



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

August 7, 2014  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. PRELIMINARY
  - 2.1 Pledge of Allegiance to the Flag
  - 2.2 Commissioners roll call  
  
Stacey Lewis, Chairperson Present \_\_\_\_\_  
Linda Vaughan, Vice-Chairperson Present \_\_\_\_\_  
Terry Ulaszewski, Member Present \_\_\_\_\_
  - 2.3 Introduction of Guests
3. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
4. REPORT FROM THE EXECUTIVE OFFICER
5. HEARINGS
  - 5.1 Set Hearing Date to Review the Disciplinary Matter of Employee # E00177750 Action
6. MINUTES
  - 6.1 Approval of Minutes for July 24, 2014 Action
7. ITEMS FOR DISCUSSION AND/OR ACTION
  - 7.1 Classification/Restructure Recommendations per Education Code 45246  
ABOLISH A CLASSIFICATION  
Tool Sharpener Action
  - 7.2 Appeal of Disqualified Applicant Restricted Action
  - 7.3 Appeal to Personnel Commission per P.C. Rule 4.9.E Restricted Action

## 8. BULLETINS AND TESTING ACTIONS

### 8.1 Bulletins – Per Personnel Commission Rule 4.3.B

Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Braille Transcriber	Dual	15-0019-3340
Head Start Family Services Liaison	Dual	15-0006-5075
Health Assistant	Dual	15-0021-5170
Instructional Aide Interpreter- Deaf/Hard of Hearing	Dual	15-0025-3272
Instructional Aide-Special	Dual	15-0026-0448
Instructional Assistant- Mathematics	Dual	15-0023-5172
Intermediate Office Assistant	Dual	15-0013-0673
Intermediate Office Assistant- Schools	Dual	15-0014-3354
Intermediate Office Assistant- Bilingual Spanish	Dual	15-0015-5050
Intermediate Office Assistant- Schools-Bilingual Spanish	Dual	15-0016-5052
Library/Media Assistant	Dual	15-0022-0465
Office Assistant	Dual	15-0017-3359
Office Assistant-Bilingual Spanish	Dual	15-0018-5158
Senior Health Assistant	Dual	15-0020-5174
Senior Office Assistant	Promotional	15-0009-0677
Senior Office Assistant-Schools	Promotional	15-0010-3363
Senior Office Assistant- Bilingual Spanish	Promotional	15-0011-5089
Senior Office Assistant-Schools- Bilingual Spanish	Promotional	15-0012-5091
Stage Technician	Dual	15-0024-0379

### 8.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B

Action

Accountant	Promotional	14-0102-0358
List Valid: 07/22/14 – 07/22/15		
Accountant	Open	14-0102-0358
List Valid: 07/22/14 – 07/22/15		
Energy Conservation Specialist	Dual	14-0115-5175
List Valid: 07/31/14 – 07/31/15		
Human Resources Assistant	Dual	14-0114-3350
List Valid: 08/04/14 – 08/04/15		
High School Office Supervisor	Promotional	14-0109-3349
List Valid: 08/04/14 – 08/04/15		
Instructional Assistant Intensive Behavioral Treatment	Open/Continuous	14-0107-5035
List Valid: 08/01/14 – 02/01/15		
School/Community Liaison – Bilingual Spanish	Promotional	14-0099-5178
List Valid: 08/06/14 – 08/06/15		
Senior ASB Financial Technician	Dual	15-0001-0761
List Valid: 08/07/14 – 08/07/15		

9. OTHER ITEMS
10. The next regular scheduled meeting of the Personnel Commission will be held on August 21, 2014 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.
11. CLOSED SESSION
  - 11.1 Performance Evaluation of the Executive Officer  
Personnel Commission and Classified Employment
  - 11.2 Recommendation to Remove from Eligibility List
  - 11.3 Appeal of Disqualified Applicant
  - 11.4 Appeal to Personnel Commission per P.C. Rule 4.9.E
12. 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

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SUBJECT: Minutes for July 24, 2014

PAGES: 6.1.1 – 6.1.4

Date: August 7, 2014

Reason for  
Consideration: Action

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

Chairperson Stacey Lewis 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

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

STAFF MEMBERS PRESENT

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

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President

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

Dr. Gail McMahon, Executive Officer reported in order to prepare for the school year staff has recently issued a number of job announcements to have the eligibility lists available in August. Dr. McMahon also reported notice was provided to classified employees who may wish to participate in the examination process for the promotional Senior Office Assistant series.

Dale Culton, Certification Services Manager, updated the Commission on the activities of the Certification unit reporting he expects staff to process

approximately 100 substitutes to meet the needs of the sites for the beginning of the school year.

## MINUTES

## MINUTES

The Commission approved the minutes of the June 26, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Vaughan seconded the motion with the correction of Vice-Chairperson Vaughan leading the flag salute.

The motion carried. The vote was unanimous with all members present participating in the vote.

## REVISION OF RULES AND REGULATIONS

## REVISION OF RULES AND REGULATIONS

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."

Vice-Chairperson Vaughan made a motion to approve the second reading and adoption of the Rules and Regulations of the Classified Service, Chapter XVI, XVII, XVIII, XIX and XX. Commissioner Ulaszewski seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote.

## BULLETINS

## BULLETINS

Personnel Commission Rule 4.3.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 Vice-Chairperson Vaughan to ratify the bulletins. Commissioner Ulaszewski seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote. The following bulletins were ratified:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Campus Security Officer (Substitute)	Dual	15-0007-5011
Nutrition Services Assistant Director	Dual	15-0008-5059
School Safety Officer	Dual	15-0005-5014

## ELIGIBILITY LISTS

## ELIGIBILITY LISTS

Personnel Commission Rule 5.1.B, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. It was moved by Commissioner Ulaszewski to approve the eligibility lists. Vice-Chairperson Vaughan seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote. The following eligibility list was approved:

List Valid: 07/21/14 – 07/21/15

Total applications received: 44

Total invited to exam: 13

No. Passed: 4

No. Failed: 3

No. Withdrew: 6

No. Screened Out: 31

**OTHER ITEMS****OTHER ITEMS**

Vice-Chairperson Vaughan announced she will be absent from the August 7, 2014 Personnel Commission meeting due to her attendance at the CSEA conference.

Chairperson Lewis expressed her appreciation for the new Mayor of Long Beach, Robert Garcia. Chairperson Lewis stated she is excited that Mayor Garcia is a strong advocate for the City and Education. Chairperson Lewis also thanked Dr. McMahon for her constant professionalism.

Commissioner Ulaszewski reported he attended the Board of Education meeting on July 21<sup>st</sup> where Megan Kerr was inaugurated as the new Board of Education Member. This meeting was also Board Member Mary Stanton's last meeting. Ms. Stanton served on the Board of Education for 24 years. Many distinguished guests including Mayor Garcia attended the meeting to thank Ms. Stanton for her years of service.

**NEXT MEETING****NEXT MEETING**

The next regular meeting of the Personnel Commission will be held on Thursday, August 7, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

**CLOSED SESSION****CLOSED SESSION**

The Personnel Commission adjourned to closed session at 8:35 a.m. to receive information on Employee # E00177750, Hearing for Disciplinary Matter.

**RETURN TO OPEN SESSION****RETURN TO OPEN SESSION**

The Personnel Commission returned to Open Session at 9:18 a.m. The following reportable action was taken during Closed Session:

On the matter to receive information on Employee # E00177750, Hearing for Disciplinary Matter, Vice-Chairperson Vaughan made a motion for the Commission to review the tapes and transcripts of the hearing and to employ Hearing Officer Patricia Barrett to guide discussion and prepare a written report following the Superior Court's directive indicated on the Judgment Granting Peremptory Writ of Administrative Mandate. Commissioner Ulaszewski seconded the motion.

The motion carried. The vote was unanimous with all members present participating in the vote.

ADJOURNMENT

ADJOURNMENT

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

Respectfully submitted,

*Gail McMahon*

Gail McMahon, Ed.D.  
Executive Officer

GM/mb

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:    Classification/Restructure  
                 Recommendations

PAGES: 7.1.1 – 7.1.2

Date:            August 7, 2014

Reason for  
Consideration: Action

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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.

PAGE

ABOLISHMENTMENT OF CLASSIFICATION

2

Tool Sharpener



## PERSONNEL COMMISSION

*"Supporting student achievement through quality service."*

June 12, 2014

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification

### Background and Findings

The classification of Tool Sharpener (salary range 31 C2) was created in 1966 (previously titled Saw Filer created in 1953) and has been vacant since the last incumbent retired in April, 2009.

Staff spoke with the Business Services Administrator and Maintenance Director who support the abolishment of the classification and do not anticipate a need for it in the future. The majority of items and tools that were previously sharpened are now disposable. No staff will be impacted by this action.

### Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of Tool Sharpener

Prepared by:

Susan Learning  
Personnel Analyst

Approved and Recommended:

Gail McMahon, Ed.D.  
Executive Officer

### **PERSONNEL COMMISSION CORE VALUES**

*Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork*

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Appeal of a Disqualified Applicant      PAGES: 7.2.1 – 7.2.6

Date: August 7, 2014

Reason for  
Consideration: Action

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Personnel Commission Rules provide that applicants, candidates or eligibles may be disqualified from an examination process for:

Personnel Commission Rule 4.2.18 – "Failure, after due notice, to provide information promptly for review of any of the reasons for rejection contained in this section, or to complete, expand upon, or provide documentation or details necessary for application review or employment processing."

Staff submits an appeal of an applicant (21139879) as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

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

**Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT**

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**SUBJECT: Appeal to Personnel Commission**

**PAGES: 7.3.1-7.3.20**

**Date: August 7, 2014**

**Reason for  
Consideration: Restricted Action**

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**Personnel Commission Rule 4.9.E provides any candidate who remains dissatisfied may appeal to the personnel commission within five working days after the notice of the decision of the Personnel Director was mailed or given to the candidate. Such appeal to the personnel commission shall be in writing and must state the specific examination parts or items protested, the basis for the protest, and the remedy sought by the candidate.**

**Staff submits an appeal of a candidate (12650540) as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by e-mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.**

**It is recommended the Commission consider the appeal and act as it deems appropriate.**

**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

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SUBJECT: Bulletins

PAGE: 8.1.1 – 8.1.28

Date: August 7, 2014

Reason for  
Consideration: None

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Personnel Commission Rule 4.3.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>
Braille Transcriber	Dual	15-0019-3340	2
Head Start Family Services Liaison	Dual	15-0006-5075	4
Health Assistant	Dual	15-0021-5170	6
Instructional Aide Interpreter-Deaf/ Hard of Hearing	Dual	15-0025-3272	8
Instructional Aide-Special	Dual	15-0026-0448	10
Instructional Assistant-Mathematics	Dual	15-0023-5172	12
Intermediate Office Assistant	Dual	15-0013-0673	14
Intermediate Office Assistant-Schools	Dual	15-0014-3354	14
Intermediate Office Assistant- Bilingual Spanish	Dual	15-0015-5050	16
Intermediate Office Assistant- Schools Bilingual Spanish	Dual	15-0016-5052	16
Library/Media Assistant	Dual	15-0022-0465	18
Office Assistant	Dual	15-0017-3359	20
Office Assistant – Bilingual Spanish	Dual	15-0018-5158	20
Senior Health Assistant	Dual	15-0020-5174	21
Senior Office Assistant	Promotional	15-0009-0677	23
Senior Office Assistant – Schools	Promotional	15-0010-3363	23
Senior Office Assistant – Bilingual Spanish	Promotional	15-0011-5089	25
Senior Office Assistant – Schools – Bilingual Spanish	Promotional	15-0012-5091	25
Stage Technician	Dual	15-0024-0379	27



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## BRaille TRANSCRIBER - 3340

**Final Filing Date: 4:30 p.m., Friday, August 8, 2014**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
MONTHLY:	\$3,100	\$3,270	\$3,451	\$3,640	\$3,840
HOURLY:	\$17.89	\$18.87	\$19.91	\$21.01	\$22.16

**JOB INFORMATION:** Permanent 100% 10 month position at Prisk Elementary School.

## APPLICATION:

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://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 a.m. to 4:00 p.m.

## EXAM:

Scheduled for Friday, August 15, 2014 Time: TBA

**JOB SUMMARY:** Under the direction of a Program Administrator, a Braille Transcriber transcribes a variety of instructional materials into an appropriate media - such as Braille, large type or raised line drawings. Incumbents utilize a variety of specialized equipment and techniques used in Braille Transcription to prepare necessary materials for use by visually impaired students; perform a variety of clerical office support duties; and perform related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

## 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.

### EXPERIENCE:

One year of clerical experience including demonstrated experience transcribing materials into Braille.

### SPECIAL:

- (1) Literary Braille Certificate from the Library of Congress or completion and certification of a one-year course in Braille transcription from an accredited program.
- (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California class C driver's license.
- (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 may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

**SELF-CERTIFICATION:** This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 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.

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 -15-0019-3340em  
Dual Examination

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.*



2008 Finalist  
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# Classified Employment Opportunity

long  
beach  
unified  
school  
district



## APPLY TO:

Personnel Commission, Long Beach Unified School District  
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24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## HEAD START FAMILY SERVICES LIAISON – 5075

Applications will be accepted online for two days ONLY, on Tuesday, August 12, 2014 and Wednesday, August 13, 2014

<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>	\$2,857	\$3,015	\$3,181	\$3,355	\$3,539
<u>HOURLY:</u>	\$16.48	\$17.40	\$18.35	\$19.36	\$20.42

**JOB INFORMATION:** Permanent 10-month 100%. The vacancy is located at Head Start.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://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 general supervision, provide case management support services to assigned families to improve living conditions and quality of life for children and families; refer families to community agencies and District services to meet educational, health care and other specialized needs; promote and encourage parent involvement, activities and training in the Head Start program; and perform related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

### **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. College-level coursework in social services, human services, family development or a related field or completion of a certified nurse's aide, medical assistant or related health care program is highly desirable.

**EXPERIENCE:** One year of experience working with children and families in a school, community or structured human service environment.

**SPECIAL:** (1) Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license. (2) Incumbents must obtain a valid First Aid and CPR certificate within six months of employment and maintain certification throughout employment in this classification. (3) Within the first six months of employment incumbents will be provided specialized training in order to provide quality integrated health, nutrition and social services including parent involvement to children and families. (5) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues, or to pay the union an agency fee.

**WORKING ENVIRONMENT** Office and classroom environment. Constant interruptions. Driving vehicle to conduct work. Occasional evening and variable hours. Potential for contact with blood and other body fluids. Potential for exposure to blood borne pathogens and communicable diseases.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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 15-0006-5075 DP  
Dual Examination

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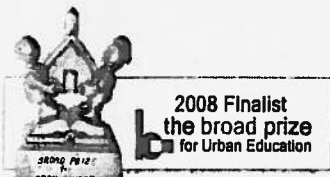
**Guidelines:**

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

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

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

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



# Classified Employment Opportunity

**APPLY TO:**

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

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## HEALTH ASSISTANT – 5170

**Final Filing Date: Friday, August 8, 2014**

**APPLICATIONS WILL BE ACCEPTED FOR THREE DAYS ONLY: August 6, 7, 8, 2014**

<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>
<b>MONTHLY:</b>	\$2,857	\$3,015	\$3,181	\$3,355	\$3,539
<b>HOURLY:</b>	\$16.48	\$17.40	\$18.35	\$19.36	\$20.42

**JOB INFORMATION:** Eligibility list is being created to fill future part-time 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/](http://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 a.m. – 4:00 p.m.

**EXAM:** Scheduled for Thursday, August 15, 2014. Time: TBA

**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.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

**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. 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.

**SPECIAL:** (1) 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. (2) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (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 may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. 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 15-0021-5170em  
Dual Examination

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.*



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## INSTRUCTIONAL AIDE INTERPRETER-DEAF/HARD OF HEARING – 3272

**Final Filing Date: 4:30 p.m., Friday, August 8, 2014.**

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
MONTHLY:	\$4,068	\$4,290	\$4,528	\$4,774	\$5,036
HOURLY:	\$23.46	\$24.75	\$26.11	\$27.54	\$29.05

**PLEASE NOTE: The current salary for this classification is under review.**

**JOB INFORMATION:** The current vacancy is a 10 month, 81.3% position located in Special Education.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://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, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.**

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

### MINIMUM QUALIFICATIONS INCLUDE:

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

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

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

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

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

### EXPERIENCE:

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

### WORKING ENVIRONMENT:

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

### PHYSICAL DEMANDS:

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

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. NCLB testing dates: 7/25/14, 7/30/14 and 8/12/14.

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 15-0025-3272dp  
Dual Examination

LRISD 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 cases by case basis by the administrator of the Personnel Commission.*



# Classified Employment Opportunity

## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## INSTRUCTIONAL AIDE – SPECIAL

Final Filing Dates: 4:30 p.m., Friday, August 8, 2014

<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>HOURLY:</u>	\$15.20	\$16.04	\$16.92	\$17.85	\$18.83

## JOB INFORMATION:

Current need is for substitutes. List may be used 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/](http://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, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

**JOB SUMMARY:** This classification is designed to serve students whose instruction is identified and specified in an Individualized Education Plan (IEP) or Section 504 Service Plan (SP). These students have learning, communication, physical and/or severe disabilities or other impairments such as serious emotional disturbances. Some students served require constant attention to protecting physical safety in a classroom where pupils, because of the nature and severity of their disabilities, are accident prone, or because of assaultive or self-abusive tendencies could cause serious injury to themselves or other. The incumbent in this class performs a variety of instructional tasks in such areas as reading, language, mathematics and independent living skills to reinforce the learning of students. Some incumbents in this class will be required to assist students in their physical and hygienic needs; this may include such duties as diapering, toileting, and lifting students on a regular basis and specialized physical health care services such as, tracheotomy care and gastrostomy feedings. The incumbent may be assigned to one student or may work with a small group of students in a classroom, learning center, or community setting.

## MINIMUM QUALIFICATIONS INCLUDE:

### TRAINING:

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

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

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

Additionally, completion of course work at an accredited institution of higher education in child development, education and psychology is desirable.

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

### EXPERIENCE:

At least six months of experience working with children in a structured environment, preferably children with disabilities. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal time basis.

### SPECIAL:

(1) These positions may require the use of a personal automobile and the possession of a valid California class C driver's license. (2) Some assignments will require the successful completion of district-provided training to administer specialized physical health care services to meet student needs. (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; and an occupational written examination (100%).

\*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). 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 the occupational written examination. 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.

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

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

**Guidelines:**

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

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

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

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



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district



# Classified Employment Opportunity

## APPLY TO:

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999 Atlantic Avenue, 3<sup>rd</sup> Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## INSTRUCTIONAL ASSISTANT – MATHEMATICS 5172

**Final Filing Date: 4:30 p.m., Friday, August 8, 2014**

<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>	\$3,272	\$3,453	\$3,642	\$3,844	\$4,056
<u>HOURLY:</u>	\$18.88	\$19.92	\$21.02	\$22.18	\$23.40

### JOB INFORMATION:

Permanent 10 months position. Position is 60%, 202 day. The current vacancy is located at Los Cerritos Elementary.

### APPLICATION:

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://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, assist a certificated teacher in reinforcing mathematic instruction and comprehension to individual or small groups of students in a classroom, math computer lab or other learning environment; assist in the preparation of instructional materials and provide routine clerical support; perform related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

### MINIMUM QUALIFICATIONS INCLUDE:

#### TRAINING:

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

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

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

In addition to the above standards, applicants must provide proof of completion of six (6) units of college-level coursework in mathematics.

#### EXPERIENCE:

Six months of experience working with students in a structured environment preferably involving assisting with reinforcing mathematic instruction and comprehension. Experience working with the MIND Institute ST Math program is highly desirable.

#### SPECIAL:

Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal basis.

(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 may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. NCLB testing dates: 7/25/14, 7/30/14 and 8/12/14.

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

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**Guidelines:**

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

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

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

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



## Classified Employment Opportunity

**APPLY TO:**

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

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission](http://www.lbschools.net/Main_Offices/Personnel_Commission)

### INTERMEDIATE OFFICE ASSISTANT – 0673 INTERMEDIATE OFFICE ASSISTANT SCHOOLS – 3354

**Final Filing Date: 4:30 p.m., FRIDAY, AUGUST 8, 2014**

**APPLICATIONS WILL BE ACCEPTED FOR THREE DAYS ONLY, AUGUST 6, 7, 8, 2014**

**JOB INFORMATION:**

The immediate need is for substitute Intermediate Office Assistant and Intermediate Office Assistant Schools. However, the eligible list may also be used to fill future vacancies as they occur.

**MUST SUBMIT SEPARATE APPLICATIONS FOR EACH POSITION IN ORDER TO BE CONSIDERED.**

**APPLICATION:**

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://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.

**EXAM:**

Scheduled for Thursday, August 14, 2014. Time: TBA

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

#### INTERMEDIATE OFFICE ASSISTANT

<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>	\$2,857	\$3,015	\$3,181	\$3,355	\$3,539
<u>HOURLY:</u>	\$18.48	\$17.40	\$18.35	\$19.38	\$20.42

**JOB SUMMARY:** An INTERMEDIATE OFFICE ASSISTANT, under the direction of an assigned supervisor, will perform a variety of general and varied clerical duties in support of an assigned District office or program; serve as receptionist answering phones and greeting and assisting visitors; and perform related duties as assigned. The Intermediate Office Assistant classification provides general and varied clerical support to an assigned District office or program. The Intermediate Office Assistant performs assigned duties following established procedures and is expected to choose among a limited number of alternatives in solving routine problems. Incumbents work under immediate supervision receiving only occasional instruction or assistance.

#### INTERMEDIATE OFFICE ASSISTANT SCHOOLS

<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>	\$2,857	\$3,015	\$3,181	\$3,355	\$3,539
<u>HOURLY:</u>	\$18.48	\$17.40	\$18.35	\$19.38	\$20.42

**JOB SUMMARY:** An INTERMEDIATE OFFICE ASSISTANT – SCHOOLS, under the direction of an assigned supervisor, will perform a variety of general and varied clerical duties in support of an assigned school office; answer phones and greet and assist students, parents and visitors; and perform related duties as assigned. The Intermediate Office Assistant – Schools classification provides general and varied clerical support to an assigned school office. Incumbents are typically assigned to a specific function such as attendance, enrollment, nursing, library or media services, taking inventory and ordering supplies, collecting fees, working in the office counseling or a broad combination of responsibilities. Incumbents work under immediate supervision receiving only occasional instruction or assistance.

**MINIMUM QUALIFICATIONS INCLUDE:**

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

**TRAINING:**

Equivalent to graduation from high school.

**EXPERIENCE:**

Either one year of clerical experience involving public contact or one year of experience at the level of Office Assistant. Completion of the Long Beach Unified School District ROP Clerical/Office Occupations (CC/CVD) training class may substitute for up to six months of the required experience.

**SPECIAL:**

(1) Selective certification in accordance with the Education Code may be effected to meet this requirement. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) 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 may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. All candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. 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 15-0014-3354

Dual Exam 15-0013-0673 ss

LBUSD Employees, please see reverse side for important information

*Maria Braundstein*

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

**Guidelines:**

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

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

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

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



# Classified Employment Opportunity

**APPLY TO:**  
Personnel Commission, Long Beach Unified School District  
999 Atlantic Avenue, 3<sup>rd</sup> Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission](http://www.lbschools.net/Main_Offices/Personnel_Commission)

## INTERMEDIATE OFFICE ASSISTANT – BL SPANISH 5050 INTERMEDIATE OFFICE ASSISTANT SCHOOLS – BL SPANISH 5052

**Final Filing Date: 4:30 p.m., FRIDAY, AUGUST 8, 2014**

**APPLICATIONS WILL BE ACCEPTED FOR THREE DAYS ONLY, AUGUST 6, 7, 8, 2014**

**JOB INFORMATION:** Current need is for substitutes. List may be used to fill future vacancies as they occur. **MUST SUBMIT SEPARATE APPLICATIONS FOR EACH POSITION IN ORDER TO BE CONSIDERED.**

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://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 a.m. – 4:00 p.m.

**EXAM:** Scheduled for Thursday, August 14, 2014 Time: TBA

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

### INTERMEDIATE OFFICE ASSISTANT – BL SPANISH

<b>SALARY RANGE</b>	<b>START</b>	<b>6 MONTHS</b>	<b>1 1/2 YEARS</b>	<b>2 1/2 YEARS</b>	<b>3 1/2 YEARS</b>
<b>MONTHLY:</b>	\$2,857	\$3,015	\$3,181	\$3,355	\$3,539
<b>HOURLY:</b>	\$16.48	\$17.40	\$18.35	\$19.36	\$20.42

**JOB SUMMARY:** An INTERMEDIATE OFFICE ASSISTANT- BILINGUAL SPANISH, under the direction of an assigned supervisor, will perform a variety of general and varied clerical duties in support of an assigned District office or program; serve as receptionist answering phones and greeting and assisting visitors; and perform related duties as assigned. The Intermediate Office Assistant classification provides general and varied clerical support to an assigned District office or program. The Intermediate Office Assistant performs assigned duties following established procedures and is expected to choose among a limited number alternatives in solving routine problems. Incumbents work under immediate supervision receiving only occasional instruction or assistance.

### INTERMEDIATE OFFICE ASSISTANT SCHOOLS – BL SPANISH

<b>SALARY RANGE</b>	<b>START</b>	<b>6 MONTHS</b>	<b>1 1/2 YEARS</b>	<b>2 1/2 YEARS</b>	<b>3 1/2 YEARS</b>
<b>MONTHLY:</b>	\$2,857	\$3,015	\$3,181	\$3,355	\$3,539
<b>HOURLY:</b>	\$16.48	\$17.40	\$18.35	\$19.36	\$20.42

**JOB SUMMARY:** An INTERMEDIATE OFFICE ASSISTANT – SCHOOLS – BILINGUAL SPANISH, under the direction of an assigned supervisor, will perform a variety of general and varied clerical duties in support of an assigned school office; answer phones and greet and assist students, parents and visitors; and perform related duties as assigned. The Intermediate Office Assistant – Schools classification provides general and varied clerical support to an assigned school office. Incumbents are typically assigned to a specific function such as attendance, enrollment, nursing, library or media services, taking inventory and ordering supplies, collection of fees and counseling or a broad combination of responsibilities. Incumbents work under immediate supervision receiving only occasional instruction or assistance.

### 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. Completion of Long Beach Unified School District Regional Occupational Program (ROP) Clerical /Office Occupations (CC/CVE) training class is desirable.

**EXPERIENCE:** Either one year of clerical experience involving public contact or one year of experience at the level of Office Assistant. Completion of the Long Beach Unified School District ROP Clerical/Office Occupations (CC/CVD) training class may substitute for up to six months of the required experience. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL:** (1) Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (3) SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS: This classification requires that 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. (4) Accepting permanent 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 and a qualified appraisal interview will be scored on a job-related basis. It will also contain the Bilingual exam which consists of a language written and oral exam in English and Spanish scored on a pass/fail basis only. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination; process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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 VI/VIETNAM SYSTEM EMPLOYER

Exam# 15-0015-5050  
Exam# 15-0016-5052 ss

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

**Guidelines:**

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

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

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

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



# Classified Employment Opportunity

## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main Offices/Personnel Commission/](http://www.lbschools.net/Main Offices/Personnel Commission/)

## LIBRARY/MEDIA ASSISTANT - 0465

**Final Filing Date: 4:30 p.m., Friday, August 8, 2014**

<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>
<b>MONTHLY:</b>	\$3,272	\$3,453	\$3,642	\$3,844	\$4,056
<b>HOURLY:</b>	\$18.88	\$19.92	\$21.02	\$22.18	\$23.40

**JOB INFORMATION:** Eligibility is to fill future vacancies as they occur.

**All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main Offices/Personnel Commission/](http://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.**

## APPLICATION:

**JOB SUMMARY:** Under immediate supervision, assist and serve as the primary lead person in the use of a school library/media center equipped with media/audio visual and computer equipment; prepare and present to students, instructional and motivational materials, activities and the displays; administer the policies and procedures of the assigned libraries pertaining to the day-to-day operating methods and requirements; and perform related duties as assigned.

## EXAM

Scheduled For Friday, August 15, 2014. Time: TBA & NCLB Exam scheduled for 7/25, 7/30 & 8/12

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

## 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 to graduation from high school and one of the following:*

1. Completion of at least 2 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 Personnel Commission which demonstrates the knowledge and ability to assist in instruction reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level coursework in Library Science or a related field.

## EXPERIENCE:

One year of library/media center experience, preferably including some experience working with school age students. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

## 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.
2. Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

**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; and an occupational written examination (100%). Only the most highly qualified candidates will be placed on the eligibility list in order of their relative merit as determined by the occupational written examination.

**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 15-0022-0465dp  
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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the broad prize  
for Urban Education



# Classified Employment Opportunity

## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## OFFICE ASSISTANT - 3359

## OFFICE ASSISTANT – BL SPANISH - 5158

Final Filing Date: 4:30 p.m., Friday, August 8, 2014

Applications Accepted August 6, 7, 8, 2014.

<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>	\$2,495	\$2,633	\$2,778	\$2,929	\$3,091
<u>HOURLY:</u>	\$14.40	\$15.19	\$16.03	\$16.90	\$17.84

### JOB INFORMATION:

Office Assistant: Eligibility list is being created to fill future vacancies as they occur.

Office Assistant – BL SP: Permanent, 10-month, 100% position. The current vacancy is located in CDC.

### APPLICATION:

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://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 a.m. – 4:00 p.m.

### EXAM:

Scheduled for Thursday, August 14, 2014. Time: TBA

**JOB SUMMARY:** Under the direction of an assigned supervisor, perform receptionist and routine clerical duties in support of an assigned office; perform related duties as assigned. The Office Assistant classification is the entry-level class in the Office Assistant series. The work performed is of a routine and repetitive nature and provides an opportunity to learn the terminology, processes and equipment of the office. The assignments are made on the basis of specific instructions and the work is subject to review for accuracy and completeness. Incumbents in the Office Assistant – BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary to assure smooth and efficient office operations.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

### 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:

Sufficient training and experience to demonstrate the knowledge and abilities listed above. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

### SPECIAL:

(1) Positions in the Office Assistant – 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. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (3) SELF- CERTIFICATION OF TYPING/KEYBOARDING SKILLS: This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 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 this class. (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**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 and a qualifications appraisal interview will be scored on a job-related basis. It will also contain the Bilingual exam which consists of a language written and oral exam in English and Spanish scored on a pass/fail basis only. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. 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 whether an applicant is qualified for a position is the responsibility of the Personnel Commission.

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

**Guidelines:**

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

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

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

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



# Classified Employment Opportunity

**APPLY TO:**

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

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## SENIOR HEALTH ASSISTANT - 5174

**Final Filing Date: 4:30 p.m., Friday, August 8, 2014.**

**APPLICATIONS WILL BE ACCEPTED FOR THREE DAYS ONLY, AUGUST 6, 7, 8, 2014**

<b>SALARY RANGE</b>	<b>START</b>	<b>6 MONTHS</b>	<b>1 ½ YEARS</b>	<b>2 ½ YEARS</b>	<b>3 ½ YEARS</b>
<b>MONTHLY:</b>	\$3,647	\$3,849	\$4,061	\$4,283	\$4,519
<b>HOURLY:</b>	\$21.05	\$22.21	\$23.43	\$24.71	\$26.07

**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/](http://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 a.m. – 4:00 p.m.

**EXAM:** Scheduled for Friday, August 15, 2014. Time: TBA

**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 and perform related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

**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 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 healthcare 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:** (1) 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. (2) 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. (3) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**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; and an occupational qualifications appraisal board interview. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. 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 15-0020-5174em  
Dual Examination

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

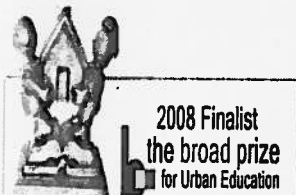
**Guidelines:**

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

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

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

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



# Classified Promotional Opportunity

**APPLY TO:**

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

24 Hour Job Hotline: (562) 491-JOBS

[www.lbschools.net/Main\\_offices/Personnel\\_commission](http://www.lbschools.net/Main_offices/Personnel_commission)

## SENIOR OFFICE ASSISTANT – 0677 SENIOR OFFICE ASSISTANT-SCHOOLS – 3363

**Final Filing Date: 4:30 p.m., FRIDAY, AUGUST 8, 2014**

**APPLICATIONS WILL BE ACCEPTED FOR THREE DAYS ONLY, AUGUST 6, 7, 8, 2014.**

<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>	\$3,186	\$3,360	\$3,546	\$3,740	\$3,945
<u>HOURLY:</u>	\$18.38	\$19.39	\$20.46	\$21.58	\$22.76

**JOB INFORMATION:**

Eligibility list is being created to fill future vacancies as they occur. **MUST SUBMIT SEPARATE APPLICATIONS FOR EACH POSITION IN ORDER TO BE CONSIDERED.**

**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.

**APPLICATION:**

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://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 a.m. – 4:00 p.m.

**EXAM:**

Scheduled for Thursday, August 14, 2014. Time: TBA

**JOB SUMMARY:** A Senior Office Assistant, under the direction of an assigned supervisor, performs complex and varied clerical support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at an assigned District office or program; greet and assist visitors; assist in assuring smooth and efficient office operations; and performs related duties as assigned.

A Senior Office Assistant – Schools, under the direction of an assigned supervisor, performs complex and varied clerical support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at a school site; greet and assist visitors; assist in assuring smooth and efficient office operations; and performs related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

**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:** Either two years of clerical experience involving public contact or one year of experience at the level of Intermediate Office Assistant and/or Intermediate Office Assistant – Schools. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL:** (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California drivers' license. (2) May be required to travel from one school location to another (3) SELF-CERTIFICATION OF TYING/KEYBOARDING SKILLS: This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 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. (4) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**SELECTION PROCEDURE:** The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of response on a supplemental application; a written examination and a qualified appraisal interview will be scored on a pass/fail basis only. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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

Promotional Examination  
Exam# 15-0009-0677  
Exam# 15-0010-3363 ss

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.*



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# Classified Promotional Opportunity



## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_offices/Personnel\\_commission](http://www.lbschools.net/Main_offices/Personnel_commission)

## SENIOR OFFICE ASSISTANT – B/L SPANISH - 5089 SENIOR OFFICE ASSISTANT-SCHOOLS – B/L SPANISH - 5091

Final Filing Date: 4:30 p.m., Friday, August 8, 2014

APPLICATIONS WILL BE ACCEPTED FOR THREE DAYS ONLY, AUGUST 6, 7, & 8, 2014.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
MONTHLY:	\$3,186	\$3,380	\$3,546	\$3,740	\$3,945
HOURLY:	\$18.38	\$19.39	\$20.46	\$21.58	\$22.78

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

**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.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://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.

**EXAM:** Scheduled for Thursday, August 14, 2014. Time: TBA

**JOB SUMMARY:** A Senior Office Assistant B/L Spanish, under the direction of an assigned supervisor, perform complex and varied clerical support duties involving frequent and responsible public contact requiring an understanding of a process or functional area at an assigned District office or program; greet and assist visitors; assist in assuring smooth and efficient office operations; and performs related duties as assigned.

A Senior Office Assistant – Schools B/L Spanish, under the direction of an assigned supervisor, perform complex and varied clerical support duties involving frequent and responsible public contact requiring an understanding of a process or functional area at a school site; greet and assist visitors; assist in assuring smooth and efficient office operations; and performs related duties as assigned.

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

### **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:** Either two years of clerical experience involving public contact or one year of experience at the level of Intermediate Office Assistant and/or Intermediate Office Assistant – Schools.

**SPECIAL:** (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California drivers' 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. (3) Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement.

**SELECTION PROCEDURE:** The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The 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. **SELF-CERTIFICATION:** In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class.

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

Promotional Examination  
Exam 15-0012-5091

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

**Guidelines:**

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

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

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

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



2008 Finalist  
the broad prize  
for Urban Education



# Classified Employment Opportunity

## APPLY TO:

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

24 Hour Job Hotline: (562) 491-JOBS  
[www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

## STAGE TECHNICIAN - 0379

**Final Filing Date: 4:30 p.m., Friday, August 8, 2014**

<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>
<b>MONTHLY:</b>	\$3,454	\$3,646	\$3,845	\$4,057	\$4,281
<b>HOURLY:</b>	\$19.93	\$21.04	\$22.19	\$23.41	\$24.70

**JOB INFORMATION:** Permanent 100% Full-time 10 months position.

**APPLICATION:** All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main\\_Offices/Personnel\\_Commission/](http://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, general supervision, the stage technician is responsible for the technical operations of a stage in a senior high school auditorium and directs and monitors student support staff. Incumbents direct, perform, and work with students to provide guidance as to the proper methods and procedures used for the maintenance of the stage and equipment, in the development of production sets, and the use of hand and power equipment/tools; and performs related duties as assigned.

**Note:** Before being considered for employment, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

### MINIMUM QUALIFICATIONS INCLUDE:

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

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

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

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

In addition to the above standards, applicants must provide proof of completion of course work or training in various aspects of theater production and staging such as scenic design, construction, art, lighting and carpentry.

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

**EXPERIENCE:** One year of experience in stage operation.

**WORKING ENVIRONMENT:** The Stage Technician is responsible for the overall operation of productions and events held in the school auditorium and at other off-site locations as necessary and in all type of weather conditions. Incumbents also direct and monitor the student support staff utilized for these events. Hours to be worked may be varied according to schedules, deadlines, and times of productions/events.

**PHYSICAL DEMANDS:** May include lifting pushing, pulling, kneeling, climbing, crawling, bending, crouching, and squatting. Exposure to dirt, dust, paint, cleaners, solvents, and other materials used within the program.

**SPECIAL:** (1) Some positions in this classification may require the use of a personal automobile and the possession of a valid California Class C driver's license. (2) 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 may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. 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

LBUSD Employees. please see reverse side for important information

Exam 15-0024-0379 DP

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

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SUBJECT: Eligibility Lists

PAGES: 8.2.1 – 8.2.2

Date: August 7, 2014

Reason for  
Consideration: Action

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Personnel Commission Rule 5.1.B, 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:

**Accountant**

**Promotional 14-0102-0358**

List Valid: 07/22/14 – 07/22/15

Total applications received: 14

Total invited to exam: 10

No. Passed: 2 No. Failed: 6 No. Withdrew: 2 No. Screened Out: 4

**Accountant**

**Open**

**14-0102-0358**

List Valid: 07/22/14 – 07/22/15

Total applications received: 40

Total invited to exam: 9

No. Passed: 1 No. Failed: 5 No. Withdrew: 3 No. Screened Out: 31

**Energy Conservation Specialist**

**Dual**

**14-0115-5175**

List Valid: 07/31/14 – 07/31/15

Total applications received: 29

Total invited to exam: 14

No. Passed: 8 No. Failed: 0 No. Withdrew: 6 No. Screened Out: 15

**Human Resources Assistant**

**Dual**

**14-0114-3350**

List Valid: 08/04/14 – 08/04/15

Total applications received: 320

Total invited to exam: 114

No. Passed: 16 No. Failed: 87 No. Withdrew: 11 No. Screened Out: 206

**High School Office Supervisor**

**Promotional 14-0109-3349**

List Valid: 08/04/14 – 08/04/15

Total applications received: 18

Total invited to exam: 14

No. Passed: 8 No. Failed: 5 No. Withdrew: 1 No. Screened Out: 4

**Instructional Assistant Intensive**

**Behavioral Treatment**

**Open/Continuous 14-0107-5035**

List Valid: 08/01/14 – 02/01/15

Total applications received: 326

Total invited to exam: 135

No. Passed: 64 No. Failed: 18 No. Withdrew: 53 No. Screened Out: 191

**School/Community Liaison-  
Bilingual Spanish**

**Promotional 14-0099-5178**

List Valid: 08/06/14 – 08/06/15

Total applications received: 13

Total invited to exam: 7

No. Passed: 3 No. Failed: 2 No. Withdrew: 2 No. Screened Out: 6

**Senior ASB Financial Technician Dual 15-0001-0761**

List Valid: 08/07/14 – 08/07/15

Total applications received: 37 Total invited to exam: 25

No. Passed: 11 No. Failed: 6 No. Withdrew: 8 No. Screened Out: 12

**Translator-Interpreter**

**Bilingual Spanish**

**Promotional 14-0100-5079**

List Valid: 07/24/14 – 07/24/15

Total applications received: 22 Total invited to exam: 11

No. Passed: 3 No. Failed: 5 No. Withdrew: 3 No. Screened Out: 11

CERTIFIED TO BE CORRECT: Gail McMahon DATE: August 1, 2014