



PERSONNEL COMMISSION

MEETING AGENDA

PLEASE POST

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

October 17, 2013
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. ROLL

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

6. HEARINGS

None

7. MINUTES

7.1 Approval of Minutes for October 3, 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 IX (Second Reading)

Action

8.3 Recommendation to Remove from Eligibility List per
P.C. Rule 4.2.A.8

Restricted Action

8.4 Recommendation to Remove from Eligibility List per
P.C. Rule 4.2.A.6 and 4.2.A.8

Restricted Action

8.5 Recommendation to Remove from Eligibility List per
P.C. Rule 4.2.A.8

Restricted Action

- 8.6 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.8 Restricted Action
- 8.7 Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.8 Restricted 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 scheduled meeting of the Personnel Commission will be held on October 31, 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
- 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 October 3, 2013

PAGES: 7.1.1 – 7.1.4

Date: October 17, 2013

Reason for
Consideration: Action

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

Chairperson Linda Vaughan 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

Linda Vaughan, Chairperson
Stacey Lewis, Vice-Chairperson
Terence Ulaszewski, 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-Honorio, Staff Secretary
Jan Medford, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Brian Moskowitz, Employee Relations Director; Paul Bailey, Transportation Director; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Unit A -Vice-President, and d'Ann Madore, CSEA Labor Relations Representative.

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

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

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, reported Chairperson Vaughan's term is scheduled to expire December 1, 2013. Chairperson Vaughan announced that she intends to seek reappointment for another three (3) year term.

Dr. McMahon also provided the Commission an update on the move of the Personnel Commission offices. At this time the November dates have been postponed, once a new schedule is developed Dr. McMahon will provide the Commissioners with the proposed outline.

Executive Officer McMahon reported, CSPCA (California Schools Personnel Commissioners Association) will be offering the *Merit Academy* training. If anyone is interested in attending they may wish to apply for one of the scholarships PCASC (Personnel Commissioners Association of Southern California) is offering to cover the cost of the training.

Marilyn Balmer, Personnel Analyst, reported the recruitment and testing staff is working on seven (7) recruitments with eight (8) additional recruitments in the planning phases.

Susan Leaming, Personnel Analyst, announced she is in the planning stages for the upcoming Child Care and Instructional series job family study. The study will be completed in two phases as there are over 1,000 incumbents in approximately 65 classifications.

Dale Culton, Certification Services Manager, provided the Commission an update on the online onboarding processing project. Mr. Culton gave thanks to the Office of Multimedia Services for their work on the video. Once the project is completed staff will be able to provide new hires with the processing paperwork via email.

Jan Medford, Human Resources Technician, reported the *AESOP Substitute Placement & Absence Management System* training for the substitute Custodian was a success. The system allows substitutes to select jobs online or by calling *AESOP*.

MINUTES

MINUTES

The Commission approved the minutes of the September 19, 2013 Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson 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, district administration submitted a waiver request to the Commission requesting the special requirements of the job description be waived for these five (5) Heavy Truck Drivers. The Commission considered the request for a waiver for five Heavy Truck Drivers who were involuntarily transferred from the Purchasing Branch to the Transportation Branch. After a lengthy discussion on the matter, the Commission acted to revise the classification specification to read, "Some positions assigned to the Transportation Branch will be required to qualify for a California Special Driver certificate for school bus operation by completion of the probationary period or after six months if transferring from another department." Further, the Commission acted to "grandfather" the five employees who were involuntarily transferred allowing them to remain in the positions without the certificate.

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Lewis to approve the following classification revisions. The motion was carried and approved.

REVISE A CLASSIFICATION

REVISE A CLASSIFICATION

Heavy Truck Driver

REVISE A CLASSIFICATION

REVISE A CLASSIFICATION

Head Start Parent Aide (R)

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Vice-chairperson Lewis made a motion to discuss the first reading of Chapter IX of the Rules and Regulations of the Classified Service. Commissioner Ulaszewski seconded the motion. Dr. McMahon indicated there were typographical and grammatical errors that should be corrected and reviewed the corrections. d'Ann Madore, CSEA Labor Relations Representative, said she understands the Rules and Regulations are for all employees but she would like to see the layoff process which was agreed upon by CSEA and the District outlined in the chapter. Executive Officer McMahon explained items which are negotiated are generally not included in the Rules and Regulations as they are subject to change. Negotiated items are normally included in the contract. A second reading and action is scheduled for October 17, 2013.

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. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion. The motion was carried and the bulletins were ratified.

School Safety Officer	Dual	14-0028-5014
School Support Secretary	Promotional	14-0029-3361
Student Store Assistant	Dual	14-0031-5182
Student Store Lead	Dual	14-0030-5176

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. Commissioner Ulaszewski moved for approval of the lists. The motion was seconded by Vice-Chairperson Lewis. The following eligibility lists were approved.

Landscape Irrigation Worker	Promotional	14-0013-0617
List Valid: 09/30/13 – 09/30/14		
Total applications received: 11	Total invited to exam: 8	
No. Passed: 1 No. Failed: 7	No. Withdrew: 0 No. Screened Out: 3	

OTHER ITEMS

Commissioner Ulaszewski made a public announcement that Commissioners are prohibited from supporting the election of Board Members.

Vice-Chairperson Lewis thanked the guests for their input in the discussions.

NEXT MEETING

NEXT MEETING

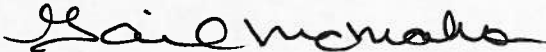
The next regular meeting of the Personnel Commission will be held on Thursday, October 17, 2013, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 10:00 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Gail McMahon".

Gail McMahon, Ed.D.
Executive Officer

GM/mb

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: **Classification/Restructure
Recommendations**

PAGES: 8.1.1-8.1.14

Date: **October 17, 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 recommendations for the consideration of the Commission.

CREATE A NEW CLASSIFICATION

PAGE

Job Developer – BL Spanish, Salary Range 20 (C1)

2

REVISE A CLASS SPECIFICATION

Nutrition Services Operations Coordinator

8



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

October 17, 2013

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of New Classification – Job Developer – BL Spanish

Background and Findings

In September 2013, the District received grant monies through the PROMISE (Promoting the Readiness of Minors in Supplemental Security Income) program, a joint initiative of the U.S. Departments of Education, Social Security Administration, Health and Human Services and Labor to promote positive outcomes for children who receive Supplemental Security Income (SSI) and their families. These positive outcomes include graduating from high school ready for college and a career, completing postsecondary education and job training, and obtaining competitive employment with an ultimate goal of reducing SSI receipt among program participants. It is anticipated that some of these families will be non-English speaking given the demographics of Long Beach and the Long Beach Unified School District.

To staff the program and provide necessary services, the District is creating two full-time Job Developers and two part-time Job Developers. In order to provide services and communicate effectively with non-English speaking families, the administrator over the PROMISE grant is requesting one of the part-time positions be filled with a bilingual Spanish candidate. Currently, no designated bilingual Job Developer classification exists within the Classified service, and therefore candidates on the existing Job Developer eligibility list were not tested for bilingual ability.

Consequently, as is practice for other classifications where bilingual proficiency is identified as essential to job performance, Staff recommends creation of a separate classification of Job Developer – BL Spanish and appropriate testing. The recommended salary range is the same level as the non-bilingual classification at salary range 20 (C1).

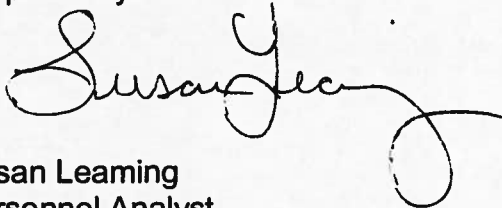
A copy of the class description with the new bilingual classification code is attached.

Recommendations

Staff recommends the Personnel Commission:

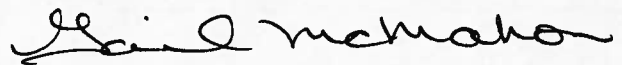
- 1. Adopt the new classification of Job Developer – BL Spanish**
- 2. Allocate the classification of Job Developer – BL Spanish to salary range 20 (C1)**

Prepared by:



**Susan Leaming
Personnel Analyst**

Approved and Recommended:



**Gail McMahon, Ed.D.
Executive Officer**



PERSONNEL COMMISSION

Class Specification
Salary Range: 20 (C1)

CLASS CODE

0463
XXXX

TITLE

JOB DEVELOPER
JOB DEVELOPER – BL SPANISH

JOB SUMMARY

Under general direction, perform a variety of duties related to the job placement and case management of students participating in the Transition Partnership Program or similar program; identify and develop prospective employment opportunities and internships; provide employment skill training to students; 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.

- Perform a variety of duties related to the job placement and case management of students participating in the Transition Partnership Program or similar program; assure compliance with applicable laws, codes, rules and regulations. **E**
- Identify and develop prospective student employment opportunities and internships; contact employers to promote student employment and training opportunities; work with employers to identify jobs for students, on-the-job trainings, internships and unpaid and paid employment opportunities. **E**
- Market the program to local businesses to support excellence in program development, job placement and school-to-work transition; attend employment events and job fairs to distribute program information. **E**
- Develop and provide group and individual employment skill training to students in areas such as resume and cover letter preparation, completion of job applications, personality assessments, interviewing techniques, telephone etiquette, job retention skills and proper personal hygiene and attire. **E**
- Distribute information regarding current job openings; match students to appropriate training and work environments; assist students in obtaining necessary employment documents such as work permits; coordinate employment and internship interviews with students and hiring managers. **E**
- Assist students with transportation to work locations by providing public transportation mobility training. **E**
- Maintain ongoing contact with employers and students during periods of employment and internships; conduct site visits to monitor student job performance and provide job coaching and training; follow up with employers and students

regarding progress and status of employment; complete, review and submit student time cards. *E*

- Coordinate and participate in special program events such as the annual mock interviews, parent/student orientation session and group job development event; encourage local employer participation in events. *E*
- Participate in group or committee efforts with educators, members of community organizations and employer representatives engaged in planning and developing employment opportunities. *E*
- Participate in the review and assessment of student eligibility for a variety of school-to-work initiatives and programs; maintain ongoing contact with community agencies such as the Employment Development Department, Department of Rehabilitation and City of Long Beach. *E*
- Maintain a variety of records, lists and files related to assigned activities including detailed individual student case files; prepare a variety of reports related to program activities including periodic student progress reports. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
- Attend a variety of meetings, workshops, conferences and trainings to maintain current knowledge of employment trends and job search strategies. *E*
- Assign work and provide work direction and guidance to appropriate program staff as needed to assure smooth and efficient office and program operations.

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 this classification perform a variety of duties related to the job placement and case management of students participating in the Transition Partnership Program or similar program. A Job Developer interacts with members of community organizations and potential employers in seeking and securing employment and training opportunities for students. An incumbent applies a thorough knowledge of job market trends and current training programs available through educational institutions, community organizations and employers. Incumbents in the Job Developer – BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary to provide program services and translate materials and interpret for families.

EMPLOYMENT STANDARDS

Knowledge of:

Laws, codes, rules and regulations applicable to the employment of youth.

Job search, job placement and employee selection techniques.

Work experience program goals and objectives.

Employment skills and job coaching techniques.

Community resources available to youth.

Labor market and job market conditions and trends.
Adolescent development and characteristics.
Career and occupational resources.
Operation of a computer and assigned software.
Record-keeping and filing techniques.
Methods of compiling data and preparing reports.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Basic principles of training and providing work direction.

Ability to:

Perform a variety of duties related to the job placement and case management of students participating in the Transition Partnership Program or similar program.
Identify and develop prospective student employment opportunities and internships.
Develop and provide group and individual employment skill training to students.
Provide support and positive role modeling for students.
Provide job coaching and training for students in training or employment settings.
Serve as a resource regarding career readiness information.
Market the program to local businesses.
Work with and demonstrate sensitivity to students with special needs and varying backgrounds.
Persuade and motivate students towards work and job preparation objectives.
Solicit the interest and commitment of employers to employ students.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Compile data, prepare reports and maintain accurate and detailed records and files.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Plan and organize work.
Compose correspondence and written materials independently.
Operate a variety of office equipment including a computer and assigned software.
Prepare and deliver oral presentations.

Education and Training:

Associate's degree including course work in business, social services, human resources, career development or a related field. A bachelor's degree is preferred.

Experience:

One year of experience in career development, job search and placement, work experience programs or school-to-career programs, preferably in a high school setting.

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

SPECIAL REQUIREMENTS

Positions in this classification require the use of personal automobile and possession of a valid California Class C driver's license.

Positions in the Job Developer - Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.

WORKING ENVIRONMENT

Office, school and community environment.
Driving a vehicle to conduct work.
Visits to employer sites.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to demonstrate job tasks.
Reaching overhead and above the shoulders to demonstrate job tasks.
Lifting, carrying, pushing or pulling objects weighing up to 20 pounds.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

10/19/95
Revised: 10/24/02
Revised: 3/25/04
Revised: 7/11/13
PCA (BL Spanish):



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

October 11, 2013

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to Nutrition Services Operations Coordinator Class Specification

Background and Findings

During the recent promotional recruitment for Nutrition Services Operations Coordinator, it came to Staff's attention that the job description did not appear to be in alignment with the expectations of the position. Further, the requirements for the position appeared to be out of balance for the need. The current need is for an individual who has the ability to successfully analyze operations and make appropriate recommendations, manage projects and coordinate the work of staff. While large scale institutional food service experience would be beneficial to the incumbent and organization, the type of skills sought can be achieved through a variety of operational experiences within a business environment.

As a result, Nutrition Services management worked with Commission Staff to make revisions to the specification. The class specification was last revised in March 2012, when duties related to the procurement of commodities, food and supplies were removed and transferred to another management position. However, changes to the Healthy Kids Act last school year, specifically procurement procedures and menu planning, have increased the workload of the management team, necessitating the Operations Coordinator again provide support in the procurement of commodities.

In addition, the minimum qualifications have been broadened, allowing for a wider field of applicants in future recruitments. The Branch is looking for candidates with strong analytical skills who can learn the specific operations of Nutrition Services. However, large-scale institutional food service experience would still be preferred.

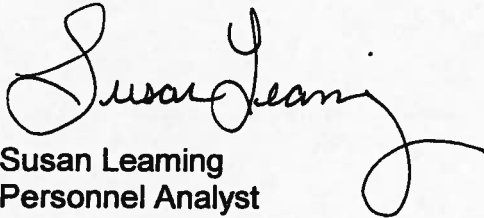
A copy of the revised description is attached showing proposed deletions to the specification annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

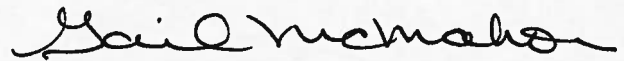
- 1. Adopt the revised class specification for the classification of Nutrition Services Operations Coordinator**

Prepared by:



Susan Learning
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.
Executive Officer



PERSONNEL COMMISSION

Class Code: 5063
Salary Range: 35 (M2)

NUTRITION SERVICES OPERATIONS COORDINATOR

JOB SUMMARY

Under general supervision, plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services ~~department~~ Branch and administrators; research, analyze and prepare complex reports and records; train and supervise assigned staff; 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.

- Plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services ~~department~~ Branch and administrators; assure compliance with applicable laws, codes, rules and regulations. **E**
- Prepare or direct the maintenance of a variety of complex federal, State and District reports and records; research, analyze and compile necessary information and data; prepare documentation for periodic federal and State audits as directed; maintain files related to assigned activities. **E**
- Perform special projects and prepare related forms and reports on behalf of ~~department~~ Branch administration; attend to administrative details on special matters as assigned. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Provide technical expertise, information and assistance to ~~department~~ Branch administration regarding nutrition service operations; assist in the formulation and development of programs and policies to assure an economical, safe and efficient work environment; advise administration of unusual trends or problems and recommend appropriate corrective action. **E**
- Research past trends and forecast future use of food, commodities and supplies; prepare purchase orders for commodities, food, and supplies; maintain inventory of USDA commodities and usage. **E**
- Provide assistance with menu development, monitoring and allocation of commodities and the purchase of food and supplies to meet menu requirements. **E**
- Provide assistance with and monitor food ordering computerized systems. **E**
- Oversee and direct the processing, distribution and collection of free and reduced lunch applications; coordinate verification of lunch applications in accordance with federal regulations and timelines for audit purposes; review randomly selected

applications for accuracy and completeness; approve or deny applications in accordance with established guidelines. *E*

- Coordinate printing of ~~lunch-meal~~ applications with outside vendors; coordinate the transfer of student data; order and purchase direct certification student information from the State and County and coordinate the cross-referencing of information ~~between the County and with~~ the District; receive and download files into computerized database. *E*
- Prepare and distribute notification letters to parents, principals, site supervisors and administrators regarding status of individual student applications; respond to parent inquiries regarding application status; assure student application status is updated in computerized database. *E*
- Oversee the distribution and timely completion of performance evaluations for Nutrition Services employees; assist managers and supervisors with a variety of personnel issues including documentation of work, preparation of performance evaluations and disciplinary actions. *E*
- Monitor and oversee the interviewing, hiring, training and assignments of substitute and permanent Nutrition Services staff; serve as a liaison with Human Resource Services and Personnel Commission staff regarding the hiring process, evaluations and disciplinary issues. *E*
- ~~Research and prepare the National School Lunch Program Agreement with the State to assure reimbursement of funds; update agreement and school site offerings as needed. *E*~~
- Communicate with administrators, school sites, parents, personnel, outside agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Attend and participate in a variety of meetings, conferences and inservice trainings; prepare and deliver presentations to individuals or groups concerning Nutrition Services operations, policies, procedures and activities. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to travel to various sites to conduct work. *E*

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 Nutrition Services Operations Coordinator classification plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services ~~department~~ Branch and administrators. Incumbents research, analyze and prepare complex reports and records relating to various aspects of the Nutrition Services program and are assigned a variety of special projects. ~~Incumbents are assigned to oversee the processing of free and reduced lunch applications and Nutrition Services Branch staffing.~~

EMPLOYMENT STANDARDS

Knowledge of:

~~Principles and practices involved in large scale nutrition service operations and programs.~~

Research methods and report writing techniques.
 General techniques and methodologies of project management.
 Statistical record-keeping techniques.
 Oral and written communication skills.
 Health and safety regulations.
 Inventory methods and practices.
 Public speaking techniques.
 Principles and practices of supervision and training.
 Applicable laws, codes, regulations, policies and procedures.
 Interpersonal skills using tact, patience and courtesy.
 Operation of a computer and assigned software.

Ability to:

Plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services ~~department~~ Branch and administrators.

Train, supervise and evaluate the performance of assigned staff.

Assure District personnel policies and procedures are followed.

Research, compile and analyze data.

Learn and apply rules and regulations of the National School Lunch Program.

Prepare comprehensive narrative and statistical reports.

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Interpret, apply and explain rules, regulations, policies and procedures.

Learn and apply methodology used in menu planning and procurement of food, commodities and related supplies for the School Nutrition Program.

Learn specialized computer programs related to the School Nutrition Program.

Establish and maintain cooperative and effective working relationships with others.

Observe health and safety regulations.

Operate a computer and assigned office equipment.

Make mathematical computations quickly and accurately.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Maintain confidentiality of sensitive and privileged information.

Maintain records and files.

Work independently with little direction.

Plan and organize work.

Education and Training:

Bachelor's degree in institutional food management, human resources, public administration, business administration or a related field.

Experience:

Two years of supervisory experience involving analyzing data and preparing reports and recommendations regarding business processes and functions such as budgets, procurement, organizational efficiency, project management, staffing or records management ~~staff planning or project management.~~ Experience in a large-scale institutional food service operation is preferred.

~~Additional experience may be substituted for the required education on a year-for-year basis for a maximum of two years of the required education.~~

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license and use of a personal automobile.

Some positions may require Aa valid Food Handler's certificate issued from an authorized agency ~~is desirable.~~

WORKING ENVIRONMENT

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

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

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

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 one year 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: 7/1/2004

Revised: 3/29/12

Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Revisions to the Rules and
Regulations of the Classified Service,
Chapter IX (Second Reading)

PAGES: 8.2.1- 8.2.4

Date: October 3, 2013

Reason for
Consideration: Action

One of the specific requirements of Education Code 45260 is that "The Commission shall prescribe, amend and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness." In accordance with the Personnel Commission Rules, staff submits the attached revisions, for the second reading and action.

REVISION OF RULES AND REGULATIONS

PAGE

Chapter IX (Second Reading)

2

CHAPTER IX
RESIGNATIONS, LAYOFF AND REEMPLOYMENT

9.1 RESIGNATION

- A. RESIGNATION DURING PROBATION. A person who resigns while in good standing during his probationary term may be returned to his original place on the eligibility list at the discretion of the Commission provided said list is still in effect. A person who resigns because of inability to successfully perform the responsibilities will have no standing under this rule.
- B. APPOINTMENT AFTER RESIGNATION. A former employee who resigned in good standing and who is appointed from a valid eligibility list shall be accorded only the benefits and rights of a new employee in probationary basis.
- C. REINSTATEMENT AFTER RESIGNATION. A permanent employee who resigned may be reinstated in a permanent or limited term assignment to his former position or a position in a former class or in a related class. An employee who resigned may also be reinstated in a lower class in which the employee formerly held permanent status or a position in a related lower class, without further competitive examination. A reinstatement must occur within 39 months after his/her last date of paid employment. If reinstated as a permanent employee, it shall be with the same seniority, sick leave, vacation allowance and other privileges which he had acquired at the time of resignation. The reinstated employee shall also receive the same step in the salary range as he would have been entitled to at the time of resignation, provided that the maximum salary step for his class is not exceeded.

Reinstatement under this section shall be at the discretion of the Board of Education and upon the recommendation of the department head under whom the employee is to serve.

Reference: California Education Code, Section 45309

- D. ABANDONMENT OF POSITIONS. An employee who fails to report for duty for three consecutive working days without notice to and/or approval from his immediate supervisor shall be deemed to have abandoned his position. This shall constitute resignation from the position and from the employment of the district by the employee. An employee who fails to return from a leave of absence within three working days after the expiration of leave shall be deemed to have abandoned his position.

9.2 LAYOFF (See Section 6.2 regarding refusal of appointments.)

- A. LAYOFF OF EMERGENCY, PROVISIONAL OR LIMITED TERM EMPLOYEES PRIOR TO PERMANENT OR PROBATIONARY EMPLOYEES. No permanent or probationary employee shall be laid off from any position while employees serving under emergency, provisional, or limited term employment are retained in positions of the same classification.

A limited term employee may be laid off at the completion of his assignment without regard to the procedures set forth in this rule.

- B. **COMPUTATION OF SENIORITY.** All service in the classification plus higher classifications shall count as seniority within the classification. Continuous status as a probationary or permanent employee within the classification, plus higher classifications shall determine seniority.

No seniority shall be earned during periods of separation from the service of the school district. A permanent employee who resigns and is subsequently reinstated shall accumulate seniority rights from his earliest date of entrance into the classification in which layoff occurs, excluding any breaks in service.

The word "classification" as used in this rule shall be interpreted to include two or more classifications having the same or equivalent duties and responsibilities when such classifications are the result of a reclassification action separating an existing classification into two or more classifications. Seniority for the purposes of this rule shall include the total service in each classification both before and after separation of the classification.

A permanent or probationary employee serving as a substitute or in a temporary upgrade shall accrue seniority in the class in which the employee currently holds permanent or probationary status.

- C. **DEMOTION FOLLOWING LAYOFF.** Following layoff permanent or probationary employees may elect demotion to any classification with the same or a lower maximum salary in which he had previously served under a permanent or probationary appointment and in which he holds seniority rights greater than those of the incumbent. Any employee replaced by such a demotion shall have the same option of demotion afforded by this rule as if his position had been abolished.

An employee who is laid off may elect demotion to a lower classification in which he had not served in a permanent or probationary status if there is a vacant position in the lower classification. The employee electing a demotion instead of layoff must meet the minimum qualifications of the vacant position, as determined by the Personnel Commission.

9.3 REEMPLOYMENT

- A. **PROVISIONAL OR LIMITED TERM EMPLOYEES.** Provisional or limited term employees, whose services have been discontinued because of lack of work or lack of funds, shall hold no reemployment rights.
- B. **PERMANENT EMPLOYEES.** Permanent and probationary employees laid off because of lack of work or lack of funds, shall be placed upon a reemployment list in an order or rank determined by seniority computed in accordance with provisions of Rule 9.2.B. No probationary employee shall be reemployed at a time when a permanent employee is upon the reemployment list. Persons whose names are placed on reemployment lists shall retain their rights to reemployment for a period of thirty-nine months, except as indicated in Education Code Section 45298 from the date of layoff or demotion.

- C. **REEMPLOYMENT IN LOWER CLASS.** An employee on a reemployment list may be reemployed in a position in a related lower class, without further competitive examination, over other candidates on the open or promotional eligibility list as a permanent, probationary or limited term employee providing he is physically able to perform the duties. Such candidates shall not have rights over candidates on the class reemployment list. If reemployed as a permanent employee, it shall be with the same seniority, accumulated sick leave, eligibility for vacation allowance and other privileges which he had acquired at the time of layoff and at the same step in the salary range as he would have been entitled to at the time of layoff provided that the maximum salary step for his class is not exceeded.
- D. **COMPENSATION AFTER REEMPLOYMENT.** If there has been a break in service following layoff, reemployment shall be at the same step in the salary range received at the time of layoff. The employee shall have the same seniority, accumulative sick lave, eligibility for vacation, and other privileges which he had acquired at the time of layoff.

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Removal from Eligibility List

PAGES: 8.3.1-8.3.14

Date: October 17, 2013

**Reason for
Consideration:** Restricted Action

Personnel Commission Rule 4.2.A.8 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 and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Removal from Eligibility List

PAGES: 8.4.1-8.4.16

Date: October 17, 2013

**Reason for
Consideration: Restricted Action**

Personnel Commission Rule 4.2.A.6 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list if "presently continuing to serve a judicially imposed sentence including a probationary period for a conviction, unless the District waives this subsection."

Personnel Commission Rules 4.2.A.8 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 and has responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Removal from Eligibility List

PAGES: 8.5.1-8.5.12

Date: October 17, 2013

**Reason for
Consideration: Restricted Action**

Personnel Commission Rule 4.2.A.8 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 and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Removal from Eligibility List

PAGES: 8.6.1-8.6.15

Date: October 17, 2013

**Reason for
Consideration: Restricted Action**

Personnel Commission Rules 4.2.A.8 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 and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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

**Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT**

SUBJECT: Removal from Eligibility List

PAGES: 8.7.1-8.7.13

Date: October 17, 2013

**Reason for
Consideration:** Restricted Action

Personnel Commission Rules 4.2.A.8 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 and has not responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.5

Date: October 17, 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 Assistant – Computer Resources	Dual	14-0033-0603	2
Instructional Assistant – Computer Resources Bilingual Spanish	Dual	14-0034-0452	2
Locker Room Attendant	Promotional	14-0032-0208	4



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 ASSISTANT-COMPUTER RESOURCES - 0603					
INSTRUCTIONAL ASSISTANT-COMPUTER RESOURCES-BL SPANISH - 0452					
Final Filing Date: 4:30 p.m., Thursday, November 7, 2013.					
<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 1/2 YEARS</u>	<u>2 1/2 YEARS</u>	<u>3 1/2 YEARS</u>
<u>MONTHLY:</u>	\$3,177	\$3,352	\$3,536	\$3,732	\$3,937
<u>HOURLY:</u>	\$18.32	\$19.35	\$20.39	\$21.53	\$22.74

JOB INFORMATION: Current vacancy for Instructional Assistant-Computer Resources: a 45% FTE, 204-Day position at Naples Elementary and the vacancy for Instructional Assistant-Computer Resources-BL Spanish: a 60% 204-Day position at Renaissance High School.

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, the Instructional Assistant – Computer Resources, assists in the effective instruction of students and reinforces lessons in computer science programs in a laboratory or learning center, performing a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs. The Instructional Assistant is an active, knowledgeable participant in the development of instructional activities and materials. They actively participate in the delivery of educational subject matter, applying a thorough knowledge of computer science programs presenting lessons to the students and other; and performing 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: 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;
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.

Note: 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).

In addition to the above standards, applicants must provide proof of completion of college-level coursework in computer science programs relating to the activities of this classification.

EXPERIENCE: Some structured experience in working with young people of school age is desired. Preferred candidates also will have had at least six months of experience working with computer hardware and software currently in use in educational environments.

SPECIAL:

- (1) Some positions in this classification may require the use of a personal automobile and 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.

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*; a written examination (50%) and a qualifications appraisal interview (50%) scored on a job-related basis. The Bilingual exam consists of a language written and oral exam in English and Spanish scored on a pass/fail basis only. 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

Dual Exam 14-0033-0603
Dual Exam 14-0034-0452 af

LBUSD Employees, please see reverse side for important information

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

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
 - ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
 - ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**
- 4.3.F. **ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE.** *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*
- A professional growth incentive shall be added to the composite score of each promotional candidate competing in a promotional examination or dual certification examination. The professional growth incentive shall be one point for each year within a two year period in which the applicant has successfully completed classes, training or seminars which would enhance his/her knowledge, skills and abilities in the promotional classification. A maximum of two (2) professional growth incentive points can be earned. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.*
- The maximum attendance and/or professional growth incentive points a promotional candidate may earn is a total of five (5) points. Promotional candidates are responsible for providing proof of their attendance and/or completion of classes, training and seminars at the time of application but in no event no later than the application deadline. In circumstances in which there are multiple instances of sick leave use for FMLA, CFRA and IA, the matter will be considered on a case by case basis by the administrator of the Personnel Commission.*



2008 Finalist
the broad prize
for Urban Education



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/

LOCKER ROOM ATTENDANT - 0208

Final Filing Date: 4:30 p.m., Tuesday, November 5, 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>
<u>MONTHLY:</u>	\$2,774	\$2,927	\$3,088	\$3,257	\$3,436
<u>HOURLY:</u>	\$16.01	\$16.90	\$17.81	\$18.79	\$19.82

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory," who meet the education and experience requirements; **AND** former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

Permanent full-time 100% 12 month position. The current vacancy is located at Lakewood High School (Girl's Locker Room). Eligibility list will also fill any future vacancies that occur.

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website: www.lbschools.net/Main_Offices/Personnel_Commission/. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

JOB SUMMARY: Under immediate supervision, a Locker Room Attendant works in the physical education department of a secondary school. The Locker Room Attendant issues athletic equipment, swimming suits, keys, towels, and locker space, and keeps account of all items issued; and performs custodial work to maintain locker room, shower rooms and restroom in a clean, orderly and safe condition. May perform work in the swimming pool area and perform related duties as assigned. Some positions may require evening work.

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.

EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience.

WORKING

ENVIRONMENT:

Locker room environment. Exposure to cleaning chemicals and fumes.

PHYSICAL

DEMANDS:

Walking or standing for extended periods of time. Hearing and speaking to exchange information. Bending at the waist, kneeling or crouching. Lifting, carrying, pushing or pulling moderately heavy objects (15 to 38 pounds) as assigned by position. Reaching overhead, above the shoulders and horizontally. Dexterity of hands and fingers to operate various cleaning equipment. Climbing ladders.

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 14-0032-0208 EE

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: October 17, 2013

Reason for
Consideration: Action

Personnel Commission Rule 5.1.A, states that the Executive Officer 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:

Head Start Instructional Aide

Dual

14-0021-0657

List Valid: 10/14/13 – 10/14/14

Total applications received: 294

No. Passed: 96 No. Failed: 64

Total invited to exam: 184

No. Withdrew: 24 No. Screened Out: 110

Health Assistant

Dual

14-0023-5170

List Valid: 10/08/13 – 10/08/14

Total applications received: 176

No. Passed: 16 No. Failed: 8

Total invited to exam: 29

No. Withdrew: 5 No. Screened Out: 147

Instructional Aide – Special

Open/Continuous

14-0019-0448

List Valid: 10/04/13 – 10/04/14

Total applications received: 108

No. Passed: 27 No. Failed: 9

Total invited to exam: 74

No. Withdrew: 38 No. Screened Out: 34

Strategic Data Project Fellow

Dual

14-0025-5185

List Valid: 10/07/13 – 10/07/14

Total applications received: 2

No. Passed: 2 No. Failed: 0

Total invited to exam: 2

No. Withdrew: 0 No. Screened Out: 0

CERTIFIED TO BE CORRECT: *Gail McMahon*

DATE: October 11, 2013