



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

October 16, 2014
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. PRELIMINARY

2.1 Pledge of Allegiance to the Flag

2.2 Commissioners roll call

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

Present _____
Present _____
Present _____

2.3 Introduction of Guests

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

4. REPORT FROM THE EXECUTIVE OFFICER

5. HEARINGS

None

6. MINUTES

6.1 Approval of Minutes for October 2, 2014

Action

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Classification/Restructure Recommendations per
Education Code 45246

None

8. BULLETINS AND TESTING ACTIONS

8.1 Bulletins – Per Personnel Commission Rule 4.3.B

Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Head Start Instructional Aide	Dual	15-0054-0657
Kids Club Assistant	Dual	15-0055-0694
Kids Club Lead Assistant	Dual	15-0056-0515
Plumber Supervisor	Promo	15-0057-0243

8.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B

Action

Assistant Maintenance Director	Dual	15-0029-0504
List Valid: 10/10/14 – 10/10/15		
Educational Research Analyst II	Dual	15-0030-3302
List Valid: 10/16/14 – 10/16/15		
Head Start Family Services Liaison	Dual	15-0006-5075
List Valid: 10/08/14 – 10/08/15		
Senior Health Assistant	Dual	15-0020-5174
List Valid: 10/14/14 – 10/14/15		
Supervising Food Production Equipment Technician	Dual	15-0032-0499
List Valid: 10/16/14 – 10/16/15		

9. OTHER ITEMS

10. The next regular scheduled meeting of the Personnel Commission will be held on October 30, 2014 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.

11. CLOSED SESSION

- 11.1 Performance Evaluation of the Executive Officer
Personnel Commission and Classified Employment
- 11.2 Recommendation to Remove from Eligibility List
- 11.3 Appeal of Disqualified Applicant
- 11.4 Appeal to Personnel Commission

12. ADJOURNMENT

ACCESS TO PUBLIC DOCUMENTS

Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 999, Atlantic Avenue, Third Floor, Long Beach, CA 90813, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:40p.m.).

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for October 2, 2014

PAGES: 6.1.1 – 6.1.5

Date: October 16, 2014

Reason for Consideration: Action

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

Chairperson Stacey Lewis called the meeting of the Personnel Commission to order at 8:16 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Susan Leaming, Personnel Analyst
Marilyn Balmer, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician

PRELIMINARY

Guests: Adrienne Rambo, CSEA Vice President – Unit A; Ann Culton, Administrative Coordinator – Human Resource Services; Maria Becerra and Araceli Becerra.

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

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

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Dr. Gail McMahon, Executive Officer, provided the Commission an update on the upcoming Instructional Aide-Special classification study.

Staff provided a brief update of their unit activities.

HEARINGS

HEARINGS

The Commissioners unanimously agreed on dates in December for the hearing and directed the Executive Officer to urge cooperation of all parties.

MINUTES

MINUTES

The Commission approved the minutes of the September 18, 2014, Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Commissioner Ulaszewski seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules.

REVISION OF A CLASSIFICATION

ASB Financial Technician
Senior ASB Financial Technician

It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the revisions of a classification. The motion carried. The vote was unanimous with all members present participating in the vote.

REVISION OF A CLASSIFICATION

Head Start Instructional Aide

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Vaughan to approve the revision of a classification. The motion carried. The vote was unanimous with all members present participating in the vote.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 18789668 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 20536694 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.6 and 4.2.A.8. Appellant 18810896 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 15653633 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 18034704 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8 and 4.2.A.9. Appellant 12232808 was present and requested the item be heard in closed session. The Commission moved this item to Closed Session.

BULLETINS

BULLETINS

Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. It was moved by Commissioner Ulaszewski to ratify the bulletins. Vice-Chairperson Vaughan seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote. The following bulletins were ratified:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Campus Security Officer (Avalon)	Dual	15-0047-5011
Custodian (Avalon)	Dual	15-0040-0139
Grounds Equipment Operator I (Avalon)	Dual	15-0051-0175
Groundskeeper (Avalon)	Dual	15-0041-0172
Instructional Aide – Instrumental Music	Dual	15-0049-0447
Instructional Aide – Mobile Classroom	Dual	15-0048-0601
Instructional Aide – Special (Avalon)	Dual	15-0042-0448
Instructional Assistant – Intensive Behavioral Treatment (Avalon)	Dual	15-0050-5035
Intermediate Accounting Assistant	Dual	15-0052-0755
Intermediate Office Assistant – Schools (Avalon)	Dual	15-0043-3354
Middle School Office Supervisor	Promo	15-0037-3357
Nutrition Services Worker (Avalon)	Dual	15-0044-5068

School/Community Liaison-Bilingual Spanish (Avalon)	Dual	15-0045-5178
School/Community Liaison-Bilingual Spanish	Dual	15-0039-5178
Senior Accounting Assistant	Dual	15-0053-0760

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.B, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Ulaszewski to approve the eligibility lists.

The motion carried. The vote was unanimous with all members present participating in the vote. The following eligibility lists were approved:

College and Career Specialist	Dual	15-0028-5177
List Valid: 09/24/14 – 09/24/15		
Health Assistant	Dual	15-0021-5170
List Valid: 09/30/14 – 09/30/15		
Office Assistant Bilingual Spanish	Dual	15-0018-5158
List Valid: 09/08/14 – 09/08/15		
School Safety Officer	Dual	15-0005-5014
List Valid: 09/29/14 – 09/29/15		
<u>EXTEND ELIGIBILITY LIST</u>		
School Support Secretary	Dual	14-0029-3361
Extended list expiration date: 02/18/15		

OTHER ITEMS

None

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 16, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:38 a.m. to consider the recommendations to remove appellant: 18789668, 20536694, 18810896, 15653633, 18034704 and 12232808 from current eligibility lists.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:15 a.m. The following reportable action was taken during Closed Session:

The Commission acted to remove candidate 18789668 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after October 2017. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted to remove candidate 20536694 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after October 2017. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted to remove candidate 18810896 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after February 2016. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted to remove candidate 15653633 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after October 2019. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted to remove candidate 18034704 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after October 2015. They instructed the Executive Officer to notify the applicant of the decision.

The Commission acted to remove candidate 12232808 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after October 2019. They instructed the Executive Officer to notify the applicant of the decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:16 a.m. Chairperson Lewis adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 8.1.1 – 8.1.7

Date: October 16, 2014

Reason for
Consideration: Action

Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Head Start Instructional Aide	Dual	15-0054-0657	2
Kids Club Assistant	Dual	15-0055-0694	4
Kids Club Lead Assistant	Dual	15-0056-0515	4
Plumber Supervisor	Promo	15-0057-0243	6



Classified Employment Opportunity

APPLY TO:

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

24 Hour Job Hotline: (562)491-JOBS

[www.lbschools.net/MainOffices/Personnel Commission/](http://www.lbschools.net/MainOffices/PersonnelCommission/)

HEAD START INSTRUCTIONAL AIDE – 0657

Final Filing Date: 4:30 p.m., Tuesday, October 28, 2014

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>	<u>3 1/2 YEARS</u>
<u>MONTHLY:</u>	\$2,301	\$2,426	\$2,561	\$2,700	\$2,848
<u>HOURLY:</u>	\$13.28	\$14.00	\$14.78	\$15.58	\$16.43

JOB INFORMATION: 10 months 100% Full-time position. Ten (10) vacancies are located in Head Start.

APPLICATION:

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

JOB SUMMARY: Under close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING:

Graduation from high school or equivalent and a valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

Child Development Associate Teacher Permit
Child Development Teacher Permit
Child Development Master Teacher Permit
Child Development Site Supervisor Permit
Child Development Program Director Permit

WORKING ENVIRONMENT:

Pre-school classroom, office, playground environment, off-campus locations offering pre-school activities; travel to/from student homes and other off-site locations may be required.

SPECIAL REQUIREMENTS:

(1) If applying with proof of application for a Child Development Permit, a valid permit or credential must be submitted prior to appointment in this classification. (2) To remain employed in this classification with a Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (3) Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment. (5) 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.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. 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 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.

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

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

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

KIDS CLUB ASSISTANT - 0694 KIDS CLUB LEAD ASSISTANT - 0515

Final Filing Date: 4:30 p.m., Thursday October 30, 2014.

JOB INFORMATION:

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

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

APPLICATION:

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

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

KIDS CLUB ASSISTANT

APPLICATIONS WILL BE ACCEPTED ON TWO DAYS ONLY: OCTOBER 29TH AND 30TH

(Positions are 10 months, 47.5% FTE located at Kids' Club)

SALARY RANGE	START	6 MONTHS	1 1/4 YEARS	2 1/4 YEARS	3 1/4 YEARS
MONTHLY:	\$2,301	\$2,428	\$2,581	\$2,700	\$2,848
HOURLY:	\$13.28	\$14.00	\$14.78	\$15.58	\$16.43

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

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING: Graduation of high school or equivalent. Course work in child development or social work is desirable.

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

KIDS CLUB LEAD ASSISTANT

(Full-time Positions)

SALARY RANGE	START	6 MONTHS	1 1/4 YEARS	2 1/4 YEARS	3 1/4 YEARS
MONTHLY	\$2,428	\$2,562	\$2,702	\$2,852	\$3,008
HOURLY:	\$14.01	\$14.79	\$15.59	\$16.45	\$17.36

JOB SUMMARY: Under immediate supervision, participate in the planning, organizing and facilitating of the activities and functions of an assigned Kids Club program (day care); and do related work as assigned. Kids Club Lead Assistants will usually be assigned to a site or program with a high number of students (over 85) providing before and after school child care during the operating hours of 6:30 am to 6:30 pm, Monday through Friday. An incumbent is required to carry out program functions within established guidelines and regulations under limited supervision of the immediate supervisor or the site administrator. They will be assigned a work schedule consistent with the operation of the program, which may be different from the general district calendar and work schedule. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING: Graduation from High School or equivalent is required, **including completion of at least 12 units*** in Early Childhood Education or related field. * Unofficial transcripts must be attached to application in order to be considered for Lead Assistant. A degree in education or a related field is highly desirable.

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

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

SPECIAL: (1) Some positions in these classifications may require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. (2) Accepting employment in a position in these classifications requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. 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 agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 15-0055-0694

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.



2008 Finalist
the broad prize
for Urban Education



Promotional Employment Opportunity

APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/MainOffices/PersonnelCommission/

PLUMBER SUPERVISOR – 0243

Final Filing Date: 4:30 p.m., Thursday, October 30, 2014

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEAR</u>	<u>2 1/2 YEARS</u>
MONTHLY:	\$5,663	\$5,975	\$6,305	\$6,650
HOURLY:	\$32.68	\$34.47	\$36.38	\$38.37

JOB INFORMATION: 12 months 100% Full-time position. The current vacancy is located in Maintenance.

APPLICATION:

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

JOB SUMMARY: Under general supervision, to organize and supervise assigned crews and individual personnel engaged in general construction, installation, repair and maintenance of plumbing systems and equipment; organize and supervise welding activities and fence construction at District sites. The Plumbing Supervisor supervises license journey-level plumbers, certified welders and fence erectors and other maintenance personnel assigned to these trades; and performs related duties as required.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING:

Equivalent to graduation from high school supplemented by completion of a recognized four-year plumbing apprenticeship program or possession of a valid journey-level plumbing certificate or license issued from an authorized agency.

One year in a lead or supervisory capacity over journey-level plumbing trade personnel performing general construction, repair and maintenance of school or similar public facilities, buildings, or properties.

OR

Four years as a journey-level plumber, preferably including some lead or supervisory capacity

SPECIAL REQUIREMENTS:

- (1) Employees in this class must be in possession of certification as Back Flow Prevention Device Tester, issued by the Los Angeles County Health Officer at the time of appointment.
- (2) Possession of a valid Class C Driver's License and evidence of a safe driving record is required at the time of appointment.
- (3) 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.
- (4) A valid certificate issued by PIPE and Count of Los Angeles showing acceptance by the State Fire Marshal in Fire Suppression Systems is desired.
- (5) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. 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 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.

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

SUBJECT: Eligibility Lists

PAGES: 8.2.1- 8.2.1

Date: October 16, 2014

Reason for
Consideration: Action

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

Assistant Maintenance Director Dual 15-0029-0504

List Valid: 10/10/14 – 10/10/15

Total applications received: 26 Total invited to exam: 5

No. Passed: 4 No. Failed: 0 No. Withdrew: 1 No. Screened Out: 21

Educational Research Analyst II Dual 15-0030-3302

List Valid: 10/16/14 – 10/16/15

Total applications received: 2 Total invited to exam: 2

No. Passed: 2 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 0

Head Start Family Services Liaison Dual 15-0006-5075

List Valid: 10/08/14 – 10/08/15

Total applications received: 211 Total invited to exam: 97

No. Passed: 35 No. Failed: 33 No. Withdrew: 29 No. Screened Out: 114

Senior Health Assistant Dual 15-0020-5174

List Valid: 10/14/14 – 10/14/15

Total applications received: 9 Total invited to exam: 4

No. Passed: 3 No. Failed: 1 No. Withdrew: 0 No. Screened Out: 5

Supervising Food Production

Equipment Technician Dual 15-0032-0499

List Valid: 10/16/14 – 10/16/15

Total applications received: 25 Total invited to exam: 6

No. Passed: 1 No. Failed: 4 No. Withdrew: 1 No. Screened Out: 19

CERTIFIED TO BE CORRECT: M. Balmer for Gail McMahon DATE: October 9, 2014