



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

April 11, 2013
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. ROLL

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

Present _____
Present _____
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

5.1 Results of environmental scan and surveys related to
Certification Services

6. HEARINGS

6.1 Public Hearing – Personnel Commission Budget Action

7. MINUTES

7.1 Approval of Minutes for March 28, 2013 Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per
Education Code 45246 Action

8.2 Revisions to the Rules and Regulations of the
Classified Service, Chapter V (Second Reading) Action

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 April 25, 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 Receive information on litigation. Murray v. Personnel Commission of the Long Beach Unified School District per Government Code Section 54956.9(a)
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: Personnel Commission Budget 2013-2014
Public Hearing

PAGE: 6.1.1- 6.1.4

Date: April 11, 2013

Reason for
Consideration: Action

EDUCATION CODE 45253 BUDGET; PERSONNEL COMMISSION; HEARINGS; ADOPTION OR REJECTION; AMENDMENTS.

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

It is recommended the Commission hold a Public Hearing on the Proposed Personnel Commission Budget for 2013-2014 per Education Code 45253, take action to approve it and submit it to the County Superintendent of Schools for final approval.



**Annual Budget of Personnel Commission
Fiscal Year 2013-2014
(Education Code Section 45253)**

Long Beach Unified School District, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission

To the Governing Board and District Administration:

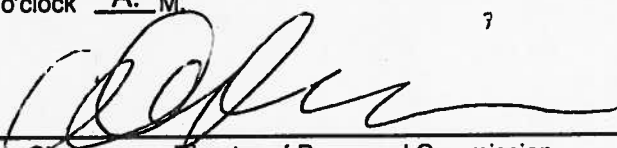
The Public Hearing on this proposed budget will be held at

Personnel Commission Office, 999 Atlantic Ave. Third Floor, Long Beach, CA 90813
(Place)

on April 11, 2013 at 8:15 o'clock A. M.

You are invited to attend and present your views.

Signed


Chairman or Director of Personnel Commission

Adopted Annual Budget of Personnel Commission

To: Los Angeles County
Office of Education

The

Date of meeting _____, 2013

Signed _____

Chairman or Director of Personnel Commission

Approval Annual Budget of Personnel Commission

To the Governing Board and Personnel Commission:

This report has been examined and approved by

Los Angeles County Office of Education

By _____, Deputy

Date _____, 2013




PERSONNEL COMMISSION

Members

Stacey Lewis
Terence Ulaszewski
Linda Vaughan

Executive Officer

Gail McMahon, Ed.D.

DATE: April 4, 2013
TO: Personnel Commissioners
FROM: Gail McMahon, Executive Officer 
SUBJECT: Proposed FY 2013/2014 Budget for Personnel Commission

We have received the proposed preliminary Personnel Commission budget from the Budget Office for Fiscal Year 2013/2014 and finalized our budget proposal based on their recommendations.

The salaries accounts have been adjusted to reflect step advancements and longevity increments for five staff members. In addition, the benefits account reflects a slight increase to cover ancillary benefits associated with step advancements and longevity increments.

Staff recommends the Personnel Commission approve the Personnel Commission Annual Budget for Fiscal Year 2013/2014 in the amount of \$1,588,010.

Personnel Commission Annual Budget

2013/2014

	2012/2013	2013/2014 Proposed	Explanation
Salaries	\$939,416	\$959,082	Reflects step advancements and longevity increments for five staff members.
Benefits	\$523,201	\$524,982	Benefits were slightly increased to cover ancillary benefits associated with step advancements and longevity increments
Operating/Supplies	\$103,946	\$103,946	No increase reflected.
Totals	\$1,566,563	\$1,588,010	

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for March 28, 2013

PAGES: 7.1.1 – 7.1.5

Date: April 11, 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 8:18 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
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo, Staff Secretary

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Michelle Mathis.

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 Gail McMahon reported she will be attending the ACE program meeting sponsored by CSEA. Ms. McMahon said it will be enlightening for administrators to participate and see the work classified employees perform everyday. She also mentioned Staff will be attending a PTC-SC (Personnel Testing Council – Southern California) training on *Working with Criminal Records*.

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

Marilyn Balmer, Personnel Analyst, reported she recently presented an Interviewing workshop for approximately 100 Nutrition Services employees. She also reported she sought feedback from various Principals on essential knowledge and abilities they are looking for in their High School Office Supervisor. The response was very good and the feedback will be used to develop new examination materials for the upcoming recruitment.

Susan Leaming, Personnel Analyst, provided an update on the Student Services Job Family Study. Reporting she has one final interview to complete. She also mentioned the two sessions of CPR/First Aid training scheduled for May 15, are almost full.

Dale Culton, Certification Services Manager, reported he met with Shawn Bartschi, Assistant Director, Fiscal Services, to review the new PERS form which will now be included in employee processing packets.

Mary Cates, Human Resources Supervisor, reported 940 Summer School / ESY (Extended School Year) were received by the March 15th deadline. She also reported she is on a committee that is working on the re-platforming of the HR/PC/Payroll mainframe system. The committee made up of various District departments will be defining and developing minimum User Acceptance Test (UAT) criteria for the new mainframe system.

Commissioner Lewis gave Kudos to Ms. Balmer for providing Interview Training.

MINUTES

MINUTES

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

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submitted the attached classification recommendations for the consideration of the Commission. Executive Officer McMahon explained the Personnel Commission has a long standing policy and practice to **not** reclassify positions when an employee is compensated for working out of class or given a temporary upgrade. In this instance the Assistant School Safety & Emergency Preparedness Director was working out of his classification prior to his temporary upgrade, for that reason he should be reclassified to Chief of School Safety and Emergency Preparedness. Commissioner Vaughan thanked Mr. Hickman and said the reclassification is well deserved. Commissioner Lewis agreed and stated this is an exception to our policy due to the circumstances of this situation.

Susan Leaming, Personnel Analyst, explained the purpose of the changes to the Educational Research Analyst series job descriptions was to revise outdated terminology. It was moved by Vice-Chairperson Vaughan and seconded by Commissioner Lewis to approve the classification recommendations. The motion was carried and approved.

RECLASSIFY A POSITION

RECLASSIFY A POSITION

Incumbent

Classification

Thomas Hickman Fr: Assistant School Safety & Emergency Preparedness
Director (Salary Range 46 M2)
To: Chief of School Safety & Emergency Preparedness
(Salary Range 57 M2)

REVISE CLASSIFICATION SPECIFICATIONS

REVISE CLASSIFICATION SPECIFICATIONS

Associate Educational Research Analyst
Educational Research Analyst I
Educational Research Analyst II

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Executive Officer McMahon presented the first reading of the revision to Chapter V of the Rules and Regulations of the Classified Service. Commissioner Vaughan asked for clarification on 5.A.3, what happens to people left on the list. Executive Officer McMahon said the individuals could retest if they wish to remain on the list. A second reading and action is scheduled for April 11, 2013.

PERSONNEL COMMISSION BUDGET

PERSONNEL COMMISSION BUDGET

HEARING DATE FOR FISCAL YEAR 2013-2014

HEARING DATE FOR FISCAL YEAR 2013-2014

Gail McMahon explained the budget process of the Personnel Commission as required by the Education Code and recommended the Commission set the date for the public hearing to be the next Commission meeting. It was moved by Commissioner Lewis to set the public hearing of the Personnel Commission budget to be Thursday, April 11, 2013 at 8:15 a.m. in the Testing Room of the Personnel Commission Office. It was seconded by Vice-Chairperson Vaughan and approved.

APPEAL OF DISQUALIFIED APPLICANT

APPEAL OF DISQUALIFIED APPLICANT

An applicant had been disqualified from continuing in the examination process for the classification of Instructional Aide-Special per Personnel Commission Rule 4.2.A.6 and 4.2.A.7 and has appealed to the Personnel Commission. The appellant was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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.

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Administrative Secretary	Promo	13-0073-3339
Custodian	Dual	13-0075-0139
Intermediate Nutrition Services Worker	Dual	13-0076-5058
Plumber	Dual	13-0080-0242

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. The eligibility lists were approved.

Intermediate Office Assistant **Dual** **13-0030-0675**
List Valid: 03/20/13 – 03/20/14
Total applications received: 364 Total invited to exam: 283
No. Passed: 99 No. Failed: 64 No. Withdrew: 120 No. Screened Out: 81

Intermediate Office Assistant- Schools **Dual** **13-0031-3354**
List Valid: 03/20/13 – 03/20/14
Total applications received: 372 Total invited to exam: 281
No. Passed: 88 No. Failed: 56 No. Withdrew: 137 No. Screened Out: 91

Kids' Club Supervisor I **Dual** **13-0050-3266**
List Valid: 03/12/13 – 03/12/14
Total applications received: 130 Total invited to exam: 41
No. Passed: 11 No. Failed: 17 No. Withdrew: 13 No. Screened Out: 89

Speech Language Pathology Assistant – BI Spanish **Dual** **13-0065-5163**
List Valid: 03/21/13 – 03/21/14
Total applications received: 20 Total invited to exam: 6
No. Passed: 3 No. Failed: 1 No. Withdrew: 2 No. Screened Out: 14

OTHER ITEMS

OTHER ITEMS

Valeeta Pharr, CSEA Chapter 2 President, informed the Commission a job fair for subcontractors will be taking place today at the TRC (Teacher Resource Center).

Ms. Pharr also mentioned her disappointment in the abolishment of 7 Bus Driver positions. Commissioner Vaughan asked if the District uses contract drivers. Ms. Pharr confirmed the use of contract drivers and said with the declining enrollment there is a move for students to attend their "home school".

Les Leahy, Business Services Administrator, said the intent of the event at the TRC today is to attract local sub contractors, to keep as much of the Measure K funds as local as possible.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 11, 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 9:05 a.m. to consider the appeal of a disqualified applicant.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:50 a.m. The following reportable action was taken during closed session:

The Commission acted to deny Michelle Mathis' appeal to be allowed to continue in the examination process but determined that this would not be a permanent bar from future employment with the District and would allow the candidate to reapply after January 2016. They directed the Executive Officer to notify her of the decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:52 a.m. Chairperson Ulaszewski adjourned the meeting.

Respectfully submitted,

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
Recommendations

PAGES: 8.1.1 – 8.1.11

Date: April 11, 2013

Reason for
Consideration: Action

One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submits the attached classification recommendation for the consideration of the Commission.

PAGE

REVISION OF CLASSIFICATION SPECIFICATION

2

Health Assistant

CREATE A NEW CLASSIFICATION

Senior Health Assistant - Salary Range 24 (C1)



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

April 4, 2013

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of Health Assistant & Creation of Senior Health Assistant

Background and Findings

In August 2012, the Personnel Commission approved the new class specification of "Health Assistant" at salary range 15 (C1). The Health Assistants provide general clerical support to school health offices, provide routine first aid and CPR and provide assistance to others performing specialized health care procedures. However, the Health Assistants cannot legally administer insulin to diabetic students.

Staff received a request from the Office of School Support Services to create a new classification, requiring a nursing license to allow the administration of insulin, and recommend appropriate salary range placement for the class. Staff worked with School Support Services management to develop the new classification of Senior Health Assistant.

The classification of Senior Health Assistant will require incumbents to be licensed by the State of California at a minimum as a Licensed Vocational Nurse. Incumbents in the Senior Health Assistant classification will perform specialized health care procedures and medical treatments for students such as tracheostomy care, gastrostomy tube feeding and administer prescribed medication including Diastat for seizures. In addition, the Senior Health Assistants will be able to administer insulin to diabetic students. With reduced credentialed School Nurse staffing due to budget constraints, and an increase in the numbers of diabetic students needing daily medication and monitoring, the Senior Health Assistants will assist in assuring adequate daily diabetic coverage.

While developing the new class, it became necessary to make modifications to the existing Health Assistant description for consistency with the new Senior Health Assistant. A duty statement regarding accompanying students on field trips was added and duty statements regarding developing parent trainings and providing clerical support to a school main office were removed. Health Assistants are not expected to develop parent trainings and should only be providing clerical support in the health offices at school sites. Diapering was added as an

example of providing assistance to individual students in the health office and Epi-Pen was added as an example of medications administered.

In addition, driving a vehicle is in the duty statements of the Health Assistant but not identified as a "Special Requirement" of the class. A statement regarding possessing a driver's license and use of personal automobile was added to assure future applicants are screened to meet this requirement. Current employees in the Health Assistant classification will not be negatively affected by this addition nor asked to provide proof of a driver's license and use of a personal automobile. A copy of the revised Health Assistant description is attached showing proposed deletions to the spec annotated with ~~strikethroughs~~ and additions underlined.

Salary Placement

Staff conducted a compensation study of the proposed class of Senior Health Assistant. Local agencies typically used for salary surveys were surveyed for compensation comparison. In total, Staff found similarity between classification duties and minimum qualifications with six agencies to support a compensation recommendation. The survey median of the six agencies is \$4,395. This median is closest to LBUSD's salary range 24 (C1) with a maximum step of \$4,387 per month.

In addition, when looking at internal comparisons between the proposed classification and existing classifications at LBUSD, there are similarities between the specialized assignments, California licensure requirements, and minimum qualifications with the Certified Occupational Therapy Assistant/Licensed and Speech-Language Pathology Assistant classifications at salary range 24 (C1). Therefore, staff believes placement at range 24 (C1) appears appropriate based on both the salary survey and the internal relationships with other LBUSD classes requiring state certification at that salary range.

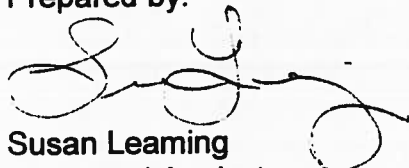
The Assistant Superintendent, School Support Services has reviewed the proposed classification specifications and recommended salary placement and is in agreement with staff's findings.

Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Senior Health Assistant
2. Allocate the Senior Health Assistant classification to salary range 24 (C1)
3. Revise the classification of Health Assistant

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.
Executive Officer



PERSONNEL COMMISSION

Class Code: 5170
Salary Range: 15 (C1)

HEALTH ASSISTANT

JOB SUMMARY

Under general direction, provide a variety of health services to students at an assigned school site; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Provide a variety of health services to students at an assigned school site; observe student health needs and provide information to parents and guardians of community associations, social service agencies and other available resources to obtain health care. **E**
- Administer first aid to ill or injured students; perform CPR; take temperatures; distribute adhesive bandages, ice and compresses as necessary; administer medications including Epi-Pens according to physician instructions and established District procedures; maintain log of student coming into the health office. **E**
- Accompany students on field trips and other community based settings to meet the health needs of students; assist in maintaining student discipline. **E**
- Screen students for lice and other health conditions; notify appropriate personnel, personal physicians and parents of health conditions as required. **E**
- Notify parents, guardians, emergency personnel and other authorized persons when students need to be sent home or to health care agencies for emergency services; update student emergency cards; assist parents with health related forms. **E**
- Prepare and maintain a variety of records, files and reports related to student health, nutrition, medications and daily health office activities; review records for compliance with applicable regulations; maintain confidentiality of student health information. **E**
- Maintain the health office in a clean, orderly and safe condition; maintain inventory and order first aid and health office supplies. **E**
- Operate a variety of office equipment including a computer; operate standard health office instruments and equipment; drive a personal vehicle to conduct work. **E**
- Assist in the facilitation and preparation of health screenings and immunization programs; provide referrals to community health care providers as needed; follow up on health care provider referrals. **E**
- Report suspected contagious and communicable diseases to appropriate ~~authorities~~ and District personnel. **E**

- ~~• Develop and conduct parent education trainings regarding child health and safety issues such as cleanliness, child obesity, personal hygiene, and hazardous materials such as paint and lead. *E*~~
- Assist individual students with personal hygiene, diapering and toileting as necessary; physically assist students with disabilities as needed.
- Assist registered nurses or Special Education staff with specialized medical procedures such as tracheostomy care and gastrostomy feedings as requested.
- ~~• Provide clerical support to the school office including answering telephones and assisting visitors as needed to assure smooth and efficient office operations.~~
- Attend and participate in meetings and training sessions as required.

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

Incumbents in the Health Assistant classification are assigned to school sites and independently provide general health care services to students. ~~Incumbents are responsible for the daily operations of a school health office. Incumbents are responsible for the daily operations of school health offices and may be assigned to travel between school sites to meet the needs of ill, medically fragile and injured students.~~

EMPLOYMENT STANDARDS

Knowledge of:

Basic health office practices, terminology, procedures and equipment.
Basic medical symptoms and conditions applicable to school-aged children.
Health and safety regulations.
First aid and CPR procedures.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

Ability to:

Provide a variety of health services to students.
Screen ill or injured students.
Compile data and prepare reports.
Work independently with little direction.
Administer first aid and CPR to students.
Observe health and safety regulations.
Utilize a variety of health instruments and office equipment.
Maintain confidentiality of sensitive and privileged information.

Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Complete work with many interruptions.
Operate a computer and assigned software.
Prepare and maintain records related to assigned activities.

Education and Training:

Graduation from high school. College-level coursework in the medical field or completion of a certified nurse's aide, medical assistant or related health care program is desirable

Experience:

One year of experience at the level of Office Assistant is required. Experience working in a health care service environment and with children is highly desired.

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

SPECIAL REQUIREMENTS

Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification.

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

WORKING ENVIRONMENT

Health office environment.
Constant interruptions.
Potential for contact with bloodborne pathogens and communicable diseases.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and standard health instruments.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials and screen health conditions.
Bending at the waist, kneeling or crouching to assist students.
Lifting and carrying light objects such as medical supplies and health files.

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 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: 8/16/2012

Revised:



PERSONNEL COMMISSION

Class Code: 5170
Salary Range: 24 (C1)

SENIOR HEALTH ASSISTANT

JOB SUMMARY

Under general direction, provide a variety of specialized health services to students at assigned school sites; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Provide a variety of specialized health services to students at assigned school sites; observe student health needs and provide information to parents and guardians of community associations, social service agencies and other available resources to obtain health care. **E**
- Administer first aid to ill or injured students; perform CPR; take temperatures; distribute adhesive bandages, ice and compresses as necessary; maintain log of student coming into the health office. **E**
- Administer medications such as Diastat, insulin, Epi-Pens, immunizations and Tuberculin Skin Tests according to physician instructions and established District procedures; administer medications via gastrostomy tubes as required. **E**
- Observe diabetic students who self-monitor blood sugar levels and self-administer insulin; check blood sugar levels and inject insulin as appropriate. **E**
- Accompany students on field trips and other community based settings to meet the health needs of students; assist in maintaining student discipline. **E**
- Perform specialized medical procedures such as tracheostomy care, catheterization, and gastrostomy feedings. **E**
- Screen students for lice and other health conditions; notify appropriate personnel, personal physicians and parents of health conditions as required. **E**
- Notify parents, guardians, emergency personnel and other authorized persons when students need to be sent home or to health care agencies for emergency services; update student emergency cards; assist parents with health related forms. **E**
- Prepare and maintain a variety of records, files and reports related to student health, nutrition, medications and daily health office activities; review records for compliance with applicable regulations; maintain confidentiality of student health information. **E**
- Maintain the health office in a clean, orderly and safe condition; maintain inventory and order first aid and health office supplies. **E**
- Operate a variety of office equipment including a computer; operate standard health office instruments and equipment; drive a personal vehicle to conduct work. **E**

- Assist in the facilitation and preparation of health screenings and immunization programs; provide referrals to community health care providers as needed; follow up on health care provider referrals. *E*
- Report suspected contagious and communicable diseases to appropriate District personnel. *E*
- Assist individual students with personal hygiene, diapering and toileting as necessary; physically assist students with disabilities as needed.
- Attend and participate in meetings and training sessions as required.

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 Senior Health Assistant at a minimum possesses a valid State of California License of Vocational Nursing (LVN). Incumbents in this classification are assigned to school sites and independently provide specialized health care services to students. Incumbents are responsible for the daily operations of school health offices and may be assigned to travel between school sites to meet the needs of ill, medically fragile and injured students.

EMPLOYMENT STANDARDS

Knowledge of:

Applicable laws, codes, rules and regulations related to assigned nursing activities.
Health office practices, terminology, procedures and equipment.
Medical symptoms and conditions applicable to school-aged children.
Uses and effects of prescribed medications.
Accepted methods and principles of personal hygiene.
Health and safety regulations.
First aid and CPR procedures.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

Ability to:

Provide a variety of specialized health services to students.
Administer prescribed medications according to physician instructions and established District procedures.
Perform specialized medical procedures such as tracheostomy care, catheterization, and gastrostomy feedings.
Screen ill or injured students.
Compile data and prepare reports.
Work independently with little direction.

Administer first aid and CPR to students.
Observe health and safety regulations.
Utilize a variety of health instruments and office equipment.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain confidentiality of sensitive and privileged information.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Complete work with many interruptions.
Operate a computer and assigned software.
Prepare and maintain records related to assigned activities.

Education and Training:

Graduation from high school supplemented at a minimum by completion of a Licensed Vocational Nurse program approved by the California Board of Vocational Nursing and Psychiatric Technicians.

Experience:

One year of experience working in a health care service environment. Experience working with school-aged children is highly desirable.

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

SPECIAL REQUIREMENTS

Incumbents in this classification at a minimum must possess and maintain licensure to practice in California as a Licensed Vocational Nurse throughout employment in this classification.

Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification.

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

WORKING ENVIRONMENT

Health office environment.
Constant interruptions.
Potential for contact with bloodborne pathogens and communicable diseases.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and standard health instruments.

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

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and screen health conditions.

Bending at the waist, kneeling or crouching to assist students.

Lifting and carrying light objects such as medical supplies and health files.

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 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:

SUBJECT:	Revisions to the Rules and Regulations of the Classified Service, Chapter V (Second Reading)	PAGES: 8.2.1- 8.2.4
Date:	April 11, 2013	Reason for Consideration: Action

PAGE

2

CHAPTER V

ELIGIBILITY AND EMPLOYMENT LISTS

5.1 ESTABLISHMENT AND LIFE OF ELIGIBILITY LISTS

- A. **DURATION OF ELIGIBILITY LISTS.** An eligibility list shall be in effect for a period of one year, unless exhausted, and may be extended for up to an additional year by the Commission. Names of successful competitors may be added to the eligibility list by the Commission.
1. The Commission may approve the establishment of an eligibility list for a period of six (6) months when announced on the recruitment bulletin for the examination.
 2. When fewer than three (3) ranks of available eligibles remain on an eligible list and the appointing authority has requested certification of three (3) ranks, the list may be terminated by the Executive Officer and a new recruitment initiated.
 3. If a list is to be abolished before its scheduled date of expiration, notices of intention to abolish an eligibility list shall be sent to all eligibles. Any person who desires to retest for the class must file a new application in accordance with application procedures.

Reference: California Education Code 45300

- B. **ESTABLISHMENT AND CERTIFICATION OF ELIGIBILITY LISTS.** Unless specifically authorized in the rules, all appointments to positions in the classified service shall be made from eligibles whose names appear on eligibility lists. The Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules after the review and protest period has passed. All eligibility lists shall be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. To facilitate the orderly process of business, the Executive Officer may submit eligibility lists for ratification.

Reference: California Education Code 45272, 45300

- C. **AVAILABILITY OF ELIGIBILITY LISTS FOR MAKING APPOINTMENTS.** Excluding lists for continuous testing classes, no eligibility list shall be effective or available for making regular appointments until any protest or appeals received during the examination review period are resolved, unless specifically authorized by the Personnel Commission.

Reference: California Education Code 45274

- D. **TO REMAIN ON ELIGIBILITY LISTS.** Any person whose name is on an eligibility list at the time of expiration and who desires to remain on an eligibility list for that class may file a new application when the next recruitment is open and participate in the examination process.

5.2 RE-EMPLOYMENT LISTS

- A. There shall be established for each class a re-employment list of which shall take precedence over all other employment lists in appointment. This list shall contain the names of all permanent classified service employees who have been laid off, demoted or have taken voluntary reductions in assigned time from any position because of lack of work or lack of funds.

Reference: California Education Code 45298

5.3 RECLASSIFICATION OF RE-EMPLOYMENT AND ELIGIBILITY LISTS

The reclassification of all positions in a class shall automatically reclassify the re-employment list for that class. The Executive Officer shall also review the appropriateness of the current eligibility list for the class, if any, and determine whether or not it should be reclassified.

5.4 ELIGIBILITY LISTS

- A. **PRECEDENCE OF LISTS.** Appointments to limited term positions shall be made from appropriate eligibility lists for the class in the following order: first, from the re-employment list; second, from the promotional eligibility list; and third, from the open eligibility list in the order of rank on such lists and the willingness of the eligibles to accept such employment.

Reference: California Education Code 45286

- B. **ELIGIBILITY FOR REGULAR APPOINTMENT.** Acceptance or rejection of a limited term assignment shall not affect eligibility for regular assignment when the eligible's name is reached on the re-employment or eligibility list.
- C. **LIMITED TERM STATUS.** All limited term employees on such lists whose eligibility for regular assignment expires shall retain their limited term status provided they maintain satisfactory service ratings, unless dismissed for cause or for failure to accept three consecutive offers of assignment.
- D. **EXAMINATIONS FOR LIMITED TERM POSITIONS.** In the event no person is available for limited term assignment from re-employment or eligibility lists, examinations may be conducted to establish eligibility lists for limited term appointment only. The Commission, at its discretion, may designate simplified examination procedures for establishing such lists. No person shall attain permanent status in the classified service as a result of appointment from an eligibility list created for limited term assignments only.
- E. **LIMITED TERM ELIGIBILITY LISTS.** Persons whose names have appeared on eligibility lists may elect to accept limited term assignments only rather than permanent positions, and the Commission may place their names on the appropriate limited term eligibility list.
- F. **ELIGIBILITY OF RESIGNED REGULAR EMPLOYEES.** Regular employees who resigned in good standing may, within 39 months of the effective date of resignation, with the approval of the commission be placed upon the limited term eligibility list for any classification in which they had held permanent status. Such persons may not acquire permanent status as the result of appointment from such limited term eligibility lists.

5.5 REMOVAL OF NAME FROM LIST

Dismissal of a limited term employee for cause shall be sufficient reason for removal of the person's name from the re-employment or eligibility list for that class. Other causes for removal from the list are as set forth in Section 4.2 of the Rules and Regulations of the Classified Service.

Combinations of successive eligibility lists may be made during their first year. Eligibles on lists established within the first year of the life of another list may be placed in the order of their relative excellence in the examination on the like list, if lists so merged have been promulgated under conditions and techniques which are sufficiently similar to preserve their competitive character.

When an eligible's name appears in more than one place on the eligibility list, the employee shall be certified in accordance with the highest standing and shall be available for that standing only.

When lists are merged, the candidates on the earlier list who have retained their scores shall be terminated on their originally scheduled expiration date.

Reference: California Education Code 45291

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.7

Date: April 11, 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>
Associate Educational Research Analyst	Dual	13-0077-3368	2
Educational Research Analyst I	Promo	13-0078-3301	4
Educational Research Analyst II	Promo	13-0079-3302	4
High School Office Supervisor	Promo	13-0081-3349	6



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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/

ASSOCIATE EDUCATIONAL RESEARCH ANALYST - 3368

Final Filing Date: 4:30 p.m., Thursday, April 25, 2013.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
MONTHLY:	\$5,069	\$5,349	\$5,643	\$5,952
HOURLY:	\$29.26	\$30.86	\$32.54	\$34.36

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

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: Under immediate supervision, an Associate Educational Research Analyst assists in the development and performance of a variety of complex and technical educational research related duties, with increasing requirements of initiative and independence of action; and assists in the planning, organization, design and implementation of educational evaluation studies and reporting of study findings on District academic programs and instruction, student characteristics, academic performance and related subjects; and performs related duties as required.

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: Graduation from an accredited four-year college or university with a bachelors degree in education, psychology, behavioral or social science or a related field including upper division course work in statistics, research methodology and/or psychological testing is required.

EXPERIENCE: One year of experience participating in the development, administration and analysis of data, tests, research methodologies, or behavioral research is required.

SELECTION PROCEDURE This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. 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: written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Attendance will be at the applicant's expense. 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 13-0077-3368 EE
Dual Examination

LBUSD Employees, please see reverse side for important information

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

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

Guidelines:

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

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

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

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



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Promotional 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/

EDUCATIONAL RESEARCH ANALYST I - 3301 EDUCATIONAL RESEARCH ANALYST II - 3302

Final Filing Date: 4:30 p.m., Thursday, April 25, 2013.

PROMOTIONAL:

Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" AND who meet the education and experience requirements are eligible to compete.

JOB INFORMATION:

Eligibility lists are being created to fill future vacancies as they occur.

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.

EDUCATIONAL RESEARCH ANALYST I

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>
<u>MONTHLY:</u>	\$5,498	\$5,801	\$6,121	\$6,457
<u>HOURLY:</u>	\$31.72	\$33.47	\$35.32	\$37.25

JOB SUMMARY: Under direction, plan, organize, design and conduct educational evaluation studies; analyze and report study findings on District academic programs and instruction, student characteristics, academic performance and related subjects; to conduct psychometric studies for the District's assessment program; and to perform related duties as required.

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: Graduation from an accredited four-year college or university with a bachelors degree in education, psychology, behavioral or social science or a related field with course work in statistics, research methodology and psychological testing required. A Masters degree or beyond is desirable.

EXPERIENCE: Two years of technical/professional experience in the development, administration and analysis of tests or behavioral research in a school system, university or other institution conducting social science research.

An advanced degree (masters or doctorate) may substitute for one year of the required experience.

EDUCATIONAL RESEARCH ANALYST II

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>
<u>MONTHLY:</u>	\$6,470	\$6,827	\$7,203	\$7,599
<u>HOURLY:</u>	\$37.33	\$39.40	\$41.57	\$43.82

JOB SUMMARY: Under direction, design, conduct and analyze a variety of sophisticated educational research studies, surveys, demographic reports, program evaluations and similar studies, and report findings, using complex, multi-dimensional psychometric statistical tools; perform related duties as assigned. An Educational Research Analyst II performs the advanced level tasks of a more complex and complicated nature, utilizing data base tools. An incumbent in this class is expected to perform the more intricate multiple computer database programming functions, including data manipulation and conversion, with greater independence and discretion.

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: Graduation from an accredited four-year college or university with a Master's degree in education, psychology, behavioral or social science or a related field with a minimum of 12 semester units of course work in advanced statistics, research methodology and/or psychological testing is required.

EXPERIENCE: Three years of technical/professional experience in the development, administration and analysis of tests or behavioral

SELECTION PROCEDURE: This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. 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: written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Attendance will be at the applicant's expense. 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 Promo Exam 13-0078-3301 EE
Promo Exam 13-0079-3302 EE

LBUSD Employees, please see below for important information:

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

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

Guidelines:

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

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

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

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



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Classified Promotional 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/

HIGH SCHOOL OFFICE SUPERVISOR - 3349

Final Filing Date: 4:30 p.m., Monday, April 29, 2013

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>
MONTHLY:	\$3,971	\$4,189	\$4,420	\$4,664
HOURLY:	\$22.92	\$24.16	\$25.51	\$26.91

PROMOTIONAL:

Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" AND who meet the education and experience requirements are eligible to compete.

JOB INFORMATION:

Eligibility list is being created to fill future vacancies.

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: Under the direction of a Co-Principal or Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the administrator of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned high school or a special school such as adult school or the Avalon school site; perform public relations and communications services; train and evaluate assigned personnel; and perform 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:

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or related field.

EXPERIENCE:

Four years of secretarial experience including two years in a supervisory capacity or two years of experience at the level of Middle School Office Supervisor with the Long Beach Unified School District.

SPECIAL:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license at the time of appointment. (2) May be required to travel from one school location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

SELECTION PROCEDURE: This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. 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: 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.

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 13-0081-3349 af
Promotional Examination

LBSUD Employees, please see reverse side for important information

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

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: April 11, 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:

**Administrative Coordinator Facilities
Planning, Development & Planning**

Dual

13-0066-5097

List Valid: 04/05/13 -04/05/14

Total applications received: 27

No. Passed: 13 No. Failed: 1

Total invited to exam: 15

No. Withdrew: 1 No. Screened Out: 12

**Instructional Assistant Intensive
Behavioral Treatment**

Open/Continuous

13-0063-5035

List Valid: 04/04/13 -04/04/14

Total applications received: 108

No. Passed: 15 No. Failed: 15

Total invited to exam: 45

No. Withdrew: 15 No. Screened Out: 63

Nutrition Services Supervisor I

Dual

13-0058-5058

List Valid: 04/05/13-04/05/14

Total applications received: 75

No. Passed: 26 No. Failed: 26

Total invited to exam: 52

No. Withdrew: 0 No. Screened Out: 23

Nutrition Services Supervisor II

Promotional

13-0059-5065

List Valid: 04/05/13 -04/05/14

Total applications received: 18

No. Passed: 8 No. Failed: 6

Total invited to exam: 17

No. Withdrew: 3 No. Screened Out: 1

Nutrition Services Supervisor III

Promotional

13-0060-5066

List Valid: 04/05/13 -04/05/14

Total applications received: 8

No. Passed: 4 No. Failed: 3

Total invited to exam: 7

No. Withdrew: 0 No. Screened Out: 1

EXTEND ELIGIBILITY LISTS

Instructional Aide Special

Open/Continuous

12-0052-0448

Extended list expiration date: 3/30/14

Extend list period: 1 year

Total applicants on list: 27

No. of Current Eligibles: 9 No. of waivers or removals: 18

CERTIFIED TO BE CORRECT: Gail McMahon DATE: 4/4/13