

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

REGULAR MEETING AGENDA

Regular Meeting  
Building B, Room 29  
September 12, 2019

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** Minutes of the Regular Meeting of August 29, 2019 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Kids' Club Assistant 4-5
2. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant 6-7
3. **RATIFY** job announcement bulletin for Maintenance Director 8-9
4. **RATIFY** job announcement bulletin for Nutrition Services Operations & Training Specialist 10-11
5. **RATIFY** job announcement bulletin for Plant Supervisor - High School 12-13
6. **RATIFY** job announcement bulletin for Senior Accounting Assistant 14-15
7. **APPROVE** the certification of Child Care Worker eligibility list 19-0114-5258 established 09/10/2019 16

8. <b>APPROVE</b> the certification of Child Care Worker eligibility list 19-0149-5258 established 09/10/2019	16
9. <b>APPROVE</b> the certification of Child Care Worker eligibility list 20-0007-5258 established 09/10/2019	16
10. <b>APPROVE</b> the certification of Executive Director, Facilities Development & Planning eligibility list 19-0152-5084 established 09/06/2019	16
11. <b>APPROVE</b> the certification of Intermediate Office Assistant eligibility list 19-0121-0673 established 09/04/2019	16
12. <b>APPROVE</b> the certification of Intermediate Office Assistant – Bilingual Spanish eligibility list 19-0122-5050 established 09/04/2019	16
13. <b>APPROVE</b> the certification of Intermediate Office Assistant – Schools eligibility list 19-0123-3354 established 09/04/2019	16
14. <b>APPROVE</b> the certification of Intermediate Office Assistant – Schools Bilingual Spanish eligibility list 19-0124-5052 established 09/04/2019	17
<b>III. OLD BUSINESS</b>	
1. <b>APPROVE</b> the Revisions to the Rules and Regulations of the Classified Service	18-19
<b>IV. NEW BUSINESS</b>	
None	
<b>V. OTHER ITEMS</b>	
<b>VI. NEXT REGULAR MEETING</b>	
September 26, 2019 at 8:15 a.m. in Building B, Room 29	
<b>VII. CLOSED SESSION</b>	
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

August 29, 2019

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, August 29, 2019 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  
                      Linda Vaughan  
                      Terence Ulaszewski

STAFF MEMBERS  
PRESENT

Kenneth Kato, Executive Officer; Dale Culton, Certification Services Manager; Judith Alonso, Human Resources Assistant; Gregg Robinson, Associate Personnel Analyst; Jesus Rios Jr., Employment Services Supervisor.

GUESTS

Gilbert Bonilla, CSEA Chapter 2 President; Chester Davidson, CSEA Chapter 2 Vice-President Unit B

MINUTES OF REGULAR  
MEETING APPROVED

A motion was made by Ms. Vaughan, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to approve the minutes of the Regular Meeting of August 15, 2019.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, Personnel Commission, informed the Commission that staff has been busy filling substitute requests for the different Intermediate Office Assistant (IOA) positions and filled every request at this time.

Gregg Robinson, Associate Personnel Analyst, informed the Commission that the Recruitment and Testing team has continued to be very busy. He, along with Maria Braunstein, Personnel Analyst, have been meeting with District management staff to refresh examinations and gather information to fill vacancies in their departments. Mr. Robinson then listed the 29 recruitments that are in progress.

Jesus Rios Jr., Employment Services Supervisor, informed the Commission that they have been very busy staffing the school sites and thanked staff for their work on filling vacancies and substitutes.

Kenneth Kato, Executive Officer, informed the Commission that Susan Leaming, Personnel Analyst, has extended her leave until the end of the month and that some classification work will be on hold. He shared that Bill Ewing will be joining the Personnel Commission staff as a substitute for Susan and will be starting soon. Mr. Kato then recognized Judy Alonso, Human Resources Assistant, for working in a temporary upgrade for Pamela Brackman, Senior Administrative Secretary, who is currently unavailable.

#### CONSENT AGENDA

A motion was made by Ms. Vaughan, and seconded by Mr. Ulaszewski, and the motion carried with a unanimous vote of those present to ratify items 1-4 and approve items 5-12 on the Consent Agenda.

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

1. **RATIFY** job announcement bulletin for Contract Analyst
2. **RATIFY** job announcement bulletin for Instructional Aide – Educare BL Spanish
3. **RATIFY** job announcement bulletin for Purchasing Assistant
4. **RATIFY** job announcement bulletin for Senior Accounting Assistant
5. **APPROVE** the certification of Carpenter eligibility list 20-0004-0114 established 08/22/2019
6. **APPROVE** the certification of Instructional Assistant-School for Adults eligibility list 20-0002-0766 established 08/29/2019
7. **APPROVE** the certification of Recreation Aide eligibility list 20-0015-5255 established 08/30/2019
8. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 20-0008-5257 established 08/30/2019

9. **APPROVE** the certification of Recreation Aide – WRAP eligibility list 20-0014-5261 established 08/30/2019
10. **APPROVE** the certification of School Safety Officer eligibility list 20-0009-5014 established 08/21/2019
11. **APPROVE** the certification of School Safety Officer eligibility list 19-0147-5014 established 08/21/2019
12. **APPROVE** the certification of Speech – Language Pathology Assistant eligibility list 19-0136-5024 established 08/22/2019

OLD BUSINESS	None
NEW BUSINESS	1. <b>APPROVE</b> the 1 <sup>st</sup> reading of the Revision to the Rules and Regulations of the Classified Service
OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 12, 2019 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.
CLOSED SESSION	The Personnel Commission retired into closed session at 8:26 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:00 a.m. and no reportable actions were taken.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:00 a.m.



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### KIDS' CLUB ASSISTANT

#### FINAL FILING DATE:

4:30 P.M., Friday, September 20, 2019.

#### JOB INFORMATION:

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

#### JOB SUMMARY:

Under general supervision, assist in the implementation of a Kids' Club (day care) program which meets the needs of individual children; participate in and monitor children in program activities; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Equivalent to graduation from high school. College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

##### EXPERIENCE:

Six months of experience working with children in an instructional, extended day care or similar recreation program.

Any other combination of training and experience that could likely provide the required knowledge and abilities may be considered.

##### SPECIAL REQUIREMENTS:

(1) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (2) May be required to travel from one school location to another.

**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.

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:	\$15.08
6 MONTHS:	\$15.90
1 ½ YEARS:	\$16.78
2 ½ YEARS:	\$17.70
3 ½ YEARS:	\$18.67

#### APPLICATION:

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

#### SELECTION PROCEDURE:

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

#### PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0039-0694 SO

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## KIDS' CLUB LEAD ASSISTANT

### FINAL FILING DATE:

4:30 P.M., Friday, September 20, 2019.

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, assist in the planning and implementation of a Kids' Club (day care) program which meets the needs of individual children; participate in and monitor children in program activities; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school supplemented by 12 units of early childhood education, social sciences, recreation, child development or a closely related field.

OR

One of the following valid Child Development Permits issued by the California Commission on Teacher Credentialing:

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

#### EXPERIENCE:

One year of experience working with 30 children or more in an extended day care or similar recreation program.

Any other combination of training and experience that could likely provide the required knowledge and abilities may be considered.

#### SPECIAL REQUIREMENTS:

(1) Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

**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.

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

### SALARY RANGE HOURLY:

START: \$16.35  
6 MONTHS: \$17.26  
1 ½ YEARS: \$18.20  
2 ½ YEARS: \$19.20  
3 ½ YEARS: \$20.26

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 20-0040-0515 SO

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.**
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- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

4.3.F. *ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

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*The maximum attendance and/or professional growth incentive points a promotional candidate may earn is a total of five (5) points. Promotional candidates are responsible for providing proof of their attendance and/or completion of classes, training and seminars at the time of application but in no event no later than the application deadline. In circumstances in which there are multiple instances of sick leave use for FMLA, CFRA and IA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.*

## **ABOUT OUR DISTRICT**

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems – and one of the top three in the U.S. – in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also is a five-time finalist for the prize.

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

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, USA Today, Sports Illustrated and other national news media.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

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

Dual Exam 20-0033-0083 AA



**An Exciting Career  
Opportunity  
Awaits You at**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**MAINTENANCE DIRECTOR**

**\$124,882 - \$146,645 Annually**

## **JOIN OUR WINNING TEAM**

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

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

## **THE IDEAL CANDIDATE**

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

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

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

## **SPECIAL REQUIREMENTS**

(1) Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license at the time of appointment. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Licensure as a registered architect or engineer is desirable.

## **SALARY AND BENEFITS**

The annual salary for Maintenance Director is \$124,882 to \$146,645, 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/](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. - 4:00 p.m.

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

**Application Deadline: 4:30 p.m., Wednesday, September 18, 2019**

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  
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Lakewood, CA 90713  
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[http://www.lbschools.net/Departments/Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)  
**WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER**

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Dual Exam 20-0029-5062 VO



# **An Exciting Career Opportunity Awaits You at**

## **LONG BEACH UNIFIED SCHOOL DISTRICT**

### **NUTRITION SERVICES OPERATIONS & TRAINING SPECIALIST**

**\$4,739 – \$5,565 Monthly**  
Plus a comprehensive benefits package

A handwritten signature in black ink, appearing to be 'John J. [unclear]', located at the bottom right of the page.

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## **JOB SUMMARY**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and hands-on individual to fill the position of Nutrition Services Operations and Training Specialist. Under general supervision plan, develop and conduct a wide variety of staff training programs for new and current Nutrition Services personnel regarding Nutrition Services policies, procedures, laws and regulations and point of sale computerized systems; serve as a substitute site supervisor as needed to assure smooth and efficient delivery of nutrition services to students and staff; perform related duties as assigned.

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

The current vacancy is located at Nutrition Services.

## **THE IDEAL CANDIDATE**

Successful candidates will have graduated from high school. College-level coursework in institutional food management, organizational training or a related field is preferred.

Additionally, candidates will have four years of quantity food preparation and service experience including one year in a supervisory or management capacity or two years of experience as a Nutrition Services Supervisor III. Experience conducting nutrition service training programs 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 Food Safety Manager Certificate issued by an authorized agency.
- (2) Valid California Class C driver's license and use of a personal automobile.
- (3) May be required to travel from one location to another.

## **SALARY AND BENEFITS**

The monthly salary for Nutrition Services Operations and Training Specialist is \$4,739 - \$5,565 plus excellent benefits including medical, dental, vision, and life, insurance, coverage. For more information regarding benefits package please visit:

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

## **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/](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. - 4:00 p.m.

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

**4:30 p.m., Friday, September 6, 2019**

**Exam tentatively scheduled for: September 16, 2019**

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/](http://www.lbschools.net/Departments/Personnel_Commission/)  
**WE ARE AN EQUAL OPPORTUNITY TITLE**



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### PLANT SUPERVISOR-HIGH SCHOOL

#### FINAL FILING DATE:

4:30 p.m., Thursday, September 19, 2019

#### JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

#### JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial, grounds and general maintenance activities at an assigned comprehensive high school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of assigned personnel; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school.

#### EXPERIENCE:

Four years of custodial experience including two years of experience in a supervisory capacity or two years of experience as a Plant Supervisor II or Plant Supervisor – Headquarters in the Long Beach Unified School District.

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

#### SPECIAL REQUIREMENTS:

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

**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: \$27.34  
6 MONTHS: \$28.84  
1 ½ YEARS: \$30.43  
2 ½ YEARS: \$32.11

#### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, pushing or pulling moderately heavy objects (15 to 38 pounds) as assigned by the position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

#### APPLICATION:

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

#### SELECTION PROCEDURE:

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

#### PERSONNEL COMMISSION

Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood, CA 90713

Office: (562) 435-5708

24 hour job hotline: (562) 491-JOBS

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

Dual 20-0042-5029 AA

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

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

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

**Guidelines:**

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

**4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE.** *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

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

*The maximum attendance and/or professional growth incentive points a promotional candidate may earn is a total of five (5) points. Promotional candidates are responsible for providing proof of their attendance and/or completion of classes, training and seminars at the time of application but in no event no later than the application deadline. In circumstances in which there are multiple instances of sick leave use for FMLA, CFRA and IA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.*



## CLASSIFIED EMPLOYMENT OPPORTUNITY

### SENIOR ACCOUNTING ASSISTANT

#### FINAL FILING DATE:

4:30 p.m., Monday, September 9, 2019

#### JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). This list will be used to fill current and future vacancies as they occur.

#### JOB SUMMARY:

Under general supervision, take the lead and/or perform difficult and specialized clerical accounting, financial and statistical work in identifying discrepancies and correcting accounting records, documents and reports; make journal entries and reports and reconcile and balance accounts; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.

##### EXPERIENCE:

Three years of full-time financial or statistical record keeping work, one of which is preferably in a public agency.

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

**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. 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:	\$22.64
6 MONTHS:	\$23.89
1 ½ YEARS:	\$25.20
2 ½ YEARS:	\$26.59
3 ½ YEARS:	\$28.06

#### APPLICATION:

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

#### SELECTION PROCEDURE:

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

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

Dual Exam 20-0028-0760 SO

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.*

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:	Eligibility Lists	PAGES: 16-17
Date:	September 12, 2019	Reason for Consideration: Approval

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**CHILD CARE WORKER**

**OPEN CONTINUOUS**

**19-0114-5258**

List Valid: 09/10/19-09/10/20

Total Applications Received: 33

No. Passed: 2

No. Failed: 0

Total Invited to Exam: 25

No. Withdrew: 23

No. Screened Out: 8

**CHILD CARE WORKER**

**OPEN CONTINUOUS**

**19-0149-5258**

List Valid: 09/10/19-09/10/20

Total Applications Received: 67

No. Passed: 14

No. Failed: 0

Total Invited to Exam: 54

No. Withdrew: 40

No. Screened Out: 13

**CHILD CARE WORKER**

**OPEN CONTINUOUS**

**20-0007-5258**

List Valid: 09/10/19-09/10/20

Total Applications Received: 69

No. Passed: 16

No. Failed: 1

Total Invited to Exam: 53

No. Withdrew: 36

No. Screened Out: 16

**EXECUTIVE DIRECTOR, FACILITIES DEVELOPMENT  
& PLANNING**

**DUAL EXAMINATION**

**19-0152-5084**

List Valid: 09/06/19-09/06/20

Total Applications Received: 15

No. Passed: 2

No. Failed: 4

Total Invited to Exam: 6

No. Withdrew: 0

No. Screened Out: 9

**INTERMEDIATE OFFICE ASSISTANT**

**DUAL EXAMINATION**

**19-0121-0673**

List Valid: 09/04/19-09/04/20

Total Applications Received: 190

No. Passed: 63

No. Failed: 39

Total Invited to Exam: 154

No. Withdrew: 52

No. Screened Out: 36

**INTERMEDIATE OFFICE ASSISTANT – BL SPANISH**

**DUAL EXAMINATION**

**19-0122-5050**

List Valid: 09/04/19-09/04/20

Total Applications Received: 102

No. Passed: 21

No. Failed: 30

Total Invited to Exam: 82

No. Withdrew: 31

No. Screened Out: 20

**INTERMEDIATE OFFICE ASSISTANT - SCHOOLS**

**DUAL EXAMINATION**

**19-0123-3354**

List Valid: 09/04/19-09/04/20

Total Applications Received: 155

No. Passed: 59

No. Failed: 31

Total Invited to Exam: 132

No. Withdrew: 42

No. Screened Out: 23

**INTERMEDIATE OFFICE ASSISTANT – SCHOOLS BL DUAL EXAMINATION 19-0124-5052**  
**SPANISH**

List Valid: 09/04/19-09/04/20

Total Applications Received: 68

No. Passed: 19

No. Failed: 17

Total Invited to Exam: 54

No. Withdrew: 18

No. Screened Out: 14

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: September 6, 2019

# PERSONNEL COMMISSION



September 12, 2019

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to the *Rules and Regulations of the Classified Service*

## Background and Findings

California Education Code 45260 Rules; Standards; Authority of Commission states, in part,

*"The Commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness".*

The attached rules are being submitted for a second reading for approval with the following rationale:

## ... CHAPTER VI CERTIFICATION AND APPOINTMENT

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

#### ... B. AVAILABILITY OF ELIGIBLES

~~1. An eligible on a list for an administrative, executive, professional, or technical class shall be considered "ready and willing" if he/she is:~~

- ~~a. Willing and able to report for a job interview within 14 working days from the date the availability letter is mailed or the telephone contact made, and is~~
- ~~b. Willing and able to report for work within one month from the date he/she is selected for the job, and is~~
- ~~c. Willing and able to report for fingerprint processing within two (2) working days from the date of notification, unless an alternative time frame is requested by the eligible and set by the district, and is~~
- ~~d. Willing and able to promptly submit and complete all required employment processing and documents within ten working days from the date of notification, unless an alternative time frame is requested by the eligible and set by the district.~~

12. An eligible on any list for any other classification shall be considered "ready and willing" if he/she is:

- a. Willing and able, by the third working day from the date of notification to appear for an interview within the next two working days, or
- b. Willing and able to report for work within 14 days from the date he/she is selected for and has obtained the required clearances to start the job, unless an alternative start date is designated by the district.

c. Willing and able to report for fingerprint processing within two (2) working days from the date of notification, unless an alternative time frame is requested by the eligible and set by the district.

d. Willing and able to promptly submit and complete all required employment processing and documents within ten working days from the date of notification, unless an alternative time frame is requested by the eligible and set by the district.

32. Setting a start date:

a. A selected eligible new to the district, who otherwise meets the requirements of this rule, and who has met all of the documentation/physical requirements/other requirements, shall be given a probationary assignment start date within his/her assigned calendar effective the first available date following election by the Board of Education, or as otherwise authorized or required by the district.

...

This Rule revision is proposed to reflect the current practice with the filling of classified positions. Due to recruitment concerns and changing job markets, the time frame to schedule job interviews should be universal for all classifications to assist departments in addressing immediate hiring concerns.

Deletions to the rules are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission approve these rule revisions.

Prepared, Approved, and Recommended:



Kenneth Kato  
Executive Officer