

## Agenda Item 9

1 **DATE:** February 24, 2017

2 **TO:** Civil Service Commission

3 **FROM:** Sheree Valdoria, Personnel Analyst

4 **SUBJECT: PROTEST OF DISQUALIFICATION OF APPLICATION –**  
5 **HOUSING SPECIALIST POSITION- BOBBIMARIE FIELDS**

6 On February 13, 2017, Civil Service Commission received a letter from Ms. Bobbimarie  
7 Fields regarding the disqualification of her application for the Housing Specialist position  
8 and other non-career/unclassified positions (i.e. Clerk Typist, etc.). However, Ms.  
9 Fields has only applied to two classified positions with the City and one of them is the  
10 Housing Specialist position. Ms. Fields is stating that she meets the minimum  
11 requirements to file for the Housing Specialist position and would like to have the  
12 opportunity to take the Housing Specialist written examination.

13  
14 This request for protest falls under the Civil Service Rules and Regulations, Article II,  
15 Section 6 (1) and (2) regarding the disqualification of candidates, which states the  
16 following: "The Commission may refuse to examine, or after an examination, may  
17 remove from any eligible list, disqualify, and/or refuse to certify any person who: (1) fails  
18 to submit a completed application and/or related supplemental documents to the Civil  
19 Service office on or before an examination announcement's established closing date;  
20 and, (2) does not meet the minimum requirements to file as stated in applicable  
21 examination announcements..."

22  
23 **Facts for Consideration:**

- 24 • On January 17, 2017, Civil Service staff received Bobbimarie Fields' application  
25 for the Housing Specialist position.

## Agenda Item 9

- 1 • During the one week filing period, Civil Service received 207 applications for the  
2 Housing Specialist position and 101 were invited to take the written examination.  
3 There were 106 applicants that did not meet the requirements to file, including 13  
4 candidates that did not have proof of a degree.
- 5 • The minimum requirements for this position as stated in the bulletin are:  
6 "Two years (paid, full-time equivalent) of increasingly responsible experience  
7 providing services to the public, particularly low-income individuals, in fields such  
8 as public housing, public health, vocational guidance, social service, or property  
9 management. Two years of college education in Social Sciences, Public  
10 Administration, Business Administration, Human Services or related fields (proof  
11 required) may substitute for one year (full-time equivalent) of experience" (see  
12 attached bulletin).
- 13 • After reviewing Ms. Fields' application, she indicated in the supplemental  
14 questions that she was qualifying based on two years of college education in a  
15 related field and one year of experience as listed in the minimum requirements  
16 to file. However, Ms. Fields did not have proof of her education attached to her  
17 application. The supplemental questions, specifically questions #11 and #15,  
18 make reference to the proof of required documentation at the time of filing (see  
19 attached application).
- 20 • Additionally in her supplemental questions, Ms. Fields indicated that she had  
21 HUD experience. However, she only indicated the years she worked and not her  
22 specific role, responsibility or hours worked per week; therefore, her hours were  
23 not quantifiable. In the supplemental questions, question #12, it specifically  
24 states that the applicant must "Identify the program(s), the length of time you  
25 performed services for the program(s), and your role and responsibility with the

## Agenda Item 9

1 program(s). Include the name(s) of the employer(s), title of position(s), dates  
2 employed including hours worked, (e.g. 40 hours per week)" and this information  
3 was not included (see attached application).

- 4 • On February 6, 2017, Ms. Fields received an email from staff that indicated she  
5 was disqualified from the Housing Specialist position because she did not meet  
6 the minimum requirements for the position. Ms. Fields responded on the same  
7 day indicating that she has over 9 years of HUD experience and provided  
8 additional information about her prior work experience. Staff reiterated the  
9 information that needed to be provided in the supplemental questions and that  
10 staff could not take any additional information after the application was submitted  
11 and filing deadline had closed. However, because Ms. Fields continued to state  
12 she was qualified, staff explained to Ms. Fields that her application will be  
13 reviewed again by other departmental analysts.
- 14 • On February 8, 2017, staff emailed Ms. Fields and stated that the other  
15 departmental analysts reviewed her application. As a result of the second review,  
16 it was determined that Ms. Fields was disqualified based on her lack of proofs  
17 and insufficient information regarding her work experience. Ms. Fields continued  
18 to respond stating she has the experience based on her HUD experience.
- 19 • On February 9, 2017, staff sent an additional email response to Ms. Fields to  
20 further explain that she did not qualify because she did not include her proofs and  
21 her HUD experience was not quantifiable. Ms. Fields also referred to her resume,  
22 but as stated in the supplemental questions, question #1, "Resumes will not be  
23 considered as part of the Civil Service application process and may not be  
24 substituted in lieu of the completed application or supplemental applications."  
25

## Agenda Item 9

- 1 • On February 9, 2017, staff received another email from Ms. Fields stating that  
2 the Housing Specialist posting did not state that applicants must provide proof of  
3 degree and referred to her resume for her job experience.
  - 4 • On February 10, 2017, staff had management review Ms. Fields' application.  
5 Based on management's review of the application, it was determined that Ms.  
6 Fields should be disqualified from the process because her HUD experience was  
7 not quantifiable and because her education proofs were not included with her  
8 application. Staff sent an email on February 10, 2017, to Ms. Fields stating  
9 management's decision and gave her the information to appeal this decision with  
10 the Commission.
  - 11 • Should the Commission approve Ms. Fields' request, she will be provided the  
12 opportunity to take the written examination for Housing Specialist immediately.
  - 13 • Based on the information above, staff recommends denying the protest from Ms.  
14 Fields regarding the Housing Specialist position.
  - 15 • Ms. Fields has been notified of this meeting and that this request is on today's  
16 agenda.
- 17  
18  
19  
20  
21  
22  
23  
24  
25



# City of Long Beach Employment Opportunity

## HOUSING SPECIALIST

### SALARY RANGE:

Grades I - III: \$1,458.40 - \$2,313.92 Biweekly  
\$3,171.00 - \$5,031.00 Monthly

Accepting online applications only. Apply online 24 hours a day, beginning January 16, 2017 through 4:30 p.m., January 20, 2017.

**REQUIREMENTS TO FILE:** Two years (paid, full-time equivalent) of increasingly responsible experience providing services to the public, particularly low-income individuals, in fields such as public housing, public health, vocational guidance, social service, or property management. Two years of college education in Social Sciences, Public Administration, Business Administration, Human Services or related fields (**proof required**)\* may substitute for one year (full-time equivalent) of experience.

### AND

- Ability to understand and operate personal computers and complete various calculations accurately with calculator or computer software (such as Microsoft Excel or Word); comprehend written information; deal tactfully and effectively with the general public; and effectively communicate orally and in writing.
- If appointed, candidates will be required to attend City paid training and obtain certification in Housing Quality Standards and Housing Choice Voucher Specialist prior to the completion of probation.
- A valid driver's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

**DESIRABLE QUALIFICATIONS:** Certification in Housing Quality Standards and Housing Choice Voucher Specialist; bilingual skills in English/Khmer, English/Spanish, or English/Tagalog

\*Proof of required documents must be uploaded to the online application at time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

**EXAMPLES OF DUTIES:** Under general supervision, performs complex activities in the Federal Section 8 Housing Choice Voucher (HCV) and/or other housing assistance programs under the Housing Authority, which include initial eligibility and/or continued occupancy in accordance with established rules, regulations, policies, and procedures. Researches, verifies and applies CA tenant law, HUD regulations and local policy. Conducts annual, special and interim interviews and certifications of participants related to

changes in household composition and income in a manner prescribed by HUD. Manages assigned caseload; calculates participant's rent and housing assistance payments, monitor participant compliance and cite violations of tenant obligations and responsibilities. Prepares reports and correspondence; conducts group and individual briefing sessions for applicants and/or participants. Researches possible fraud cases and makes recommendations. Deals with and resolves difficult problems and issues that involve owners and/or tenants. Inspects prospective and assisted housing units to ensure conformance with HUD standards and determines necessary corrections. Determines rents in accordance with HUD guidelines. May conduct interviews and briefings at the homes of tenants when necessary; may represent Housing Authority in small claims or other court cases; may serve in a lead capacity or carry out special studies; may perform other related duties as required.

### EXAMINATION WEIGHTS:

Application Packet..... Qualifying  
Occupational Written Exam.....100%  
Battery operated calculator permitted.  
Scope: Reading Comprehension; Case Studies;  
Mathematical Computations, Computer Skills,  
Interpersonal and Customer Service Skills

A minimum rating of 70 must be attained in the examination in order to be placed on the eligible list. Certification by score bands will be considered based on an analysis of test results.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.

The written test is tentatively scheduled for February 13, 2017 and February 17, 2017. If you have not received notification by February 1, 2017, contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.

This information is available in an alternative format by request to (562) 570-6202.

J.O.B H66AN-17 SV

1/4/17

**Apply to:**  
City of Long Beach  
Civil Service Commission  
333 W. Ocean Blvd., 7th Floor  
Long Beach, CA 90802  
Phone: (562) 570-6202

**Apply online:** [www.longbeach.gov/civilservice](http://www.longbeach.gov/civilservice)  
**For recorded announcement of other jobs available,**  
Call (562) 570-6201  
TDD (562) 570-6638 (for hearing impaired)  
An Equal Opportunity Employer



If a special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

## H66AN-17 - HOUSING SPECIALIST F-III

**Contact Information -- Person ID:**

Name: Bobbimarie C Fields

Address:

Home Phone:

Alternate Phone:

Email:

**Personal Information**

Driver's License:

No California

Can you, after employment, submit proof of your legal right to work in the United States?

Yes

What is your highest level of education?

Associate's Degree

**Preferences**

Preferred Salary:

\$12.00 per hour;

Are you willing to relocate?

No

Types of positions you will accept:

Public  
Transportation  
Regular ,  
Temporary ,  
Seasonal

Types of work you will accept:

Full Time ,  
Part Time  
Day , Evening  
, Night ,  
Rotating ,  
Weekends ,  
On Call (as  
needed)

Types of shifts you will accept:

**Objective**

I have had a driving license before but because I no longer have a car I changed it to an Identification Card with the same #. I am almost bi-lingual (Spanish/English), definitely multi-cultural-understanding accents well, flexible, strategic thinker; highly organized; effective communicator with excellent verbal and written communication skills; team player/team leader; confident, Interpersonal skills, risk assessor/taker based on solid analysis; & a motivated visionary.

**Education****College**

Los Angeles Trade Technical College

lattc.edd

[Unspecified Start] - 6/2011

Los Angeles, California

Did you graduate: Yes

College Major/Minor: Registered Nursing &amp; Liberal Arts Degrees

Units Completed: 170 Semester

Degree Received: Associate's

**Work Experience****Clerk #1 (Poll worker)**

11/1996 - 11/2016

County of LA, City of Long Beach

Recorder/Registrar Office

<http://www.longbeach.gov/civilservice>

300 Ocean Ave

Long Beach, California 90813

562-570-3943

Hours worked per week: 14

Monthly Salary: \$125.00

# of Employees Supervised: 0

Name of Supervisor: Monica/Samantha (Anita Harris) - City Clerks

May we contact this employer? Yes

2/24/2017

NEOGOV Insight - Application Detail

**Duties**

For every election in LA County there is a 2 hour training day & a 12 hour work day. There is a team of 4 persons and 1 inspector that can fulfill all duties for the purpose of quickly, comfortably, accommodating the voting personnel. Teamwork includes: taking an oath, setting up/breaking down all equipment/paperwork used, curbside/wheelchair equipment accessibility, greeting, maintaining name & street rosters-on an hourly basis, routing selection of ballot stations for appropriate persons ( with assistance if necessary), maintaining a headcount/ballot count, keeping all necessary pamphlets/papers for voters on main table & outside including flag, being aware of electioneers, volunteers, & observers, placing ballots in inkavote or ballot box, and giving voter an 'I voted' sticker & a warm thank you & goodbye. Leaving the polling place clean.

**Reason for Leaving**

Never leaving

**Receptionist/Customer Service Representative**

8/2011 - 6/2012

Paul Barry & Associates (MHA)  
www.mhala.com  
456 Elm Ave  
Long Beach, California 90813  
562-506-3039

Hours worked per week: 24  
Monthly Salary: \$216.00  
# of Employees Supervised: 3  
Name of Supervisor: Tara Fetcher - Clerical Supervisor  
May we contact this employer? Yes

**Duties**

STAFF & ADMINISTRATIVE ASSISTANT

**SKILLS AND ABILITIES**

- ☐ MS Word - certified, PowerPoint, Publisher, some Excel, Outlook (Type 30 wpm)
- ☐ PBX/switchboard/10 line phone 100 calls per 3 hours
- ☐ FAX/File/Scan/Copy/Print, machine maintenance
- ☐ Metered Mail Machine, Laminator machine
- ☐ Office Supply: Sales Inventory/Stocking

Cashier

Resource Specialist

CPR Card in progress

Corporate Office Cover (6 buildings)

Staff Receptionist (2 buildings)

**Reason for Leaving**

end of temp job

**Certificates and Licenses**

**Skills**

Office Skills

Typing: 28

Data Entry: 0

**Other Skills**

Office and medical Equipment Skilled - 12 years and 0 months

**Languages**

Spanish - Read, Write

**Additional Information**

Clinical Experience

2/24/2017

NEOGOV Insight - Application Detail

former Registered Nurse 12 years

#### Volunteer Experience

working for 2 food banks:

APLA/NOLP for 1 year and continuing in Long Beach (2015-2016 (Reception/Food handler)

Pinecrest Christian Church 4 years 2012-2016 (Food handler/stocking/Line calling)

#### Honors & Awards

DEDICATION ( Total Family Support Group)

APPRECIATION (Office of the City Clerk)

ENTREPRENEUR TROPHY (Telecare, Corp.)

BEST OF THE BEST TROPHY (Mental Health America)

#### References

Personal

**Boykin, Malcolm**

COO

Watertown, New York

Professional

**Hotchkiss, Abby**

MSW

Manually, California

#### Resume

Text Resume

#### Attachments

Attachment	File Name	File Type	Created By
Corrected Letter Of Interest 2017.pdf	Corrected Letter Of Interest 2017.pdf	Cover Letter	Job Seeker
30 Second Worksource Resume II.pdf	30 Second Worksource Resume II.pdf	Resume	Job Seeker

#### Agency-Wide Questions

1. Q: Are you a current or former City of Long Beach employee?

A: Current, temporary or contract

2. Q: Have you ever been dismissed from the City of Long Beach?

A: No

3. Q: I will accept positions offering...(you may select more than one)

A: Part time

Temporary

Full time

4. Q: I will accept positions offering...(you may select more than one)

A: Day shift (e.g. 7:30 am - 5:30pm)

Evening shift (e.g. 4:00 pm - 12:00am)

Night shift (e.g. 12:00 am - 8:00 am)

Weekends (e.g. Saturday and/or Sunday)

Holidays



5. Q: Will you be claiming Veteran's Preference? (If so, you must include a copy of your DD-214, Member 4 Form in your application packet at time of filing.)  
[Veterans Preference Policy 3.38](#) - (opens in new window) and Article XI, Section 1105 of the Long Beach City Charter.

A: No

6. Q: If you answered "yes" to claiming veterans preference, will you be claiming veterans preference under any of the the following?

A: This does not apply to me.

7. Q: Are you able to speak and understand the following foreign languages? Leave blank if none apply to you.

A: Spanish

8. Q: How did you **FIRST** hear of this job opportunity?

A: Indeed.com website

9. Q: If you indicated **none of the above**, please tell us how you first learned about this job opportunity?

A:

10. Q: **I understand that application packets including all required documents must be complete at time of filing and received by the filing deadline.**

I understand I will not have an opportunity to amend my application packet or submit additional supporting documentation after the application is initially submitted.

I understand that I must scan the required documents into a **PDF format**, and then upload and attach to my City of Long Beach job application. Each required document must be attached and identified separately.

I further understand that any document attached to my master record, **after** I have filed an application for a City of Long Beach job will not be viewable by City staff, as it is part of my GovernmentJobs.com master record and not part of my actual City of Long Beach job application.

A: Yes

### Supplemental Questions

1. Q: **INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. It will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the above information?

A: Yes

2. Q: **REQUIREMENTS TO FILE** Please indicate how you meet the requirements to file for Housing Specialist.

A: I possess two years of college education in Social Sciences, Public Administration, Business Administration, Human Services or related fields (proof required)\* which may substitute for one year (full-time equivalent) of experience AND one year of experience as outlined above.

2/24/2017

NEOGOV Insight - Application Detail

3. Q: Do you have the ability to understand and operate personal computers and complete various calculations accurately with calculator or computer software (such as Microsoft Excel or Word)?

A: Yes

4. Q: Do you have the ability to comprehend written information?

A: Yes

5. Q: Do you have the ability to effectively communicate orally and in writing?

A: Yes

6. Q: Do you have the ability to deal tactfully and effectively with the general public?

A: Yes

7. Q: If appointed, candidates will be required to attend City paid training and obtain certification in Housing Quality Standards and Housing Choice Voucher Specialist prior to the completion of probation. Do you understand the statement above?

A: Yes

8. Q: A valid driver's license and a current DMV driving record must be submitted to the hiring department at time of selection interview. Do you understand the statement above?

A: Yes

9. Q: **DESIRABLE QUALIFICATIONS** Check below if you have the following desirable qualifications.

A: English/Spanish

10. Q: Describe your experience providing services to the public as outlined in Question #2 above. Include the name(s) of the employer(s), title of position(s), dates employed including hours worked, (e.g. 40 hours per week). **Do not state "see resume". If you do not have experience, indicate "None".**

A: I am transitioning from Registered Nursing (12 YEARS):  
Martin Luther King, jr Hospital - 2 years (SICU/ER) full-time, Cedars Sinai Hospital - 3 years (IV Therapy), St. Joseph Hospital Burbank - 2 years (SICU), Van Nuys Community Hospital - 3 months (OB/GYN), Daniel Freeman Hospital, & Staff Builder's Nurses Registry - 5 years (Charge Nurse Med/Surg floors) (1979 - 1992)  
to Clerk #1 for Long Beach City/LA County Hall Elections - 10 years (2006 - 2016, & will work March 7, 2017)  
to Receptionist/Customer Service (1 year) Mental Health America in which I went from Staff to Administrative Assistant & Courier Trainer (2011 - 2012)

11. Q: Describe your educational background and how it has prepared you for the responsibilities of the Housing Specialist position. As a reminder, if you are qualifying with education, you must submit proof of required documentation at time of filing. **If you fail to submit proof of required documentation (e.g. transcripts, diploma) at the time of filing your application will no longer be considered for the position of Housing Specialist. If you are not qualifying with education, please type N/A. Do not type "see resume."**

A: Associates Degree in Liberal Arts  
Associates Degree in Registered Nursing  
Certificate in Microsoft Word 2013

12. Q: Describe your experience with government assisted housing and/or affordable housing programs. Identify the program(s), the length of time you performed services for the program(s), and your role and responsibility with the program(s). Include the name(s) of

2/24/2017

NEOGOV Insight - Application Detail

the employer(s), title of position(s), dates employed including hours worked, (e.g. 40 hours per week). Do not state "see resume". If you do not have experience, indicate "None".

A: Worked for HUD (1973 - 1982) under Mr. Robert Lynn, office 663 N. Normandie Ave, LA, CA. I managed the 10 - unit building at 1128 - 1154 West 28th Street LA, CA.

13. Q: Describe your experience working with computers, including software packages that you have utilized. If you do not have experience, indicate "None".

A: SOCIAL NETWORKING - Facebook, Google +, LinkedIn, Instagram, yahoo email, & Gmail.  
SOFTWARE - MS Word, data entry, Ø MS Word, PowerPoint, Publisher, some Excel (Type 30 wpm), PBX/switchboard/10 line 100 calls per 3 hours, FAX/Scan/Copy/Print, maintenance (paper & toners), Metered Mail Machine, Office Supply: Sales  
Inventory/Stocking, Cashier, & Medical Terminology  
EXPERIENCE - Computer Info classes at LATTC (2008), work at MHA (2011 - 2012) with PowerPoint Certificate, at Compton Adult school (2016 - 2017) with MS WORD Certificate

14. Q: **GENERAL QUESTIONS** Are you claiming Veteran's Preference? If yes, a copy of your DD-214 Member 4 or other appropriate documents must be uploaded to your application at time of filing?

A: No

15. Q: I understand that proof of required documents must be submitted as attachments at the time of filing online. I also understand that failure to submit all required documents at time of filing will result in the application being considered incomplete. Proofs may include the following below: • College transcripts or degree • DD 214 Member 4 Form or other appropriate documentation, if claiming Veteran's Preference Do you understand the information above?

A: Yes

16. Q: Please note that candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

For information on evaluation services: [Education Evaluation Services](#)

Do you understand the information above?

A: Yes

17. Q: I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. Do you understand the information above?

A: Yes

**Emails to and from Bobbimarie Fields in order by date:**

**Bobbimarie Fields**

On Feb 6, 2017 9:23 AM, <[sheree.valdoria@longbeach.gov](mailto:sheree.valdoria@longbeach.gov)> wrote:

February 6, 2017

Bobbimarie Fields  
130 East 8th St #205  
Long Beach, CA 90813

Dear Bobbimarie Fields:

We have reviewed your application for HOUSING SPECIALIST I-III. We regret that based on the information you submitted, your application cannot be accepted because you did not meet the minimum qualifications as specified in the job opportunity bulletin. Specifically, an applicant who is qualifying using two years of college education in Social Sciences, Public Administration, Business Administration, Human Services or related fields (proof required)\* can only substitute it for one year (full-time equivalent) of experience. An applicant must still qualify with an additional year of experience as stated in the job opportunity bulletin.

Thank you for your interest in employment with the City of Long Beach. We encourage your participation in future examinations. Please visit our job description page [http://bit.ly/CLB\\_JobDescriptions](http://bit.ly/CLB_JobDescriptions) where you can enter your email for the position desired and you will be emailed when the job opportunity opens again.

Your opinion matters greatly to us. So that we may better serve our community and improve our processes, please take a moment to complete a brief survey at the following link: <https://www.surveymonkey.com/s/5FNC9RT>.

Sincerely,

Sheree Valdoria  
Personnel Analyst

Long Beach Civil Service Commission  
City of Long Beach  
333 West Ocean Boulevard, 7th Floor  
Long Beach, CA 90802  
[\(562\) 570-6202](tel:(562)570-6202) Main Office  
[\(562\) 570-6201](tel:(562)570-6201) Job Recruitment Line  
[\(562\) 570-5293](tel:(562)570-5293) FAX  
<http://www.longbeach.gov/civilservice>

**From:** Bobbimarie Fields <[\[redacted\]](#)>  
**Sent:** Monday, February 6, 2017 9:24 AM  
**To:** Sheree Valdoria  
**Subject:** Re: HOUSING SPECIALIST I-III

I worked for HUD for 9 years!

\*\*\*\*\*

On Feb 6, 2017 9:31 AM, "Sheree Valdoria" <[Sheree.Valdoria@longbeach.gov](mailto:Sheree.Valdoria@longbeach.gov)> wrote:

Dear Ms. Fields,

Based on your application, your HUD experience was not listed as your work experience. It was listed as an answer to the supplemental questions but its unclear how many hours you worked and your job duties. As stated in the supplemental questions, applicants must state this information, i.e. years and hours worked. As a result, your application was not accepted.

Regards,

Sheree Valdoria

\*\*\*\*\*

**From:** Bobbimarie Fields <[\[redacted\]](#)>  
**Sent:** Monday, February 6, 2017 9:51 AM  
**To:** Sheree Valdoria  
**Subject:** Re: HOUSING SPECIALIST I-III

this is my request for you to review my job application again apparently my resume or my job application is not clear or specific.

my qualifications/skills are:

I have worked for HUD for 9 years under Mr. Robert Lynn, managing a 10-Unit apt building at 1128-1154 West 28th St. In LA. His office was in situated at 663 N. Normandie Avenue in LA.

I have worked as receptionist/customer service rep for one year at both the village & corporate office of Mental Health America in Long Beach

I have worked for 12 years in Registered Nursing on staff at a few hospitals like Martin Luther King jr. And Cedars-Sinai, Moonlight working at staff Builders Nurse's Registry.

## Agenda Item 9

I have two Associate college degrees, one is for Liberal Arts and the other is for Registered Nursing.

I have been attending Thompson Adult School who's October 2016 and have completed Microsoft Word Office 2013 with certificate and I am now working on A+ certification.

I believe I am bilingual Spanish enough to work there.

You'll excuse me I can't understand why I'm not the best person for the job.

The only requirement that I did not qualify for is the California driver's license which is in process now because last month I did not have the \$38 to get it but I do possess a California identification card that carries my previous California drivers license number on it.

Thank you.

Bobbimarie Fields

\*\*\*\*\*

On Feb 6, 2017 10:18 AM, "Sheree Valdoria" <[Sheree.Valdoria@longbeach.gov](mailto:Sheree.Valdoria@longbeach.gov)> wrote:

Hello Ms. Fields,

I will have our analysts review your application. Unfortunately, I cannot accept any more specific details and information to include in your application since the deadline to apply has passed.

I hope to have some information for you regarding the status of your application by Wednesday, Feb. 8th. I will notify you by email of the result.

Regards,

Sheree Valdoria

\*\*\*\*\*



**From:** Bobbimarie Fields [mailto:[bobbimarie.fields@longbeach.gov](mailto:bobbimarie.fields@longbeach.gov)]  
**Sent:** Monday, February 06, 2017 10:26 AM  
**To:** Sheree Valdoria <[Sheree.Valdoria@longbeach.gov](mailto:Sheree.Valdoria@longbeach.gov)>

**Subject:** Re: HOUSING SPECIALIST I-III

Like I said, I know I'm the best person for the job. Do what you have to do.

If I had gotten this job I would have been putting my own self in Jeopardy anyway because I am on Section 8 since 2010 and I believe that would delete it. It's impossible to live on my retirement money only even with Section 8 help.  
.....

On Wed, Feb 8, 2017 at 11:17 AM, Sheree Valdoria <[Sheree.Valdoria@longbeach.gov](mailto:Sheree.Valdoria@longbeach.gov)> wrote:

Hello Ms. Fields,

Your application was reviewed by other analysts in our department. In accordance with the requirements to file for this position, we counted the two years of college education for one year of experience. However you did not have enough related experience to count for another year of experience needed. Therefore, your application was not accepted.

Regards,

Sheree Valdoria  
.....

**From:** Bobbimarie Fields [mailto:[bobbimarie.fields@longbeach.gov](mailto:bobbimarie.fields@longbeach.gov)]  
**Sent:** Wednesday, February 08, 2017 12:54 PM  
**To:** Sheree Valdoria <[Sheree.Valdoria@longbeach.gov](mailto:Sheree.Valdoria@longbeach.gov)>  
**Subject:** Re: HOUSING SPECIALIST I-III

Ms. Valdoria:

Apparently you have misunderstood what I told you & misrepresented my credentials-here is the short version of what I said:

I have worked for HUD for 9 years as apt manager of a 10-Unit building (1972-1983).

I have 2 Associate college degrees (Liberal Arts & Registered Nursing)-my college year total is 7 years -last attendance 2011.

I have worked at Mental Health America as Receptionist/Customer Service using all general office equipment & knowledge 2011-2012.

I have been a Registered Nurse for 12 years until 1992.

I am currently in Compton Adult School studying IT, total classes 1 year-I just finished Microsoft Word 2013 & am currently in A+ class.

What more could you possibly want in education & experience?!

The only requirement I don't meet is the CDL & I explained to you that it is in progress, it wasn't done last month because I was in school days & I didn't have the \$38.

Please reconsider,

Bobbimarie Fields

--

.....

On Feb 9, 2017 12:21 PM, "Sheree Valdoria" <[Sheree.Valdoria@longbeach.gov](mailto:Sheree.Valdoria@longbeach.gov)> wrote:

Hello Ms. Fields,

Thank you for your email. However, I can only use the information in your application to determine if you meet the minimum requirements for this position. Based on your application, you did not include proofs (a copy of your degree or transcript) of your education so I could not count your education. If I was able to count your education, it would only be for the Liberal Arts degree since that is a related degree based on the requirements to file.

As for your experience in HUD, I could not count this experience because it was not listed in the Work Experience area of your application. However, we did count credit for your work at the Dream Catcher's Foundation which was 3.75 months and counted your work with the Housing Authority LA for 8 months. But unfortunately that only added 11.75 months. According to the requirements to file you either needed two years of related experience OR two years of college education and one year of related experience.

Unfortunately you did not qualify based on the application that you submitted.

Best,

Sheree

.....



From: Bobbimarie Fields [mailto:  
Sent: Thursday, February 09, 2017 4:24 PM  
To: Sheree Valdoria <[Sheree.Valdoria@longbeach.gov](mailto:Sheree.Valdoria@longbeach.gov)>  
Subject: RE: HOUSING SPECIALIST I-III

The application did not call for any proofs, I carry them with me on my phone all times just in case. It would have been no problem to have sent them either. Since only my college degree for Liberal Arts counts, there would be no point in my having sent my Registered Nursing degree or giving my 12 years in Registered Nursing experience.

Robert Half has rules that govern Pacific Gateway and the resumes they have you make. It's supposed to be read in 30 seconds and only cover what you have done for the last 10 years.

I keep telling you that I am the best person for the job. I would have preferred the Counselor II for HIV job, but since I have been working for the County of Los Angeles since 1996 and the City of Beach since 2006, for the Offices of the City Clerk Registrar Recorder's Office, I really didn't think I needed anything else. I need another six months to get my bachelor's degree in psychology- I have no money for returning to college.

Bobbimarie Fields

---

On Feb 10, 2017 4:27 PM, "Sheree Valdoria" <[Sheree.Valdoria@longbeach.gov](mailto:Sheree.Valdoria@longbeach.gov)> wrote:

Hello Ms. Fields,

I talked to my manager regarding your feedback. Several managers and our Executive Director reviewed your application and stated that it is unclear of your duties with HUD and it cannot be quantified how many hours per week that you worked with HUD. You only indicated the years worked but not the hours which is needed to determine if you meet the two years of related experience. As stated in the supplemental questions, we need to know the years and hours worked. As a result, your application was not accepted for this position.

As for the proof of college degree, it states in the job bulletin and supplemental questions that proof of college degree is required at the time of filing (copy of degree or transcripts). Because the application deadline is closed now, I cannot accept proofs nor can I accept any additional information that is not listed in your application.

If you wish to appeal this decision, you can submit a letter to our Civil Service Commission and the decision for the appeal would be made at a Commission meeting. The deadline to submit an appeal would be February 17, 2017 at 4:30pm. The letter must be addressed to the Civil Service Commission, 333 W. Ocean Blvd, 7<sup>th</sup> floor, Long Beach, CA 90802 and emailed to Maria Alamo [maria.alamo@longbeach.gov](mailto:maria.alamo@longbeach.gov).

Best,  
Sheree

---

Sat 2/11 12:37 AM  
To: Sheree Valdoria;  
Cc: Rosario Luis  
From: Bobbimarie Fields

Thank you for your help. I will pursue this matter. This job is important to me, knowing that I should not pursue it because it will cost me if I win. I will lose my section 8 and my privilege of currently living in my dream apartment affordable housing. I'm not sure how it will affect my medi medi insurance. But I'm willing to take a chance on all this for the principal and the fact that I'm being denied jobs I know I am qualified for:

I just got another denial, this time from Long Beach City Clerk Specialist- I will be attending their training class for poll worker again (since 2006) February 13th so that I can work for them on March 7th.

Sincerely,  
Bobbimarie Fields

---

CIVIL SERV. DEPT. - RCUD

FEB 12 12:55 PM  
Civil Service Commission

333 West Ocean Blvd

Long Beach, CA 90802

Ms. Maria Alamo:

You are my last hope as I file this appeal regarding Civil Service jobs in Long Beach. I have been denied 5 times in the last year for different jobs so I must be doing something wrong but for the life of me I feel I am qualified for each therefore I must be the difficulty. These jobs I got from the Indeed Job Board online. *Counselor II for HIV, Clerk Typist I - III, City Clerk Specialist I - III, Housing Specialist I - III, & Medical Receptionist.* I have enclosed attachments to help prove I am qualified for these jobs. I have been told I have not completely filled out the application-when I did it at the 7<sup>th</sup> floor office with help, to I did not include proofs of my college degrees-which were not asked for in the 1<sup>st</sup> place. I am frustrated not just because I am in need of a job but because I feel I have experience that qualifies me & it's being ignored. In reality the only thing that disqualifies me from getting any of these jobs is that I do not possess a CDL. A resume is only for what has been done in the last 10 years. I have been in Compton Adult School for Certified classes since October 2016-having finished the Microsoft Word Office 2013, I am now in the A+ class, & the Access class will follow.

*Medical Receptionist & Counselor for HIV II,* I never heard back from. Both jobs are located in the County Health building at Grand & Willow in Long Beach where I went to follow up & I never got to talk to talk to Robert Uganda or Steve \_\_\_\_\_ respectively the heads of these departments who were the employers. I even left my resumes there during my visit. I am definitely qualified for both these jobs. I have 12 years as a California Registered Nurse.

*Clerk Typist I-III,* I was told I filled out the application incorrectly-when I filled it out with help at the 7<sup>th</sup> floor employment office at City Hall.

*City Clerk specialist I-III,* I attached so you can read what Mr. Rosario Luis wrote. I disagree & you can read why. My year experience at MHA (Mental Health America both staff for the Village & work in the Corporate office as Administrative Assistant qualifies me.)

*Housing Specialist I-III,* I attached most of the conversations Ms. Sheree Valdoria wrote. I couldn't believe it. I had worked for HUD before (9 years), & been assistant manager for other housing in other places that don't even exist now-even including the Hollywood Bowl Motel, but I didn't add them because of the past years dating me. My 7 years of college was reduced to 1.

I know I can't talk my way out of a paperbag, but please help. Thanks, Bobbimarie Fields

Gmail

More

COMPOSE

HOUSING SPECIALIST I-III

Inbox x

Inbox (31)

Starred

Important

Sent Mail

Drafts (1)

Circles

Important info Includ..

Unwanted

 Bobbimarie +

 Rosana Hernandez  
Invitation sent

Sheree Valdoria  
to me

Hello Ms. Fields,

Thank you for your email. However, I can only use the information in your application requirements for this position. Based on your application, you did not include previous education so I could not count your education. If I was able to count your education that is a related degree based on the requirements to file.

As for your experience in HUD, I could not count this experience because it was not an application. However, we did count credit for your work at the Dream Catcher. We counted your work with the Housing Authority LA for 8 months. But unfortunately, you did not meet the requirements to file you either needed two years of related experience or a year of related experience.

Unfortunately you did not qualify based on the application that you submitted.

Best,

Sheree

From: Bobbimarie Fields [mailto:[Bobbimarie.Fields@longbeach.gov](mailto:Bobbimarie.Fields@longbeach.gov)]  
Sent: Wednesday, February 08, 2017 12:54 PM  
To: Sheree Valdoria <[Sheree.Valdoria@longbeach.gov](mailto:Sheree.Valdoria@longbeach.gov)>  
Subject: Re: HOUSING SPECIALIST I-III



*The underlined info is false in red ink above.*

Correct Info:

HUD - Office 663 N. Normandie Ave Supervisor Mr. Robert Lynn  
Assignment - Training at Lockwood dpts 1973 (Hollywood) On Site Manager (2)  
Junk-1128-1154 West 29th St 1973-1992 (L.d) 10-U Apt Bld HOUSING  
CHA - Office 456 Elm Ave Supervisor Mrs Tara Fletcher  
Junk - Staff (The Village) Receptionist/Courier Trainor 2011-  
Corporate Office Cover 2012

SERVICE TO THE HOMELESS &  
MENTALLY ILL

Bobbimaric (Maria) Fields

1

**JOB OBJECTIVE:**

Seeking transition from Registered Nursing to Medical fields: Medical/Clinical Receptionist (Dr.'s Office), Medical Administrative Assistant, Medical Records Clerk, Call Center Representative, Unit secretary (hospital), Information Clerk (medical mailroom or desk) in Long Beach, CA only.

**SKILLS AND ABILITIES**

**GENERAL OFFICE**

- MS Word, PowerPoint, Publisher, Excel Type 30 wpm)
- PBX/switchboard/10 line 100 calls per 3 hours
- FAX/Scan/Copy/Print
- Metered Mail Machine
- Office Supply: Sales Inventory/Stocking
- Cashier
- Medical Terminology

**ADMINISTRATIVE**

- Dr & Medical Receptionist assist in Board & Care Home
- Organization/Design Excellent oral & written communication
- Resource Specialist
- Spanish 1
- Chemical Agar Maker
- Former Registered Nurse

**SUPERVISION**

- Corporate Office
- Supervising 1 -15 staff members
- Scheduling 33 clients every 2 weeks
- Apt Manager for HUD
- Assist. motel Manager
- Problem solving/Decision making

**WORK EXPERIENCE**

County/City Hall/Recorder/Registrar/Clerk's Office  
Poll Worker for all City/County Elections

Long Beach, CA  
1996 to Present.

- ❖ Greeter
- ❖ Reception
- ❖ Clerk/Customer Service
- ❖ Go to [www.elections long beach \(.gov\)](http://www.elections.long.beach.ca.gov) city clerk for jobs for job description

Liberty Petitions & Consulting.com  
Position

Long Beach, CA  
2014 to Present.

- ❖ Voter Registration & Contemporary Petition Signing
- ❖ AIM\* verifying address service
- ❖ Customer Service

Mental Health America (MHA) "the Village"  
Receptionist/Customer Service

Long Beach, CA  
2011 - 2012

- ❖ PBX: 10 line phone (100 calls every 3-4 hours)
- ❖ Computer: MS Word, Outlook, Publisher, PowerPoint, Excel typing skills w/detailed data entry, filing/scan/data entry/fax/copy/print/laminating
- ❖ Machine maintenance including toner changing
- ❖ Courier Service (Trainor: delivery route, staff check delivery, & time sensitivity)
- ❖ Mail: separate/code/log/ & Mail Package Service (Fed Ex, UPS, etc.)
- ❖ Go to [www.mhala.org](http://www.mhala.org) for job description

APLA/NOLP

Volunteer Customer Service/Food Handler

Long Beach, CA

**EDUCATION:**

---

**LATTC (Los Angeles Trade Technical College)**  
**Associates Degrees (2): Liberal Arts & Registered**  
**Nursing (+prerequisites for BSN)**

**Los Angeles, CA**  
**2011**

Letter Of Interest 2017

Bobbimarie Fields

Seeking employment in medical fields part-time (4-6 hours daily) in Long Beach, CA only zip codes 90802-90817 preferably-a 15 mile radius.

Qualified for Medical/Clinical Receptionist (Dr.'s Office or Clinic), Medical Administrative Assistant, Unit Secretary, Medical Call Center, Pharmacy Clerk, or Information Clerk. I multi-task, take detailed messages, initiate/answer 10 line pbx/phone with 100 calls per 3-4 hours. I am good with:

Medical Terminology

Multi-cultural-understand accents well, Flexible,

Strategic thinker ; Highly organized;

Effective communicator with Excellent verbal and written communication skills;

Team player/team leader; Flexible; Confident, Interpersonal skills,

Risk assessor/taker based on solid analysis; Motivated visionary

Hardworking; Dependable; Positive attitude

Self-motivated; Strong attention to detail; Works well under pressure

positive person with perfect attendance that can hit the ground running.

Experience/skills:

✓ Former Registered Nurse

✓ Administrative Assistant (cover 6 buildings)

✓ Staff -the village (2 buildings)

Greeter/Info Clerk/Receptionist-10 line PBX phone, Mail meter, Machine maintenance-toners/paper, Data Entry, file/fax/copy/scan, MS word, publisher, PowerPoint, Excel, Cashier, Resource expert, Inventory/stock/sales of office supplies, Mail-separating/coding/logging/delivery, Courier training

Transitioning from Registered Nursing experience 12 years in SICU (surgical intensive care unit), IV (Intravenous) Therapy & ER to:

LIBERTY Petitions & Consulting 2014-2016

Volunteering at food banks for Pinecrest Christian Church and APLA/NOLP 2013-2016

Corporate Office cover and Receptionist /Customer Service Representative staff for Mental Health America's 6 business buildings, a non-profit organization 2011-2012. Having obtained/earned 2

Associate of Arts degrees, I also updated college studies in Spanish 1, College Algebra, Medical

Terminology & Computer Information Systems 2008-2011-prerequisites for my BSN. Currently

reviewing Microsoft Office Operations at Compton Adult College-graduation day is January 16, 2017.

I received this job opportunity online & the position seems to be a perfect fit for your company.

Please tell me how I can follow up on this job. Thank you for the opportunity to apply for this job opportunity, your time, & effort you have taken to read my cover letter is appreciated.



## Agenda Item 9

Gmail

More

COMPOSE

HOUSING SPECIALIST I-III

Inbox x

Inbox (31)

Starred

Important

Sent Mail

Drafts (1)

Circles

Important info includ..

Unwanted



Bobbimarie



Rosana Hernandez

Invitation sent

Sheree Valdoria

Hello Ms. Fields, Thank you for your email. However, I can only use the infor...



Bobbimarie Fields

to Sheree

The application did not call for any proofs, I carry them with me on my phone all time sent them either. Since only my college degree for Liberal Arts counts, there would be degree or giving my 12 years in Registered Nursing experience.

Robert Half has rules that govern Pacific Gateway and the resumes they have you me what you have done for the last 10 years.

I keep telling you that I am the best person for the job. I would have preferred the Co the County of Los Angeles since 1996 and the City of Beach since 2006, for the Offi didn't think I needed anything else. I need another six months to get my bachelor's de college.

Sheree Valdoria

Hello Ms. Fields, I talked to my manager regarding your feedback. Several man...



Bobbimarie Fields

Thank you for your help. I will pursue this matter. This job is important to ...



Bobbimarie Fields

to Rosario.Luis



Gmail

More

COMPOSE

## HOUSING SPECIALIST I-III

Inbox x

Inbox (31)

Starred

Important

Sent Mail

Drafts (1)

Circles

Important info includ...

Unwanted

More



Bobbimarie



Rosana Hernandez

Invitation sent

**Sheree Valdoria**

Hello Ms. Fields, Thank you for your email. However, I can only use the infor...



**Bobbimarie Fields**

The application did not call for any proofs, I carry them with me on my phone...

**Sheree Valdoria**

to me

Hello Ms. Fields,

I talked to my manager regarding your feedback. Several managers and our Execu it is unclear of your duties with HUD and it cannot be quantified how many hours indicated the years worked but not the hours which is needed to determine if you the supplemental questions, we need to know the years and hours worked. As a position.

As for the proof of college degree, it states in the job bulletin and supplemental q time of filing (copy of degree or transcripts). Because the application deadline is additional information that is not listed in your application.

If you wish to appeal this decision, you can submit a letter to our Civil Service Com made at a Commission meeting. The deadline to submit an appeal would be Febr addressed to the Civil Service Commission, 333 W. Ocean Blvd, 7<sup>th</sup> floor, Long Bea [maria.alamo@longbeach.gov](mailto:maria.alamo@longbeach.gov).

Best,



## Gmail

More

COMPOSE

## HOUSING SPECIALIST I-III

Inbox x

Inbox (31)

Starred

Important

Sent Mail

Drafts (1)

Circles

Important info includ..

Unwanted



Bobbimarie



Rosana Hernandez

Invitation sent

Sheree Valdoria

Hello Ms. Fields, Thank you for your email. However, I can only use the infor...



Bobbimarie Fields

to Sheree, Rosario,Luis

Thank you for your help. I will pursue this matter. This job is important to me, knowing win. I will lose my section 8 and my privilege of currently living in my dream apartmer medi medi insurance. But I'm willing to take a chance on all this for the principal and for.

I just got another denial, this time from Long Beach City Clerk Specialist- I will be att 2006) February 13th so that I can work for them on March 7th.

Sincerely,

Bobbimarie Fields

[View Email](#)

Bobbimarie Fields

to Rosario,Luis

2 Attachments



Bobbimarie Fields



Bobbimarie Home



Bobbimarie Fields

Update Info

View Activity Log

Timeline

About

Friends 418

Photos

More

What did you study at Los Angeles Trade-Technical College from 1973 to 2011?

12 Pending Items

### Intro

Registered Nurse graduated in CA. Worked for the William Morris Modeling Agency. Worked for HUD.

Chaudler, Receptionist, Tennis courts, & Ballot Room at Westside Racquet & Spa Health Club

Former Apt Mgr for USC foreign Students at Housing & Urban Development

Former Part time Charge Nurse, Team Leader at Nurse Finders

Former Registered Nursing: Charge Nurse, SICU (Surgical Intensive Care), ER float at Staff Builders Nurses' Registry

Former Model/Actress at The William Morris Modeling Agency

Studied at Los Angeles Trade-Technical College

Studied Academia at Los Angeles Valley College

Went to Frankfort American High School

Lives in Long Beach, California

Single

From Junction City, Kansas

Status

Photo/Video

Live Video

Life Event



What's on your mind?

Public

Post



Bobbimarie Fields updated her profile picture.

February 11 at 10:44am



Like

Comment

Share

Cynthia Carter Coleman, Jeff Leigh and 12 others



Mary Hines Ash you got your Head back, chuckle

Unlike · Reply · 1 · February 11 at 11:47am



Tonette Boyd Haynow

Unlike · Reply · 1 · February 11 at 4:58pm



Kisha Ngan

Unlike · Reply · 1 · February 11 at 6:34pm



Bobbimarie Fields replied · 1 Reply

### YOUR GAMES



### RECOMMENDED GAMES



Athes Smith reacted to Shawn Price's post.



Andrea Bridgette commented on Sheronda Jacobs's post.



Conrad Dent commented on Jamlyn Edwards's photo.



Anthony Jones replied to Ruby Banks's comment.



Dwayne BigTrio Graham "Water drought to possible flood in Sacramento area Smh"



Susan Mitchell-Mallam



Debra Oliver



Carold Raymond



Anthony Jones

### NEARBY



Ronald Hopkins Downtown Long Beach





Jose Esquivel Poly High



Bobbimarie Fields

Bobbimarie


Home

Bobbimarie Fields

February 11 at 2:51am ·

Oh, the common sense of it all. 🙄



Like

Comment


Share

Rikki James, Andrea Bridgette and 2 others

Write a comment...


See More Recent Stories ▾

Friends · 419




Desi Tubb

10 new posts




Anne de Gola

10 new posts




Andrea Bridgette

11 new posts




Robert B Singleton

16 new posts




Alice Allen

12 new posts




Mandy Moody

19 new posts




Jaron Holden

1 new post



Mysti Baldwin

1 new post



Erin DeDe Ejes




1 new post

English (US) · Español · Português (Brasil) · Français (France) · Deutsch




Privacy · Terms · Advertising · Ad Choices · Cookies · More

Facebook © 2017

YOUR GAMES

RECOMMENDED GAMES

Althea Smith reacted to Shawn Pride's post.

Andrea Bridgette commented on Sheronda Jacobs's post.

Conrad Dent commented on Jerilyn Edwards's photo.

Anthony Jones replied to Ruby Banks's comment.

Dwayne BigTrip Graham "Water drought is possible flood in Sacramento area 8m"

Susan Mitchell-Mattars

Debra Oliver

Carroll Raymond 1

Anthony Jones

NEARBY

Ronald Hopkins Downtown Lung Beach 1h

Jose Esquivel Poly High

<https://www.facebook.com/bobbimarie.fields>

Search



# Los Angeles Trade-Technical College



The Los Angeles Community College District  
Board of Trustees

on the recommendation of the  
Los Angeles Trade-Technical College Faculty  
has conferred upon

Marlene Robbi O. Williams  
the degree of

Associate in Arts  
Liberal Arts

Given at Los Angeles, California, this nineteenth day of June, 1975

*Miguel Santiago*  
President, Board of Trustees

*David J. Hicks*  
Chancellor

*Charles J. McElaine*  
College President

# Los Angeles Trade-Technical College



The Los Angeles Community College District  
Board of Trustees

on the recommendation of the  
Los Angeles Trade-Technical College Faculty  
has conferred upon

**Marlene Bobbie Wade Williams**

the degree of Associate in Arts

Registered Nursing

Given at Los Angeles, California, this seventeenth day of June, 1975

*Shirley Bernstein*  
President, Board of Trustees

*Mark Stumm*  
Deputy President

*David J. Delaney*  
College President

From Ancestry.com

Asia East & trace regions (23%)

Pacific Islander

Indonesia (Blond Afros)

European Jewish  
Europe West (10%)

From Google

N. Korea

S. Korea

Japan

Mongolia

Taiwan

China, Hong Kong, Macau

American Samoa

Fiji

Guam

Niue

Caroline

Cook

Midway

Line

Mariana

Federated Islands of  
Micronesia

French Polynesia

Nauro

Kiribati

New Caledonia

Fiji

Vanuatu

Papua New Guinea

Solomon Islands

France

Austria

Belgium

Wales

Monaco

Luxembourg

Germany

Netherlands

Lichtenstein





# COMPTON UNIFIED SCHOOL DISTRICT COMPTON ADULT SCHOOL 2016/2017 INSTRUCTIONAL CALENDAR

**1<sup>st</sup> Session**

July 05, 2016  
August 25, 2016

Tuesday  
Friday

Instruction Begins  
End of 1<sup>st</sup> Session

Total Instructional Days - 31

**2<sup>nd</sup> Session**

September 05, 2016  
September 06, 2016  
November 04, 2016

Monday  
Tuesday  
Friday

Labor Day Holiday  
Instruction Begins  
End of 2<sup>nd</sup> Session

Total Instructional Days - 35

**3<sup>rd</sup> Session**

November 07, 2016  
November 11, 2016  
November 21, 2016  
November 25, 2016  
November 28, 2016  
December 26, 2016  
January 06, 2017  
January 09, 2017  
January 16, 2017  
January 27, 2017

Monday  
Friday  
Monday  
Friday  
Monday  
Monday  
Friday  
Monday  
Monday  
Friday

Instruction Begins  
Veteran's Day Holiday  
Thanksgiving Break Begins  
Thanksgiving Break Ends  
Instruction Resumes  
Begins Winter Recess  
Ends Winter Recess  
Instruction Resumes  
Dr. M. L. King, Holiday  
End of 3<sup>rd</sup> Session

Total Instructional Days - 31

**4<sup>th</sup> Session**

January 30, 2017  
February 13, 2017  
February 20, 2017  
March 31, 2017

Monday  
Monday  
Monday  
Friday

Instruction Begins  
Lincoln's Birthday  
President's Day  
End of 4<sup>th</sup> Session

Total Instructional Days - 34

**5<sup>th</sup> Session**

April 03, 2017  
April 14, 2017  
April 17, 2017  
April 21, 2017  
April 24, 2017  
May 29, 2017  
June 09, 2017

Monday  
Friday  
Monday  
Friday  
Monday  
Monday  
Friday

Instruction Begins  
Local Holiday  
Begins Spring Break  
Ends Spring Break  
Instruction Resumes  
Memorial Day  
End of 5<sup>th</sup> Session

Total Instructional Days - 35

Total Instructional Days for 2016/2017 School Year - 166

# REGISTRATION FORM - Compton Unified School District - COMPTON ADULT SCHOOL

Welcome to Compton Adult School / Bienvenido a la Escuela de Adultos de Compton

Instructions/  
Instrucciones:

1. Please fill out completely / Favor de llenar completamente.

2. Please Print / Use letra de molde.

3. Registration is not complete until you have paid all fees.

La matricula no esta completa hasta que Ud. pague las cuotas.



Session: SS 2 3 4 5 SY 16/17

(M) LAST/Apellido (F) <u>Fields</u>	FIRST/Nombre <u>Salvador</u>	Middle <u>C</u>	MAIDEN Apellido de Soltera <u>Romero</u>	DATE/ Fecha <u>10/28/16</u>	DO NOT WRITE IN THIS SPACE / NO ESCRIBA EN ESTE ESPACIO
ADDRESS/Domicilio <u>1615 S. Main St.</u>	CITY/Ciudad <u>Compton</u>	ZIP CODE/Zona Postal <u>90221</u>	TELEPHONE /Teléfono <u>562-910-1234</u>	STUDENT ID# <u>135685</u>	
SOCIAL SECURITY # Numero de Seguro	BIRTHDATE Fecha de Nacimiento	BIRTHPLACE (City, State or Country) Lugar de Nacimiento			
IN CASE OF EMERGENCY, NOTIFY (name and telephone number) En caso de emergencia, notificar a (nombre y teléfono):			E-MAIL ADDRESS/Correo Electrónico:		
ETHNICITY-PLEASE MARK (X) ( ) White (X) Hispanic/Latino ( ) Asian ( ) Black or African American ( ) Alaskan Native ( ) Filipino ( ) American Indian ( ) Native Hawaiian or Other Pacific Islander	MARK HIGHEST DIPLOMA OR DEGREE EARNED (X) ( ) GED ( ) Diploma ( ) Technical Certificate (X) AA / A.S. Degree (2) ( ) Four year college ( ) Graduate Studies ( ) Other (X) Diploma or Degree was earned outside of the United States ( ) Concurrent Student High School _____ Grade Level _____	PERSONAL STATUS - MARK ALL THAT APPLY (X) ( ) TANF (X) Other Public Assistance ( ) WIA I ( ) Rehabilitation ( ) Concurrent Student (K-12) ( ) Dislocated Worker ( ) Veteran ( ) Single Parent ( ) Other		PROGRAM: ( ) HDS ( ) ABE ( ) GED ( ) ESL (X) VOC ED ( ) Citizenship ( ) Home Economics ( ) Health Safety ( ) Parent Ed ( ) Older Adult ( ) Adults w/Disabilities	
NATIVE LANGUAGE - PLEASE MARK (X) (X) English ( ) Spanish ( ) Other _____	HOUSEHOLD INCOME: (X) Single person and income is below \$7,500 per year ( ) Married and combined income is below \$15,000 per year	SPECIAL PROGRAMS MARK ALL THAT APPLY (X) (X) None ( ) Jail ( ) Community Corrections ( ) Client of State/Private Rehab ( ) Homeless Program ( ) Family Literacy ( ) Workplace Ed. ( ) Tutoring ( ) Special Needs ( ) Alternative Ed. [K-12] ( ) Non-traditional Training ( ) EL Civics ( ) Carl Perkins ( ) Limited English Speaking		Test Score: _____ Comments: _____ Counselor: <u>ph</u> COUNSELING OFFICE STUDENT STATUS: (X) Adult ( ) Concurrent School Code: _____ (X) New/First Time ( ) Continuing ( ) Senior Citizen ( ) Rehabilitation ( ) Other	
LABOR FORCE STATUS - MARK ONE (X) ( ) Employed (X) Unemployed ( ) Not employed and not looking for work (X) Retired	Number of Dependents: _____	ACCOUNTING ONLY Credit: ( ) Yes ( ) No		FEEES: Registration: _____ Lab/Material: _____ Student Body: \$ 10.00 TOTAL FEES: _____ Received By: _____	
CIRCLE HIGHEST GRADE COMPLETED: 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14+ (X) Majority of schooling outside U.S.	<p>OCT 31 REC'D</p>				

## CLASS SCHEDULE

SECTION	SUBJECT	TIME	DAYS	ROOM	INSTRUCTOR	DROP/ADD	FEES
	<u>Blve 1647 M</u>	<u>9-2</u>	<u>TH TH</u>	<u>P28</u>	<u>Mrs. K. Smith</u>		

Rev: 5/14 nuna

DISTRIBUTION: White - Counseling Office Copy • Yellow: Student Copy

Monday

ongbeach)

## COUNSELOR II (UNCLASSIFIED)



(<http://agency.governmentjobs.com/longbeach/jobID=1532462&sharedWindow=>



Salary ⓘ \$3,553.36 - \$4,807.39 Monthly

Job Type Full-Time (Unclassified) **9-5?**

Job Number G47BN-HE16-097

Location ⓘ Long Beach, CA

Department Health & Human Services Department

Closing ⚠ 9/23/2016 4:30 PM Pacific

### DESCRIPTION

### BENEFITS

#### DESCRIPTION

The City of Long Beach Department of Health and Human Services, Physician Services Bureau, is recruiting for a Counselor II within the HIV Care Coordination Clinic. Under the direction of the program supervisor, the Counselor II will provide client-centered case management services to individuals living with HIV disease. This position will provide intensive prevention counseling, support and referrals. In addition, the Counselor II will provide assistance in accessing needed medical and psychosocial services that affect the client's health. The position is located at the Main Health Department Headquarters, 2525 Grand Avenue in Long Beach, CA.

#### EXAMPLES OF DUTIES



- Provides linkage to care services as part of a multidisciplinary team.
- Identifies clinic patients not engaged in medical care.
- Acts as a liaison for patients recently released from incarceration to ensure timely engagement into care.
- Works with patients to identify and address barriers to engagement into care.
- Facilitates referrals and coordinates care with a variety of community agencies.
- Documents client contacts and follow-ups activities through progress notes.
- Participates in weekly case conference meetings.
- Participates in community meetings, forums, and trainings.
- Provides HIV testing, counseling, and referral services.
- ✓ Other duties as assigned.

#### REQUIREMENTS TO FILE

#### MINIMUM REQUIREMENTS

- A high school diploma or equivalent.
- Four years of experience providing services in a public health or social service agency. Experience working with co-morbidities, HIV, STIs, Hepatitis, TB transmission and treatment, and substance use is preferred.

## DESIRABLE QUALIFICATIONS

 **Menu** Bachelor's degree in human services related field, Social Work, Psychology or equivalent is highly desirable.  **Sign in**

**ongbeach)** In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

## SELECTION PROCEDURE

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, September 23, 2016. To be considered, please email a letter of interest and resume to the email address below. Please include "Req HE16-097 HIV Counselor II" in the email subject line:

[LBDHHS-JobApplications@longbeach.gov](mailto:LBDHHS-JobApplications@longbeach.gov) (<mailto:LBDHHS-JobApplications@longbeach.gov>)

Résumés will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

*The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.*

*The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009.*

### Agency

City of Long Beach

### Address

333 West Ocean Blvd., 7th floor

Long Beach, California, 90802.

### Phone

(562) 570-6202

 (562) 570-6201 24-HOUR JOBLINE

### Website

<http://www.longbeach.gov/civilservice>

(<http://www.longbeach.gov/civilservice>)



## Agenda Item 9

CITY OF  
**LONG BEACH***City of Long Beach  
Employment Opportunity***COUNSELOR II (UNCLASSIFIED)**

Job Number: G47BN-HE16-097

Salary Range - \$1,640.01 - \$2,218.79 Biweekly; \$3,553.36 - \$4,807.39 Monthly

**Now accepting online applications only. Apply online 24 hours a day, beginning at 7:30 a.m., September 09, 2016 through 4:30 p.m., September 23, 2016.****DESCRIPTION:**

The City of Long Beach Department of Health and Human Services, Physician Services Bureau, is recruiting for a Counselor II within the HIV Care Coordination Clinic. Under the direction of the program supervisor, the Counselor II will provide client-centered case management services to individuals living with HIV disease. This position will provide intensive prevention counseling, support and referrals. In addition, the Counselor II will provide assistance in accessing needed medical and psychosocial services that affect the client's health. The position is located at the Main Health Department Headquarters, 2525 Grand Avenue in Long Beach, CA.

**EXAMPLES OF DUTIES:**

- Provides linkage to care services as part of a multidisciplinary team.
- Identifies clinic patients not engaged in medical care.
- Acts as a liaison for patients recently released from incarceration to ensure timely engagement into care.
- Works with patients to identify and address barriers to engagement into care.
- Facilitates referrals and coordinates care with a variety of community agencies.
- Documents client contacts and follow-ups activities through progress notes.
- Participates in weekly case conference meetings.
- Participates in community meetings, forums, and trainings.
- Provides HIV testing, counseling, and referral services.
- Other duties as assigned.

**REQUIREMENTS TO FILE:****MINIMUM REQUIREMENTS**

- A high school diploma or equivalent.
- Four years of experience providing services in a public health or social service agency. Experience working with co-morbidities, HIV, STIs, Hepatitis, TB transmission and treatment, and substance use is preferred.

**DESIRABLE QUALIFICATIONS**

- Bachelor's degree in human service related field, Social Work, Psychology or equivalent is highly desirable.
- In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

**SELECTION PROCEDURE:**

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, September 23, 2016. To be considered, please email a letter of interest and resume to the email address below. Please

Home Mail Search News Sports Finance Celebrity Weather Art

Q All Bobbimarie, search your mailbox

Search Mail

Compose

Inbox (578)

Spam (22)

Trash (43)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

Spam (2)

## CITY CLERK SPECIALIST (6)

Rosario.Luis@longbeach.gov

Feb 9 at 9:49 AM

CITY OF  
LONG BEACH

February 9, 2017

Bobbimarie Fields  
130 East 8th St. #205  
Long Beach, CA 90806

Dear Bobbimarie Fields:

We have reviewed your application for CITY CLERK SPECIALIST. However, the selection process was highly competitive and have decided to move forward a candidate whose qualifications better meet our needs at this time.

Thank you for your interest in employment with the City of Long Beach. We encourage your participation in future examinations. Please visit our job description page [http://bit.ly/CLB\\_JobDescriptions](http://bit.ly/CLB_JobDescriptions) where you can enter your email for the position desired and you will be emailed when the job opportunity opens again.

Sincerely,

Rosario Luis  
Executive Assistant/ Payroll Personnel Assistant

Office of the City Clerk  
City of Long Beach  
333 West Ocean Boulevard  
Long Beach, CA 90802  
(562) 570-6101 Main Office  
<http://www.longbeach.gov/cityclerk>

Reply Reply to All Forward More

**Bobbi Williams** Thank you for your respons Feb 9 at 10:35 AM

**Bobbi Williams** Sent from Yahoo Mail on Ai Feb 12 at 6:43 PM

**Bobbi Williams** Sent from Yahoo Mail on Ai Feb 12 at 6:49 PM

**Assemblymember Gipson** Dear Friend Tha Feb 12 at 6:49 PM

**Bobbi Williams** Hello As much as I hate to l Feb 12 at 8:04 PM

Click to Reply Reply All or Forward

Rosario Luis

Rosario.Luis@longbeac...

Search emails

**0% INTRO APR**  
FOR UP TO 18 MONTHS  
COMPARE 0% APR CREDIT CARDS

CreditCards.com [Learn More](#)

