

LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
880 Locust Ave.  
Long Beach, California 90813  
REGULAR MEETING AGENDA

Regular Meeting  
April 22, 2021

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of April 8, 2021 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrator, Facilities, Development and Planning 5-6
2. **RATIFY** job announcement bulletin for Custodian-Substitute Only 7-8
3. **RATIFY** job announcement bulletin for Plant Supervisor I 9-10
4. **APPROVE** the certification of Intermediate Accounting Assistant eligibility list 21-0060-0755 established 04/19/2021 11
5. **APPROVE** the certification of Intermediate Payroll Accounting Technician eligibility list 21-0058-0756 established 04/19/2021 11
6. **APPROVE** the certification of Recreation Aide eligibility list 21-0103-5255 established 04/13/2021 11
7. **APPROVE** the certification of Recreation Aide eligibility list 21-0104-5255 established 04/21/2021 11
8. **APPROVE** the certification of Senior Accounting Assistant eligibility list 21-0061-0760 established 04/20/2021 11

9. **APPROVE** the certification of Senior Payroll Accounting Technician eligibility list 21-0059-0762 established 04/20/2021 11
10. **APPROVE** the certification of Staffing Analyst-Human Resource Services eligibility list 21-0045-5195 established 04/23/2021 12

III. OLD BUSINESS  
None

IV. NEW BUSINESS

1. **APPROVE** a Public Hearing date for the proposed Personnel Commission Budget for 2021-2022 13
2. **APPROVE** meeting dates for Personnel Commission 2021-2022 14

V. OTHER ITEMS  
None

VI. NEXT REGULAR MEETING

May 6, 2021 at 8:15 a.m. at Marketing and Media Services, 880 Locust Ave., Long Beach, California, 90813

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

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

LONG BEACH UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
880 Locust Ave.  
Long Beach, CA 90813

MINUTES  
Regular Meeting

April 8, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Vice-Chairperson, on Thursday, April 8, 2021 at 8:15 a.m. at 880 Locust Ave., Long Beach, California. The meeting was broadcast on the LBUSD YouTube channel and attendees were participating by teleconference.

PLEDGE OF  
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Vice-Chairperson, Terence Ulaszewski.

ROLL

A quorum of the Personnel Commission was in telephonic attendance as established by roll call:

Present: Linda Vaughan  
Terence Ulaszewski

Absent: Sheryl Bender

STAFF MEMBERS  
TELEPHONICALLY  
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Alejandra Torres, Human Resources Technician; and Aisha Alex, Human Resources Assistant.

GUESTS  
TELEPHONICALLY  
PRESENT

David Zaid, Assistant Superintendent, Human Resource Services; Brittany Jones, CSEA Labor Relations Representative; Gilbert Bonilla Jr., CSEA Chapter 2 President; Gary Marshall, Multimedia Technology Supervisor; Ruben Sosnowski, Production Specialist/Editor; Appellant 31418279.

MINUTES OF REGULAR  
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of March 25, 2021.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported he met with Cassandra Richards, Assistant Principal at Cubberley, to discuss the reopening of the Monroe school site and related safety and security procedures. Mr. Kato informed the Commission that Brittany Jones, California School Employees Association (CSEA) Labor Relations Representative, is leaving her position with CSEA and that she will be missed. Mr. Kato thanked Ms. Jones for all of her collaborative work during her time with the Long Beach Unified School District.

Ms. Jones thanked the Commissioners and staff for all of their work on behalf of classified employees and how much she appreciated having such a wonderful working relationship. Ms. Jones stated her last day is April 16, 2021 and while she is excited about her journey to her new employer, she is sad to be leaving Long Beach.

Maria Braunstein, Personnel Analyst, reported 44 recruitments are in various stages of the examination process. Ms. Braunstein shared that recently the 108th recruitment of this fiscal year was opened. Ms. Braunstein mentioned that in-person testing at the Personnel Commission offices has resumed and thanked Aisha Alex, Human Resources Assistant; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; and Alejandra Torres, Human Resources Technician for following protocols and making the candidates feel safe in person.

Jesus Rios Jr., Employment Services Supervisor, informed the Commissioners that the Certification Unit continues to work with sites to fill vacancies in preparation of the re-opening of schools. Mr. Rios Jr. mentioned that 87 candidates were fingerprinted and 571 classified performance evaluations were sent in the month of March.

Susan Leaming, Personnel Analyst, informed the audience that the first virtual CalPERS retirement workshop will be held on April 22, 2021 and the registration form is available on the Personnel Commission website under classified staff development. Ms. Leaming mentioned that representatives from payroll and risk management will also be present at the workshop to answer questions.

Terence Ulaszewski, Vice-Chairperson, thanked Brittany Jones for her support and wished her success in her new position. Mr. Ulaszewski thanked Commission staff for all of their efforts to assure that school sites are staffed and ready to take care of the students.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Carpenter
2. **RATIFY** job announcement bulletin for Fleet Maintenance Manager
3. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I
4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II
5. **RATIFY** job announcement bulletin for Production Center Supervisor
6. **RATIFY** job announcement bulletin for Purchasing & Contracts Director
7. **APPROVE** the certification of Child Care Worker eligibility list 21-CCW10-5258 established on 03/02/2021

8. **APPROVE** the certification of Heavy Truck Driver eligibility list 21-0065-0187 established 03/24/2021
9. **APPROVE** the certification of Human Resources Technician eligibility list 21-0062-3352 established 03/30/2021
10. **APPROVE** the certification of Instructional Aide Special (Revised) eligibility list 21-0011-0448 established 03/09/2021
11. **APPROVE** the certification of Intermediate Office Assistant – BL Spanish eligibility list 21-0068-5050 established 04/01/2021
12. **APPROVE** the certification of Recreation Aide eligibility list 21-0090-5255 established 04/02/2021
13. **APPROVE** the certification of Recreation Aide eligibility list 21-0097-5255 established 04/08/2021
14. **APPROVE** the certification of Van Driver – Catalina Island eligibility list 21-0067-5280 established 04/05/2021

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify item 1-6 and approve items 7-14 on the Consent Agenda.

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

#### OLD BUSINESS

None

#### NEW BUSINESS

1. **APPEAL** of a Disqualified Applicant ID 31418279

Appellant 31418279 was in attendance. The Commission moved New Business Item 1 to closed session.

#### OTHER ITEMS

#### NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 22, 2021 at 8:15 a.m. at 880 Locust Ave. Long Beach, California and members of the public may observe the meeting in real-time simulcast by selecting the Video & Multimedia icon at lbschools.net.

#### CLOSED SESSION

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

#### OPEN SESSION

The Personnel Commission returned to open session at 9:30 a.m. and the following reportable action was taken:

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to deny the appeal of Applicant ID 31418279.

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

#### ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:31 a.m.

## ABOUT OUR DISTRICT

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

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates about 79,000 students in 85 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The third largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

The school district has won widespread recognition for excellence in academic achievement, the arts and athletics. LBUSD's successes have been chronicled by national media including the New York Times, Washington Post, The Atlantic, U.S. News and World Report, USA Today, Newsweek, Time, Parade, Sports Illustrated, ESPN, Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and others.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success.

Long Beach, "The International City" and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with an approximate population of 460,000. Long Beach is the 2nd largest city in Los Angeles County and 5th largest in California. It enjoys an invariable and moderate climate with nearly 345 days of sunshine every year and an average temperature of 74 degrees Fahrenheit. The city's prime location offers easy access to several major freeways, airports, surf and sea activities, and numerous recreational and cultural sites through the Southern California area. Long Beach is a short distance from Disneyland, Universal Studios Hollywood and everything Southern California has to offer!

Dual Exam 21-0111-5210 JA



## An Exciting Career Opportunity Awaits You at

# LONG BEACH UNIFIED SCHOOL DISTRICT

# ADMINISTRATOR, FACILITIES, DEVELOPMENT AND PLANNING

## \$118,283 - \$138,902 Annually

A handwritten signature in blue ink, appearing to read 'Gregory', is written over a set of three horizontal lines.

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Administrator, Facilities, Development and Planning. Under administrative direction, plan, coordinate, administer and oversee the planning activities, phases of design and day-to-day operations of the Facilities Planning and Management Branch; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Facilities Development and Planning, then Administrator, Facilities, Development and Planning.

## **THE IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field. A Master's degree in one of the above-mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired.

Additionally, candidates will have four years of management-level experience in construction, urban studies or facilities planning. Experience in educational facility planning and construction is preferred.

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

## **SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. May be required to travel from one location to another. An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

## **SALARY AND BENEFITS**

The annual salary for Administrator, Facilities, Development and Planning is \$118,283 to \$138,902, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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

## **HOW TO APPLY**

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

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

**Application Deadline: 4:30 p.m., Friday, May 7, 2021**

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

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

<http://www.lbschools.net/Departments/Personnel Commission/>  
**WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER**



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## CUSTODIAN-SUBSTITUTE ONLY

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

THIS IS FOR SUBSTITUTE WORK ONLY.

Per the Rules & Regulations of the Classified Service your application will be disqualified if you have participated in the Custodian examination within the last 90 days.

### JOB SUMMARY:

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

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

OR

Proof of enrollment in or successful completion of the Building Maintenance/Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and experience.

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

### SPECIAL REQUIREMENTS:

(1) Positions assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule.

### WORKING ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

**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.

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

### SALARY RANGE HOURLY:

START: \$18.59

### APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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Office: (562) 435-5708  
24 hour job hotline: (562) 491-JOBS  
[www.lbschools.net/Departments/Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Open Continuous 0139 ALT

LBUSD employees, please see reverse side  
for important information.

*Maria Braunstein*

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

## PLANT SUPERVISOR I

### FINAL FILING DATE:

4:30 p.m., Tuesday, April 27, 2021

### JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial activities at an assigned elementary or small middle or K-8 school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of a small custodial crew; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

### EDUCATION AND TRAINING:

Graduation from high school.

### EXPERIENCE:

Two years of custodial experience or one year of experience as a Lead Custodian in the Long Beach Unified School District.

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

### WORKING ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, 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.

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

### SALARY RANGE HOURLY:

START: \$22.00  
6 MONTHS: \$23.21  
1 ½ YEARS: \$24.49  
2 ½ YEARS: \$25.83

### APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

### SELECTION PROCEDURE:

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

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**WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER**

Dual Exam 21-0108-5026 AA

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 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: 11-12

Date: April 22, 2021

Reason for Consideration: Approval

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**INTERMEDIATE ACCOUNTING ASSISTANT**

**DUAL**

**21-0060-0755**

List Valid: 04/19/2021-04/19/2022

Total Applications Received: 65

No. Passed: 5                      No. Failed: 10

Total Invited to Exam: 37

No. Withdrew: 22                      No. Screened Out: 28

**INTERMEDIATE PAYROLL ACCOUNTING  
TECHNICIAN**

**DUAL**

**21-0058-0756**

List Valid: 04/19/2021-04/19/2022

Total Applications Received: 43

No. Passed: 5                      No. Failed: 6

Total Invited to Exam: 21

No. Withdrew: 10                      No. Screened Out: 22

**RECREATION AIDE**

**OPEN CONTINUOUS**

**21-0103-5255**

List Valid: 04/13/2021-04/13/2022

Total Applications Received: 10

No. Passed: 10                      No. Failed: 0

Total Invited to Exam: 10

No. Withdrew: 0                      No. Screened Out: 0

**RECREATION AIDE**

**OPEN CONTINUOUS**

**21-0104-5255**

List Valid: 04/21/2021-04/21/2022

Total Applications Received: 8

No. Passed: 6                      No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 0                      No. Screened Out: 2

**SENIOR ACCOUNTING ASSISTANT**

**DUAL**

**21-0061-0760**

List Valid: 04/20/2021-04/20/2022

Total Applications Received: 19

No. Passed: 2                      No. Failed: 4

Total Invited to Exam: 10

No. Withdrew: 4                      No. Screened Out: 9

**SENIOR PAYROLL ACCOUNTING  
TECHNICIAN**

**DUAL**

**21-0059-0762**

List Valid: 04/20/2021-04/20/2022

Total Applications Received: 20

No. Passed: 2                      No. Failed: 4

Total Invited to Exam: 15

No. Withdrew: 9                      No. Screened Out: 5

**STAFFING ANALYST-HUMAN RESOURCE  
SERVICES**

**DUAL**

**21-0045-5195**

List Valid: 04/23/2021-04/23/2022

Total Applications Received: 35


Total Invited to Exam: 2

No. Passed: 1

No. Failed: 0

No. Withdrew: 1

No. Screened Out: 33

CERTIFIED TO BE CORRECT: Kenneth Kato  DATE: April 22, 2021

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Approve a Public Hearing date for the proposed  
Personnel Commission Budget for 2021-2022

PAGE: 13

Date: April 22, 2021

Reason for Consideration: Action

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

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

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

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

It is recommended the Commission set the Public Hearing date for the proposed Personnel Commission Budget for 2021-2022 on Thursday, May 6, 2021 at 8:15 a.m. at the Personnel Commission Office, 800 Locust Ave., Long Beach, California.

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# PERSONNEL COMMISSION

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## MEETING DATES 2021-2022

All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

### 2021

July 1  
July 15  
July 29  
  
August 12  
August 26  
  
September 9  
September 23  
  
October 7  
October 21  
  
November 4  
November 18  
  
December 2  
December 16  
\*December 30

### 2022

January 13  
January 27  
  
February 10  
February 24  
  
March 10  
March 24  
  
April 7  
April 21  
  
May 5  
May 19  
  
June 2  
June 16  
June 30

\*The Personnel Commission December 30, 2021 meeting is on a non-duty equalization day for 12-month employees. The Commission may elect to hold this meeting on an alternate date.