

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

REGULAR MEETING AGENDA

Regular Meeting
July 11, 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 27, 2024 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for Processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Bus Driver – Catalina Island 4-5
2. **RATIFY** job announcement bulletin for Groundskeeper 6-7
3. **RATIFY** job announcement bulletin for Human Resources Supervisor - Nutrition Services 8-9
4. **RATIFY** job announcement bulletin for Human Resources Supervisor - Nutrition Services (Revised) 10-11
5. **RATIFY** job announcement bulletin for Instructional Aide – Expanded Learning 12
6. **RATIFY** job announcement bulletin for Pool Lifeguard 13-14

- | | | |
|-----|--|-------|
| 7. | RATIFY job announcement bulletin for School Safety Officer | 15-16 |
| 8. | APPROVE the certification of Assistant Facilities Project Manager eligibility list 24-0242-5104 established 07/09/2024 | 17 |
| 9. | APPROVE the certification of Bus Driver – Catalina Island eligibility list 24-0150-0101 established 07/11/2024 | 17 |
| 10. | APPROVE the certification of Custodial Crew Supervisor (Revised) eligibility list 24-0218-5245 established 05/23/2024 | 17 |
| 11. | APPROVE the certification of Facilities Project Manager - Construction eligibility list 24-0257-5189 established 07/08/2024 | 17 |
| 12. | APPROVE the certification of Head Start Instructional Aide eligibility list 24-0236-0657 established 07/08/2024 | 17 |
| 13. | APPROVE the certification of High School Office Supervisor eligibility list 24-0219-3349 established 07/08/2024 | 17 |
| 14. | APPROVE the certification of Human Resources Technician eligibility list 24-0250-3352 established 07/08/2024 | 17 |
| 15. | APPROVE the certification of Information Technology Projects Coordinator eligibility list 24-0243-5117 established 07/08/2024 | 18 |
| 16. | APPROVE the certification of Recreation Aide eligibility list 24-0269-5255 established 07/08/2024 | 18 |
| 17. | APPROVE the certification of School Safety Applications Support Specialist eligibility list 24-0259-5329 established 07/11/2024 | 18 |
| 18. | APPROVE the certification of Senior Health Assistant eligibility list 24-0262-5174 established 07/08/2024 | 18 |
| 19. | APPROVE the certification of Staff Secretary eligibility list 24-0209-3364 established 07/11/2024 | 18 |
| 20. | APPROVE the certification of Staff Secretary - Bilingual Spanish eligibility list 24-0208-5085 established 07/11/2024 | 18 |

III. OLD BUSINESS

- | | | |
|----|---|-------|
| 1. | APPROVE the Revision of Class Specification – Environmental Health and Safety Technician | 19-25 |
|----|---|-------|

IV. NEW BUSINESS

1. **APPROVE** the Revision of Class Specifications: Chief of School Safety & Emergency Preparedness and Assistant School Safety & Emergency Preparedness Director

26-39

V. OTHER ITEMS

1. None

VI. NEXT REGULAR MEETING

July 25, 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

June 27, 2024

Regular Meeting

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, June 27, 2024 at 8:21 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 Chairperson, Sheryl Bender.

ROLL

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS
PRESENT

Maria Braunstein, Interim Executive Officer; Oralie Leyva, Interim Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Maria Rojas, Interim Employment Services Supervisor; Ashleigh Fernando, Interim Senior Administrative Secretary; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Wendy Bell, Human Resources Technician; Monica Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; Jazmin Salgado, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Trinita Renfro, CSEA Chapter 2 Chief Job Steward; Eric Larsen, CSEA Chapter 2 Site Representative Coordinator; Carmen Flores, School Community Liaison; Ignacio Flores, guest; and Viola Mae Bledsoe, guest.

MINUTES OF REGULAR
MEETING APPROVED

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, to modify the minutes to reflect employee's names and their years of service, and the motion carried with a majority vote of those present to modify the minutes of the Regular Meeting of June 13, 2024.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

Trinita Renfro, CSEA Chapter 2 Chief Job Steward, presented a formal letter requesting the Commissioners to review the grievance regarding Stacy Maciel's grandfathered position as a Campus Staff Assistant.

REPORT FROM
EXECUTIVE OFFICER

Oralie Leyva, Interim Certification Services Manager, reported that at the Board of Education meeting on June 18, 2024, there were 14 probationary, 6 substitute, and 11 exempt appointments made. Ms. Leyva mentioned summer school data input is being worked on.

Amy Van Fossen, spoke on behalf of the Recruitment and Testing unit and reported there are 49 recruitments at various stages in the recruitment process.

Ms. Van Fossen mentioned she and Lydia Tran, Associate Personnel Analyst were invited by David Uyematsu, EDD-Veteran Representative, to participate in a virtual recruiting event. Ms. Van Fossen shared, Long Beach Transit, City of Long Beach, and the Personnel Commission each presented at the event geared towards veterans.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accounting Technician
2. **RATIFY** job announcement bulletin for Educational Research Analyst I
3. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
4. **RATIFY** job announcement bulletin for Grounds Equipment Operator II/Driver
5. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant
6. **RATIFY** job announcement bulletin for Senior Health Assistant
7. **RATIFY** job announcement bulletin for Van Driver – Catalina Island (Revised)
8. **APPROVE** the certification of Accompanist eligibility list 24-0255-5213 established 06/26/2024
9. **APPROVE** the certification of Campus Staff Assistant eligibility list 24-0217-5288 established 06/27/2024
10. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW16-5258 established 05/08/2024
11. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW17-5258 established 05/15/2024
12. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW18-5258 established 05/28/2024
13. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW19-5258 established 06/05/2024
14. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW20-5258 established 06/12/2024
15. **APPROVE** the certification of Recreation Aide eligibility list 24-0261-5255 established 06/21/2024
16. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0246-5317 established 06/21/2024
17. **APPROVE** the certification of Warehouse Materials Processor eligibility list 24-0229-0712 established 06/18/2024

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 1-7 and approve items 8-17.

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

OLD BUSINESS None

NEW BUSINESS 1. **APPROVE** the Revision of Class Specification – Assistant Business Services Director

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, to modify the class specification Assistant Business Services Director to include the salary range 46 M2 and 5264 class code corrections, and the motion carried with a majority vote of those present to modify New Business Item 1.

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

2. **APPROVE** the Revision of Class Specification – Environmental Health and Safety Technician

Ms. Braunstein 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 New Business Item 2 until June 27, 2024.

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

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

The Personnel Commission recognizes one of its staff members annually as the Personnel Commission Employee of the Year. Ms. Braunstein gave accolades and announced the 2024 Personnel Commission Employee of the Year, Silaue Taeleifi, Human Resources Technician.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 11, 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 8:33 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:03 a.m. with no reportable actions.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:03 a.m.

CLASSIFIED EMPLOYMENT OPPORTUNITY



BUS DRIVER – CATALINA ISLAND

FINAL FILING DATE:

Continuous

JOB INFORMATION:

Permanent 10-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 the direction of a Transportation Supervisor, drive a school bus to transport students safely and efficiently to locations along designated routes; perform daily safety inspections; prepare a variety of records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school.

EXPERIENCE:

One year of experience driving a bus of approximately 78 passenger capacity.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class B driver's license with passenger and air brake endorsements. (2) Valid unrestricted California Special Driver Certificate for school bus operation. (3) Valid Medical Card. (4) 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. (5) Under federal law, those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

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:

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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Marie Lynn Bul

PERSONNEL COMMISSION

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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.

CLASSIFIED EMPLOYMENT OPPORTUNITY



GROUNDSKEEPER

FINAL FILING DATE:

Continuous.

JOB INFORMATION:

Current need is for substitute positions. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Completion of the eighth grade.

EXPERIENCE:

Six months of paid residential or commercial gardening or landscaping work.

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 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 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, chemicals, herbicides and gases. Driving a District truck to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement.

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

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:

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PERSONNEL COMMISSION

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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.

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.

Qual Exam 25-0017-5333 AF

LONG BEACH
UNIFIED SCHOOL DISTRICT

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SCHOOL DISTRICT**

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NUTRITION SERVICES**

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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 Nutrition Services Operations Coordinator. Under general supervision, will plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services Branch and administrators. Will also research, analyze and prepare complex reports and records, as well as, train and supervise assigned staff and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Nutrition Services, then Nutrition Services Operations Coordinator.

IDEAL CANDIDATE

Successful candidates will have an Associate's Degree with course work in business administration, human resources management or a related field. Additionally, candidates will have three years of human resources generalist experience including some experience in a lead or supervisory capacity OR three year of experiences as a Human Resources Technician with Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

Positions in this class require the use of a personal automobile and possession of a valid California class C Driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS: This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

SALARY AND BENEFITS:

The annual salary for Nutrition Services Operations Coordinator is \$67,556.53 to \$79,316.93 with excellent benefits and retirement package with access to 401(k) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: http://www.lbschools.net/Departments/Personnel_Commission/ The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday - Friday, 8:00 a.m. - 4:30 p.m.

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

Application Deadline: Tuesday, July 23, 2023

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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http://www.lbschools.net/Departments/Personnel_Commission/
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

CLASSIFIED EMPLOYMENT OPPORTUNITY



-REVISED BULLETIN- HUMAN RESOURCES SUPERVISOR – NUTRITION SERVICES

FINAL FILING DATE:

4:30 p.m., Tuesday, July 23, 2024

JOB INFORMATION:

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

JOB SUMMARY:

Under general direction plan, oversee and participate in the review and processing of documents relating to the District's Nutrition Services classified personnel employment and support services; serve as a resource to school sites, staff and other departments regarding technical classified personnel issues; train and evaluate the performance of assigned staff and perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate's degree with coursework in human resources, business administration, management or a related field.

EXPERIENCE:

Three years of human resources generalist experience including some experience in a lead or supervisory capacity **OR** three years of experience as a Human Resources Technician with Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

Positions in this class require the use of a personal automobile and possession of a valid California class C Driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS: This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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:	\$32.47
6 MONTHS:	\$34.26
1 ½ YEARS:	\$36.15
2 ½ YEARS:	\$38.13

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.

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

Dual Exam 25-0017-5333 AF



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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.

CLASSIFIED EMPLOYMENT OPPORTUNITY



INSTRUCTIONAL AIDE – EXPANDED LEARNING

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent 10-month positions. Positions are 45% (3.6 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, assist in the planning and implementation of Expanded Learning Opportunities Programs (ELO-P) which meet the needs of individual students; participate in and monitor students in program activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

EXPERIENCE:

Six months of experience working with students in an instructional, extended day care or similar recreation program.

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:

(1) Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

SALARY RANGE HOURLY:

START:	\$20.35
6 MONTHS:	\$21.48
1 ½ YEARS:	\$22.66
2 ½ YEARS:	\$23.89
3 ½ YEARS:	\$25.21

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. The eligibility list for this classification will remain in effect for a period of 6 months.

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Continuous 5319 JS



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.

Maria Braunstein

PERSONNEL COMMISSION

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

POOL LIFEGUARD

FINAL FILING DATE:

Open Continuous.

JOB INFORMATION:

Permanent 12-month position. Position is 47.5% FTE (3.8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, conduct continuous observation of assigned pool area for signs of swimmers in distress, violations of pool rules and safety regulations, and equipment malfunctions; maintain pool safety and provide assistance to swimmers in distress; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

Some experience as a lifeguard or swim team or water polo coach or player is desirable.

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:

(1) A valid Lifeguard certificate issued by the American Red Cross or YMCA of the USA is required at the time of appointment and must be maintained throughout employment in this classification.

WORKING ENVIRONMENT:

Indoor and outdoor work environment.
Evening and varied hours.
Seasonal heat and cold or adverse weather conditions.
Walking on wet and slippery surfaces.
Exposure to chemical fumes and odors.
Potential contact with blood and other bodily fluids.

SALARY RANGE HOURLY:

START:	\$21.49
6 MONTHS:	\$22.67
1 ½ YEARS:	\$23.92
2 ½ YEARS:	\$25.23
3 ½ YEARS:	\$26.62

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.

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Continuous 25-0016-5327 MG



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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.

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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



SCHOOL SAFETY OFFICER

FINAL FILING DATE:

Continuous

JOB INFORMATION:

Permanent 12-month positions. 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 general supervision, patrol District sites and adjacent areas to provide safety and protection for students, staff, equipment and property; assure compliance with applicable laws, codes, rules and regulations; respond to fire and intrusion alarms and calls for service at District sites; provide assistance to staff, students, parents, citizens and public agencies; model and promote a positive, productive and safe campus climate; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

Graduation from or enrollment in a California Peace Officer Standards and Training (P.O.S.T.) basic academy. Successful completion within one year from the date of appointment to the position is required.

Associate's degree including coursework in criminal justice, psychology, law, or a related field is desirable.

EXPERIENCE:

Security or law enforcement experience in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Experience working with adolescents is highly desirable.

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:

(1) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (2) Valid California Class C driver's license. (3) May be required to travel from one location to another. (4) 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. (5) Incumbents must complete 24 hours of accredited training per calendar year. Training is at the District's expense. (6) Incumbents must provide and service their own firearm subject to District approval and qualify periodically with the approved firearm at a specified police or sheriff's range. (7) Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and swing shifts.

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.

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SALARY RANGE HOURLY:

START:	\$35.97
6 MONTHS:	\$37.95
1 ½ YEARS:	\$40.05
2 ½ YEARS:	\$42.25
3 ½ YEARS:	\$44.57

APPLICATION:

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SELECTION PROCEDURE:

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VII/MERIT SYSTEM EMPLOYER

Dual Continuous 5014 JG



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Amy Van

PERSONNEL COMMISSION

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 17-18

Date: July 11, 2024

Reason for Consideration: Approval

ASSISTANT FACILITIES PROJECT MANAGER DUAL 24-0242-5104

List Valid: 07/09/2024-07/09/2025

Total Applications Received: 31

Passed: 5 Failed: 2

Total Invited to Exam: 7

Withdrew: 0

Screened Out: 24

BUS DRIVER – CATALINA ISLAND DUAL 24-0150-0101

List Valid: 07/11/2024-07/11/2025

Total Applications Received: 10

Passed: 0 Failed: 0

Total Invited to Exam: 0

Withdrew: 1

Screened Out: 9

CUSTODIAL CREW SUPERVISOR (REVISED) DUAL 24-0218-5245

List Valid: 05/23/2024-05/23/2025

Total Applications Received: 62

Passed: 9 Failed: 8

Total Invited to Exam: 36

Withdrew: *19

Screened Out: 26

**FACILITIES PROJECT MANAGER –
CONSTRUCTION DUAL 24-0257-5189**

List Valid: 07/08/2024-07/08/2025

Total Applications Received: 24

Passed: 4 Failed: 1

Total Invited to Exam: 9

Withdrew: 4

Screened Out: 15

HEAD START INSTRUCTIONAL AIDE DUAL 24-0236-0657

List Valid: 07/08/2024-07/08/2025

Total Applications Received: 11

Passed: 1 Failed: 0

Total Invited to Exam: 1

Withdrew: 0

Screened Out: 10

HIGH SCHOOL OFFICE SUPERVISOR DUAL 24-0219-3349

List Valid: 07/08/2024-07/08/2025

Total Applications Received: 52

Passed: 9 Failed: 9

Total Invited to Exam: 29

Withdrew: 11

Screened Out: 23

HUMAN RESOURCES TECHNICIAN PROMOTIONAL 24-0250-3352

List Valid: 07/08/2024-07/08/2025

Total Applications Received: 27

Passed: 5 Failed: 4

Total Invited to Exam: 13

Withdrew: 4

Screened Out: 14

**INFORMATION TECHNOLOGY PROJECTS
COORDINATOR**

DUAL

24-0243-5117

List Valid: 07/08/2024-07/08/2025

Total Applications Received: 52

Passed: 9 Failed: 10

Total Invited to Exam: 28

Withdrew: 9

Screened Out: 24

RECREATION AIDE

OPEN CONTINUOUS

24-0269-5255

List Valid: 07/08/2024-01/08/2025

Total Applications Received: 37

Passed: 31 Failed: 0

Total Invited to Exam: 31

Withdrew: 0

Failed: 6

**SCHOOL SAFETY APPLICATIONS SUPPORT
SPECIALIST**

PROMOTIONAL

24-0259-5329

List Valid: 07/11/2024-07/11/2025

Total Applications Received: 4

Passed: 1 Failed: 0

Total Invited to Exam: 1

Withdrew: 0

Screened Out: 3

SENIOR HEALTH ASSISTANT

DUAL

24-0262-5174

List Valid: 07/08/2024-07/08/2025

Total Applications Received: 15

Passed: 3 Failed: 0

Total Invited to Exam: 8

Withdrew: 5

Screened Out: 7

STAFF SECRETARY

DUAL

24-0209-3364

List Valid: 07/11/2024-07/11/2025

Total Applications Received: 199

Passed: 19 Failed: 46

Total Invited to Exam: 142

Withdrew: 77

Screened Out: 57

STAFF SECRETARY – BILINGUAL SPANISH

DUAL

24-0208-5085

List Valid: 07/11/2024-07/11/2025

Total Applications Received: 112

Passed: 7 Failed: 34

Total Invited to Exam: 80

Withdrew: 39

Screened Out: 32

CERTIFIED TO BE CORRECT: Susan Leaming DATE: July 11, 2024

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:

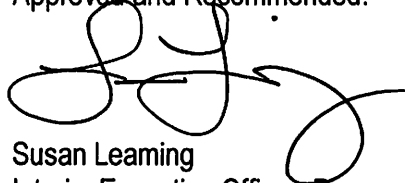
1. Approve the revised classification specification for Environmental Health and Safety Technician.
2. Affirm placement at Salary Range 31 on the Unit B – Construction/Repair and Transportation (C2) Salary Schedule.

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:

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT *Excellence & Equity*

July 11, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of Classification Specifications

Background and Findings

The Deputy Superintendent is requesting the revision and retitling of the Chief of School Safety & Emergency Preparedness and Assistant School Safety & Emergency Preparedness Director job classifications.

Over the past several years, the District has explored, expanded and implemented school, student, staff and community-based approaches to school safety and security that have developed beyond traditional methods of policing schools. These models encourage non-traditional, collaborative approaches across community agencies, internal and external stakeholders, students, district staff and School Safety to identify, operationalize and expand upon alternatives to traditional methods of student discipline; promoting and encouraging a District and community school safety culture of belonging and well-being.

As these approaches have matured and continue to evolve, the class titles and class specifications no longer accurately or adequately describe the work performed. As a result of the expanded focus of these two classifications, the titles of "Director of School Safety and Inclusion" and "Assistant Director of School Safety and Inclusion" are being recommended as more reflective of these roles.

Thomas Hickman is the Chief of School Safety and Emergency Preparedness. The Deputy Superintendent has met with Mr. Hickman, advising him of the changes in both updated classification specifications and titles. He has received copies of the newly revised class specifications and acknowledged that he is being recommended to be reclassified to hold the newly created title of Director of School Safety and Inclusion.

Cameron Smith is the Assistant School Safety and Emergency Preparedness Director. The Deputy Superintendent has met with Mr. Smith, advising him of the changes in both updated classification specifications and titles. He has received copies of the newly revised class specifications and acknowledged that he is being recommended to be reclassified to hold the newly created title of Assistant Director of School Safety and Inclusion.

In reviewing salary placement for the revised job classifications and titles, staff looked to both external market for the Director-level class, and internal alignment and parity within the LBUSD organization for both levels' classifications. The market provided insufficient comparable data from which to make any salary recommendations. In reviewing the LBUSD's internal alignment and parity, staff finds the classes, while changing in scope, have not changed in complexity or job requirements, and recommends salary placement remain at Salary Range 57 for the Director-level and Salary Range 46 for the Assistant Director-level on the Confidential, Supervisory and Management (M2) salary schedule.

The Deputy Superintendent has reviewed and is in support of the proposed revisions. Annotated copies of the revised classification specifications are attached for review. ~~Strikethroughs~~ annotate deletions; **bold, italicized** text identify newly proposed language.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification and title of Director of School Safety and Inclusion and direct all positions and employment lists be reclassified for the purpose of title change only.
2. Reclassify Thomas Hickman, Chief of School Safety & Emergency Preparedness, to Director of School Safety and Inclusion.
3. Affirm the classification salary placement for the Director of School Safety and Inclusion at Salary Range 57 on the Confidential, Supervisory and Management (M2) salary schedule.
4. Adopt the revised classification specification and title of Assistant Director of School Safety and Inclusion and direct all positions and employment lists be reclassified for the purpose of title change only.
5. Reclassify Cameron Smith, Assistant School Safety & Emergency Preparedness Director, to Assistant Director of School Safety and Inclusion.
6. Affirm the classification salary placement for the Assistant Director of School Safety and Inclusion at Salary Range 46 on the Confidential, Supervisory and Management (M2) salary schedule.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: XXXX
Salary Range: 57 (M2)

CHIEF OF SCHOOL SAFETY AND EMERGENCY PREPAREDNESS DIRECTOR OF SCHOOL SAFETY AND INCLUSION

JOB SUMMARY

Under administrative direction of the Superintendent of Schools or designee, develop, plan, organize, supervise and implement the objectives, activities and staff for the Office of School Safety and Emergency Preparedness ***Inclusion; collaborate across community agencies, internal and external stakeholders to identify, operationalize and expand upon alternatives to traditional methods of student discipline; promote and encourage a District and community school safety culture of belonging and well-being;*** develop plans and coordinate activities of the District's emergency preparedness program; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize, **oversee** and direct school safety and emergency preparedness activities according to District standards and regulations. **E**
- ***Collaborate with community groups, local law enforcement, District staff and leaders to develop and implement the District's strategic plan, aligning it with best practices in violence prevention, restorative justice and prioritizing equity, diversity, and inclusion in all aspects of school, student and staff safety, security and emergency preparedness programs.*** **E**
- ***Direct the design and implementation of a robust system for monitoring, evaluating, and reporting the effectiveness of school, student and staff safety, belonging, security and emergency preparedness programs and services, informing continual improvement efforts with a focus on equitable access and outcomes; support the District in conducting equity reviews to track whether school, student and staff safety, security and emergency preparedness measures have unintended consequences for students.*** **E**
- Advise administrators and appropriate staff on **violence prevention**, security and protective services provided by department programs and personnel; organize and conduct related in-service training, seminars, and workshops. **E**
- Develop and oversee development of operational guidelines for the Office of School Safety and Inclusion; ***formulate and coordinate implementation of violence prevention, school safety, social, emotional, and alternative justice support programs*** and emergency preparedness goals and objectives. **E**

- ***Participate in community, city, school, and staff partnerships to build supportive school communities in protecting against the perpetration of illegal activities and school violence; identify and implement social, emotional, and alternative justice practices by integrating and adopting structures and practices that foster strong relationships designed to reduce illegal activities and school violence and improve school climate. E***
- ***Direct staff, participate, and/or lead District threat assessment teams; ensure the integration of violence mitigation standards into district safety protocols. E***
- Direct and participate in confidential and sensitive internal investigations as directed by the Superintendent or designee; conduct internal investigations on department staff as warranted; review reports of investigations conducted by department staff and recommend follow-up actions as appropriate. **E**
- Recommend and develop school ***violence prevention***, safety, ***social, emotional, and alternative justice*** security and emergency preparedness programs and standard operating procedures; research and report to administration on legislation, best practices, issues and trends in ***school District restorative justice***, emergency preparedness, safety and security laws and trends. **E**
- Develop, prepare, and monitor department annual budgets; control and authorize expenditures in accordance with established District guidelines. **E**
- Provide functional supervision of field assignments, patrol routes and scheduling of work shifts of department staff. **E**
- Develop, update, and maintain an emergency preparedness plan based on the California Standardized Emergency Management System (SEMS); develop and maintain a manual of operational procedures; provide regular training on District SEMS plans. **E**
- Work closely with *District staff* and law enforcement in district municipalities on crime prevention, apprehension, ***and non-traditional correctional methods***, for those who commit crimes against students, employees, District property or equipment; establish a cooperative traffic enforcement program with local police departments. **E**
- Develop and maintain a variety of security, safety, ***alternative justice***, and emergency preparedness training programs for the District's school safety force, administration, and designated key District personnel; inform of changes in regulations, policies and implications of new or amended laws. **E**
- Survey District sites to assess conditions and recommend improvements in safety and security for employees, students, facilities, and equipment. **E**
- Make presentations before groups for such purposes as to clarify the role of the District's school safety staff, ***to explain alternatives to traditional correctional justice methods***, emergency preparedness and District emergency response plans; and other related student, staff and school safety and security issues. **E**
- Identify and analyze existing and potential hazards and dangers to students, employees and the public in the event of a major disaster in the District, civil unrest, acts of violence by groups or individuals, and make plans for various levels of response; coordinate emergency preparedness procedures with District environmental health and safety personnel. **E**
- Analyze and respond to school site emergencies and determine appropriate actions; maintain at the ready an emergency command system, including an Emergency Operations Center and an alternate or mobile center as a site from which designated

personnel will direct and control operations during an emergency; alert key District officials in the event of an emergency; direct the maintenance and installation of emergency communications systems. *E*

- Serve as liaison and consult with disaster service agencies such as the State Office of Emergency Services and law enforcement and fire, building and parks and recreation departments of municipalities within the District. *E*
- ***Serve as liaison with city, county and regional partners in violence prevention, safety and security spaces. E***
- Assess and make an inventory of the District work force, student populations and material resources that would be affected by and or be available as resources in the event of a major disaster event and consequent emergency; develop an inspection system that includes all District sites having minimum levels of supplies and equipment. *E*
- Secure technical and financial grants and services assistance available through local, State and Federal programs and District community and business partnerships. *E*
- ***Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions. E***
- Keep current on safety and security techniques, ***restorative justice practices in school safety***, emergency response and changes in laws affecting school, student, and staff safety, security, and emergency management measures. *E*
- Communicate news and information regarding emergency preparedness to District personnel by means of appropriate media. *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

~~The Chief of School Safety and Emergency Preparedness~~ ***The Director of School Safety and Inclusion*** provides administrative direction and leadership to the Office of School Safety and Emergency Preparedness ***Inclusion and embeds principles, practices and techniques of preventative, traditional and alternative justice programs for student, staff and school safety*** in the prevention and investigation of ***issues related to*** security and/or criminal events, ongoing training requirements and assessment of the effectiveness of the ***District's security, inclusion and emergency preparedness programs.*** ~~force to meet its stated objectives. The incumbent also develops and implements the District's, emergency preparedness programs and maintains ongoing policy and management liaison with federal and state agencies, local police and emergency services agencies.~~

EMPLOYMENT STANDARDS

Knowledge of:

Laws, codes, and ordinances used in law enforcement.
Organization, work management and personnel supervision.
Restorative justice principles and practices.

Violence prevention techniques.***Culturally responsive positive youth development and violence prevention programs and techniques.******Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.***

Basic concepts of child development and behavior.

Crime prevention techniques.

Modern safety and protective procedures and equipment.

Handgun use and safety measures.

Basic first aid and Cardiopulmonary Resuscitation (CPR) certification.

Public relations and community organizations and local government.

Public disaster preparedness organizations, plans and communications search and rescue, including triage and the Incident Command System and Standardized Emergency Management System (SEMS).

Emergency communications techniques including equipment and its use.

Ability to:***Develop, design, implement and monitor a comprehensive student, staff, and community focused school safety and security program.******Sensitively work with a diverse population of different cultural and racial backgrounds.***

Direct and supervise personnel performing assigned functions.

Analyze situations accurately and adopt an effective course of action.

Design and direct training of District security personnel and designated emergency response personnel.

Effectively collaborate with a variety of District stakeholders.

Direct activities which prevent crimes.

Prepare clear, concise oral and written reports.

Make presentations before groups.

Operate radio equipment.

Maintain ongoing policy and management liaison with federal and state agencies, local police, and emergency services agencies.

Operate a variety of office equipment, communications technologies, computer hardware and software.

Establish and maintain effective relationships with community organizations, community partners, the public and representatives of other governmental agencies.

Education and Training:

Graduation from an accredited four-year college or university with a bachelor's degree in police science, criminal justice, law enforcement, ***public administration, public policy, social work, public health, social ecology, criminology, cultural or social anthropology, ethics*** or a closely related field.

Both Basic Police Officers Standard and Training POST certification and possession of a California POST Supervisory or Management course certificate are required at time of application.

Experience:

At least five years of professional law enforcement experience, three of which must have included direct supervision and training of law enforcement personnel, is required.

Law enforcement experience in educational institutions 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.

SPECIAL REQUIREMENTS

Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation.

Possession of a valid California Class C Driver's license at the time of appointment.

Possession of current First Aid and CPR certification.

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.

Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range.

WORKING ENVIRONMENT

Office environment.

Outdoor environment.

Visit to school sites.

Travel to community organizations and local government agencies.

Exposure to verbal abuse.

Potential physical hazards involved in intervention in anti-social, illegal or violent behavior.

Possible fights and confrontations.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.

Seeing to review and analyze reports, documents or other records.

Hearing and speaking to exchange information in person, electronically, telephonically.

Speaking to be heard before crowds and groups of people.

Climbing stairs and ramps.

Walking and standing for extended periods of time.

Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 4/17/97

Revised: 12/2001

Revised: 2/19/15

Revised:

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: XXXX
Salary Range: 46 (M2)

ASSISTANT SCHOOL SAFETY AND EMERGENCY PREPAREDNESS DIRECTOR **ASSISTANT DIRECTOR OF SCHOOL SAFETY AND INCLUSION**

JOB SUMMARY

Under the direction of the ~~Chief of School Safety and Emergency Preparedness,~~ **Director of School Safety and Inclusion** plan, organize and direct school safety and inclusion, and emergency preparedness operations and activities to provide safety and protection for District students, staff and property; **oversee implementation of programs designed to offer alternatives to traditional methods of student discipline; promote and encourage a District and community school safety culture of belonging and well-being;** train and supervise assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize and direct the operations and activities of the ~~Office of School Safety and Emergency Preparedness~~ **Office of School Safety and Inclusion** to provide safety and protection for District students, staff and property; assure compliance with local, State and federal laws. **E**
- Serve as incident commander and direct the emergency operations center during unusual occurrences; oversee and direct District emergency response activities to manmade and natural disasters; administer first aid and Cardio-Pulmonary Resuscitation (CPR) as necessary. **E**
- **Participate in collaboration with the department director, community groups, local law enforcement, District staff and leaders, to recommend and implement the District's strategic plan, aligning it with best practices in violence prevention, restorative justice and prioritizing equity, diversity, and inclusion in all aspects of school, student and staff safety, security and emergency preparedness programs. E**
- **Participate in the design, and oversee the implementation of a robust system for monitoring, evaluating, and reporting the effectiveness of school, student and staff safety, belonging, security and emergency preparedness programs and services, informing continual improvement efforts with a focus on equitable access and outcomes; support the department and District in conducting equity reviews to track whether school, student and staff safety,**

security and emergency preparedness measures have unintended consequences for students. E

- Participate in the administration of emergency plans for District sites; identify safety hazards and potential liability issues and concerns at sites; assist in the implementation of a Standard Emergency Management System (S.E.M.S.). ***E***
- Develop and modify ~~school safety and emergency preparedness~~ ***departmental*** procedures and field operations; analyze patterns of activities that jeopardize safety at District sites and implement rapid and proactive solutions. ***E***
- Train, ***supervise***, and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; confer with department personnel regarding field assignments and work schedules. ***E***
- Coordinate and conduct trainings for department personnel including workshops on juvenile behavior, ***alternatives to traditional correctional justice methods, and*** refresher courses on current laws and regulations for school district safety and State mandated training requirements. ***E***
- Maintain current knowledge of laws, codes, rules ***trends*** and regulations related to school district safety, ***violence prevention, social, emotional and alternative justice support programs***, and emergency preparedness policies and practices; develop and maintain current operational and procedural manuals related to department activities. ***E***
- Prepare and distribute correspondence to site administrators, department personnel and others regarding school safety issues and procedures. ***E***
- Participate in and direct the preparation and maintenance of a variety of reports, records, logs and files including automated dispatch systems, incident reports, training files and mandated crime reporting requirements; review incident reports for accuracy and clarity. ***E***
- ***Implement*** operational guidelines for the Office of School Safety ***and Inclusion***; ***participate in the formulation, coordination and implementation of violence prevention, school safety, social, emotional, and alternative justice support programs and emergency preparedness goals and objectives. E***
- ***Participate in community, city, school, and staff partnerships to build supportive school communities in protecting against the perpetration of illegal activities and school violence; recommend and implement social, emotional, and alternative justice practices by integrating and adopting structures and practices that foster strong relationships designed to reduce illegal activities and school violence and improve school climate. E***
- ***Participate in, and/or lead District threat assessment teams; ensure the integration of violence mitigation standards into district safety protocols. E***
- ***Serve as a liaison with city, county and regional partners in violence prevention, safety and security spaces, as assigned. E***
- Participate in the development and preparation of the annual preliminary budget for the department; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. ***E***
- Participate in professional organizations and attend conferences and meetings that address school district safety issues such as gang prevention, ***crime and violence***

activities and prevention, alternatives to traditional correctional justices' programs, and juvenile and adolescent behavior. ***and criminal activities. E***

- Communicate with District administrators, personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns; provide advice to District personnel regarding students or employees suspected of committing criminal acts. ***E***
- Coordinate the development and implementation of District-wide school safety protection, ~~and~~ crime ***and violence*** prevention, ***and alternatives to traditional correctional justice*** programs with local law enforcement agencies including truancy sweeps, vehicle patrol of District sites and activities of police officers stationed at District sites; establish and maintain ongoing relationships with local law enforcement and fire agencies to facilitate investigations and provide mutual support services. ***E***
- Drive a District vehicle to conduct work; operate a computer and assigned software; operate modern safety and protective equipment. ***E***
- Monitor department equipment and supply levels and order new or replacement items as necessary. ***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 Chief of School Safety and Emergency Preparedness~~ ***The Assistant Director of School Safety and inclusion has*** daily operational responsibilities for the Office of School Safety and ~~Emergency Preparedness~~ ***Inclusion.*** In this role an incumbent reviews current activity and implements adjustments in department resources affecting patrol, investigation, gang activity, crime ***and violence*** prevention and support service activities. An incumbent is a member of local law enforcement organizations and associations that confer and exchange information on current criminal activities impacting communities and school systems. An incumbent provides ongoing advice to school site administrators on appropriate actions toward students or school staff suspected of injurious or criminal behavior toward others or District property.

EMPLOYMENT STANDARDS

Knowledge of:

Planning, organization and direction of District school safety and emergency preparedness activities.

Laws, codes, rules and regulations related to school district law enforcement and security.

Restorative justice principles and practices.

Violence prevention techniques.

Culturally responsive positive youth development and violence prevention programs and techniques.***Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.***

Local law enforcement and emergency service agencies.

Standard Emergency Management System implementation procedures.

Principles and practices of administration, training and supervision.

Basic concepts of child development and behavior.

Crime prevention and criminal investigation techniques.

Handgun use and safety measures.

Record-keeping and report preparation techniques.

Modern safety equipment including emergency radios and related communications equipment.

Budgeting preparation and control.

First aid and CPR techniques.

Operate a computer and assigned software

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize and direct school safety and emergency preparedness operations and activities.

Interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.

Serve as a liaison and communicate with law enforcement agencies and community groups.

Effectively collaborate with a variety of District stakeholders.***Implement and monitor a comprehensive student, staff, and community focused school safety and security program.******Sensitively work with a diverse population of different cultural and racial backgrounds.***

Assist in the implementation of a Standard Emergency Management System.

Train and evaluate the performance of assigned personnel.

Analyze situations accurately and adopt an effective course of action.

Understand and work within scope of authority.

Communicate effectively, both orally and in writing.

Monitor and control expenditures.

Perform first aid and CPR.

Prepare, maintain and direct the preparation of a variety of records and reports.

Prepare and deliver oral presentations.

Plan and organize work.

Operate modern safety equipment.

Operate a variety of office equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Education and Training:

~~Bachelor's degree in police science, criminal justice, public administration or a related field~~ ***Graduation from an accredited four-year college or university with a bachelor's degree in police science, criminal justice, law enforcement, public administration, public policy, social work, public health, social ecology, criminology, cultural or social anthropology, ethics or a closely related field*** and completion of the Basic Police Officers Standard Training (P.O.S.T) academy.

Experience:

Four years of professional law enforcement experience including two in a supervisory capacity. Law enforcement experience in educational institutions is desirable.

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

SPECIAL REQUIREMENTS

Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation.

Possession of a valid California Class C Driver's License is required at the time of appointment.

Possession of current First Aid and CPR certification.

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.

Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range.

WORKING ENVIRONMENT

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Contact with dissatisfied or abusive individuals.

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office and specialized equipment.

Seeing to read a variety of materials.
Hearing and speaking to exchange information and make presentations.
Climbing stairs and ramps.
Bending at the waist, kneeling or crouching.
Physical agility and stamina.
Walking or standing for extended periods of time.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PC Approved: 9/13/01
Revised: 12/4/03
Revised: 2/19/15
Revised: