

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Ave.
Lakewood, California 90713

REGULAR MEETING AGENDA

Regular Meeting
September 21, 2023

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

Pursuant to Government Code section 54954.3, section (b)(1) and Chaffee vs. San Francisco Public Library Commission (2005) 134 Cal App 4th 109, each speaker will be provided up to three (3) minutes to make their comments on an agenda item. You will be provided a one-minute and thirty second warning before your time to speak is up.

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of September 7, 2023 1-5
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 Bus Driver – Catalina Island 6-7
2. **RATIFY** job announcement bulletin for Food Production Equipment Technician 8-9
3. **RATIFY** job announcement bulletin for Head Start Family Engagement Manager 10-11
4. **RATIFY** job announcement bulletin for Van Driver – Catalina Island 12-13
5. **APPROVE** the certification of Bus Driver (Catalina Island) eligibility list 24-0037-0101 established 09/18/2023 14
6. **APPROVE** the certification of Head Start Health and Nutrition Manager eligibility list 24-0044-5278 established 09/15/2023 14
7. **APPROVE** the certification of Human Resources Assistant eligibility list 24-0023-3350 established 09/14/2023 14

8.	APPROVE the certification of Information Technology Portfolio Manager eligibility list 24-0286-5305 established 09/22/2023	14
9.	APPROVE the certification of Instructional Aide – Deaf/Hard of Hearing eligibility list 24-0012-3271 established 09/19/2023	14
10.	APPROVE the certification of Instructional Aide – Educare Bilingual Spanish eligibility list 24-0020-5206 established 09/18/2023	14
11.	APPROVE the certification of Instructional Aide – Special eligibility list 24-0046-0448 established 09/11/2023	14
12.	APPROVE the certification of Nutrition Services Worker eligibility list 24-0048-5068 established 09/14/2023	15
13.	APPROVE the certification of Recreation Aide eligibility list 24-0050-5255 established 09/13/2023	15
14.	APPROVE the certification of Recreation Aide eligibility list 24-0069-5255 established 09/15/2023	15
15.	APPROVE the certification of Recreation Aide eligibility list 24-0077-5255 established 09/18/2023	15
16.	APPROVE the certification of Recreation Aide (Catalina Island) eligibility list 24-0083-5255 established 09/18/2023	15
17.	APPROVE the certification of Recreation Aide (Catalina Island) eligibility list 24-0085-5255 established 09/22/2023	15
18.	APPROVE the certification of Recreation Aide – Expanded Learning* Revised eligibility list 24-005-5317 established 07/19/2023	15
19.	APPROVE the certification of Recreation Aide – Expanded Learning* Revised eligibility list 24-0018-5317 established 07/25/2023	15
20.	APPROVE the certification of Recreation Aide – Expanded Learning* Revised eligibility list 24-0033-5317 established 08/16/2023	16
21.	APPROVE the certification of Recreation Aide – Expanded Learning* Revised eligibility list 24-0047-5317 established 08/30/2023	16
22.	APPROVE the certification of Van Driver (Catalina Island) eligibility list 24-0036-5280 established 09/18/2023	16
III.	OLD BUSINESS	
1.	None	
IV.	NEW BUSINESS	
1.	APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 42798564	17-24
2.	APPROVE the Abolishment of a Classification – Boiler and Gas Appliance Technician	25-29

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

October 5, 2023 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

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 Personnel 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)).

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

MINUTES
Regular Meeting

September 7, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, September 7, 2023 at 8:15 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 Chairperson, Sheryl Bender.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment; Maria Braunstein, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Joanna Guzman, Human Resources Technician; Jazmin Salgado, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Dr. Kelly An, Assistant Superintendent, Human Resource Services; Eric Larsen, CSEA Site Representative Coordinator; Kellyanna Miller, CSEA Chapter 2 Administrator; and Trinita Renfroe, CSEA Chapter 2 Chief Job Steward.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of August 24, 2023.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment, introduced Dr. Kelly An, Assistant Superintendent, Human Resource Services. Ms. Leaming shared that Personnel Commission supervisors and managers attended the Superintendent's Management Team Gathering at the Museum of Latin

American Art (MOLAA) on Friday, August 25. Ms. Leaming shared the event was enjoyable and informative regarding the future plans for the Long Beach Unified School District (LBUSD). Ms. Leaming informed the Commission that two sessions of CPR/First Aid classes are scheduled for Friday, October 20th at the Teacher Resource Center (TRC).

Maria Braunstein, Personnel Analyst, reported there have been 83 open recruitments this fiscal year. Ms. Braunstein shared there are 19 recruitments in various stages, 14 in scoring, 16 in testing, and four in screening. Ms. Braunstein thanked staff for their work and assisting applicants through the hiring process.

Jesus Rios Jr., Certification Services Manager, shared staff has been entering hourly election assignments, providing eligibility lists to sites, and processing new hires in anticipation of the start of school. Mr. Rios reported that at the last Board of Education meeting 49 classified employees were appointed to probationary and substitute positions. Mr. Rios thanked staff for doing a great job onboarding new employees.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Analyst – Human Resources Services
2. **APPROVE** the certification of Communications and Public Information Director eligibility list 23-0316-5315 established 08/30/2023
3. **APPROVE** the certification of Custodian eligibility list 24-0035-0139 established 08/31/2023
4. **APPROVE** the certification of Cyber Security Manager eligibility list 23-0323-5310 established 09/06/2023
5. **APPROVE** the certification of District Security Officer eligibility list 24-0002-5202 established 09/05/2023
6. **APPROVE** the certification of Heavy Truck Driver eligibility list 24-0003-0187 established 09/06/2023
7. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0042-5319 established 08/30/2023
8. **APPROVE** the certification of Instructional Aide – Instrumental Music eligibility list 24-0015-0447 established 09/05/2023
9. **APPROVE** the certification of Instructional Aide – Special eligibility list 24-0040-0448 established 08/30/2023
10. **APPROVE** the certification of Intermediate Payroll Accounting Technician eligibility list 24-0006-0756 established 09/05/2023
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0038-5068 established 09/07/2023
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0045-5068 established 09/07/2023

13. **APPROVE** the certification of Production Center Supervisor eligibility list 23-0327-5070 established 09/11/2023
14. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 24-0011-5255 established 09/11/2023
15. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0047-5317 established 08/30/2023
16. **APPROVE** the certification of Senior Accounting Assistant eligibility list 24-0007-0760 established 09/05/2023
17. **APPROVE** the certification of Speech-Language Pathology Assistant eligibility list 23-0296-5024 established 09/05/2023
18. **APPROVE** the certification of Speech-Language Pathology Assistant eligibility list 23-0246-5024 established 09/05/2023
19. **APPROVE** the certification of Student Data Systems Coordinator eligibility list 23-0326-5160 established 09/06/2023

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify item 1 and approve items 2-19 on the Consent Agenda.

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

OLD BUSINESS None

NEW BUSINESS 1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 22576944

New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 35678473

New Business Item 2 was moved into closed session.

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 52415259

New Business Item 3 was moved into closed session.

4. **APPROVE** the Reestablishment and Revision of a Classification - Credential Services Supervisor and Abolishment of a Classification – Credential Services Manager

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business Item 4.

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

5. **APPROVE** the Revision of a Classification – Business Services Analyst

Following discussion, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business Item 5.

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

6. **APPROVE** the Revision of a Classification – Intermediate Nutrition Services Worker

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business Item 6.

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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 21, 2023 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION The Personnel Commission retired into closed session at 8:27 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:16 a.m. with the following reportable actions.

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 22576944

Following discussion, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve Staff's recommendation and remove Applicant ID 22576944 from the eligibility list.

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

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 35678473

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to disapprove Staff's recommendation and allow Applicant ID 35678473 to remain on the eligibility list.

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

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 52415259

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to disapprove Staff's recommendation and allow Applicant ID 52415259 to remain on the eligibility list.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned 9:18 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

BUS DRIVER – CATALINA ISLAND

FINAL FILING DATE:

Tuesday, September 19, 2023

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

THE POSITION BEGINS AT APPROXIMATELY 5:30 A.M. IN TWO HARBORS AND IS RESPONSIBLE FOR TRANSPORTING STUDENTS THROUGHOUT THE ISLAND TO AND FROM THE AVALON SCHOOL AND TO AND FROM FIELD TRIPS ON CATALINA ISLAND. CATALINA ISLAND IS LOCATED 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 a Transportation Supervisor, drive a school bus to transport students safely and efficiently to locations along designated routes; perform daily safety inspections; prepare a variety of records and reports related to assigned activities; Perform related duties as assigned; Bus Drivers assigned to Santa Catalina Island drive school buses of approximately 19 and 42 passenger capacity.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

One year of experience driving a bus of approximately 78 passenger capacity.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class B driver's license with passenger and air brake endorsements. (2) Valid unrestricted California Special Driver Certificate for school bus operation. (3) Valid Medical Card. (4) 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 of the applicant regardless of any other standing. (5) Under federal law, those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

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:	\$28.61
6 MONTHS:	\$30.19
1 ½ YEARS:	\$31.85
2 ½ YEARS:	\$33.59
3 ½ YEARS:	\$35.44

Catalina Island employees receive an additional \$4.06 per hour.

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.

THE EXAMINATION FOR THIS POSITION WILL BE AT THE AVALON SCHOOL ON CATALINA ISLAND.

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual 24-0081-0101 JG

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.

- **RECRUITMENT EXTENDED** -



CLASSIFIED EMPLOYMENT OPPORTUNITY

FOOD PRODUCTION EQUIPMENT TECHNICIAN

FINAL FILING DATE:

~~4:30 p.m., Wednesday, September 6, 2023~~

4:30 p.m., Wednesday, September 20, 2023

JOB INFORMATION:

Position is 12 months and 100% FTE (8 hours per day). The current vacancy is located at Nutrition Services. The eligible list of successful candidates may also be used to fill future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to perform work in the installation, repair and maintenance of commercial food production, handling, storage, packaging and related equipment and appliances; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

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

EXPERIENCE:

Three years experience in the field of plant facilities maintenance with at least one year of specific work involving the troubleshooting, repair and maintenance of large quantity commercial food production and related equipment and systems, including mechanical, electronic, electrical, plumbing, heating, refrigeration and steam system repairs.

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 and evidence of a safe driving record is required at the time of appointment. (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 positions in this class may be required to obtain "Universal Refrigerant Technician Certification" at the time of appointment or following employment, Type I and Type II or Universal, in accordance with Environmental Protection Agency Regulations. (4) Some incumbents in this class may be required to wear protective clothing, gear and 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:

START: \$37.52
6 MONTHS: \$39.59
1 ½ YEARS: \$41.76
2 ½ YEARS: \$44.07
3 ½ YEARS: \$46.49

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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WE ARE AN EQUAL OPPORTUNITY TITLE
VIII/MERIT SYSTEM EMPLOYER



Dual Exam 24-0059-0476 VO

LBUSD employees, please see reverse side for important information.

Maria Lynn BSA

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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.

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

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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 is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Hispanic, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts.

LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located 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 fourth 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.

LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

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 and international leader in preparing young men and women for success.

Dual Exam 24-0090-5237 AF

PERSONNEL COMMISSION



An Exciting Career Opportunity Awaits You

LONG BEACH UNIFIED SCHOOL DISTRICT

HEAD START FAMILY ENGAGEMENT MANAGER

\$85,176 - \$100,006 Annually



www.lbschools.net/jobs

Amy Van Der

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 Head Start Family Engagement Manager. Under administrative direction, plan, participate in and coordinate the family engagement service area. Will also train and supervise the performance of assigned staff and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Head Start, then Head Start Family Engagement Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in education, human services, family and child services, social sciences or a related field. Additionally, candidates will have three years of experience in an educational or community service organization including some experience overseeing the work of staff engaged in the delivery of program services.

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 possession of a valid California Class C driver's license, as traveling from one location to another may be required. Incumbents in this classification must obtain certification as a Family Development Credential Trainer within one year of hire. Additionally, 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 of the applicant regardless of any other standing.

SALARY AND BENEFITS:

The annual salary for Head Start Family Engagement Manager is \$85,176 to \$100,006 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 - Friday, 8:00 a.m. - 4:30 p.m.

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

Application Deadline: 4:30 p.m. Friday, September 29, 2023

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 ON CATALINA ISLAND

VAN DRIVER – CATALINA ISLAND

FINAL FILING DATE:

Tuesday, September 19, 2023

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

The current need is for a 100% (8 hours per day), 10 month position on Catalina Island.

The position begins at approximately 5:30 a.m. in Two Harbors and is responsible for transporting students throughout the island to and from the Avalon school and to and from field trips on Catalina island. Catalina island is located 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 general direction, drive a nine (9) passenger van on Catalina Island to transport students safely and efficiently to locations along a designated route; perform daily vehicle inspections; prepare a variety of records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent is desirable.

EXPERIENCE:

Two years of experience operating a motor vehicle. Experience driving a passenger van or bus 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) Valid California Class C driver's license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing. (3) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency by time of appointment and maintain certification throughout employment in this classification. (4) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START: \$23.03
6 MONTHS: \$24.30
1 ½ YEARS: \$25.63
2 ½ YEARS: \$27.04
3 ½ YEARS: \$28.52

Catalina Island employees receive an additional \$4.06 per hour.

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.

THE EXAMINATION FOR THIS POSITION WILL BE AT THE AVALON SCHOOL ON CATALINA ISLAND.

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual 24-0082-5280 JG

LBUSD employees, please see reverse side for important information.



12

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

PAGE: 14-16

Date: September 21, 2023

Reason for Consideration: Approval

BUS DRIVER (CATALINA ISLAND)

DUAL

24-0037-0101

List Valid: 09/18/2023-09/18/2024

Total Applications Received: 5

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 1 No. Screened Out: 4

**HEAD START HEALTH AND NUTRITION
MANAGER**

DUAL

24-0044-5278

List Valid: 09/15/2023-09/15/2024

Total Applications Received: 19

No. Passed: 3 No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 3 No. Screened Out: 13

HUMAN RESOURCES ASSISTANT

DUAL

24-0023-3350

List Valid: 09/14/2023-09/14/2024

Total Applications Received: 163

No. Passed: 14 No. Failed: 12

Total Invited to Exam: 47

No. Withdrew: 21 No. Screened Out: 116

**INFORMATION TECHNOLOGY PORTFOLIO
MANAGER**

DUAL CONTINUOUS

23-0286-5305

List Valid: 09/22/2023-09/22/2024

Total Applications Received: 13

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 1 No. Screened Out: 11

**INSTRUCTIONAL AIDE – DEAF/HARD OF
HEARING**

DUAL

24-0012-3271

List Valid: 09/19/2023-09/19/2024

Total Applications Received: 15

No. Passed: 3 No. Failed: 2

Total Invited to Exam: 6

No. Withdrew: 1 No. Screened Out: 9

**INSTRUCTIONAL AIDE – EDUCARE BILINGUAL
SPANISH**

OPEN CONTINUOUS

24-0020-5206

List Valid: 09/18/2023-09/18/2024

Total Applications Received: 8

No. Passed: 1 No. Failed: 2

Total Invited to Exam: 4

No. Withdrew: 1 No. Screened Out: 4

INSTRUCTIONAL AIDE – SPECIAL

OPEN CONTINUOUS

24-0046-0448

List Valid: 09/11/2023-09/11/2024

Total Applications Received: 45

No. Passed: 9 No. Failed: 0

Total Invited to Exam: 11

No. Withdrew: 2 No. Screened Out: 34

NUTRITION SERVICES WORKER**OPEN****24-0048-5068**

List Valid: 09/14/2023-03/14/2024

Total Applications Received: 52

No. Passed: 21 No. Failed: 1

Total Invited to Exam: 38

No. Withdrew: 15 No. Screened Out: 16

RECREATION AIDE**OPEN CONTINUOUS****24-0050-5255**

List Valid: 09/13/2023-03/13/2024

Total Applications Received: 75

No. Passed: 60 No. Failed: 0

Total Invited to Exam: 60

No. Withdrew: 0 No. Screened Out: 15

RECREATION AIDE**OPEN CONTINUOUS****24-0069-5255**

List Valid: 09/15/2023-03/15/2024

Total Applications Received: 44

No. Passed: 33 No. Failed: 0

Total Invited to Exam: 33

No. Withdrew: 0 No. Screened Out: 11

RECREATION AIDE**OPEN CONTINUOUS****24-0077-5255**

List Valid: 09/18/2023-03/18/2024

Total Applications Received: 24

No. Passed: 17 No. Failed: 0

Total Invited to Exam: 17

No. Withdrew: 0 No. Screened Out: 7

RECREATION AIDE (CATALINA ISLAND)**OPEN CONTINUOUS****24-0083-5255**

List Valid: 09/18/2023-03/18/2024

Total Applications Received: 1

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 0

RECREATION AIDE (CATALINA ISLAND)**OPEN CONTINUOUS****24-0085-5255**

List Valid: 09/22/2023-03/22/2024

Total Applications Received: 2

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 1

**RECREATION AIDE – EXPANDED LEARNING
*REVISED****OPEN CONTINUOUS****24-0005-5317**

List Valid: 07/19/2023-01/19/2024

Total Applications Received: 23

No. Passed: 22 No. Failed: 0

Total Invited to Exam: 22

No. Withdrew: 0 No. Screened Out: 1

**RECREATION AIDE – EXPANDED LEARNING
*REVISED****OPEN CONTINUOUS****24-0018-5317**

List Valid: 07/25/2023-01/25/2024

Total Applications Received: 11

No. Passed: 7 No. Failed: 0

Total Invited to Exam: 7

No. Withdrew: 0 No. Screened Out: 4

**RECREATION AIDE – EXPANDED LEARNING
*REVISED**

OPEN CONTINUOUS 24-0033-5317

List Valid: 08/16/2023-02/16/2024

Total Applications Received: 18

No. Passed: 16 No. Failed: 0

Total Invited to Exam: 16

No. Withdrew: 0 No. Screened Out: 2

**RECREATION AIDE – EXPANDED LEARNING
*REVISED**

OPEN CONTINUOUS 24-0047-5317

List Valid: 08/30/2023-02/29/2024

Total Applications Received: 12

No. Passed: 10 No. Failed: 0

Total Invited to Exam: 10

No. Withdrew: 0 No. Screened Out: 2

VAN DRIVER (CATALINA ISLAND)

DUAL 24-0036-5280

List Valid: 09/18/2023-09/18/2024

Total Applications Received: 8

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 4

No. Withdrew: 4 No. Screened Out: 4

CERTIFIED TO BE CORRECT: Susan Leaming DATE: September 21, 2023

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 42798564 PAGES: 17-24

Date: September 21, 2023

Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be disqualified for the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

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

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

September 8, 2023

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Abolishment of a Classification

Background and Findings

At their regular meeting on September 7, 2006, the Personnel Commission approved the new classification of HVAC Technician (salary range 34 C2) with the intent that the classes of Air Conditioning and Refrigeration Technician and Boiler and Gas Appliance Technician would be phased out through attrition and replaced with HVAC Technician positions.

The last incumbent in the Boiler and Gas Appliance Technician classification recently retired and the vacancy is being replaced with an HVAC Technician position.

Staff spoke with the Business Services Administrator who supports the abolishment of the classification.

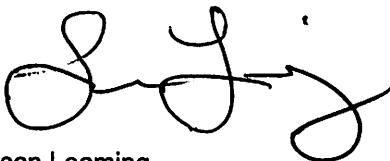
No staff will be impacted by this action and no individuals are on the reemployment list for this class.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of Boiler and Gas Appliance Technician

Prepared, Approved, and Recommended:



Susan Learning
Interim Executive Officer, Personnel Commission and Classified Employment



PERSONNEL COMMISSION

Class Code: 0285
Salary Range: 34 (C2)

BOILER AND GAS APPLIANCE TECHNICIAN

JOB SUMMARY

Under general supervision, perform journey-level mechanical and electrical work on gas fired heating equipment and appliances; 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.

- Install, maintain and repair gas fired heating equipment and systems, sewage injection systems and commercial cooking equipment such as steam and hot water boilers, ovens, ranges suspended heaters, blowers, pumps and related systems and forced air heating units. **E**
- Plan, and layout jobs from sketches, drawings and diagrams. **E**
- Diagnose mechanical malfunctions and breakdowns of heating systems. **E**
- Adjust, maintain, replace and repair electronic, pneumatic and electric thermostats and controls. **E**
- Perform flue gas analysis using flue-gas analyzer. **E**
- Install, troubleshoot, repair and maintain gas valves, gas pilot safety devices, thermocouples, and solenoid valves. **E**
- Adjust and maintain forced draft burners using a flue gas analyzer. **E**
- Test and inspect pipelines and equipment to locate gas leaks. **E**
- Determine pressure and flow of gas. **E**
- Measure, cut and thread pipe. **E**
- Install, troubleshoot, repair and maintain pneumatic, low voltage and line voltage modulating motors. **E**
- Repair and maintain swimming pool vacuum type chlorinators, heat exchangers, flow gauges, filters, tanks and related tubing, piping and valves. **E**
- Install, repair and maintain above ground and in-ground steam, condensate, gas lines, air and hydronic lines including related valves and fittings. **E**
- Use rigging equipment to move heavy equipment and boilers in confined spaces. **E**
- Plan and lay out new heating systems. **E**
- Perform safety inspections of boilers and boiler rooms and mechanical rooms. **E**
- Apply chemical treatment to closed and open boiler systems. **E**
- Train school custodian supervisors in the operation of boilers. **E**
- Obtain price quotes from vendors on parts and materials. **E**
- Prepare lists for materials and supplies and order and complete requisitions. **E**

- May direct other assigned maintenance personnel as needed. *E*
- Prepare and maintain records and reports. *E*
- Operate a District vehicle. *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

A Boiler and Gas Appliance Technician performs journey-level installation, maintenance, inspection and repair of boilers, a variety of gas fired heating and cooking equipment, and heating and ventilating systems of both older and modern technology.

EMPLOYMENT STANDARDS

Knowledge of:

Building and fire codes.
State and local regulations governing heating systems.
Gas fired wet and dry heating systems and related devices.
Proper methods, materials, tools and equipment in the heating systems trade.
Electrical-mechanical ignition devices of gas fired heating systems.
Shop math applicable to the heating trade.
Safety practices and procedures including Occupational Health and Safety regulations.
Commercial cooking equipment.
Pumps and fluid handling equipment.
Pneumatic control systems.
Boiler water treatment.
Pool filtration and chlorination systems.
Nox type burners for boilers and large commercial type water heaters.

Ability to:

Perform journey-level installation, maintenance, troubleshooting and repair a variety of heating units and equipment.
Use tools, equipment and materials following safety practices and procedures.
Plan and estimate installation and repair jobs including materials and labor.
Inspect and troubleshoot pneumatic, electrical and electronic control systems.
Troubleshoot and repair low voltage and line voltage control and safety circuits.
Work from blueprints plans, sketches, diagrams and specifications.
Read and interpret manuals.
Follow oral and written instructions.

Maintain records.
Operate a vehicle observing legal and defensive driving practices.
Establish and maintain effective relationships with others.

Education and Training:

Equivalent to graduation from high school and completion of a recognized four-year apprentice training program.

Experience:

Four years of experience installing, altering and repairing boilers and heating systems, including three years of experience at the journey-level.

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

Possession of a valid California Class C Driver's License and evidence of a safe driving record is required 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.

Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Indoor and outdoor environment.
Occasional inclement weather.
Exposure to dust, dirt and chemical fumes.
Crawling in confined and tight spaces and under buildings.
Occasional loud noises.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.
Bending at the waist, kneeling and crouching.
Reaching overhead and above the shoulders.
Climbing and descending ladders.
Lifting and carrying objects weighing up to 60 pounds.
Crawling under buildings and in tight spaces.
Dexterity of fingers and hands to operate specialized equipment.

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.

PCA: 7/1990
Revision: 3/2/2000
Revised: 3/27/2003
Revised: 4/23/2020