

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

REGULAR MEETING AGENDA

Regular Meeting
November 17, 2022

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** the Minutes of the Regular Meeting of November 3, 2022 1-6
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 Head Start Instructional Aide 7-8
2. **RATIFY** job announcement bulletin for Head Start Instructional Aide – Bilingual Spanish 9-10
3. **RATIFY** job announcement bulletin for Instructional Assistant – School for Adults 11-12
4. **RATIFY** job announcement bulletin for Network Specialist 13-14
5. **APPROVE** the certification of Accompanist eligibility list 23-0092-5213 established 11/07/2022 15
6. **APPROVE** the certification of Campus Staff Assistant (Catalina Island) eligibility list 23-0023-5288 established 10/03/2022 15
7. **APPROVE** the certification of Credential Services Specialist eligibility list 23-0055-3343 established 11/10/2022 15
8. **APPROVE** the certification of Custodian eligibility list 22-0292-0139 established 11/09/2022 15
9. **APPROVE** the certification of Custodian eligibility list 23-0040-0139 established 11/09/2022 15
10. **APPROVE** the certification of Head Start Instructional Aide BL - Spanish eligibility list 23-0113-5235 established 11/16/2022 15

11.	APPROVE the certification of Instructional Aide - Special eligibility list 22-0108-0448 established 11/15/2022	15
12.	APPROVE the certification of Intermediate Payroll Accounting Technician eligibility list 23-0038-0756 established 11/14/2022	16
13.	APPROVE the certification of Nutrition Services Worker eligibility list 23-0118-5068 established 11/10/2022	16
14.	APPROVE the certification of Recreation Aide eligibility list 23-0126-5255 established 11/07/2022	16
15.	APPROVE the certification of Recreation Aide eligibility list 23-0127-5255 established 11/14/2022	16
16.	APPROVE the certification of Recreation Aide eligibility list 23-0129-5255 established 11/16/2022	16
17.	APPROVE the certification of Recreation Aide – Kids’ Club eligibility list 23-0128-5255 established 11/15/2022	16
18.	APPROVE the certification of Recreation Aide – Kids’ Club eligibility list 23-0121-5257 established 11/14/2022	16
19.	APPROVE the certification of Senior Payroll Accounting Technician eligibility list 23-0039-0762 established 11/14/2022	16
III.	OLD BUSINESS	
1.	APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 50978146	17-24
IV.	NEW BUSINESS	
1.	APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 27386561	25-40
2.	APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 50787360	41-54
V.	OTHER ITEMS	
	None	
VI.	NEXT REGULAR MEETING	
	December 1, 2022 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713	
VII.	CLOSED SESSION	
1.	Receive and take action to distribute Hearing Officer’s report on Employee E 00483834 to Employee and the District	55-68
2.	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 Ave.
Lakewood, CA 90713

MINUTES
Regular Meeting

November 3, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, November 3, 2022 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, Linda Vaughan.

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

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Lydia Smith, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Anne Follett, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Joanna Guzman, Human Resources Technician; Mari Rojas, Human Resources Technician; Monica Gaytan, Acting Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Appellant ID 15545493.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of October 20, 2022.

<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

Kenneth Kato, Executive Officer, reported he and Mr. Jesus Rios Jr. met with Special Education administrators to discuss Instructional Aide – Special staffing concerns and related position control efforts. Mr. Kato shared that he and Mr. Rios Jr. presented last week at a leadership training for aspiring managers and supervisors.

Lydia Smith, Associate Personnel Analyst, reported there are 24 recruitments accepting applications, 27 pending, and 12 in the examination and scoring stages.

Jesus Rios Jr., Certification Services Manager, reported that staff continue to send eligibility lists out to schools and departments to fill vacancies. Mr. Rios shared that at the last Board of Education meeting a total of 44 employees were onboarded and 12 substitute employees and 45 exempt employees were appointed to the classified service. Mr. Rios recognized Anne Follett, Human Resources Technician, for assuming additional responsibilities during the absence of other staff members.

Susan Leaming, Personnel Analyst, informed the Commission that two CPR/First Aid classes will be held on November 4th at the Teacher Resource Center (TRC). Ms. Leaming shared over 100 employees have registered for the trainings and thanked Monica Gaytan, Acting Human Resources Technician, for her assistance organizing and coordinating the CPR trainings.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Groundskeeper
2. **RATIFY** job announcement bulletin for Nutrition Services Worker
3. **APPROVE** the certification of Accounting Manager eligibility list 23-0035-0346 established 11/04/2022
4. **APPROVE** the certification of Assistant Director – Fiscal Services eligibility list 23-0034-5136 established 11/04/2022
5. **APPROVE** the certification of Campus Staff Assistant eligibility list 23-0049-5288 established 10/24/2022
6. **APPROVE** the certification of Environmental Health and Safety Manager eligibility list 22-0288-0610 established 10/31/2022
7. **APPROVE** the certification of Instructional Aide – Educare eligibility list 23-0043-5205 established 10/26/2022
8. **APPROVE** the certification of Instructional Aide – Educare Bilingual Spanish eligibility list 23-0044-5206 established 10/26/2022
9. **APPROVE** the certification of Intermediate Accounting Assistant eligibility list 23-0036-0755 established 11/04/2022
10. **APPROVE** the certification of Inventory Control Technician eligibility list 23-0053-5126 established 11/03/2022
11. **APPROVE** the certification of Maintenance Laborer (Revised) eligibility list 22-0273-5275 established 10/27/2022
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0105-5068 established 11/03/2022

13. **APPROVE** the certification of Recreation Aide eligibility list 23-0116-5255 established 10/24/2022
14. **APPROVE** the certification of Recreation Aide eligibility list 23-0123-5255 established 10/26/2022
15. **APPROVE** the certification of Recreation Aide eligibility list 23-0124-5255 established 10/31/2022
16. **APPROVE** the certification of Recreation Aide eligibility list 23-0125-5255 established 11/02/2022
17. **APPROVE** the certification of Recreation Aide – WRAP Expanded Learning eligibility list 23-0020-5261 established 10/26/2022
18. **APPROVE** the certification of Recreation Aide – WRAP Expanded Learning eligibility list 23-0059-5261 established 10/26/2022
19. **APPROVE** the certification of Recreation Leader – WRAP Expanded Learning eligibility list 23-0021-5262 established 10/26/2022
20. **APPROVE** the certification of Senior Accounting Assistant eligibility list 23-0037-0760 established 11/04/2022
21. **APPROVE** the certification of Senior Executive Secretary (C) eligibility list 23-0101-0679 established 11/03/2022
22. **APPROVE** the certification of Senior Office Assistant eligibility list 22-0263-0677 established 10/24/2022
23. **APPROVE** the certification of Translator Interpreter – Bilingual Spanish eligibility list 23-0076-5079 established 10/26/2022

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-2 and approve items 3-23 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		

NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 15545493

New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 50978146

New Business Item 2 was moved into closed session.

3. **APPROVE** the Abolishment of a Classification – Attendance Accounting Specialist

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve New Business Item 3.

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

4. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2021-2022

Mr. Kato presented the report to the Commission for their review and consideration. Mr. Kato noted that Education Code requires the Personnel Commission to prepare an Annual Report for the Board of Education. The report informs the Board of Education of the activities of the Personnel Commission during the preceding fiscal year.

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, 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		

OLD BUSINESS

1. **APPROVE** the following: Revision to the *Rules and Regulations of the Classified Service* (Second Reading)

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve Old Business Item 1.

<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 Appeal of Disqualified Applicant ID 49538325

Old Business Item 2 was moved into closed session.

OTHER ITEMS Commissioner Ulaszewski led a round of applause and thanked staff for the amount of work that has been completed the past year as documented in the Personnel Commission Annual Report. Mr. Ulaszewski highlighted areas of the report that reflect the overwhelming amount of work and time required by staff to attract and hire new classified employees.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 17, 2022 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION The Personnel Commission retired into closed session at 9:08 a.m.

OPEN SESSION The Personnel Commission returned to open session at 10:08 a.m. with the following reportable actions:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 15545493

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation that Applicant ID 155454932 be removed from the current eligibility list of Nutrition Services Worker. The Commissioners also requested staff strongly emphasize to the candidate the need to reveal all information completely and accurately on future District employment applications to avoid a cause for rejection.

<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 50978146

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, to postpone New Business Item 2 until the next Personnel Commission meeting on or before December 15, 2022.

<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 Appeal of Disqualified Applicant ID 49538325

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to dismiss staff's recommendation and allow Applicant ID 49538325 to move forward in the examination process.

<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 at 10:09 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD START INSTRUCTIONAL AIDE

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent 10 month positions. 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 close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

SPECIAL REQUIREMENTS:

- (1) If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification.
- (2) To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense.
- (3) Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment.
- (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:	\$15.84
6 MONTHS:	\$16.70
1 ½ YEARS:	\$17.63
2 ½ YEARS:	\$18.59
3 ½ YEARS:	\$19.61

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 Continuous 23-0657 MG

LBUSD employees, please see reverse side for important information.



Amy Van Der...

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD START INSTRUCTIONAL AIDE – BILINGUAL SPANISH

FINAL FILING DATE:
Open Continuous

JOB INFORMATION:
Permanent 10 month positions. 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 close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

MINIMUM QUALIFICATIONS

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

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SPECIAL REQUIREMENTS:
(1) If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification. (2) To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (3) Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment. (4) May be required to travel from one location to another. (5) Positions in the Head Start Instructional Aide – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/biliterate test.

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.

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT-SCHOOL FOR ADULTS

FINAL FILING DATE:

4:30 p.m., Monday, November 21, 2022

JOB INFORMATION:

Permanent 10 month position. Position is 47.5% FTE (3.5 hours per day). Current vacancy is located at Long Beach School for Adults and is required to work an evening schedule. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, perform a variety of instructional and clerical duties in support of the School for Adults; administer and score Comprehensive Adult Student Assessment Systems (CASAS) reading and math assessments and Test of Adult Basic Education (TABE); provide instructional support to students in a learning lab environment; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

In addition to the above standards, applicants must provide proof of completion of college-level coursework relating to the activities of this classification, such as education or information technology.

EXPERIENCE:

One year of experience providing instructional assistance in an educational environment including experience working with computers and peripheral equipment.

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

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: \$22.53
 6 MONTHS: \$23.77
 1 ½ YEARS: \$25.08
 2 ½ YEARS: \$26.46
 3 ½ YEARS: \$27.92

APPLICATION:

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SELECTION PROCEDURE:

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

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Dual Exam 23-0145-0766 LT

LBUSD employees, please see reverse side for important information.



www.lbschools.net/jobs

Amy Van Dyke

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

NETWORK SPECIALIST

FINAL FILING DATE:

4:30 p.m., Monday, November 21, 2022

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, perform a variety of specialized duties in the installation, configuration, maintenance and operation of the District's Local (LAN), Wide (WAN) and Wireless (WLAN) Area networks and equipment; monitor and evaluate network systems to assure proper operation; provide assistance to network users and technical support staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

Professional certifications by major vendors such as Novell, Cisco or Microsoft are highly preferred.

EXPERIENCE:

Three years of experience installing and maintaining local, wide or wireless networks and related equipment for an organization with multiple locations and a minimum of 500 users.

Two years of additional experience may be substituted for two years of the higher education.

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

SPECIAL REQUIREMENTS:

(1) Positions in this class require the use of personal automobile and possession of a valid California class C driver's license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (3) May be required to travel from one 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: \$40.93
6 MONTHS: \$43.19
1 ½ YEARS: \$45.56
2 ½ YEARS: \$48.06
3 ½ YEARS: \$50.70

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/

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Amy Van Dyke

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 15-16

Date: November 17, 2022

Reason for Consideration: Approval

ACCOMPANIST

DUAL

23-0092-5213

List Valid: 11/07/2022-11/07/2023

Total Applications Received: 5

No. Passed: 2 No. Failed: 1

Total Invited to Exam: 3

No. Withdrew: 0 No. Screened Out: 2

**CAMPUS STAFF ASSISTANT
(CATALINA ISLAND)**

DUAL

23-0023-5288

List Valid: 10/03/2022-10/03/2023

Total Applications Received: 8

No. Passed: 2 No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 0 No. Screened Out: 6

CREDENTIAL SERVICES SPECIALIST

DUAL

23-0055-3343

List Valid: 11/10/2022-11/10/2023

Total Applications Received: 24

No. Passed: 4 No. Failed: 1

Total Invited to Exam: 9

No. Withdrew: 4 No. Screened Out: 15

CUSTODIAN

DUAL

22-0292-0139

List Valid: 11/09/2022-11/09/2023

Total Applications Received: 99

No. Passed: 14 No. Failed: 15

Total Invited to Exam: 50

No. Withdrew: 21 No. Screened Out: 49

CUSTODIAN

DUAL

23-0040-0139

List Valid: 11/09/2022-11/09/2023

Total Applications Received: 73

No. Passed: 9 No. Failed: 13

Total Invited to Exam: 44

No. Withdrew: 22 No. Screened Out: 29

**HEAD START INSTRUCTIONAL AIDE - BL
SPANISH**

DUAL

23-0113-5235

List Valid: 11/16/2022-11/16/2023

Total Applications Received: 5

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 0

No. Withdrew: 1 No. Screened Out: 4

INSTRUCTIONAL AIDE – SPECIAL

OPEN CONTINUOUS

22-0108-0448

List Valid: 11/15/2022-11/15/2023

Total Applications Received: 25

No. Passed: 4 No. Failed: 0

Total Invited to Exam: 4

No. Withdrew: 0 No. Screened Out: 21

**INTERMEDIATE PAYROLL ACCOUNTING
TECHNICIAN**

DUAL

23-0038-0756

List Valid: 11/14/2022-11/14/2023
Total Applications Received: 28
No. Passed: 8 No. Failed: 3

Total Invited to Exam: 17
No. Withdrew: 6 No. Screened Out: 11

NUTRITION SERVICES WORKER

DUAL

23-0118-5068

List Valid: 11/10/2022-05/10/2023
Total Applications Received: 14
No. Passed: 5 No. Failed: 1

Total Invited to Exam: 8
No. Withdrew: 2 No. Screened Out: 6

RECREATION AIDE

OPEN CONTINUOUS

23-0126-5255

List Valid: 11/07/2022-11/07/2023
Total Applications Received: 9
No. Passed: 9 No. Failed: 0

Total Invited to Exam: 9
No. Withdrew: 0 No. Screened Out: 0

RECREATION AIDE

OPEN CONTINUOUS

23-0127-5255

List Valid: 11/14/2022-11/14/2023
Total Applications Received: 4
No. Passed: 4 No. Failed: 0

Total Invited to Exam: 4
No. Withdrew: 0 No. Screened Out: 0

RECREATION AIDE

OPEN CONTINUOUS

23-0129-5255

List Valid: 11/16/2022-11/16/2023
Total Applications Received: 16
No. Passed: 14 No. Failed: 0

Total Invited to Exam: 14
No. Withdrew: 0 No. Screened Out: 2

RECREATION AIDE

OPEN CONTINUOUS

23-0128-5255

List Valid: 11/15/2022-11/15/2023
Total Applications Received: 9
No. Passed: 8 No. Failed: 0

Total Invited to Exam: 8
No. Withdrew: 0 No. Screened Out: 1

RECREATION AIDE – KIDS’ CLUB

OPEN CONTINUOUS

23-0121-5257

List Valid: 11/14/2022-05/14/2023
Total Applications Received: 6
No. Passed: 6 No. Failed: 0

Total Invited to Exam: 6
No. Withdrew: 0 No. Screened Out: 0

SENIOR PAYROLL ACCOUNTING TECHNICIAN

DUAL

23-0039-0762

List Valid: 11/14/2022-11/14/2023
Total Applications Received: 16
No. Passed: 8 No. Failed: 4

Total Invited to Exam: 16
No. Withdrew: 4 No. Screened Out: 0

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: November 17, 2022

SUBJECT: Removal from Eligibility List ID 50978146 PAGES: 17-24

Date: November 17, 2022

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 a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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

SUBJECT: Removal from Eligibility List ID 27386561 PAGES: 25-40

Date: November 17, 2022

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:

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Receive and take action to distribute Hearing Officer's report on Employee E 00483834 to the Employee and the District PAGE: 55-68

Date: November 17, 2022 Reason for Consideration: Action

In accordance with the Personnel Commission Rule 11.5.E, staff submits the attached hearing officer's report on Employee E 00483834. It is recommended that Commission act to direct staff to distribute the report to the Employee and District.

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.