



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

March 14, 2013
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
 - Terry Ulaszewski, Chairperson Present _____
 - Linda Vaughan, Vice-Chairperson Present _____
 - Stacey Lewis, Member Present _____
3. PRELIMINARY
 - 3.1 Pledge of Allegiance to the Flag
 - 3.2 Introduction of Guests
4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
5. REPORT FROM THE EXECUTIVE OFFICER
6. HEARINGS None
7. MINUTES
 - 7.1 Approval of Minutes for February 28, 2013 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 None
9. BULLETINS AND TESTING ACTIONS
 - 9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action
 - 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Action
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on March 28, 2013 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
12. CLOSED SESSION
 - 12.1 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7 Restricted Action
 - 12.2 Request for Hearing in Disciplinary Matter Restricted Action
13. ADJOURNMENT

ACCESS TO PUBLIC DOCUMENTS

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for February 28, 2013

PAGES: 7.1.1 – 7.1.4

Date: March 14, 2013

Reason for
Consideration: Action

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

Chairperson Terence Ulaszewski called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

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

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice President – Unit A; Dan Ewaskey, CSEA Vice President – Unit B.

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

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QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Executive Officer McMahon reported the CSPCA (California School Personnel Commissioners Association) conference went really well. The attendance was good and CSPCA expects to meet its goal of breaking even in covering the cost of presenting the event.

Ms. McMahon also reported a meeting was held with Facilities to discuss the proposed move of the Personnel Commission office. At this time facilities anticipates the move will occur in October which means staff will be increasing the volume of testing over the summer to compensate for time needed for the transition to the new offices.

Ms. McMahon asked staff to provide a brief update on their activities.

Marilyn Balmer, Personnel Analyst, reported she and staff are working on opening several recruitments, including Student Evaluation Technician which is scheduled to open in May. She also reported it was brought to her attention the early morning test time for custodial classifications may be difficult for custodians who work a night shift. As a result custodial examinations will now be scheduled late in the morning.

Dale Culton, Certification Services Manger, reported employees submitting retirement paperwork are receiving updated information on the new CalPERS guidelines in effect regarding retirees work eligibility. The major change states retirees must be separated from the District for at least 180 days before they are eligible to work as a retiree. He also provided an update on the status of Instructional Aide – Special substitutes. Noting 14 eligible candidates were recently processed to work as substitutes.

Mary Cates, Human Resources Supervisor, reported as of February 25th, 471 Summer School / ESY (Extended School Year) applications have been received by the Personnel Commission. The deadline to submit Summer School/ESY applications is March 15, 2013 at 4:30p.m. Commissioner Lewis made an inquiry as to how placements are determined for summer assignments. Mr. Culton responded, stating summer assignments are determined first by seniority in the classification and then by overall seniority.

Executive Officer McMahon asked that a correction be made to the agenda. Item 12.1 was listed in error and should be pulled.

MINUTES

MINUTES

The Commission approved the minutes of the February 14, 2013 Personnel Commission meeting. It was moved by Vice-Chairperson Vaughan to approve the minutes. Chairperson Ulaszewski seconded the motion. The motion was carried and approved.

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. Vice-Chairperson Vaughan moved to ratify the bulletins. The motion was seconded by Commissioner Lewis and the bulletins were ratified.

TITLE

TYPE

NUMBER

Instructional Aide – Instrumental Music
Plant Supervisor I

Dual
Promo

13-0068-0447
13-0067-5026

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. Vice-Chairperson Vaughan moved for approval. The motion was seconded by Commissioner Lewis and called for discussion. Commissioner Lewis asked what kind of examination is administered for the Instructional Aide- Special recruitment. Personnel Analyst Balmer informed the Commission the examination consists of a Structured Examination and an additional examination for individuals who do not meet No Child Left Behind. The eligibility lists were approved.

Instructional Aide – Special

Dual

13-0042-0448

List Valid: 2/27/13 – 2/27/14

Total applications received: 78

Total invited to exam: 54

No. Passed: 13

No. Failed: 7

No. Withdrew: 34

No. Screened Out: 24

OTHER ITEMS

OTHER ITEMS

Ms. Pharr reported on the success of the SASH (School Action for Safety and Health Program) training offered by CSEA. Due to the popularity of the training an additional day of training is being planned. She also informed the Commission, CSEA Long Beach Chapter 2 has been selected to participate in the ACE (Appreciate Classified Employees) program. The program allows for management, administrators or community members to shadow classified employees for a day. Ms. Pharr invited the Commissioners to participate in the event.

Commissioner Lewis announced the Port of Long Beach is accepting applications for their High School Summer Intern Program for further information go to: www.polb.com/internships

Chairperson Ulaszewski thanked Executive Officer McMahon for her involvement in the successful CSPCA conference.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, March 14, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session at 8:52 a.m.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

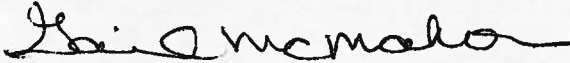
The Personnel Commission returned to Open Session at 9:19 a.m. No reportable action was taken during Closed Session:

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:20 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gail McMahon", with a stylized, cursive script.

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.5

Date: March 14, 2013

Reason for
Consideration: Action

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>PAGE</u>
Instructional Aide – Deaf/Hard of Hearing	Dual	13-0072-3271	2
Instructional Aide Interpreter – Deaf/Hard of Hearing	Dual	13-0071-3272	3
Intermediate Payroll Accounting Technician	Dual	13-0069-0756	4



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for Urban Education



Classified Employment Opportunity

APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission/

INSTRUCTIONAL AIDE – DEAF/HARD OF HEARING – 3271

Final Filing Date: 4:30 p.m. Monday, March 18, 2013.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
MONTHLY:	\$2,851	\$3,008	\$3,173	\$3,347	\$3,531
HOURLY:	\$16.45	\$17.34	\$18.31	\$19.33	\$20.37

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

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

Note: Before being considered for employment, 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.

JOB SUMMARY: Under immediate supervision, reinforce lessons and instruct students individually or in groups within a special class for hearing impaired students using total (simultaneous signing and oral) communication and assist them to reach established educational objectives; perform a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs; and perform related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:

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 * 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.

***Verification will be required for high school graduation, college units & degrees.**

In addition to the above standards, applicants must provide proof of completion of college-level course work relating to total communication as used in this class such as, American Sign Language, Signing Exact English. Completion of college-level course work in Child Psychology, Early Child Care, or Child Growth and Development is preferred.

EXPERIENCE: Six months of experience using total communication, preferably working with children. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted for the work experience on an equal basis.

SPECIAL:

- 1) Some positions in this classification may require the use of a personal automobile and the possession of a valid California Class C driver's license.
- 2) May be required to travel from one school location to another.
- 3) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

WORKING ENVIRONMENT: Classroom environment, learning center, community setting, playground or school bus. Selective positions may call for the employee to physically assist the students. The employee may occasionally assist in the cleaning and personal hygiene of students.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application, written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. 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. Official transcripts of units must be attached at time of application. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned).

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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Exam 13-0072-3271ss
Dual Examination



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APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission/

INSTRUCTIONAL AIDE INTERPRETER-DEAF/HARD OF HEARING – 3272

Final Filing Date: 4:30 p.m., Monday, March 18, 2013

SALARY RANGE

MONTHLY:

HOURLY:

START

\$4,394

\$25.34

6 MONTHS

\$4,635

\$26.73

1 ½ YEARS

\$4,889

\$28.22

JOB INFORMATION: Permanent part time, 10 months position 81.3%. The current vacancy is located at Tucker.

APPLICATION:

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

Note: Before being considered for employment, 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.

JOB SUMMARY: Under immediate supervision, will reinforce lessons and instruct students individually or in groups using total (simultaneous signing and oral) communication and assist them to reach established educational objectives; perform a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs; and perform related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:

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 * 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.

***Verification will be required for high school graduation, college units & degrees.**

Completion of college-level course work in Child Psychology, Early Child Care, or Child Growth and Development is preferred.

EXPERIENCE:

Two years of experience using total communication, preferably working with children. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted for the work experience on an equal basis.

SPECIAL:

(1) Valid certification issued by the Registry of Interpreters for the Deaf (RID) or equivalent. The following certifications are recognized by the State with a score of level 4.0 or above: 1. National Association of the Deaf (NAD) 2. American Consortium of Certified Interpreters (ACCI) 3. Educational Interpreters Performance Assessment (EIPA) 4. Educational Sign Skills Evaluation (ESSE). **Certificate must be attached to the application.** (2) Some positions in this classification may require the use of personal automobile and the possession of a valid California Class C driver's license. (3) May be required to travel from one school location to another. (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

WORKING

ENVIRONMENT:

Classroom, learning center, community setting, playground or school bus. The employee may occasionally assist in the cleaning and personal hygiene of students.

PHYSICAL

DEMANDS:

Selective positions may call for the employee to physically assist the students(s). May include kneeling, lifting, pushing, pulling, crouching, or crawling on the floor.

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

Official transcripts of units must be attached at time of application. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned).

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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Exam 13-0071-3272 ss
Dual Examination



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Classified Employment Opportunity

APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission

INTERMEDIATE PAYROLL ACCOUNTING TECHNICIAN - 0756

Final Filing Date: 4:30 p.m., Thursday, March 28, 2013.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
MONTHLY:	\$3,093	\$3,262	\$3,442	\$3,631	\$3,830
HOURLY:	\$17.85	\$18.83	\$19.88	\$20.95	\$22.11

JOB INFORMATION: Permanent 100% 12 months position. The current vacancy is located in Payroll.

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

JOB SUMMARY: An Intermediate Payroll Accounting Technician ensures that the employees' paychecks are correct and paid on time. An incumbent reviews and corrects computer edit reports produced after data is entered from payroll timesheets and time cards; applies relevant knowledge of District, Federal and State rules and regulations, Personnel Commission and Board of Education administrative rules, and bargaining unit contracts in processing payroll transactions and completing forms and documents. An incumbent is required to maintain the security and confidentiality of payroll information, and demonstrates strong interpersonal skills in contacts with district employees; and performs related duties as assigned.

Note: Before being considered for employment, 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.

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING: Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

EXPERIENCE: Two years of full-time financial record keeping work, preferably including payroll systems.

SPECIAL: (1) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; an occupational written examination (50%) and a qualifications appraisal interview (50%) scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 13-0069-0756 ss
Dual Examination

Maria Braunstein

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: March 14, 2013

Reason for
Consideration: Restricted Action

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

Credential Services Specialist

Dual

13-0054-3343

List Valid: 03/01/13 – 03/01/14

Total applications received: 82

No. Passed: 14 No. Failed: 15

Total invited to exam: 38

No. Withdrew: 9 No. Screened Out: 44

Human Resources Technician

Promotional

13-0055-3352

List Valid: 03/06/13 – 03/06/14

Total applications received: 26

No. Passed: 9 No. Failed: 9

Total invited to exam: 21

No. Withdrew: 3 No. Screened Out: 5

**Instructional Assistant Intensive
Behavioral Treatment**

Open/Continuous

13-0061-5035

List Valid: 03/07/13 – 03/07/14

Total applications received: 106

No. Passed: 12 No. Failed: 18

Total invited to exam: 48

No. Withdrew: 18 No. Screened Out: 58

Kids' Club Supervisor I

Dual

13-0050-3266

List Valid: 03/12/13 – 03/12/14

Total applications received: 130

No. Passed: 10 No. Failed: 17

Total invited to exam: 41

No. Withdrew: 14 No. Screened Out: 89

Kids' Club Supervisor II

Dual

13-0051-3267

List Valid: 03/12/13 – 03/12/14

Total applications received: 36

No. Passed: 7 No. Failed: 2

Total invited to exam: 10

No. Withdrew: 1 No. Screened Out: 26

Kids' Club Supervisor III

Dual

13-0052-3268

List Valid: 03/13/13 – 03/13/14

Total applications received: 80

No. Passed: 6 No. Failed: 5

Total invited to exam: 13

No. Withdrew: 2 No. Screened Out: 67

Supervisor – Autism Services

Open/Continuous

13-0062-5046

List Valid: 03/07/13 – 03/07/14

Total applications received: 52

No. Passed: 22 No. Failed: 1

Total invited to exam: 26

No. Withdrew: 3 No. Screened Out: 26

Systems Operator

Dual

13-0049-5111

List Valid: 03/01/13 – 03/01/14

Total applications received: 95

No. Passed: 7 No. Failed: 12

Total invited to exam: 29

No. Withdrew: 10 No. Screened Out: 66

CERTIFIED TO BE CORRECT: *Said memo* DATE: 3-7-13

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List

PAGES: 12.1.1-12.1.12

Date: March 14, 2013

Reason for
Consideration: Restricted Action

Personnel Commission Rules 4.2.A.7 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for "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 by certified mail and has not responded. If the appellant is present and requests the matter be discussed in open 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: Request for Hearing in
Disciplinary Matter

PAGES: 12.2

Date: March 14, 2013

**Reason for
Consideration:** Restricted Action

The essence of Personnel Commission Rule 11.6 in part is:

- (1) An employee in the permanent classified service who has been suspended, demoted or dismissed may appeal to the Commission by filing a written answer to the charges.
- (2) The Commission shall investigate the matter on appeal, and shall order a hearing.

Enclosed for the consideration of the Commission is an appeal filed by a permanent ASB Financial Technician suspended from the classified service by the Board of Education in accordance with the rules and related material.

It is recommended the Commission act to investigate the matter, order a hearing, and authorize a hearing officer to conduct the hearing as provided for in the rules.

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