

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Ave.
Lakewood, California 90713

REGULAR MEETING AGENDA

Regular Meeting
June 27, 2024

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

Pursuant to Government Code section 54954.3, section (b)(1) and Chaffee vs. San Francisco Public Library Commission (2005) 134 Cal App 4th 109, each speaker will be provided up to three (3) minutes to make their comments on an agenda item. You will be provided a one-minute and thirty second warning before your time to speak is up.

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 June 13, 2024 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 form the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accounting Technician 5-6
2. **RATIFY** job announcement bulletin for Educational Research Analyst I 7-8
3. **RATIFY** job announcement bulletin for Grounds Equipment Operator II 9-10
4. **RATIFY** job announcement bulletin for Grounds Equipment Operator II/Driver 11-12
5. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant 13-14
6. **RATIFY** job announcement bulletin for Senior Health Assistant 15-16

7. **RATIFY** job announcement bulletin for Van Driver – Catalina Island (Revised) 17-18
8. **APPROVE** the certification of Accompanist eligibility list 24-0255-5213 established 06/26/2024 19
9. **APPROVE** the certification of Campus Staff Assistant eligibility list 24-0217-5288 established 06/27/2024 19
10. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW16-5258 established 05/08/2024 19
11. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW17-5258 established 05/15/2024 19
12. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW18-5258 established 05/28/2024 19
13. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW19-5258 established 06/05/2024 19
14. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW20-5258 established 06/12/2024 19
15. **APPROVE** the certification of Recreation Aide eligibility list 24-0261-5255 established 06/21/2024 19
16. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0246-5317 established 06/21/2024 20
17. **APPROVE** the certification of Warehouse Materials Processor eligibility list 24-0229-0712 established 06/18/2024 20

III. OLD BUSINESS

1. None

IV. NEW BUSINESS

1. **APPROVE** the Revision of Class Specification – Assistant Business Services Director 21-25
2. **APPROVE** the Revision of Class Specification – Environmental Health and Safety Technician 26-32
3. **ANNOUNCE** the Personnel Commission Employee of the Year

V. OTHER ITEMS

1. None

VI. NEXT REGULAR MEETING

July 11, 2024 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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
4400 Ladoga Avenue
Lakewood, CA 90713

MINUTES
Regular Meeting

June 13, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Commissioner, on Thursday, June 13, 2024 at 8:16 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

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

ROLL

Present: Terence Ulaszewski
Linda Vaughan

Absent: Sheryl Bender

STAFF MEMBERS
PRESENT

Susan Leaming, Interim Executive Officer; Oralia Leyva, Interim Certification Services Manager; Maria Rojas, Interim Employment Services Supervisor; Ashleigh Fernando, Interim Senior Administrative Secretary; Monica Gaytan, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Gregorio Parra, Human Resources Operations Manager; Lord Galayo, CSEA Chapter 2 Communications Officer; Eric Larsen, CSEA Chapter 2 Site Representative Coordinator; and Aria Fulton, guest.

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 May 30, 2024.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

Lord Galayo, CSEA Chapter Communications Officer spoke about an ongoing grievance regarding a Campus Staff Assistant. Mr. Galayo mentioned a formal letter from CSEA regarding the grievance will be sent to the Personnel Commission for review.

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, spoke on behalf of the Recruitment and Testing unit and reported there are 40 recruitments at various stages in the recruitment process with ten (10) in the testing phase, 22 accepting applications, five (5) recruitments pending and five (5) being scored. Ms. Leaming mentioned Vanessa Ortiz, Human Resources Technician, resigned from the District and her last day is June 14, 2024.

Oralia Leyva, Interim Services Certification Manager, reported that at the Board of Education meeting on June 5, 2024, there were 25 probationary, 17 substitute, and 11 exempt appointments made.

Ms. Leyva discussed updated CalPERS guidelines for hiring classified retirees and shared that a new Vacancy Assignment (VA) type has been created to code these assignments beginning July 1, 2024. Ms. Leyva explained that a communication will be sent to sites informing them of the new guidelines and process. Ms. Leyva also spoke regarding summer school classified staffing and ongoing efforts to fill summer positions.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Communications Specialist
2. **RATIFY** job announcement bulletin for Energy and Sustainability Manager (Extended)
3. **RATIFY** job announcement bulletin for Expanded Learning Supervisor
4. **RATIFY** job announcement bulletin for Facilities Project Manager - Construction
5. **RATIFY** job announcement bulletin for Food Production Equipment Technician (Extended)
6. **RATIFY** job announcement bulletin for Groundskeeper
7. **RATIFY** job announcement bulletin for HVAC Technician
8. **RATIFY** job announcement bulletin for Instructional Aide - Special
9. **RATIFY** job announcement bulletin for Internal Investigator
10. **RATIFY** job announcement bulletin for Maintenance Team Lead
11. **RATIFY** job announcement bulletin for Nutrition Services Operations and Training Specialist
12. **RATIFY** job announcement bulletin for Plant Supervisor – High School
13. **RATIFY** job announcement bulletin for Pool Lifeguard
14. **RATIFY** job announcement bulletin for Risk Management Director
15. **APPROVE** the certification of Electrician eligibility list 24-0210-0161 established 06/12/2024
16. **APPROVE** the certification of Expanded Learning Supervisor (Promotional) eligibility list 24-0235-5320 established 06/07/2024
17. **APPROVE** the certification of Expanded Learning Supervisor (Open) eligibility list 24-0235-5320 established 06/07/2024
18. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 24-0205-0176 established 06/03/2024
19. **APPROVE** the certification of Grounds Equipment Operator II/Driver eligibility list 24-0206-5031 established 06/03/2024
20. **APPROVE** the certification of Recreation Aide eligibility list 24-0258-5255 established 06/03/2024

21. **APPROVE** the certification of School Support Secretary (Promotional) eligibility list 24-0195-3361 established 06/03/2024
22. **APPROVE** the certification of School Support Secretary – BL Spanish (Promotional) eligibility list 24-0192-5159 established 06/03/2024
23. **APPROVE** the certification of Senior Health Assistant eligibility list 24-0238-5174 established 06/12/2024
24. **APPROVE** the certification of Senior Human Resources Analyst - HRS (Promotional) eligibility list 24-0249-5330 established 06/07/2024

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 items 1-14 and approve items 15-24.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Revision of Class Specifications – Behavior Intervention Assistant and Behavior Intervention Supervisor

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and following discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 1.

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

2. **ANNUAL ELECTION OF OFFICERS** per PC rule 2.6

Following discussion, a motion was made by Terence Ulaszewski, and seconded by Linda Vaughan to retain Sheryl Bender as Chairperson. Terence Ulaszewski nominated Linda Vaughan as Vice-Chairperson. The motion was carried with a unanimous vote to elect Sheryl Bender as Chairperson and Linda Vaughan as Vice-Chairperson.

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

3. **ANNOUNCE** the Personnel Commission staff for years of service

Ms. Learning presented service pins to several Commission employees in recognition of their years of service milestones with the Long Beach Unified School District. The Commissioners congratulated the recipients for their years of service.

4. **ANNOUNCE** the Personnel Commission Employee of the Year

Ms. Leaming requested the Commission table this item for the next Commission meeting. A motion was made by Terence Ulaszewski, and seconded by Linda Vaughan, to table the announcement of the Personnel Commission Employee of the Year until June 27, 2024.

OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 27, 2024 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.
CLOSED SESSION	The Personnel Commission retired into closed session at 8:37 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:25 a.m. with no reportable actions.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:26 a.m.

CLASSIFIED EMPLOYMENT OPPORTUNITY



ACCOUNTING TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, July 5, 2024.

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, perform difficult and technical accounting work involving journal entries, reconciling accounts, posting to the General Ledger, identifying and solving problems in assigning account numbers and classifications; or perform technical and comprehensive accounting work for a District program or function; perform related duties assigned.

QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to completion of two years from an accredited four-year college or university or community college with at least fifteen units in accounting or statistics.

EXPERIENCE:

Four years of financial or statistical record keeping work. Experience in a public agency is desirable.

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

WORKING ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Seeing to read, review and assure accuracy of financial statements and reports. Dexterity of hands and fingers to operate a computer keyboard. Sitting for extended periods of time. Hearing and speaking to exchange information in person or telephonically.

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:	\$32.28
6 MONTHS:	\$34.05
1 ½ YEARS:	\$35.93
2 ½ YEARS:	\$37.90
3 ½ YEARS:	\$39.98

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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VII/MERIT SYSTEM EMPLOYER

Dual Exam 25-0003-0750 JA



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LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

"We find qualified candidates to support the District's needs"

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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.

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 is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Hispanic, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts.

LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located 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 fourth 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.

LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

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 and international leader in preparing young men and women for success.

Dual Exam 25-0005-3301 AA

LONG BEACH
UNIFIED SCHOOL DISTRICT

Excellence & Equity

**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**EDUCATIONAL RESEARCH
ANALYST I**

\$92,393 - \$108,492 Annually



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"We find qualified candidates to support the District's needs".

Anna Van B...

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 Educational Research Analyst I. Under direction, will perform a variety of logistical, technical, analytical and internal user support related to the maintenance and implementation of the District's student information systems, assessment platforms and other student data management systems. In addition, will coordinate and provide technical assistance and training to District staff and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Research, Planning and Evaluation, then Educational Research Analyst I.

IDEAL CANDIDATE

Successful candidates will have graduated from an accredited four-year college or university with a bachelor's degree in education, psychology, behavioral or social science or a related field with course work in statistics, research methodology or psychological testing. A master's degree or higher is desirable.

Additionally, candidates will have two years of technical/professional experience in the development, administration and analysis of tests or behavioral research in a school system, university or other institution conducting social science research. A master's or doctorate degree may substitute for one year of the required experience.

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

SALARY AND BENEFITS

The annual salary for Educational Research Analyst I is \$92,393 to \$108,492 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.

Please note that this is an open/promotional recruitment with promotional list taking precedence. There will be an eligible list established consisting of promotional (in-house) candidates, and another separate list consisting of open (outside) candidates. The Rules and Regulations of the Classified Service allows for promotional candidates in the top three ranks to be considered prior to consideration of candidates on the open list, unless the promotional list consists of fewer than three ranks.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: [http://www.lbschools.net/Departments/Personnel Commission/](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. - 4:30 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, July 05, 2024

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
Office of Personnel Commission
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(562) 435-5708



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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

CLASSIFIED EMPLOYMENT OPPORTUNITY



GROUPS EQUIPMENT OPERATOR II

FINAL FILING DATE:

4:30 p.m., Friday, July 12, 2024.

JOB INFORMATION:

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

JOB SUMMARY:

Under immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I 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.

SPECIAL REQUIREMENTS:

(1) May be required to travel from one location to another. (2) Valid California Class B driver's license at time of application. (3) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

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:	\$28.18
6 MONTHS:	\$29.74
1 ½ YEARS:	\$31.37
2 ½ YEARS:	\$33.09
3 ½ YEARS:	\$34.92

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

Dual Exam 25-0007-0176 JG



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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.*

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

GROUPS EQUIPMENT OPERATOR II/DRIVER

FINAL FILING DATE:

4:30 p.m., Friday, July 12, 2024.

JOB INFORMATION:

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

JOB SUMMARY:

Under immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; operate a truck to tow a trailer or heavy equipment; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I 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.

SPECIAL REQUIREMENTS:

(1) May be required to travel from one location to another. (2) Valid California Class A driver's license at time of application. (3) Under federal law those individuals required to possess a commercial drivers license shall be subject to alcohol and controlled substance testing. (4) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

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:	\$29.75
6 MONTHS:	\$31.39
1 ½ YEARS:	\$33.12
2 ½ YEARS:	\$34.93
3 ½ YEARS:	\$36.86

APPLICATION:

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SELECTION PROCEDURE:

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 25-0008-5031 JG



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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.**

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CLASSIFIED EMPLOYMENT OPPORTUNITY



INTERMEDIATE ACCOUNTING ASSISTANT

FINAL FILING DATE:

4:30 p.m., Friday, July 5, 2024.

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, review, verify and maintain accounting, financial and statistical records; perform varied clerical work in processing accounting transactions; to record and maintain employee attendance sheets; perform related duties assigned.

QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

EXPERIENCE:

Two years of full-time financial or statistical record keeping work.

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

WORKING ENVIRONMENT:

Office environment. Frequent interruptions.

PHYSICAL DEMANDS:

Seeing to read, review and assure accuracy of financial statements and reports. Dexterity of hands and fingers to operate a computer keyboard. Sitting for extended periods of time. Hearing and speaking to exchange information in person or telephonically.

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:	\$25.98
6 MONTHS:	\$27.40
1 ½ YEARS:	\$28.92
2 ½ YEARS:	\$30.51
3 ½ YEARS:	\$32.18

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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VII/MERIT SYSTEM EMPLOYER

Dual Exam 25-0004-0755 JA



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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.*

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

SENIOR HEALTH ASSISTANT

FINAL FILING DATE:

Continuous

JOB INFORMATION:

Part-time, 10-month position. Position is 47.5% (3.8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Incumbents in this classification at a minimum must possess and maintain licensure to practice in California as a Licensed Vocational Nurse throughout employment in this classification. (2) Incumbents in this classification must possess and maintain a valid CPR Card issued by an authorized agency throughout employment in this classification. (3) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (4) May be required to travel from one location to another.

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:	\$29.75
6 MONTHS:	\$31.39
1 ½ YEARS:	\$33.12
2 ½ YEARS:	\$34.93
3 ½ YEARS:	\$36.86

APPLICATION:

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SELECTION PROCEDURE:

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VII/MERIT SYSTEM EMPLOYER

Dual Continuous 5174 JG



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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

- *REVISED -

VAN DRIVER – CATALINA ISLAND

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

Permanent *12-month position. Position is a 100% FTE (8 hours/day) on Catalina Island. Eligibility list is being created to fill current and future vacancies as they occur.

The position begins at approximately 5:30 a.m. in Two Harbors and is responsible for transporting students throughout the island to and from the Avalon school and to and from field trips on Catalina Island. Catalina Island is located 22 miles southwest of the Los Angeles Harbor Breakwater. **Employees must live on the island, and/or arrange for their own transportation to and from the island.**

JOB SUMMARY:

Under general direction, drive a nine (9) passenger van on Catalina Island to transport students safely and efficiently to locations along a designated route; perform daily vehicle inspections; prepare a variety of records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent is desirable.

EXPERIENCE:

Two years of experience operating a motor vehicle. Experience driving a passenger van or bus is highly desirable.

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

SPECIAL REQUIREMENTS:

(1) May be required to travel from one location to another. (2) Valid California Class C driver's license. (3) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing. (4) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency by time of appointment and maintain certification throughout employment in this classification.

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: \$23.95

6 MONTHS: \$25.27

1 ½ YEARS: \$26.66

2 ½ YEARS: \$28.12

3 ½ YEARS: \$29.67

Catalina Island employees receive an additional \$4.22 per hour.

APPLICATION:

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SELECTION PROCEDURE:

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THE EXAMINATION FOR THIS POSITION WILL BE HELD AT
THE AVALON SCHOOL ON CATALINA ISLAND.

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0254-5280 JG



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17

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists	PAGE: 19-20	
Date: June 27, 2024	Reason for Consideration: Approval	
ACCOMPANIST	DUAL	24-0255-5213
List Valid: 06/26/2024-06/26/2025		
Total Applications Received: 14	Total Invited to Exam: 6	
Passed: 5 Failed: 1	Withdrew: 0	Screened Out: 8
CAMPUS STAFF ASSISTANT	DUAL	24-0217-5288
List Valid: 06/27/2024-06/27/2025		
Total Applications Received: 89	Total Invited to Exam: 21	
Passed: 14 Failed: 1	Withdrew: 6	Screened Out: 68
CHILD CARE WORKER	OPEN	24-CCW16-5258
List Valid: 05/08/2024-11/08/2024		
Total Applications Received: 15	Total Invited to Exam: 15	
Passed: 15 Failed: 0	Withdrew: 0	Screened Out: 0
CHILD CARE WORKER	OPEN	24-CCW17-5258
List Valid: 05/15/2024-11/15/2024		
Total Applications Received: 4	Total Invited to Exam: 4	
Passed: 3 Failed: 1	Withdrew: 0	Screened Out: 0
CHILD CARE WORKER	OPEN	24-CCW18-5258
List Valid: 05/28/2024-11/28/2024		
Total Applications Received: 4	Total Invited to Exam: 4	
Passed: 4 Failed: 0	Withdrew: 0	Screened Out: 0
CHILD CARE WORKER	OPEN	24-CCW19-5258
List Valid: 06/05/2024-12/05/2024		
Total Applications Received: 14	Total Invited to Exam: 14	
Passed: 12 Failed: 0	Withdrew: 2	Screened Out: 0
CHILD CARE WORKER	OPEN	24-CCW20-5258
List Valid: 06/12/2024-12/12/2024		
Total Applications Received: 5	Total Invited to Exam: 5	
Passed: 4 Failed: 0	Withdrew: 1	Failed: 0
RECREATION AIDE	OPEN CONTINUOUS	24-0261-5255
List Valid: 06/21/2024-12/21/2024		
Total Applications Received: 29	Total Invited to Exam: 26	
Passed: 26 Failed: 0	Withdrew: 0	Screened Out: 3

RECREATION AIDE – EXPANDED LEARNING**OPEN CONTINUOUS****24-0246-5317**

List Valid: 06/21/2024-12/21/2024

Total Applications Received: 30

Passed: 26

Failed: 0

Total Invited to Exam: 26

Withdrew: 1

Screened Out: 3

WAREHOUSE MATERIALS PROCESSOR**DUAL****24-0229-0712**

List Valid: 06/18/2024-06/18/2025

Total Applications Received: 148

Passed: 17

Failed: 27

Total Invited to Exam: 83

Withdrew: 39

Screened Out: 65

CERTIFIED TO BE CORRECT: Susan Leaming DATE: June 27, 2024

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT *Excellence & Equity*

June 14, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification

Background and Findings

The Assistant Superintendent – Facilities and Operations reviewed the Assistant Business Services Director (salary range 46 M2) classification specification in anticipation of upcoming recruitment activities and requested minor revisions be made. The classification was created in 2018 and has never been revised.

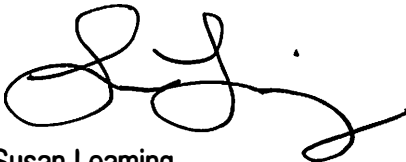
The Assistant Superintendent – Facilities and Operations is in support of the proposed revisions. A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification specification of Assistant Business Services Director

Prepared, Approved, and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission and Classified Employment

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 3304
Salary Range: 31 (C2)

ASSISTANT BUSINESS SERVICES DIRECTOR

JOB SUMMARY

Under administrative direction, assist in planning, analyzing, organizing, controlling, monitoring and directing the operations and activities of assigned Business Services departments and operational units; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Assist in planning, analyzing, organizing, monitoring~~controlling~~ and directing the operations and activities of assigned Business Services departments and operational units; assure compliance with applicable laws, regulations and policies. **E**
- Supervise and evaluate the performance of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and conduct in-service training programs. **E**
- Assist in the development and implementation of policies, procedures and programs for assigned~~various business~~ departments and operational units; recommend~~direct~~ new or revised operating procedures; establish~~standards~~, schedules and priorities including contingency plans; direct allocation of resources in emergencies. **E**
- Provide technical expertise, information and assistance to administration regarding assigned functions; advise administration of unusual trends or problems and recommend appropriate corrective action. **E**
- Assist in the developing and monitoring of budgets for assigned departments and operational units; analyze and review budgetary and financial data; authorize expenditures. **E**
- Prepare or direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. **E**
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. **E**
- Oversee and assure department and unit purchasing activities comply with applicable statutes, regulations and policies; approve specifications and contracts for purchase of materials, supplies, services and equipment. **E**
- Assist in the planning and implementation of operational changes with managers, principals, administrators, site supervisors and other District personnel. **E**
- Assist in the dissemination of department and program information and materials to the public, District staff and other organizations. **E**

- Direct and oversee research studies and special projects; monitor special projects and initiate-recommend changes to assure expeditious and successful cost-effective completion. *E*
- Analyze the impact of legislation or regulations on assigned activities and determine appropriate course of action; represent the District and assigned activities in public meetings, Board of Education meetings, legislative committees or other official bodies as directed. *E*
- Visit sites to observe and evaluate assigned staff and procedures; develop and implement improved methods of customer service; drive a District or personal vehicle to conduct site visits and attend meetings. *E*
- Operate a variety of office equipment including a computer and assigned software programs. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends; make presentations regarding Business Services operations. *E*
- May serve as the Business Services Director in the absence of the Director as assigned. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Assistant Business Services Director assists in planning, analyzing, organizing, controlling-monitoring, and directing the operations and activities of assigned Business Services departments and operational units. Incumbents may expect to rotate periodically to other Business Services departments or operational units in order to broaden technical knowledge or provide administrative coverage.

EMPLOYMENT STANDARDS

Knowledge of:

Planning, analyzing, organizing and directing the operations and activities of assigned Business Services departments and operational units.

Budget preparation and control.

Financial and statistical recordkeeping and report preparation techniques.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Strategic planning and project management techniques.

Public speaking techniques.

Ability to:

Review and analyze work methods, procedures, and schedules.
Interpret, apply and explain rules, regulations, policies and procedures.
Develop and monitor assigned budgets.
Develop and evaluate procedures and processes.
Supervise and evaluate the performance of assigned staff.
Prepare or direct the preparation of a variety of comprehensive narrative and statistical reports.
Participate in the development and implementation of long-term strategic plans.
Estimate project requirements and organize resources to meet goals and deadlines.
Direct and evaluate in-service training programs for assigned staff.
Accept and carry out responsibility for direction, control and planning.
Build consensus and apply problem-solving techniques in a constructive manner.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in business or public administration, or a related field.

Experience:

Four years of management or supervisory business experience including participation in policy development or program direction preferably in an educational or public institution. Experience in student transportation, warehousing, trucking operations and vehicle maintenance is highly preferred.

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

SPECIAL REQUIREMENTS:

Possession of a valid California Class C driver's license and the use of a personal automobile.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information and deliver oral presentations.

Sitting for extended periods of time.

Bending, crouching, stooping and walking to inspect vehicles and facilities.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 12/6/2018

Revised:

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT *Excellence & Equity*

June 18, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification: Environmental Health and Safety Technician

Background and Findings

With the retirement of the sole two incumbents in this class, the Maintenance Director has requested revisions to the Environmental Health and Safety Technician classification specification in advance of recruitment activities. The last significant updates to the duties listed in the description were made in 1993.

These updates more comprehensively describe the duties performed, and update some language now standardized across the classification specifications. There are no additional education, training and experience requirements associated with these revisions.

In reviewing salary placement for the revised job classification, staff looked to internal alignment and parity within the LBUSD organization and finds the existing class has not changed in scope and complexity, and recommends salary placement remain at Salary Range 31 on the Unit B – Construction/Repair and Transportation (C2) Salary Schedule.

The Maintenance Director has reviewed and is in support of the proposed revisions to the classification specification and salary recommendations. A copy of the revised description is attached showing proposed additions to the description annotated in ***bold and italics***; deletions are noted by ~~strikethroughs~~.

Recommendations

Staff recommends the Personnel Commission:

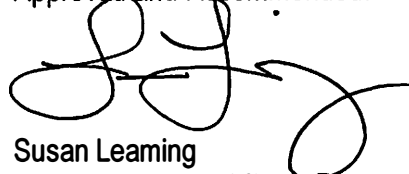
1. Approve the revised classification specification for Environmental Health and Safety Technician.
2. Affirm placement at Salary Range 31 on the Unit B – Construction/Repair and Transportation (C2) Salary Schedule.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission

ENVIRONMENTAL HEALTH AND SAFETY TECHNICIAN

JOB SUMMARY

Under general supervision, ~~to~~ physically monitor, control, contain, treat or remove hazardous materials or chemicals; ~~to~~ repair and maintain physical plant structures or appurtenances of school related buildings and grounds; ~~and to do~~ **perform** related duties as assigned.

EXAMPLES OF DUTIES

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

- Put on, wear, and maintain appropriate protective clothing. **E**
- Repair, remove and dispose of, or encapsulate, insulation and building materials containing asbestos in or on such items as piping systems, boilers, tanks, floor coverings, equipment, etc. **E**
- Inspect sites, buildings, installed systems, or equipment to check the condition of asbestos containing materials and/or the condition or appropriateness of storage of chemical or hazardous materials. **E**
- Write and submit reports on hazardous chemicals and materials including such things as asbestos containing building materials, quantities, nature of materials, storage and handling needs, purpose of the presence of such items, locations, scope of any related project, time frames involved, status; provide reports to general contractors and District employees working on site reconstruction projects. **E**
- Repair **and/or remove** asbestos that has become friable. **E**
- Take samples of materials for bulk and/or analytical analysis, **ensuring chain of custody protocols are maintained.** **E**
- Pick up materials and deliver samples as necessary to laboratories for analysis. **E**
- Pick up, transport, store and account for hazardous chemicals or materials. **E**
- Inspect asbestos files at each site to ensure compliance with the Asbestos Hazard Emergency Response Act (AHERA). **E**
- Review all chemicals and materials for potential health hazards; provide alternate sources for less hazardous chemicals and materials. **E**
- Investigate chemical pick up requests at various sites and provide prompt follow up. **E**
- Accompany hazardous material pick-ups with approved disposal companies. **E**
- Verify, complete, and sign off on hazardous materials manifests. **E**
- Perform routine maintenance and repair on doors, windows, or similar devices, including knobs, hinges, closures, strike plates, panic bars, plumbing fixtures, etc. **E**
- Operate a wide variety of hand and power tools. **E**

- Inspect building sites to check and test for lead content in paint; take remedial action to contain exposure or encapsulate area if hazardous contaminants are identified. **E**
- Load trucks with materials and equipment, deliver and unload such materials and equipment at designated destination. **E**
- Maintain inventory of supplies, tools, and equipment. **E**
- Update and maintain required records of work performed, ***such as work orders, spreadsheets, vendor lists, status updates and other related documents.*** **E**
- ~~Operate a District vehicle.~~ **E**
- Schedule and plan assigned tasks. **E**
- Requisition supplies, parts and labor needs. **E**
- Monitor underground storage tank requirements, comply with South Coast Air Quality Management District rules and regulations, including the filing of required documentation. **E**
- Monitor, update and file Community Right to Know Business Plans, including the National Fire Protection Association (NFPA) 704 Standard System Diamonds which are also at entrances to buildings and other locations where hazardous materials are stored and used. **E**
- Collect, separate, lab pack, and/or bulk compatible hazardous materials and waste for disposal; prepare documents/forms required for disposal; locate acceptable disposal site and deliver upon knowledge or acceptance. **E**
- Use acceptable waste stream minimization practices to reduce the amount of materials requiring disposal. **E**
- ***Participate in the scheduling of elevator maintenance and fire/emergency testing; provide access to vendors as needed and confirm completion of work; attend and communicate with District departments to assure participation and attendance at sites during State inspections.*** **E**
- ***Follow up with vendors on Occupational Safety and Health (OSHA) mandated preliminary orders; verify orders, conduct or schedule contractors to remediate hazardous waste and materials removal and eradication.*** **E**
- Contain hazardous chemicals, ***spills, biohazards and/or related*** materials using acceptable hazardous spill containment procedures; ***establish regulated containment zones; perform corrective containment services and notify vendors for emergency cleanup and mitigation services.*** **E**
- Respond to emergency call out at a District site to identify, contain and clean up hazardous waste or hazardous materials spills or accidents or exposure; ***continuously observe, monitor and restrict access to containment zones until relieved by District leadership and/or emergency responders.*** **E**
- Conduct in-service training on Employee Right-to-Know laws provided for by Proposition 65. **E**
- Train employees on the proper handling of pesticides and disinfectants, fire extinguisher, first aid, storage and packaging of waste, etc. **E**
- Operate a ~~personal computer and assigned software terminal~~ to provide the tracking and documentation for work performed and the tracking of hazardous materials and waste. **E**
- **Drive a District vehicle to conduct work;** may operate a registered hazardous waste vehicle to transport hazardous waste to an approved disposal site. **E**

- Attend mandated training on health and safety subjects to **maintain current knowledge** ~~keep abreast~~ of changes in technology and environmental conditions, and for certification to conduct tests and inspections at District sites. *E*
- **Perform related duties as assigned.**

Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are involved in the removal and encapsulation of friable asbestos containing materials on such items as installed piping, ceilings, walls, doors, and the removal and decontamination of door hardware, including such items as door knobs, locks, panic bars, kick plates, hinges, etc. Hazardous chemicals and materials are used in school laboratories such as chemistry, biology and industrial arts, and in units of the Business Branch such as operations, maintenance and purchasing. Incumbents in this class will work with the control, handling transportation and disposal of such items as paints, solvents, pesticides, acids, fertilizers, preservatives, germicides, disinfectants, laboratory packs, etc. from District sites to the maintenance yard. An individual's personal health, wellness, and the ability to wear and use the required safety equipment and protective clothing are of major importance in this class.

Incumbents must exercise sound judgement in assessing the potential danger and harm to students, school employees and the public at a District site. They determine what abatement procedures and remedial action to take and, if necessary, they are authorized to take immediate action that may include closing an office, classrooms or a greater area to protect everyone's health and safety.

EMPLOYMENT STANDARDS

Knowledge of:

Proper methods, common materials, tools and equipment used in a variety of building maintenance trades and other maintenance related areas.

Safety practices and regulations pertaining to asbestos abatement, insulation repair and the handling of hazardous materials include knowledge of the difference between hazardous material versus toxic materials.

Rules and regulations of Cal-/EPA-OSHA relating to building trades, maintenance, hazardous materials handling, etc.

Proposition 65, Employee Right-to-Know laws.

Hazardous Communication Information for Employees Handling Pesticides.

Operation of a computer and assigned software including ~~Computer operating systems relative to word processing and hazardous materials tracking software., such as WordPerfect, Lotus 123, Quatro, etc~~

Ability to:

Wear a negative pressure **or half-face National Institute for Occupational Safety and Health (NIOSH) approved** respirator.

Provide in-service training for both classified and certificated employees in the proper handling of various chemical substances used in the district including such items as solvents, paints, acids, fertilizers, preservatives, germicides, pesticides, disinfectants, etc.

Monitor hazardous chemicals and materials used.

Set up and maintain records.

Operate a District vehicle observing legal and defensive driving practices.

Operate **a computer and assigned software.** ~~personal computer and computer terminal equipment.~~

Identify and use proper hand tools, test devices, machinery or equipment necessary in hazardous material control and repair work.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Perform a variety of general building maintenance work involving hazardous materials.

Interpret and work from blue prints or sketches.

Provide simple estimates of cost, labor and material requirements for projects.

Education and Training:

~~Satisfactory completion of~~ Two years of college-level coursework ~~or university~~ including ~~science~~ courses in such subjects as biology, environment, chemistry, physics, health services, or a related subject matter ~~is required.~~

The following Environmental Protection Agency (EPA) approved certifications are desirable:

~~A certificate signifying satisfactory completion of an EPA approved Model Accreditation Plan Course for Contractors/Supervisors is desirable.~~

Renovation, Repair and Painting Program Course

Formal training in the handling or working with a wide variety of hazardous materials or chemicals, preferably resulting in certificates of completion or licenses validating such training including pest control applications, is desirable.

Experience:

~~At least~~ Four years performing hazardous material handling work ~~at the level described in this specification, or higher, and~~ involving the actual skilled maintenance of buildings, grounds and related appurtenances ~~are required.~~

An additional two years of similar or closely related work experience may substitute for the required two years of college-level ~~or university~~ coursework.

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

SPECIAL REQUIREMENTS

~~Possession of Valid California Class C driver's license. at the time of appointment.~~ Some positions in this class may require a hazardous materials endorsement. ~~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.

At the time of appointment, **candidates must** successfully pass an asbestos and initial lead medical examination at District expense in compliance with the General Industry Safety Orders, Section 5208, Title 8 of the California Administrative Code of Regulations. Failure to meet the requirement for a satisfactory physical will result in withdrawal of the offer of employment.

~~Be, and remain, clean shaven and a non-smoker while in this classification, (necessitated by requirement to have protective clothing worn safely, and because of the demonstrated hazards caused by smokers who work with hazardous materials.)~~

Incumbents in this classification must be able to safely wear a National Institute for Occupational Safety and Health (NIOSH) approved half-face respirator for extended periods and multiple times per work shift.

Under Federal law those individuals required to possess a hazardous materials endorsement shall be subject to alcohol and controlled substance pre-employment testing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust, odors, oil/grease, chemicals, gases.

Emergency call out.

~~Inclement weather or adverse conditions.~~

~~Subject to emergency call-out.~~

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard, hand tools and equipment.

Hearing and speaking to exchange information.

Seeing to read a variety of materials and perform inspections.

Strength.

Heavy work.

Lifting, carrying and/or pushing 100 pounds or more with frequent lifting and/or carrying of objects weighing up to 70 pounds. (~~i.e., walk or crawl in tight spaces, under buildings, encounter dust, hazardous liquids, vapors, odors, etc.~~)

Walking or crawling in tight spaces, under buildings and may encounter dust, hazardous liquids, vapors, odors, etc.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 7/7/1988

Revised: 3/30/1989

Revised: 2/11/1993

PCA Revised: 3/21/1996

Revised: 3/2/2000

Revised: 4/23/2020

Revised: