a bachelor's degree from an accredited college or university in engineering, construction management, architecture or a closely related field.

Additionally, candidate will have three years experience managing or supervising kitchen facility construction, installation, repair and maintenance of commercial food production kitchen equipment with a large residential, industrial, or governmental entity is required. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.

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. May be required to travel 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**

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:

**4:30 p.m., Friday, June 17, 2016**

**EXTENDED DEADLINE: 4:30 p.m., Friday, July 8, 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  
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<http://www.lbschools.net/Departments/Personnel Commission/>  
**WE ARE AN EQUAL OPPORTUNITY TITLE VI/UMERIT SYSTEM EMPLOYER**



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### ON CATALINA ISLAND

## NUTRITION SERVICES WORKER-AVALON

#### FINAL FILING DATE:

4:30 p.m., Wednesday, July 20, 2016

SUBSTITUTE SALARY: \$13.86

Catalina Island employees receive an additional \$3.29 per hour.

#### JOB INFORMATION:

CURRENT NEED IS FOR SUBSTITUTES. LIST MAY BE USED TO FILL VACANCIES AS THEY OCCUR. POSITIONS IN THIS ENTRY CLASS GENERALLY RANGE FROM 2-3 HOURS PER DAY, DURING MIDDAY HOURS AND HIRED AS SUBSTITUTES. AVALON IS LOCATED ON CATALINA ISLAND, 22 MILES SOUTHWEST OF THE LOS ANGELES HARBOR BREAKWATER. EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.

#### JOB SUMMARY:

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

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Completion of the eighth grade.

##### EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

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

#### SPECIAL REQUIREMENTS:

(1) Valid Food Handler's certificate is desirable. (2) Accepting employment in a permanent (non-substitute) 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 accommodation will be on a case-by-case basis.

#### SALARY RANGE HOURLY:

START: \$13.86

6 MONTHS: \$14.62

1 ½ YEARS: \$15.42

2 ½ YEARS: \$16.28

3 ½ YEARS: \$17.18

#### APPLICATION:

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

#### SELECTION PROCEDURE:

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

#### 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 16-0131-5068 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 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.

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 16-0116-5102 RO *Mario Brownstein*

# RECRUITMENT EXTENDED



## An Exciting Career Opportunity Awaits You at

## LONG BEACH UNIFIED SCHOOL DISTRICT

## RISK MANAGEMENT BENEFITS COORDINATOR

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

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## **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 Risk Management Benefits Coordinator. Under administrative direction, plan, organize, and coordinate 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 Class Specifications; choose Administrative and Other, then Risk Management Benefits Coordinator.

## **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 Risk Management Benefits Coordinator 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:

**Extended Application Deadline: 4:30 p.m., Tuesday, July 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 VIII/MERIT SYSTEM EMPLOYER**



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### SHEET METAL WORKER

#### FINAL FILING DATE:

4:30 p.m., Tuesday, July 19, 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 apprentice 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.

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:	\$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 if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

#### SELECTION PROCEDURE:

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

#### 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

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 EMPLOYMENT OPPORTUNITY

### SENIOR HEALTH ASSISTANT

#### FINAL FILING DATE:

4:30 p.m., Wednesday, July 13, 2016

#### JOB INFORMATION:

Eligibility list is being created to fill one current vacancy and future vacancies as they occur. Positions are 10 months flex and 47.5% FTE (3.8 hours a day/19 hours a week).

#### JOB SUMMARY:

Under general direction, provide a variety of specialized health services to students at an assigned school site; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Graduation from high school supplemented at a minimum by completion of a Licensed Vocational Nurse program approved by the California Board of Vocational Nursing and Psychiatric Technicians.

##### EXPERIENCE:

One year of experience working in a health care service environment. Experience working with school-aged children is highly desired.

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

##### SPECIAL REQUIREMENTS:

(1) Incumbents in this classification at a minimum must possess and maintain licensure to practice in California as a Licensed Vocational Nurse throughout employment in this classification. (2) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (3) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (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.

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:	\$23.20
6 MONTHS:	\$24.48
1 ½ YEARS:	\$25.83
2 ½ YEARS:	\$27.25
3 ½ YEARS:	\$28.75

#### 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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 16-0127-5174 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

### ON CATALINA ISLAND

## SENIOR OFFICE ASSISTANT - AVALON

### FINAL FILING DATE:

4:30 p.m., Wednesday, July 20, 2016

Catalina Island employees will receive an additional \$3.29 per hour.

### JOB INFORMATION:

Permanent 10 month flex. Position is a 100% FTE (8 hours per day). The current vacancy is located at Avalon. Avalon is located on Catalina Island, 22 miles Southwest of the Los Angeles Harbor Breakwater. Employees must live on the island, and/or arrange for their own transportation to and from the island.

### JOB SUMMARY:

Under the direction of an assigned supervisor, perform complex and varied clerical support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at an assigned District office or program; greet and assist visitors; assist in assuring smooth and efficient office operations; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school.

#### EXPERIENCE:

Either two years of clerical experience involving public contact or one year of experience at the level of Intermediate Office Assistant.

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 ability to communicate effectively, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 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. (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 accommodation will be on a case-by-case basis.

### SALARY RANGE HOURLY:

START: \$20.27  
6 MONTHS: \$21.37  
1 ½ YEARS: \$22.56  
2 ½ YEARS: \$23.79  
3 ½ YEARS: \$25.10

### 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

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

Open/Promo Exam 16-0133-0677 RO

LBUSD employees, please see reverse side for  
important information.

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 LA, the matter will be considered on a case by case basis by the administrator of the Personnel Commission.*



## RECRUITMENT EXTENDED



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SENIOR SYSTEMS ANALYST

### FINAL FILING DATE:

**EXTENDED DEADLINE:** 4:30 p.m., Friday, July 15, 2016

### JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at Information Services.

### JOB SUMMARY:

Under general direction, analyze work procedures of application systems and coordinate the work of project groups engaged in analyzing, designing, accessing and implementing the District's student information and business software application systems; serve as the database administrator for a major District-wide application system such as the payroll or financial system; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

#### EXPERIENCE:

Four years of experience in web applications systems and database development, programming, testing, modification and administration. Experience in a lead or supervisory capacity is highly desirable. Any other combination of training and experience that could likely provide the desired skills, knowledge or 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) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or pay the union an agency fee.

**Working Environment:** Office environment; Extended viewing of a computer monitor, Driving a vehicle to conduct work; Occasional evening or variable hours.

**Physical Demands:** Dexterity of hands and fingers to operate a computer keyboard; Seeing to read a variety of materials; Hearing and speaking to exchange information and make presentations; Sitting for extended periods of time.

**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:	\$41.03
6 MONTHS:	\$43.27
1 ½ YEARS:	\$45.66
2 ½ YEARS:	\$48.17
3 ½ YEARS:	\$50.82

### 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 16-0111-5120 SF

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.*

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 32

Date: July 7, 2016

Reason for  
Consideration: Approval

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**Food Production Utility Worker**

**Dual**

**16-0106-0477**

List Valid: 7/8/16-7/8/17

Total applications received: 143

Total invited to exam: 48

No. Passed: 23      No. Failed: 24

No. Withdrew: 1      No. Screened Out: 95

**Intermediate Payroll Accounting  
Technician**

**Dual**

**16-0105-0756**

List Valid: 6/30/16-6/30/17

Total applications received: 72

Total invited to exam: 38

No. Passed: 13      No. Failed: 14

No. Withdrew: 11      No. Screened Out: 34

**Nutrition Services Manager**

**Dual**

**16-0108-5061**

List Valid: 7/11/16-7/11/17

Total applications received: 19

Total invited to exam: 14

No. Passed: 9      No. Failed: 5

No. Withdrew: 0      No. Screened Out: 5

**Senior Food Production Utility  
Worker**

**Dual**

**16-0107-0478**

List Valid: 7/8/16-7/8/17

Total applications received: 28

Total invited to exam: 11

No. Passed: 3      No. Failed: 8

No. Withdrew: 0      No. Screened Out: 17

**Warehouse Manager**

**Open**

**16-0104-0301**

List Valid: 6/24/16-6/24/17

Total applications received: 27

Total invited to exam: 14

No. Passed: 8      No. Failed: 2

No. Withdrew: 4      No. Screened Out: 13

**Warehouse Manager**

**Promotional**

**16-0104-0301**

List Valid: 6/24/16-6/24/17

Total applications received: 3

Total invited to exam: 2

No. Passed: 2      No. Failed: 0

No. Withdrew: 0      No. Screened Out: 1

**Warehouse Supervisor**

**Promotional**

**16-0103-0300**

List Valid: 6/27/16-6/27/17

Total applications received: 17

Total invited to exam: 8

No. Passed: 4      No. Failed: 4

No. Withdrew: 0      No. Screened Out: 9

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: June 30, 2016



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

June 27, 2016

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification - Groundskeeper

### Background and Findings

Grounds management initiated recruitment activities and requested that the experience section of the Groundskeeper class specification be modified. Specifically, management requested the experience requirement be increased to six months of related experience in paid status. The current requirements of "any combination of training or experience" do not allow Commission staff to screen out applicants with experience that is not applicable to professional landscaping work. This change would bring the employment standards in alignment with the Custodian class specification which also requires six months of paid experience.

Other revisions to the experience section is removal of reference to the Sports Turf course conducted by the Long Beach Regional Occupational Program because the course was discontinued in the spring of 2010.

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

### Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Groundskeeper

Prepared by:

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: 0172**  
**Salary Range: 16 (C1)**

### GROUNDSKEEPER

#### JOB SUMMARY

Under immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plant, cultivate, prune, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways; pick up and dispose of cuttings, branches, leaves and other debris following assigned tasks. *E*
- Mow, edge, trim, and water lawns, fields and other turf grounds; prepare soil for fertilization utilizing a hoe, rototiller or other tools; fertilize soil; water various grounds areas by hand or by operating the irrigation system. *E*
- Operate a variety of power-driven equipment such as walk-behind mowers, edgers, blowers, walk behind aerators, chain saws, vacuums and other equipment used in grounds maintenance work; utilize standard gardening hand tools; drive a District truck to conduct work. *E*
- Apply pest control mechanical methods such as hoeing and weeding. *E*
- Operate sprinkler systems; manually engage or set automatic time clocks; make minor repairs and assure proper operation of irrigation systems; inspect and clean drains and gutters to assure proper drainage. *E*
- Maintain grounds maintenance equipment in safe operating condition; perform routine maintenance on equipment such as sharpening blades, lubricating equipment and replacing parts as needed. *E*
- Perform a variety of duties related to the preparation, lining, burning, marking and dragging of athletic fields and related areas. *E*
- Assist in the moving and arranging of bleachers, furniture and a variety of other equipment for special events; pick up and deliver supplies, furniture and equipment as assigned by the position. *E*
- Communicate with District personnel to exchange information and resolve issues or concerns related to grounds maintenance activities. *E*
- Maintain routine records related to work orders and grounds maintenance activities.

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

### **DISTINGUISHING CHARACTERISTICS**

The Groundskeeper classification is assigned to a particular school or site, ordinarily a secondary school or to a traveling crew that services several schools or sites. This position does not require technical knowledge of gardening, plants, insecticides and fertilizers.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Basic grounds maintenance procedures including mowing, edging, raking and weeding.  
Methods, equipment and materials used in gardening and groundskeeping work.  
Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.  
Operation and maintenance of hand and power tools and equipment used in groundskeeping such as walk behind mowers, edgers, blowers, vacuums and standard gardening hand tools.  
Methods and materials used in controlling pests, insects and weeds.  
Basic record-keeping techniques.  
Oral and written communication skills.  
Health and safety regulations as established by the State Education Code and District.

#### **Ability to:**

Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.  
Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.  
Maintain athletic areas in a safe condition.  
Operate hand and power tools and other equipment used in groundskeeping such as walk behind mowers, edgers, blowers, vacuums and standard gardening hand tools.  
Perform routine maintenance on grounds maintenance equipment.  
Understand and follow oral and written instructions.  
Maintain routine records.  
Communicate effectively both orally and in writing.  
Work cooperatively with others.  
Observe health and safety regulations as established by the State Education Code and District.

**Training:**

Completion of the eighth grade.

**Experience:**

Six months of paid residential or commercial gardening or landscaping work. Any combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered or successful completion of the Sports Turf course conducted by the Long Beach Regional Occupational Program (ROP).

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

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

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

**WORKING ENVIRONMENT**

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, chemicals, herbicides and gases. Driving a District truck to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate grounds maintenance equipment. Bending at the waist, kneeling, stooping or crouching. Walking or standing for extended periods of time. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Heavy physical labor. Seeing to perform grounds work. Digging.

***AMERICANS WITH DISABILITIES ACT***

Persons with certain disabilities may be capable of performing the essential duties of



this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

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

Revised: 10/24/2002

Revised: 2/22/2007

Revised:





## **PERSONNEL COMMISSION**

*"Supporting student achievement through quality service."*

June 29, 2016

**TO:** Personnel Commission

**FROM:** Executive Officer, Personnel Commission and Classified Employment

**SUBJECT:** New Classification – Administrator, K-16 Collaborations & District Programs

### **Background and Findings**

The Executive Officer received a request from the Superintendent of Schools to create a new classification with responsibility to plan, develop and maintain K-16 collaborations and internal District programs and recommend an appropriate salary range placement. Staff worked with Robert Tagorda, Director-Equity, Access, and College & Career Readiness (EACCR) to develop the new classification of Administrator, K-16 Collaborations and District Programs and identify the essential duties of the class.

### **Salary Placement**

For salary comparison purposes, the top ten largest school districts in California were surveyed for compensation comparison, however, the results of the survey did not provide a guideline for salary placement.

Staff also looked at internal relationships between the proposed classification and the existing classification of Administrator, K-16 Collaborations & External Programs (salary range 48 M2). The Administrator, K-16 Collaborations & External Programs performs similar work but with a focus on external programs and a greater emphasis on fundraising activities. Placement at salary range 48 (M2) is appropriate based on the internal relationship with this classification.

The Superintendent of Schools and the Director-EACCR are in agreement with the proposed classification specification and recommended salary placement.

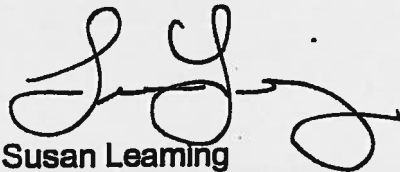
### **Recommendations**

Staff recommends the Personnel Commission:

1. Create the classification of Administrator, K-16 Collaborations & District Programs

2. Allocate the Administrator, K-16 Collaborations & District Programs classification to salary range 48 (M2)

**Prepared by:**



**Susan Learning  
Personnel Analyst**

**Approved and Recommended:**



**Kenneth Kato  
Executive Officer**



## PERSONNEL COMMISSION

**Class Code:**  
**Salary Range: 48 (M2)**

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

#### **JOB SUMMARY**

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.

#### **EXAMPLES OF DUTIES**

*The classification specification does not describe all duties performed by all Incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize, manage, and integrate District programs and partnerships including identifying possible funding and collaboration sources, expanding initial pilots to full collaborative projects, and preparing grant application materials. *E*
- Plan and support communications and collaborations for assigned external partnerships; where necessary, act as a District representative with K-16 partners such as California State University, Long Beach, Long Beach City College, the City of Long Beach and other institutions. *E*
- Manage and provide leadership to assigned District programs and K-16 collaborations; coordinate program implementation, meetings and presentations; prepare strategic planning models and continually monitor and report progress of ongoing programs and collaborations. *E*
- Develop, conduct and evaluate educational initiatives and outreach efforts for assigned District programs, including direct partnerships and collaborations with higher education institutions and other organizations and stakeholders. *E*
- Provide focus on detail and follow-through for program proposals and implementation; provide broad, imaginative strategies for developing partnerships and funding sources that enhance the education of students, support school sites and attain policy goals of the District's mission. *E*
- Meet with and address a variety of groups, including school administrators, Superintendent of Schools, Board of Education members and higher education representatives, to gather and disseminate information relative to a variety of educational reforms, school initiatives, District programs and partnerships and other related issues. *E*
- Establish and serve on assigned steering committees and leadership teams and effectively represent the Long Beach Unified School District. *E*

- Establish and monitor goals, benchmarks and milestones with stakeholders and external partners; steward existing collaborative relationships to further enhance and improve District program outcomes. *E*
- Develop and monitor assigned budgets; present operating analyses to various groups including the Board of Education, District administration and stakeholder committees; assure program compliance with applicable laws, codes, rules and regulations. *E*
- Prepare or direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide professional development support for and mentor assigned staff. *E*
- Develop or assist in the development and preparation of research data and analyses of proposed, pending or existing local, county, state and federal measures on designated subjects that could affect District collaborative programs, administration or fiscal policies. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

An Administrator, K-16 Collaborations and District Programs plans, develops and maintains District programs, communications and working relationships with external partners to advance the strategic priorities of the Long Beach Unified School District.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Federal, state and local regulations related to grant-funded programs, as well as foundation sources.

History of and emerging issues in school reform work and of school reform efforts in California and nationally.

Grant writing processes, applications, procedures and deadlines.

Public education concerns, issues and legislation.

Strategic planning and project management techniques.

Concepts, principles, kinds, and practices of grant development.

Budget preparation and control.

Fundraising activities and grant acquisition techniques.

Marketing techniques and strategies including online resources and other communication media.

Applicable laws, codes, rules and regulations related to assigned activities.

Public speaking techniques.

Oral and written communication skills.  
Principles and practices of administration, supervision and training.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**Ability to:**

Build partnership associations and coalitions with a variety of higher education institutions and other stakeholders.  
Research potential partnerships and funding sources through use of online resources and other communication media.  
Represent the Long Beach Unified School District in a professional manner.  
Formulate and express ideas and concepts in a clear and concise manner, verbally and in writing, with special sensitivity to the needs of a diverse population.  
Adapt to changing circumstances and work quickly under pressure of deadlines.  
Develop and monitor budgets.  
Prepare and deliver effective oral presentations including the use of PowerPoint or similar computer software.  
Establish and maintain effective working relationships with external partners, higher education representatives, elected officials and others.  
Analyze situations accurately and adopt an effective course of action.  
Plan and organize work.  
Assure compliance with applicable laws, codes, rules and regulations.  
Supervise and evaluate the performance of assigned staff.  
Develop and implement long-term strategic plans.  
Accept and carry out responsibility for direction, control and planning.  
Maintain current knowledge of educational reforms, initiatives and trends.  
Communicate effectively both orally and in writing.  
Direct the maintenance of a variety of reports and files related to assigned activities.  
Operate a computer and assigned software.

**Education and Training:**

Graduation 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.

**Experience**

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**

Positions in this class require the use of a personal automobile and possession of a valid California class C driver's license.

Positions in this class may routinely require District paid travel throughout the United States, with varied work hours.

**WORKING ENVIRONMENT**

Office environment.  
Frequent interruptions.  
Continuous visits to sites and other agencies.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information and deliver oral presentations.  
Stamina, poise and presence sufficient to speak knowledgeably and confidently to groups.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA: