

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
1515 Hughes Way
Long Beach, California 90810

REGULAR MEETING AGENDA

Regular Meeting
Community Room
July 2, 2020

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 June 18, 2020 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 Child Care Worker 4-5
2. **RATIFY** job announcement bulletin for Kids' Club Assistant 6-7
3. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant 8-9
4. **RATIFY** job announcement bulletin for Personnel Analyst 10-11
5. **APPROVE** the certification of Head Start Instructional Aide eligibility list 20-0104-0657 established 06/24/2020 12
6. **APPROVE** the certification of Instructional Aide - Educare eligibility list 20-0109-5205 established 06/19/2020 12

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **APPROVE** the revised classification specifications of:

- Heavy Truck/Bus/Automotive Mechanic
- Automotive Mechanic

13-22

V. OTHER ITEMS

VI. NEXT REGULAR MEETING

July 16, 2020 at 8:15 a.m. in the Community Room at 1515 Hughes Way, Long Beach, California, 90810

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

In accordance with Governor Newsom's Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely by telephone. Members of the public may observe the Personnel Commission meeting in real time simulcast by selecting the Video & Multimedia icon at lbschools.net and clicking on the LBUSD YouTube channel link. Members of the public may make comments in the meeting by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage at lbschools.net/Departments/Personnel_Commission/.

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

June 18, 2020

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, June 18, 2020 at 8:15 a.m. in the Community Room at 1515 Hughes Way, Long Beach, California. The meeting was broadcasted on the LBUSD YouTube channel and attendees were participating by teleconference.

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 telephonic attendance as established by roll call:

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS
TELEPHONICALLY
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Gregory Robinson, Associate Personnel Analyst; Jesus Rios Jr., Employment Services Supervisor; Judy Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Aisha Alex, Human Resources Assistant; and Ashleigh Fernando, Human Resources Assistant.

GUESTS
TELEPHONICALLY
PRESENT

Steve Rockenbach, Director of Employee Relations and Ethics; Gilbert Bonilla, CSEA Chapter 2 President; Vaurice Scott, CSEA Chapter 2 Vice President – Unit A; Gary Marshall, Multimedia Technology Supervisor; and Ruben Sosnowski, Production Specialist/Editor.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of June 4, 2020.

<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

Correspondence was received from an employee proposing changes to their classification description. The correspondence has been forwarded to Employee Relations and Human Resource Services as proposed modifications would need to be reviewed and approved by District administration. The correspondence was also

provided to the Commissioners if they wish to agendaize the item for discussion at a future meeting.

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Greggory Robinson, Associate Personnel Analyst, acknowledged the recruitment and testing team for their great work over the last few months. Mr. Robinson reported that despite having to quickly modify testing processes due to COVID-19, the team has opened more recruitments this fiscal year than last year. Mr. Robinson stated that one of the goals for next fiscal year is to reduce recruitment cycle times.

Jesus Rios Jr., Employment Services Supervisor, thanked certification staff for their hard work in the last few weeks as schools are getting ready to close for the summer. Mr. Rios Jr. recognized Susan Brister, Human Resources Technician, for her efforts to input all summer elections online so employees will be paid in a timely manner.

Dale Culton, Certification Services Manager, mentioned staff has been sending eligibility lists to the school sites so principals can interview and make selections before leaving for the summer.

Commissioner Ulaszewski asked how many classified summer positions were available this year and Mr. Rios Jr. responded that 258 classified summer assignments were filled.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Behavior Intervention Assistant
2. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
3. **RATIFY** job announcement bulletin for Grounds Equipment Operator II/Driver
4. **APPROVE** the certification of District Security Officer eligibility list 20-0132-5202 established 06/11/2020
5. **APPROVE** the certification of District Security Officer eligibility list 20-0150-5202 established 06/10/2020
6. **APPROVE** the certification of Inventory Control Technician eligibility list 20-0120-5126 established 6/10/2020
7. **APPROVE** the certification of School Safety Officer eligibility list 20-0131-5014 established 06/10/2020
8. **APPROVE** the certification of School Safety Officer eligibility list 20-0151-5014 established 06/10/2020

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-3 and approve items 4-8 on the Consent Agenda.

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

OLD BUSINESS None

NEW BUSINESS 1. **APPROVE** the revised classification specification of Fleet Maintenance Manager

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

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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 2, 2020 at 8:15 a.m. at 1515 Hughes Way, Long Beach, California and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.

CLOSED SESSION The Personnel Commission retired into closed session at 8:26 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:20 a.m. and no reportable actions were taken.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:21 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

CHILD CARE WORKER

FINAL FILING DATE:
Open Continuous.

JOB INFORMATION:

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

JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for children enrolled in the Child Development Center (CDC) program; organize and oversee recreational, meal periods and playground activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

OR

Proof of enrollment in an accredited California college.

EXPERIENCE:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with children in an instructional, extended day care or similar recreation program is highly desirable.

WORKING ENVIRONMENT

Playground, indoor and outdoor environment.

Evening and varied hours.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.

Twisting and turning to monitor activities of children.

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate playground and office equipment.

Seeing to monitor activities of children.

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: \$13.00

APPLICATION:

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

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of 6 months.

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
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24 hour job hotline: (562) 491-JOBS
[www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel%20Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Continuous 21-CDC

LBUSD employees, please see reverse side for important information.

Maria Lynne Braunstein

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

KIDS' CLUB ASSISTANT

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent 10 month position. Position is a 45% FTE. 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.

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:	\$15.37
6 MONTHS:	\$16.21
1 ½ YEARS:	\$17.11
2 ½ YEARS:	\$18.05
3 ½ YEARS:	\$19.04

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

Open Continuous 0694 JA

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.**

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CLASSIFIED EMPLOYMENT OPPORTUNITY

KIDS' CLUB LEAD ASSISTANT

FINAL FILING DATE:

Open Continuous .

JOB INFORMATION:

Permanent 10 month position. Position is a 100% FTE. 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.

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SALARY RANGE HOURLY:

START:	\$16.68
6 MONTHS:	\$17.60
1 ½ YEARS:	\$18.56
2 ½ YEARS:	\$19.58
3 ½ YEARS:	\$20.66

APPLICATION:

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ABOUT OUR DISTRICT

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

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 72,000 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 excellence in academic achievement, the arts and athletics. LBUSD's successes have been chronicled by national media including the New York Times, Washington Post, The Atlantic, U.S. News and World Report, USA Today, Newsweek, Time, Parade, Sports Illustrated, ESPN, Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and others.

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!

Promotional Exam 21-0001-0236 AA

Marie Lynne Braunstein



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

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

PERSONNEL ANALYST

**\$39.97 – \$46.93
Hourly Salary**

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 Personnel Analyst. Under general direction, perform highly responsible and professional personnel administration duties related to classification, compensation, recruitment, employment examination construction and selection of classified or certificated employees; serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations; train and supervise the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Human Resource Services and Personnel Commission, then Personnel Analyst.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in public, business, or human resources administration, psychology or a closely related field. Completion of the California School Personnel Commissioners Association Merit Academy is highly desirable.

Three years of experience as a generalist in the areas of classification, compensation, recruitment and selection including increasingly responsible professional personnel experience in a merit system or similar civil service organization, one year of which must have been at the management or supervisory level.

A master's degree in public, business, or human resources administration, psychology or a closely related field may be substituted for one year of the required experience.

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

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license. May be required to travel from one location to another.

SALARY AND BENEFITS

The hourly salary for Personnel Analyst is \$39.97 to \$46.93, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: http://www.lbschools.net/Departments/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Friday, 8:00 a.m. - 4:00 p.m.

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

4:30 p.m., Wednesday, July 08, 2020

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

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

http://www.lbschools.net/Departments/Personnel_Commission/
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 12

Date: July 2, 2020

Reason for Consideration: Approval

HEAD START INSTRUCTIONAL AIDE

DUAL

20-0104-0657

List Valid: 06/24/2020-06/24/2021

Total Applications Received: 20

No. Passed: 2

No. Failed: 2

Total Invited to Exam: 7

No. Withdrew: 3

No. Screened Out: 13

INSTRUCTIONAL AIDE - EDUCARE

DUAL

20-0109-5205

List Valid: 06/19/2020-06/19/2021

Total Applications Received: 27

No. Passed: 2

No. Failed: 1

Total Invited to Exam: 3

No. Withdrew: 0

No. Screened Out: 24

PERSONNEL COMMISSION



June 19, 2020

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of Class Specifications

Background and Findings

The Transportation Director recently reviewed the class specifications for the Heavy Truck/Bus/Automotive Mechanic and Automotive Mechanic classifications while initiating recruitment activities and worked with Commission Staff to revise the specifications. The class specifications were last revised in 2008 and 2000 respectively.

Specifically, references to utilizing a fleet maintenance software system and computerized diagnostic tools were added. In addition, language regarding alternative fueled vehicles was added as the District's fleet is expanding into electric and compressed natural gas engines.

The Transportation Director has reviewed and approved the modifications. The four current Heavy Truck/Bus/Automotive Mechanic incumbents have also reviewed and approved the modifications. The Automotive Mechanic classification is currently vacant.

Attached are copies of the specifications showing proposed deletions annotated with strikethroughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised class specifications of:
 - Heavy Truck/Bus/Automotive Mechanic
 - Automotive Mechanic

Prepared by:

A blue ink signature of Susan Leaming, written in a cursive style.

Susan Leaming
Personnel Analyst

Approved and Recommended:

A blue ink signature of Kenneth Kato, written in a stylized, blocky cursive style.

Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 3310
Salary Range: 31 (C2)

HEAVY TRUCK/BUS/AUTOMOTIVE MECHANIC

JOB SUMMARY

Under general supervision, ~~to~~ inspect, diagnose, maintain and repair District vehicles and heavy equipment including gasoline, diesel and alternative fueled engines in trucks and school buses; ~~and to~~ perform related duties as required assigned.

EXAMPLES OF DUTIES

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

- Perform mandated periodic inspections of school buses, trucks and trailers that include brakes, seats, tires, suspension, steering gear, chassis, coolant, lighting, electrical, and exhaust systems; make repairs and adjustments as needed. **E**
- ~~Perform~~ assigned regular preventative maintenance on vehicles and equipment, such as lubrication, changing tires, oil and filters, coolants and other fluids; repair mechanical, electro-mechanical and electrical malfunctions on trucks, automobiles, boom trucks, skip loaders and mobile classrooms. **E**; ~~overhaul~~
- Remove and/or replace parts and materials on devices such as carburetors, transmissions, differentials, alternators, starters, headlights, ignition and fuel systems and pumps using power and hand tools. **E**
- Inspect engines for leaks; inspect drive belts, throttle cables and linkages, lift gates and hydraulic systems; inspect and repair hydraulic, air and electric brake systems; inspect and repair windows on buses and trucks; perform engine overhauls. **E**
- Perform arc and acetylene welding on truck and trailer parts and brazing on lighter metal. **E**
- Inspect and repair other equipment such as fork-lifts, generators, air compressors and the hydraulics systems. **E**
- Perform gasoline, and diesel and alternative fueled engine diagnostics and tune-ups. **E**
- Determine and requisition parts, supplies and materials needed for repair or replacement. **E**
- Respond to road calls for buses, trucks and other vehicles; make repairs or arrange for towing to the District or other repair facility; drive passengers from road calls and accident scenes as needed. **E**
- Communicate on two-way radio system with District drivers as needed. **E**

- Keep records of the labor and materials on the work performed; enter and update work orders in assigned fleet maintenance software system. *E*
- Operate On-Board Diagnostic (OBD) readers and scanners; Read and interpret schematics and diagrams; read automotive and diesel shop manuals. *E*
- Maintain shop area, equipment and tools in a safe, clean and orderly condition. *E*
- Attend a variety of meetings, workshops, trainings related to assigned activities to maintain current knowledge of technological advances in field of specialty. *E*
- May be required to answer telephone and respond to emergencies in the absence of the usual supervisory employees.
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A Heavy Truck/Bus and Automotive Mechanic performs journey-level work in the inspection, diagnosis, repair and maintenance on heavy-duty vehicles and other types of equipment with gasoline, diesel, or alternative fueled engines. Incumbents have exclusive assignments to work on school buses and diesel engines in a variety of District vehicles. Incumbents also do repair work on other equipment such as forklifts, skip loaders and grounds maintenance equipment. A Heavy Truck/Bus Automotive Mechanic refers to diagrams and manuals to diagnose and test electronic devices on vehicles and uses instruments and gauges to test the operation of such devices. An incumbent may exercise lead responsibilities in the automotive shop in the absence of other supervisory employees.

EMPLOYMENT STANDARDS

Knowledge of:

Diagnostic procedures, tools and instruments for heavy-duty vehicle and equipment maintenance, adjustment and repair including On-Board Diagnostic (OBD) readers and scanners.

~~Diagnostic procedures, tools and instruments for vehicle and equipment maintenance, adjustment and repair of heavy duty diesel and gasoline powered equipment, fuel air, injection, electrical and cooling systems.~~

Operation theory and principles of gasoline, diesel, and alternative fueled ~~and natural gas powered~~ engines, transmissions, differentials, compressors and other components of vehicular equipment.

Shop mathematics applicable to mechanics trades.

Record keeping.

Health and safety regulations for vehicles and related equipment.

Operation of a computer and assigned software.

Techniques and practices of maintenance and repair of heavy and gasoline, diesel and alternative fueled engine vehicles and equipment.

Ability to:

Diagnose, repair and maintain a variety of gasoline, diesel and ~~diesel-alternative fueled internal combustion~~ engines and related equipment.

Perform gasoline, diesel and gasoline-alternative fueled engine tune up and overhaul.

Diagnose and repair hydraulic, air and electric brakes.

Diagnose and repair mechanical, electrical and computerized malfunctions.

Operate specialized tools, computerized diagnostic and electronic instruments and equipment in the repair or servicing of vehicles including On-Board Diagnostic (OBD) readers and scanners.

Use hand and power tools such as drills, grinders, hydraulic lifts, torque wrench, volt-ohm meter, punch, chisel, and arc and acetylene welding devices in the performance of repair work.

Read and apply information from diagrams, schematics and repair manuals.

Distinguish colors of electrical wires.

Understand and follow oral and written directions.

Drive buses and trucks safely and defensively.

Direct and train other employees.

Establish and maintain effective working relationships with others.

Education and Training:

~~Equivalent to~~ Graduation from high school or equivalent and completion of a recognized heavy-duty ~~diesel and gasoline powered truck~~ mechanic apprentice training program of at least ~~four~~ three years duration.

Completion of one or more of the National Institute for Automotive Service Excellence (ASE) Medium-Heavy Truck Certification T Series or School Bus Certification S Series tests is desirable.

Experience:

Three years at the journey level maintaining and repairing buses and heavy-duty trucks ~~two years of which including~~ heavy-duty gasoline, diesel and gasoline powered ~~alternative fueled~~ engines. Lead or supervisory experience is preferred.

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

SPECIAL REQUIREMENTS

Incumbents in this classification must obtain a valid California Class B driver's license with passenger and air brake endorsements within six months of employment. A valid California Class A driver's license is desirable.

~~Within 30 days after appointment, an incumbent must be in possession of a valid unrestricted Class B California Driver's License.~~

Under Federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

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

~~Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.~~

An incumbent is required to furnish and maintain personal hand tools as indicated on the District tool list.

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

WORKING ENVIRONMENT

~~Vehicle and equipment repair shop; subject to emergency call out; noise from equipment operation; exposure to fumes and vapors and solvents; chemicals and fluids; working around machine with moving parts.~~

Vehicle and equipment repair shop.

Subject to emergency call out.

Noise from equipment operation.

Exposure to fumes, vapors and solvents.

Chemicals and fluids.

Working around machines with moving parts.

PHYSICAL DEMANDS

~~Pulling, pushing and lifting and carrying objects weighing up to 60 pounds; walking or standing for extended periods; bending at the waist; kneeling; stretching and reaching overhead and horizontally; dexterity of fingers and hands to operate hand and power tools and equipment; seeing observe and perform repairs and distinguish the colors of wires; hearing to detect air leaks or unconventional noises from engines or other vehicle components.~~

Pulling, pushing, lifting and carrying objects weighing up to 60 pounds.

Walking or standing for extended periods of time.

Bending at the waist, kneeling and crouching.

Stretching and reaching overhead and horizontally.

Dexterity of fingers and hands to operate hand and power tools and equipment.

Seeing observe and perform repairs and distinguish the colors of wires.

Hearing to detect air leaks or unconventional noises from engines or other vehicle components.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: -3/21/1996

Revised: -3/2/2000

Revised: 12/11/2008

Revised:



PERSONNEL COMMISSION

Class Code: 0092
Salary Range: 28 (C2)

AUTOMOTIVE MECHANIC

JOB SUMMARY

Under general supervision, inspect, diagnose, repair, service and maintain District ~~cars~~automobiles, ~~and~~ light and medium duty trucks, and other equipment; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Inspect ~~cars~~automobiles, ~~and~~ light and medium duty trucks and other equipment to identify components, parts and systems for wear, leaks, corrosion, cracks, and/or loss of tension; repair, replace or adjust parts and materials such as brake systems, clutches, hoses, water pumps, belts, steering systems, fuel systems and gasoline, ~~and~~ diesel and alternative fueled engines. **E**
- Perform tune-ups on cars and light and medium size-duty trucks. **E**
- Perform regular preventive maintenance on ~~d~~District vehicles such as lubrication, changing, repairing or replacing tires, oil and oil filters, coolants and other fluids. **E**
- Diagnose and repair electrical malfunctions; replace lights as needed. **E**
- Test and repair computerized electronic controls on engines, transmissions, anti-lock brake systems, and fuel systems. **E**
- Install and repair accessories such as mirrors, heaters and windshield wipers. **E**
- Determine and requisition parts, supplies and materials needed for repair or replacement. **E**
- Respond to road calls from drivers as a result of equipment breakdowns of vehicles; make repairs or arrange for towing to the District or other repair facility. **E**
- Communicate on two-way radio system with District drivers as needed. **E**
- Keep records of the labor and materials on the work performed; enter and update work orders in assigned fleet maintenance software system. **E**
- Operate On-Board Diagnostic (OBD) readers and scanners; ~~R~~read and interpret schematics and diagrams; read automotive and truck shop manuals. **E**
- Maintain shop area, equipment and tools in a safe, clean and orderly condition. **E**
- May perform minor welding and minor bodywork. **E**
- May instruct or train other workers in repair and preventive maintenance functions. **E**
- Operate a District vehicle. **E**
- Attend a variety of meetings, workshops, trainings related to assigned activities to maintain current knowledge of technological advances in field of specialty. **E**
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

An Automotive Mechanic is the journey-level class in the series. An incumbent performs the full scope of preventive maintenance, repair or replacement of parts and materials on District automobiles and light and medium size-duty trucks including gasoline, ~~and light-duty~~ diesel, and alternative fueled engines. An incumbent reads schematics and shop manuals and uses diagnostic equipment in identifying and repairing a variety of malfunctions on vehicles.

A Heavy Truck/Bus/Automotive Mechanic works on heavy-duty gasoline, ~~diesel~~ oline and alternative fueled automotive diesel-powered engines ~~vehicles~~ and other District equipment.

EMPLOYMENT STANDARDS

Knowledge of:

Diagnostic procedures, tools and instruments for vehicle and equipment maintenance, adjustment and repair including On-Board Diagnostic (OBD) readers and scanners.

Operation theory and principles of gasoline, light-duty diesel and alternative fueled natural gas powered engines, transmissions, differentials, compressors and other components of vehicular equipment.

Shop mathematics applicable to mechanics trades.

Record keeping.

Operation of a computer and assigned software.

Health and safety regulations for vehicles and related equipment.

Techniques and practices of maintenance and repair of gas, ~~and light-duty~~ diesel and alternative fueled engine vehicles and equipment.

Ability to:

Diagnose, repair and maintain a variety of ~~gasoline internal combustion, light-duty diesel~~ gasoline, diesel and natural gas alternative fuel engines and related components.

Diagnose and repair mechanical, electrical and computerized malfunctions.

Operate specialized tools, computerized diagnostic and electronic instruments, and equipment in the repair or servicing of vehicles including On-Board Diagnostic (OBD) readers and scanners.

Use hand and power tools such as drills, grinders, hydraulic lifts, torque wrench, volt-ohm meter, chisel, and engine analyzer in the performance of repair work.

Read and apply information from diagrams, schematics and repair manuals.

Distinguish colors of electrical wires.

Understand and follow oral and written directions.

Operate a computer and assigned software.

Operate ~~buses and trucks~~ District vehicles observing legal and defensive driving practices.

Direct and train other employees.

Establish and maintain effective working relationships with others.

Education and Training:

~~Equivalent to~~ Graduation from high school or equivalent and completion of a ~~recognized gasoline powered~~ automotive mechanic training program of at least two years duration.

Completion of one or more of the National Institute for Automotive Service Excellence (ASE) Automobile & Light Truck Certification A Series tests is desirable.

Experience:

Two years of experience maintaining and repairing gasoline, diesel or alternative fueled powered vehicles ~~are required. Some light diesel experience is desired.~~

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

SPECIAL REQUIREMENTS

Incumbents in this classification must obtain a valid California Class B driver's license within six months of employment. Within 30 days after appointment, all new incumbents must be in possession of a valid Class B California Driver's License.

Under Federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

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

~~Some incumbents in this classification may be required to wear protective gear, clothing and equipment as required by law.~~

An incumbent is required to furnish and maintain personal hand tools as indicated on the District tool list.

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.

WORKING ENVIRONMENT

Vehicle and equipment repair shop.
Subject to emergency call out.
Noise from equipment operation.
Exposure to fumes, ~~and~~ vapors and solvents.
Chemicals and fluids.
Working around machines with moving parts.

PHYSICAL DEMANDS

Pulling, pushing, ~~and~~ lifting and carrying objects weighing up to 60 pounds.
Walking or standing for extended periods of time.
Bending at the waist, kneeling and crouching.
~~Kneeling~~.
Stretching and reaching overhead and horizontally.
Dexterity of fingers and hands to operate hand and power tools and equipment.
Seeing observe and perform repairs and distinguish the colors of wires.
Hearing to detect air leaks or unconventional noises from engines or other vehicle components.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 1/24/1985

Revised: 4/6/1995

Revised ~~PCA~~: 3/2/2000

Revised: