

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

REGULAR MEETING AGENDA

Regular Meeting
July 25, 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 July 11, 2024 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for Processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant Supervisor 5-6
2. **RATIFY** job announcement bulletin for Director of School Safety 7-8
3. **RATIFY** job announcement bulletin for Electrician 9-10
4. **RATIFY** job announcement bulletin for Instructional Aide – Expanded Learning (Catalina Island) 11
5. **RATIFY** job announcement bulletin for Instructional Aide – Special 12-13
6. **RATIFY** job announcement bulletin for Job Developer 14-15

7.	RATIFY job announcement bulletin for Nutrition Services Worker	16
8.	RATIFY job announcement bulletin for Pool Lifeguard	17-18
9.	RATIFY job announcement bulletin for Risk Management Director	19-20
10.	RATIFY job announcement bulletin for School Intervention Specialist	21-22
11.	RATIFY job announcement bulletin for Stage Technician	23-24
12.	APPROVE the certification of Business Engagement, Partnerships and Programs Manager eligibility list 24-0252-5326 established 07/23/2024	25
13.	APPROVE the certification of Custodian eligibility list 24-0260-0139 established 07/23/2024	25
14.	APPROVE the certification of Groundskeeper eligibility list 24-0265-0172 established 07/18/2024	25
15.	APPROVE the certification of Instructional Aide - Special eligibility list 24-0224-0448 established 07/22/2024	25
16.	APPROVE the certification of Recreation Aide eligibility list 25-0009-5255 established 07/24/2024	25
17.	APPROVE the certification of Recreation Aide (Catalina Island) eligibility list 24-0127-5255 established 07/17/2024	25
18.	APPROVE the certification of Recreation Aide – Expanded Learning eligibility list 25-0002-5317 established 07/16/2024	25
19.	APPROVE the certification of Risk Management Director eligibility list 25-0001-0578 established 07/24/2024	26
20.	APPROVE the certification of School Safety Officer eligibility list 24-0241-5014 established 07/23/2024	26
21.	APPROVE the certification of Staff Secretary (Revised) eligibility list 24-0209-3364 established 07/11/2024	26

III. OLD BUSINESS

1. None

IV. NEW BUSINESS

1. **APPROVE** the Revision of Class Specification: Systems Analyst - Oracle 27-31

- | | | |
|----|---|-------|
| 2. | APPROVE the Creation of a New Classification: Manager – Campus Staff Assistant Program | 32-36 |
| 3. | APPROVE the Electronics Technician Classification and Compensation Study Recommendations | 37-45 |
| 4. | APPROVE the Abolishment of a Grandpersoned Classification of Electronics Technician | 46 |
| 5. | APPROVE the Recommendation to Remove from Eligibility List – Applicant ID 57003654 | 47-60 |

V. OTHER ITEMS

1. None

VI. NEXT REGULAR MEETING

August 8, 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

July 11, 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, July 11, 2024 at 8:15 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

Susan Leaming, Interim Executive Officer; Maria Braunstein, Personnel Analyst; 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; Joanna Guzman, 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; Anne Follett, Human Resources Technician (retired); and Lisa Gardner, Administrative Coordinator, Personnel Commission (retired).

MINUTES OF REGULAR
MEETING APPROVED

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, informed the Commission that the Personnel Commission 2024-2025 budget was formally approved by the Los Angeles County Office of Education.

Ms. Leaming distributed Board of Education Administrative Assignments from the June 5, 2024 and June 18, 2024 meetings.

Ms. Leaming welcomed back Anne Follett, Human Resources Technician (retired), who will be assisting the Nutrition Services Department.

Ms. Leaming also reported that back on May 31, 2024 two sessions of CPR/First Aid trainings were held and 68 classified employees were certified.

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, 17 accepting applications, and 11 in the testing phase, with the goal to have eligibility lists ready for the start of the new school year.

Ms. Van Fossen distributed flyers for August 16, 2024 job fair at the Long Beach School for Adults which will be held from 9 a.m. to 1 p.m. Ms. Van Fossen mentioned that communication will be sent out to all the departments to see who would like to participate. Ms. Van Fossen mentioned that external organizations have been invited to participate in the event.

Maria Rojas, Interim Employment Services Supervisor, reported a variety of summer school statistics including that 30 Campus Staff Assistants, 56 Recreation Aides and 17 Intermediate Office Assistant – Bilingual Spanish employees were placed in summer assignments. Ms. Rojas shared she has been working with Oralia Leyva, Interim Certification Services Manager, and the amount of detail, work, and organization involved to implement the summer assignment placements for Classified employees has given her an even greater appreciation for the Certification and Employment Services Unit team. Ms. Rojas thanked staff for their work checking applications, assisting in creating seniority lists, notifying sites, and assisting with phone calls and emails requesting Classified coverage.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Bus Driver – Catalina Island
2. **RATIFY** job announcement bulletin for Groundskeeper
3. **RATIFY** job announcement bulletin for Human Resources Supervisor - Nutrition Services
4. **RATIFY** job announcement bulletin for Human Resources Supervisor - Nutrition Services (Revised)
5. **RATIFY** job announcement bulletin for Instructional Aide – Expanded Learning
6. **RATIFY** job announcement bulletin for Pool Lifeguard
7. **RATIFY** job announcement bulletin for School Safety Officer
8. **APPROVE** the certification of Assistant Facilities Project Manager eligibility list 24-0242-5104 established 07/09/2024
9. **APPROVE** the certification of Bus Driver – Catalina Island eligibility list 24-0150-0101 established 07/11/2024
10. **APPROVE** the certification of Custodial Crew Supervisor (Revised) eligibility list 24-0218-5245 established 05/23/2024
11. **APPROVE** the certification of Facilities Project Manager - Construction eligibility list 24-0257-5189 established 07/08/2024
12. **APPROVE** the certification of Head Start Instructional Aide eligibility list 24-0236-0657 established 07/08/2024

13. **APPROVE** the certification of High School Office Supervisor eligibility list 24-0219-3349 established 07/08/2024
14. **APPROVE** the certification of Human Resources Technician eligibility list 24-0250-3352 established 07/08/2024
15. **APPROVE** the certification of Information Technology Projects Coordinator eligibility list 24-0243-5117 established 07/08/2024
16. **APPROVE** the certification of Recreation Aide eligibility list 24-0269-5255 established 07/08/2024
17. **APPROVE** the certification of School Safety Applications Support Specialist eligibility list 24-0259-5329 established 07/11/2024
18. **APPROVE** the certification of Senior Health Assistant eligibility list 24-0262-5174 established 07/08/2024
19. **APPROVE** the certification of Staff Secretary eligibility list 24-0209-3364 established 07/11/2024
20. **APPROVE** the certification of Staff Secretary - Bilingual Spanish eligibility list 24-0208-5085 established 07/11/2024

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 8-20.

<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

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

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve Old 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		

NEW BUSINESS

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

Following discussion, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, to revise the proposed class specification titles to Director of School Safety and Assistant Director of School Safety and to amend the class specifications accordingly, the motion carried with a majority vote of those present to approve New Business Item 1 with the noted revisions to the classification titles.

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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 25, 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 8:31 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:07 a.m. with no reportable actions.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:07 a.m.

CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

CAMPUS STAFF ASSISTANT SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Wednesday, July 31, 2024.

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory," who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

Permanent 10-month positions. Positions are 100% FTE.

Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, directly supervise the planning, development, and implementation of the staff, activities and operations of Campus Staff Assistants (CSA) at one or more assigned school sites; serve as a role model and mentor to students and staff; build relationships and engage with students to promote and encourage positive and safe school experiences; monitor Campus Staff Assistant - student relationships and student behavior; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to high school graduation, supplemented by college-level coursework in education, psychology, counseling, child development or a related field.

EXPERIENCE:

Three (3) years of experience working with at-risk adolescents or young adults in a structured environment or community-based organization, including some experience in a lead or supervisory role.

OR

Three (3) years of experience as a Campus Staff Assistant with the Long Beach Unified School District.

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) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. (2) May be required to travel from one location to another. (3) 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. (4) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (5) Incumbents may be required to work adjustable schedules including evenings and weekend assignments. (6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

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

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

SALARY RANGE HOURLY:

START: \$31.60
6 MONTHS: \$33.34
1 ½ YEARS: \$35.18
2 ½ YEARS: \$37.11

APPLICATION:

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

SELECTION PROCEDURE:

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

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VII/MERIT SYSTEM EMPLOYER

Promo Exam 25-0021-5334 MG



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important information.

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.

ABOUT OUR DISTRICT

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

The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Hispanic, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts.

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

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The fourth largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

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

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

Dual Exam 25-0031-5335 JA

Mavis Lynn BTD

LONG BEACH
UNIFIED SCHOOL DISTRICT

Challenge & Equity

**An Exciting Career
Opportunity
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SCHOOL DISTRICT**

**DIRECTOR OF
SCHOOL SAFETY**

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

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 Director of School Safety. Under administrative direction of the Superintendent of Schools or designee, will develop, plan, organize, supervise and implement the objectives, activities and staff for the Office of School Safety. Will also collaborate across community agencies, with internal and external stakeholders to identify, operationalize and expand upon alternatives to traditional methods of student discipline. In addition, will 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 and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select **Class Specifications: choose School Safety and Emergency Preparedness**, then **Director of School Safety**.

IDEAL CANDIDATE

Successful candidates will have 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

Ideal candidates will have at least five years of professional law enforcement or school safety experience, three of which must have included direct supervision and training of school safety or law enforcement personnel. 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 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, as traveling from one location to another may be required. 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. Possession of current First Aid and CPR certification is required.

SALARY AND BENEFITS:

The annual salary for Director of School Safety is \$180,908 to \$188,947 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal or 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: 4:30 p.m., Friday, August 2, 2024

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

Long Beach Unified School District
Office of Personnel Commission
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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

ELECTRICIAN

FINAL FILING DATE:

4:30 p.m., Monday, July 29, 2024.

JOB INFORMATION:

Permanent 12-month position. Position is 100% FTE.

Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to perform journey-level electrical work in the repair, alteration, construction, installation and maintenance of electrical distribution centers, installations and lighting and power systems and equipment; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

Completion of a recognized apprentice training program of at least four years duration,

OR

EXPERIENCE:

Four years of journey-level experience performing electrical work.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid class C Driver's license and evidence of a safe driving record is required at the time of appointment. (2) May be required to travel from one location to another. (3) 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 candidate regardless of any other standing. (4) 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.

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: \$39.02

6 MONTHS: \$41.17

1 ½ YEARS: \$43.43

2 ½ YEARS: \$45.84

3 ½ YEARS: \$48.35

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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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 25-0023-0161 AA



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LBUSD employees, please see reverse for important information.

Amy Van B...

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



INSTRUCTIONAL AIDE – EXPANDED LEARNING (CATALINA ISLAND)

FINAL FILING DATE:

Open continuous.

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

Eligibility list is being created to fill current and future vacancies as they occur. Current vacancy is a 75% FTE (6 hours per day), 10-month position at Avalon School. Avalon is located on Catalina Island, 22 miles Southwest of the Los Angeles Harbor breakwater. **Employees must live on the island, and/or arrange for their own transportation to and from the island.**

JOB SUMMARY:

Under general 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.

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

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

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



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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

INSTRUCTIONAL AIDE - SPECIAL

FINAL FILING DATE:

Continuous

JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur. The current need is for substitutes and 3.8 hour part-time positions. Entry into employment as an instructional Aide-Special begins as either a substitute or 3.8 hour employee. Future opportunities as a 6 hour Instructional Aide-Special may be available.

JOB SUMMARY:

Under general supervision, assist certificated staff in reinforcing instructional activities for students with special needs identified in an Individualized Education Program (IEP); participate in the monitoring, discipline and behavior modification of students; assist in meeting the physical care and hygienic needs of students; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

EXPERIENCE:

Six (6) months of paid or volunteer experience working with children in a structured environment.

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

SPECIAL REQUIREMENTS:

(1) Some assignments will require successful completion of District-provided CPR/First Aid training. (2) Some assignments will require successful completion of District-provided training to perform physical health care treatments to meet student needs. (3) After an employee in this class has been provided initial training to work with students with physical health care needs and feels the need for additional training, they may request it. Requests shall be in writing to the site administrator who shall arrange for the needed training and notify the employee.

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:	\$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 0448 MP



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LBUSD employees, please see reverse for important information.

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.*

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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



JOB DEVELOPER

FINAL FILING DATE:

4:30 p.m., Monday, August 13, 2024.

JOB INFORMATION:

Permanent 10-month (209 day) flex position. Position is a 100% FTE (8 hours/day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general direction, perform a variety of duties related to the job placement and case management of students participating in the Transition Partnership Program or similar program; identify and develop prospective employment opportunities and internships; provide employment skill training to students; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Associate's degree including course work in business, social services, human resources, career development or a related field. A bachelor's degree is preferred.

EXPERIENCE:

One year of experience in career development, job search and placement, work experience programs or school-to-career programs, preferably in a high school setting.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START: \$26.69

6 MONTHS: \$28.16

1 ½ YEARS: \$29.71

2 ½ YEARS: \$31.35

3 ½ YEARS: \$33.08

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 25-0028-0463 AA



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LBUSD employees, please see reverse for important

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.**

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

NUTRITION SERVICES WORKER

FINAL FILING DATE:

Open Continuous
SUBSTITUTE SALARY: \$17.77

JOB INFORMATION:

The eligible list of successful candidates may also be used to fill future vacancies as they occur.

The current need is for substitutes. Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes.

JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

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: \$17.77
6 MONTHS: \$18.75
1 ½ YEARS: \$19.78
2 ½ YEARS: \$20.87
3 ½ YEARS: \$22.02

APPLICATION:

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

SELECTION PROCEDURE:

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

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VII/MERIT SYSTEM EMPLOYER

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CLASSIFIED EMPLOYMENT OPPORTUNITY



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:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Continuous 5327 MG



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LBUSD employees, please see reverse for important information.

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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PERSONNEL COMMISSION

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

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Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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4.3.F. *ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

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

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

ABOUT OUR DISTRICT

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

The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Hispanic, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts.

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

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The fourth largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

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

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

Dual Continuous 25-0578 MG *Maria Lynn Brumet*



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SCHOOL DISTRICT**

RISK MANAGEMENT DIRECTOR
\$152,401 - \$178,963 Annually



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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 Risk Management Director. Under general direction, will plan, organize, and direct the District's risk management program in the areas of workers compensation, health and welfare benefits, property and liability and insurance programs of the district. Will also supervise and evaluate the performance of assigned personnel as well as perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Administrative and Other, then Risk Management Director.

IDEAL CANDIDATE

Successful candidates will have graduated from an accredited college or university with a degree in business or public administration, or closely related field, preferably with course work relating to law, insurance, risk management, or safety engineering. Additionally, candidates will have at least five years of management experience in the administration of risk management programs including investigation and adjustment of Workers' Compensation and Liability claims, general liability and property claims, and employee group insurance including medical, dental, and vision plans, is required, with at least three years of the experience with an organization or third party administrator dealing with no less than 2000 employees is highly desirable.

Certification by the State of California as a Self Insurance Administrator is highly desirable.

Associate in Risk Management or Chartered Property and Casualty Underwriter or Certified Risk Manager or Fellow in Risk Management are highly desirable

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

SPECIAL REQUIREMENTS:

A successful candidate must be in possession of valid California Class C driver's license, as traveling from one location to another may be required.

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.

SALARY AND BENEFITS:

The annual salary for Risk Management Director is \$152,401 to \$178,963 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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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.

Candidates are required to submit a resume with their application. Failure to include a resume at the time of application will result in the disqualification of your application. If you have questions about this item, please contact the Personnel Commission at 562-435-5708.

Application Deadline: Open until filled

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
4400 Ladoga Avenue, Lakewood, CA 90713
(562) 435-5708



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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

SCHOOL INTERVENTION SPECIALIST

FINAL FILING DATE:

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

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 general supervision, perform a variety of specialized duties to assist campus administrators in promoting positive, productive and safe campus climates and appropriate student behaviors on campus; provide guidance to students regarding appropriate standards of behavior and the importance of following school rules; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent supplemented by college-level coursework in education, psychology, child development, counseling or a related field.

EXPERIENCE:

Two years of experience working with adolescents or young adults in a structured environment or community-based organization including some experience working with at-risk youth. Non-violent crisis intervention experience 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) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. (2) May be required to travel from one location to another. (3) 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. (4) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (5) Incumbents may be required to work adjustable schedules including evenings and weekend assignments. (6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

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

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

SALARY RANGE HOURLY:

START:	\$26.69
6 MONTHS:	\$28.16
1 ½ YEARS:	\$29.71
2 ½ YEARS:	\$31.35
3 ½ YEARS:	\$33.08

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 25-0025-5290 JG



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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

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

STAGE TECHNICIAN

FINAL FILING DATE:

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

JOB INFORMATION:

Permanent 10 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, perform a variety of technical duties in the planning, design, construction, operation and maintenance of theater sets, materials and equipment including stage, sound and lighting systems; train and provide work direction and guidance to students in the technical operation of the theater and equipment; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or

2. Attainment of an Associate of Arts degree or higher degree; Or

3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

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

EXPERIENCE:

Two years of experience in stage design and operation.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and the possession of a valid California Class C driver's license. (2) May be required to travel from one location to another.

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

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SALARY RANGE HOURLY:

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

APPLICATION:

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

SELECTION PROCEDURE:

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

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 25-0020-0379 JA



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Guidelines:

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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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists	PAGE: 25-26	
Date: July 25, 2024	Reason for Consideration: Approval	
BUSINESS ENGAGEMENT, PARTNERSHIPS AND PROGRAMS MANAGER	DUAL	24-0252-5326
List Valid: 07/23/2024-07/23/2025		
Total Applications Received: 39	Total Invited to Exam: 28	
Passed: 8 Failed: 13	Withdrew: 7	Screened Out: 11
CUSTODIAN	OPEN	24-0260-0139
List Valid: 07/23/2024-07/23/2025		
Total Applications Received: 147	Total Invited to Exam: 60	
Passed: 33 Failed: 2	Withdrew: 22	Screened Out: 90
GROUNDSCOOPER	DUAL CONTINUOUS	24-0265-0172
List Valid: 07/18/2024-07/18/2025		
Total Applications Received: 76	Total Invited to Exam: 23	
Passed: 13 Failed: 2	Withdrew: 7	Screened Out: 54
INSTRUCTIONAL AIDE – SPECIAL	DUAL	24-0224-0448
List Valid: 07/24/2024-01/24/2025		
Total Applications Received: 34	Total Invited to Exam: 26	
Passed: 26 Failed: 0	Withdrew: 0	Screened Out: 8
RECREATION AIDE	OPEN CONTINUOUS	25-0009-5255
List Valid: 07/08/2024-07/08/2025		
Total Applications Received: 34	Total Invited to Exam: 26	
Passed: 26 Failed: 0	Withdrew: 0	Screened Out: 8
RECREATION AIDE (CATALINA ISLAND)	OPEN CONTINUOUS	24-0127-5255
List Valid: 07/17/2024-01/17/2025		
Total Applications Received: 6	Total Invited to Exam: 0	
Passed: 0 Failed: 0	Withdrew: 3	Screened Out: 3
RECREATION AIDE – EXPANDED LEARNING	OPEN CONTINUOUS	25-0002-5317
List Valid: 07/16/2024-01/16/2025		
Total Applications Received: 25	Total Invited to Exam: 21	
Passed: 21 Failed: 0	Withdrew: 0	Screened Out: 4

RISK MANAGEMENT DIRECTOR**DUAL****25-0001-0578**

List Valid: 07/24/2024-07/24/2025

Total Applications Received: 9

Passed: 0 Failed: 0

Total Invited to Exam: 2

Withdrew: 2

Screened Out: 7

SCHOOL SAFETY OFFICER**DUAL CONTINUOUS****24-0241-5014**

List Valid: 07/23/2024-01/23/2025

Total Applications Received: 23

Passed: 1 Failed: 0

Total Invited to Exam: 1

Withdrew: 0

Screened Out: 22

STAFF SECRETARY (REVISED)**DUAL****24-0209-3364**

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

Total Applications Received: 199

Passed: 20* Failed: 45*

Total Invited to Exam: 142

Withdrew: 77

Failed: 57

CERTIFIED TO BE CORRECT: Susan Leaming DATE: July 25, 2024

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT *Excellence & Equity*

July 16, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification – Systems Analyst - Oracle

Background and Findings

The Chief Technology Officer requested staff make minor revisions to the Systems Analyst - Oracle (salary range 42 C1) classification specification in anticipation of upcoming recruitment activities.

Specifically, language related to the Oracle application "Forms and Reports" was removed as this is a "legacy" application that some applicants may not be familiar with.

The Chief Technology Officer has reviewed and is in support of the proposed revisions.

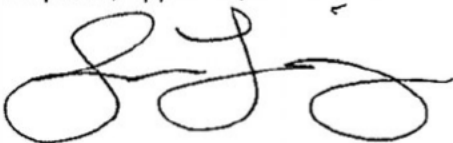
A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strike throughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification of Systems Analyst - Oracle

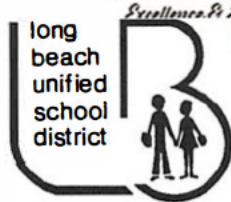
Prepared, Approved, and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission and Classified Employment

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT



PERSONNEL COMMISSION

Class Code: 5279
Salary Range: 42 (C1)

SYSTEMS ANALYST – ORACLE

JOB SUMMARY

Under general direction, develop, modify, test and implement the District's Oracle based business software application systems; develop and provide user training on application systems; query, extract, manipulate and analyze data; 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.

- Evaluate user requests and needs for new or modified Oracle application systems used in the daily operation of schools and departments such as business software applications and related systems. **E**
- Perform feasibility studies to determine appropriate resolution of user needs, compatibility with current systems and computer capabilities and cost and time required; evaluate requests for modifications to determine specific tasks and effects on existing programs and systems. **E**
- Create project specifications based on user objectives; meet with end users to discuss design and requirements. **E**
- Develop software and enhancements based on specifications including design of Oracle relational database structure, definitions of data elements and logical steps for coding Oracle applications such as, Forms & Reports, and APEX; run tests, correct errors and confer with users to evaluate results. **E**
- Develop and write documentation for in-house and third-party software programs to describe program development, logic, coding, updates and corrections; design, develop and maintain HTML interfaces. **E**
- Analyze Oracle database records to support daily operations; create, maintain and monitor jobs; design data input and output Forms and Reports. **E**
- Write and execute Oracle queries to verify integrity of data; analyze input and output data, file contents, reports and source code to identify and resolve user issues; assure database backups are performed. **E**
- Debug production errors in Oracle applications such as, Forms & Reports, and APEX processes reported by users and recommend appropriate corrections. **E**

- Troubleshoot user operating issues and test possible solutions; contact software vendors as necessary to troubleshoot operating issues. *E*
- Maintain a variety of records and files related to assigned activities; extract and prepare data for a variety of reports. *E*
- Develop and provide individual and group training on application systems; demonstrate computer programs; develop training and reference manuals, procedural guides and materials. *E*
- Provide technical expertise and information to Information Services management regarding assigned functions and participate in the formulation of policies, procedures and programs; advise management of unusual trends or problems and recommend appropriate corrective action. *E*
- Prepare and maintain project status reports and track activities in a work management system; modify projects and adjust efforts to meet management and department priorities and goals. *E*
- Attend and participate in a variety of meetings to maintain current knowledge of technological advances in the field; learn new operating systems, utilities and programming languages and remain current with evolving computer technologies. *E*
- Participate in the evaluation and testing of software applications for purchase by the District; provide recommendations to management regarding the purchase of new applications. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work and visit sites. *E*
- Provide support to other departments regarding specialized software needs and computerized systems as assigned; provide work direction to consultants and temporary employees as assigned.
- 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

A Systems Analyst – Oracle applies a thorough knowledge of Oracle systems such as, Forms & Reports, and APEX programming techniques and computer system capacity in designing, selecting and modifying software programs to provide effective service to users of the District's business software application systems and related Oracle databases. Incumbents identify and resolve user issues related to computer applications and provide training to end-users.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices and techniques of computer programming in Oracle, Forms & Reports, and APEX with an emphasis on business systems including finance and human resources.

Computer hardware systems, software applications, databases and programming languages utilized by the District such as Oracle, Forms & Reports, and APEX.

Principles and techniques of systems analysis.
Relational database design, support and manipulation.
Database query, interface and web-multimedia design.
User interface issues, navigation and computer software architecture.
Documentation methods for programs, files and databases.
Oral and written communication skills.
Technical aspects of field of specialty.
Mathematical computations.

Ability to:

Develop, modify, test and implement the District's business software applications and related Oracle systems such as , Forms & Reports, APEX systems.
Create software and data specifications based on user objectives.
Develop code in a consistent manner with proper supporting documentation.
Perform systems analysis.
Write new and revised technical documentation to support software including manuals and user guides.
Analyze and detect errors in data and program structure, logic and coding.
Test and debug programs for accuracy and reliability.
Analyze Oracle database records to support operations.
Develop and provide individual and group training on application systems.
Analyze situations accurately and adopt an effective course of action.
Create and utilize forms for data collection.
Apply web programming languages and technologies.
Learn and transition to new technology quickly and easily.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and deliver oral presentations.
Maintain confidentiality of sensitive and privileged information.
Work independently with little direction.
Maintain current knowledge of technological advances in the field.
Adjust to changing priorities and work assignments.
Communicate effectively both orally and in writing.

Education and Training:

Bachelor's degree in computer science, information technology, business administration, finance, accounting or a closely related field.

Experience:

Three years of experience in applications systems, programming, testing, modification and maintenance of Oracle based systems such as , Forms & Reports, and APEX based systems. Experience working with K-12 financial and human resource systems is preferred.

Two years of additional experience may be substituted for two years of higher education.

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 personal automobile and possession of a valid California class C driver's license.

WORKING ENVIRONMENT

Office environment.
Extended viewing of a computer monitor.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and make presentations.
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 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: 7/30/2020

Revised:

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT *Excellence & Equity*

July 25, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification: "Manager - Campus Staff Assistant Program"

Background and Findings

The High School Office, under the direction of the Assistant Superintendent of Secondary Schools, has requested the creation of a new classification of "Manager - Campus Staff Assistant Program". This request is necessitated in order to complete a restructuring of roles and responsibilities within the High School's organization structure.

On May 30, 2024 at the request of the High School Office, the Personnel Commission approved creation of the new class of Campus Staff Assistant Supervisor, to directly supervise the Campus Staff Assistants, relieving the school principals from the day-to-day oversight and direct supervision of this group. Creation of the new Manager class completes the reorganization of this group, with these Supervisors directly reporting to the new Manager class, which will be housed within the High School Office's central administration.

In reviewing salary placement for this newly proposed job classification, staff looked to internal alignment and parity within the LBUSD organization and recommends salary schedule placement at Salary Range 35 on the Confidential, Supervisory and Management (M2) salary schedule. This placement is consistent with other Manager classes of similar size and scope in the District.

The Assistant Superintendent of Secondary Schools has reviewed and is in support of the newly proposed classification and salary placement recommendations.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the new classification specification for Manager - Campus Staff Assistant Program.
2. Approve placement at Salary Range 35 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

MANAGER - CAMPUS STAFF ASSISTANT PROGRAM

JOB SUMMARY

Under general direction, plan, organize and manage the daily administrative and operational activities for the operations, staff, programs and activities of the Campus Staff Assistant (CSA) program for the District; train and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Manage, oversee, plan and organize the Campus Staff Assistant (CSA) program for operational efficiencies; develop and implement standardized processes and procedures across campuses and throughout the District. **E**
- Serve as a role model and mentor to staff and students; train and oversee staff in providing guidance to students regarding appropriate behaviors and the importance of following school rules; develop and provide staff training to identify effective techniques to build rapport with students and assist in promoting a positive, productive, and safe campus climate. **E**
- Train and assist CSA's and CSA Supervisors in working with students' self-esteem building by providing examples and general guidance and support; develop and deliver policies, procedures and trainings to assist staff in guiding students to improve self-awareness and respect while encouraging positive behavior and relationships with adults and peers. **E**
- Serve as a CSA program point-of-contact with school site administrators to identify and intervene in conflicts between staff, individuals and groups of students and de-escalation situations; train staff and participate in assisting students to problem-solve issues and resolve conflicts in a positive and constructive manner. **E**
- Research and explore opportunities to expand, develop and implement additional student engagement, outreach and intervention strategies to support positive student behavior and school experiences and outcomes. **E**
- Develop and conduct in-service training for CSA's, CSA Supervisors and other designated staff regarding campus safety best practices, District and site protocols, and other related school safety issues; coach and encourage positive interactions and relationship building with and between CSA's, CSA Supervisors, students and staff. **E**
- Manage CSA staff activities and assist site administration and public agencies during emergencies such as lockdowns or evacuations; actively collaborate with District leadership, administration, School Safety and external agencies on Safety Plan implementation; manage staff and implement protocols to escort students and staff to safe areas. **E**

- Develop standards, policies, procedures and training for staff to observe and monitor student behavior in alternative classroom environments, non-classroom activities, including, but not limited to, before and after-school and lunchtime activities, passing periods, and school activities such as dances and athletic events, referring students to an administrator as necessary. *E*
- Develop standards, policies, procedures and training for staff to ensure buildings and gates are secured in accordance with District and school policies and procedures, including participation in assisting administration with searches of student lockers and property; confiscate inappropriate items; arrange for temporary clothing for dress code infractions. *E*
- Develop and deliver standards, protocols, policies, procedures and training to staff in the preparation, maintenance and completion of a variety of reports, logs, and forms; prepare a variety of reports, personnel forms, requisitions and related documents. *E*
- Perform special projects and prepare related forms and reports; attend to administrative details on special matters as assigned. *E*
- Provide technical expertise, information and assistance to District administration, school site personnel and others to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Train, supervise and evaluate the performance of assigned staff; assign, schedule and review the work of staff; coordinate and schedule overtime in accordance with District policies, practices and collective bargaining agreements; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Attend and participate in a variety of meetings, workshops, trainings and conferences; prepare and make presentations related to assigned activities; serve on assigned committees. *E*
- Operate a variety of office equipment including a computer, software, two-way radio and telecommunications devices; drive a personal vehicle to conduct work, as needed. *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 Manager - Campus Staff Assistant Program develops and deploys system-wide standards, protocols, policies and procedures for the campus staff assistant program across campuses, ensuring consistency in implementation throughout the District. This classification manages the activities of and directly supervises Campus Staff Assistants (CSA's) and CSA Supervisors, providing oversight to the daily operations of a team responsible for observing and monitoring students, student activities, and school facilities to ensure the well-being and safety of students, staff and visitors, while promoting a positive, productive and safe campus climate.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of effective leadership.

Individual student and group behavior as related to adolescent school-age students.

General principles of adolescent behavior and development.

General behavioral management strategies and techniques.

Diverse needs of students from varying socioeconomic and cultural backgrounds.

Group behaviors and dynamics.

General conflict resolution techniques.

Applicable laws, codes, rules, and regulations related to assigned activities.

Principles and practices of training and supervision.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Public speaking techniques.

Operation of a variety of office equipment, computer hardware, software and telecommunications equipment.

Operation of a two-way radio.

Report writing, record-keeping and filing techniques.

Ability to:

Effectively lead and manage assigned programs, projects and staff.

Model a relational approach to interacting with students, staff, and the public.

Understand adolescent behavior and be a positive role model to adolescents.

Supervise and train assigned staff.

Demonstrate understanding and patience toward students.

Build positive relationships and strengthen student engagement.

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Work collaboratively as an educational team member.

Analyze situations accurately and adopt an effective course of action.

Interpret, apply, and explain applicable laws, codes, rules, and regulations.

Establish and maintain cooperative and effective working relationships with others.

Maintain confidentiality of sensitive and privileged information.

Prepare and deliver written and oral presentations.

Train and provide work direction and guidance to others.

Communicate effectively both orally and in writing.

Prepare and maintain a variety of records, reports, and files.

Prioritize and schedule work.

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

Operate a two-way radio.

Education and Training:

Bachelor's degree in education, social science, psychology, counseling, child development or a related field.

Experience:

Three years of experience working with at-risk adolescents or young adults in a structured environment or community-based organization, including one year of experience in a lead, supervisory or management capacity.

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

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Indoor and outdoor campus environment.
Seasonal heat and cold or adverse weather conditions.
Contact with dissatisfied or abusive individuals.
Driving a vehicle to conduct work.
Occasional evening or varied hours.

PHYSICAL DEMANDS

Hearing and speaking to exchange information in person and on the telephone.
Seeing to monitor activities and read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting, standing, and walking for extended periods of time.
Bending at the waist, kneeling, or crouching to move supplies and equipment.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT *Excellence & Equity*

July 18, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Classification and Compensation Study: Electronics Technician

Acknowledgements

Personnel Commission staff wishes to acknowledge the professionalism, participation and collaboration of the Electronics Technician staff, supervisors, manager and department leadership for their efforts in moving towards successful completion of this job classification and compensation study.



Photos were taken with the incumbents' consent during June 10 & 11, 2024 job shadow/desk audits.

Background

On September 9, 2023, the Personnel Commission received a formal employee-generated request to conduct a classification and compensation study for the Electronics Technician job classification. This event was a follow-up to a previous employee-generated request in 2022 for a salary range reallocation request submitted by employees

in the Electronics Technician job classification. In 2022, consistent with Chapter 3, section 3.3 of the Rules and Regulations of the Classified Service, previous Personnel Commission leadership, in consultation with Technology and Information Systems Branch (TISB) leadership determined to defer the compensation study until such time as a full-scale Job Family classification and compensation study could be conducted on all of the TISB job family classifications.

With receipt of the most recent September, 2023 classification and compensation study request, along with support from new Personnel Commission leadership, and in consultation and with the support of new TISB leadership, the request to review the Electronics Technician job classification and compensation was approved to move forward in advance of a full-scale Job Family study. Due to Personnel Commission staffing constraints, workload and capacity, the study began in May 2024. This report outlines the methodology, findings and recommendations for the classification and compensation of the Electronics Technician job classification.

Methodology

Classification Review

Consistent with District and industry standards and best practices, Personnel Commission (PC) staff met with the Chief Technology Officer to review the study processes, procedures, accountabilities and timelines.

PC staff then sent out a "Notification of Study" email to the six (6) Electronic Technician classification incumbents*. This notification included the scheduled date and time for a study orientation meeting, along with the Position Description Questionnaire (PDQ) document. On May 16, 2024, PC staff conducted the study orientation meeting via MS Teams. Five of the six employees attended this meeting, with one absent on vacation.

In this meeting, PC staff walked the employees through the purpose, process and timelines of the study, along with the roles and responsibilities of the incumbents, supervisors and Personnel Commission and staff. Staff then walked the employees through how to complete the PDQ document, answering questions throughout the discussion. Finally, incumbents were offered the option to submit the PDQ as individuals, as a group, or in a combination of individual and group submissions. The incumbents were asked and agreed to a two-week timeframe to complete and submit their PDQ's. They chose to submit one combined PDQ, signed off by all as being accurate and complete.

On May 29, 2024 PC staff met with the Electronics Technician supervisors via MS Teams, providing the PDQ and Supervisors Review documents and conducted an orientation on their roles, responsibilities and timelines to complete their portion of the review, walk through the documents, and answer any questions.

After completing the review of the group submission, PC staff, over the course of two days, conducted two in-person, 5-hour job shadow/desk audits with two different Electronic Technicians, representing both long-term and short-term district tenure in this classification. Staff observed both in-shop and field work of various aspects of the Electronic Technician classification's essential functions, asking questions and taking notes throughout.

PC staff then prepared a draft revised Electronics Technician classification specification and submitted it to the six employees, three supervisors, and one manager for review and feedback, requesting each person provide their individual feedback on the proposed revisions. Five of the six Electronics Technicians provided feedback to the draft. Separate, follow up meetings with the Manager and then the Supervisors were held to review the feedback and incorporate appropriate changes into the final class specification.

With the finalization of the class specification, staff initiated the next phase of the study, the salary survey.

Compensation Study

Staff reviewed and compared the revised Electronics Technician classification specification to similar jobs across twenty-three (23) public agencies in the State of California. These included 18 school districts (including the 10 largest school districts in the state), 1 county office of education, 1 city, 1 community college and 2 counties.

When comparing to other agencies, Long Beach Unified School District has both similar and dissimilar bodies of work assigned to the Electronics Technician classification. Where there were direct matches (similar bodies of work), as is industry best practice, staff looked to include those agencies where approximately 70% or greater of the body of work is common to both agencies' job classifications. When appropriate, where some agencies had somewhat different structures, (i.e. multiple, and/or specialized classifications performing portions of the combined body of LBUSD work) staff used the highest-compensated job classification performing similar work as the comparator.

Findings

Classification Specification:

PC staff identified and concurred with the Electronics Technician staff and supervisors, that the current classification specification for Electronics Technician does not adequately capture the essential duties, skills, knowledge, abilities and minimum qualifications of the class. While the job summary and job intent are accurately described in the specification, we found it lacking in overall descriptive details. The revised Electronics Technician class specification is attached to this report for Personnel Commission approval.

Salary Survey and Compensation:

Thirteen (13) of the 23 comparator agencies were identified to have comparable classifications. Of those agencies, 4 of the 13 are still compensated on their 2022 – 2023 salary schedules, with three of the four ranking at the bottom of the survey. For this reason, only the nine (9) comparable agencies with 2023-2024 salary schedules have been considered in this survey for salary comparability.

Survey findings determined that the Electronics Technician classification is not compensated below the market median (+/- 5.0%).

Staff then looked to internal equity and alignment for compensation comparisons under the umbrella of the Long Beach Unified School District Technology Field Operations group, which includes the Computer Support Technician (SR 38 – Unit C1); Telecommunications Technician (SR 34 – Unit C2); and Electronics Technician (SR 31 – Unit C2).

In our review of comparators, we found significant overlap and/or crossover of duties between the Electronics Technician (ET) and Telecommunications Technician (TT) equivalents to the LBUSD job classifications. Other agencies may have their ET's performing TT work, and vice versa. In our analysis of class specifications, we noted in at least 5 of the 13 agencies with comparable classes, where the duties, either exclusive-to or between the TT's and ET's overlapped. We did not find examples of these crossover duties with the Computer Support Technician (CST) job classification.

While market findings are germane to salary setting, they ought not be done in isolation with other salary placement considerations. In this case, staff finds that there are adequate comparable market factors that indicate parity between the Electronics Technician and Telecommunications Technician roles and responsibilities across other agencies, which warrant equal salary placement in the Long Beach Unified School District salary structure, and are recommending appropriate salary placement adjustment for the Electronics Technician classification.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised job classification specification for Electronics Technician.
2. Approve reallocation of the Electronics Technician classification salary schedule placement from Salary Range 31 to Salary Range 34 on the Unit B – Construction, Repair and Transportation (C2) Salary Schedule.
3. Consistent with Chapter 3, Effects of Classification Changes on Incumbents, sections 3.3.C.1 and 3.3.C.4, approve the salary reallocation for the six (6) current incumbents* in the Electronics Technician job classification, with an effective date on the first day of the pay period cycle following the Personnel Commission action.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission

*Ray Barnum, Gabriel Varela, Christopher Mankins, Raul Carrasco, Nathan Lasley, Rigoberto Avila

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 0110
Salary Range: 34-34 (C2)

ELECTRONICS TECHNICIAN

JOB SUMMARY

Under general supervision, install, **troubleshoot**, repair, test and service **a variety of low voltage** electronic equipment, devices, components and circuits; 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.

- ~~Assemble, install, repair and adjust electronic equipment and devices, such as intercommunication systems, public address systems, closed circuit television systems, master television antenna systems, sound and recording equipment, camcorders, televisions, AM/FM radio receivers and fire and intrusion alarm systems. E~~
- **Perform preventative and routine maintenance on low voltage electronics systems and technologies; troubleshoot, assemble, install, test, repair and/or replace a variety of equipment such as fire and intrusion alarms, clock and bell systems, technology smart cart chargers, public address systems, two-way radio communications, analog and digital audio and video systems, auditorium and portable sound systems, mixers, amplifiers, wireless microphones, speakers, televisions, projectors, marquees, scoreboards, access control systems, surveillance cameras, and similar equipment. E**
- Diagnose and isolate electro/mechanical and electronic malfunctions and repair or replace defective parts or components in the shop or at sites. E
- Use **a variety of computer software, electronics meters, soldering irons/guns, hand and power tools, equipment and technical devices to troubleshoot, test, repair and/or replace low voltage** sound, communication, **fire** and security alarm systems to determine operation operational status and **functionality** according to specification design and standards. E
- **Troubleshoot, test, and repair data jacks and wiring for networked systems; replace faulty connectors; terminate lines with new connectors; troubleshoot and test fiberoptic connectors; notify supervisors of potential need to repair and/or replace fiberoptic cables. E**
- Rewire and run conduit **and cabling** for upgraded or new systems installed at District sites such as **used in low voltage electronics, communications systems, and** fire and intrusion alarms. E
- **Locate equipment at school sites and District buildings where site plans may not be updated or accurate; create and/or update systems and wiring**

diagrams; ~~T~~troubleshoot equipment and devices for which no schematics or diagrams exist to determine defective or malfunctioning components; make repairs or replace as needed. *E*

- Estimate and keep records of ***new, pending, in-process, and completed work orders***, time and material for work; ***update and input information into a variety of spreadsheets, logs, forms, and other documents***; requisition parts and supplies as needed. *E*
- ***Package warranty, end-of-life, and/or obsolete equipment for vendor/manufacturer return, disposal and/or salvage, as appropriate.*** *E*
- ***Provide technical expertise, information and assistance to District staff regarding electronics systems operations and functionality; advise supervisor of unusual equipment and/or parts issues, trends or problems and recommend appropriate corrective action.*** *E*
- ***Provide feedback and make recommendations for use of contractors and in the purchase of new equipment for assigned functions.*** *E*
- ***Participate in elevator compliance testing inspections with inspector, certified elevator systems technicians, and other District staff; test alarm initiating devices and other system parts, replacing as appropriate per inspector's instruction; input changes into related software programs and/or alarm panel keypad to correct identified issues.*** *E*
- Design circuitry and program systems operating on ***LAN and WAN*** ~~a computer networks, such as alarm, public address, audio-visual and similar systems.~~ *E*
- ***Perform systems interface programming with vendor/equipment software on a variety of equipment and systems to troubleshoot, analyze, repair, and update functionality issues.*** *E*
- Keep current of ***on*** new technological developments and attend training to acquire knowledge of new systems and equipment. *E*
- Inspect and approve donated equipment and devices to determine usability for the District. *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 Electronic Technician does field and bench work in the assembly, repair, adjustment and testing ***of a variety of low voltage electronic/electromechanical*** equipment, systems, devices and components.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of electrical and electronic theory, circuitry and semi-conductors.

Principles of computer operating and network systems associated with electronic systems and circuits.

Fire alarm and intrusion systems.

Electrical measuring instruments **and software** used in servicing **low voltage** electronic equipment, **fire and intrusion alarms**, and **electronic** devices including techniques applied to digital and analog circuits.

Shop math applicable to electronic equipment repair.

Operation of a computer and assigned software.

Safety regulations and practices relative to repair and maintenance of electronic equipment.

Relevant CalOSHA workplace codes and safety regulations.

Proper methods, materials, tools, equipment used in the repair and maintenance of electrical/electronics equipment.

Ability to:

Work individually or with District staff, vendors and contractors on systems maintenance, repair and/or replacement projects.

Troubleshoot assigned electronics systems and equipment.

Work from blueprints, layouts, schematic diagrams, and manufacturer's instructions.

Disassemble and assemble electronics without drawings or reference,

Use **a variety of** electronic test equipment such as volt meters, signal generators and oscilloscopes.

Stay current on new technological developments in District technologies.

~~Maintain simple records.~~

Maintain accurate work records.

Use the tools and test equipment of the trade with speed and competence including soldering of small parts and replacement of components.

Acquire and apply technical knowledge from manuals, written materials and fellow workers.

Follow oral and written instructions.

Operate a computer and assigned software.

Operate a vehicle observing legal and defensive driving practices.

Establish and maintain effective working relationships with others.

Education and Training:

~~Graduation from high school and completion of a recognized apprentice training program of four years duration.~~

Graduation from high school or equivalent and completion of a recognized college or military basic electrical and electronics theory degree or certificate program.

Certifications in any of the following are desirable:

Completion of a union Electronic Technician apprenticeship program

C-7 Low Voltage Systems Contractor State License Board certification

Notifier Fire Alarm certification

Building Industry Consulting Service International (BICSI) Installer 1

Building Industry Consulting Service International (BICSI) Installer 2

Building Industry Consulting Service International (BICSI) Technician

ORAND**Experience:**

~~Four~~ **Two** years journey-level installation and repair of electronic equipment and devices.

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

SPECIAL REQUIREMENTS

Valid Class C California Driver's License.

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.

Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

WORKING ENVIRONMENT

Outdoors occasionally in inclement weather.
Indoors in schools and other buildings.
Attics, dust, tight spaces and under buildings.
Exposure to high voltage.

PHYSICAL DEMANDS

Lifting up to 50 pounds.
Bending, crouching and crawling.
Reaching overhead and above shoulders to work on ceiling and wall electronic technologies.
Ascending and descending ladders.
Standing and sitting for extended periods of time while working on assigned projects.
Pushing and pulling equipment carts and wires.
Dexterity of fingers and hands to operate ***a computer***, hand and power tools and test equipment.
Seeing to observe and perform repairs and distinguish the colors of wires.

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: 3/21/1996

Revised: 3/2/2000

Revised: 6/29/2006

Revised:

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT *Excellence & Equity*

July 25, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification

Background and Findings

Staff was notified that the last incumbent in the grandpersoned classification of Electronics Technician (Class Code 0163) retired in December 2023. This class was grandpersoned during the Maintenance Job Family Study in 2001 so current incumbents would remain at the higher salary range (34 C2), while new employees would start at a lower salary range (31 C2).

No staff will be impacted by this action and no individuals are on the reemployment list for this class.

Recommendations

Staff recommends the Personnel Commission:

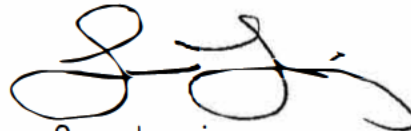
1. Abolish the grandpersoned classification of Electronics Technician (Class Code 0163).

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

SUBJECT: Removal from Eligibility List ID 57003654

PAGES: 47-60

Date: July 25, 2024

Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be disqualified for the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

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

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

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