

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

REGULAR MEETING AGENDA

Regular Meeting
August 22, 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 August 8, 2024 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for Processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Certification Services Manager 4-5
2. **RATIFY** job announcement bulletin for HVAC Technician 6-7
3. **RATIFY** job announcement bulletin for Instructional Aide - Special (Catalina Island) 8-9
4. **RATIFY** job announcement bulletin for Nutrition Services Worker 10-11
5. **APPROVE** the certification of Accounting Technician eligibility list 25-003-0750 established 8/7/2024 12
6. **APPROVE** the certification of Expanded Learning Supervisor eligibility list 24-0271-5320 established 8/7/2024 12
7. **APPROVE** the certification of Expanded Learning Supervisor eligibility list 24-0271-5320 established 8/7/2024 12

8. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0036-5319 established 8/2/2024 12
9. **APPROVE** the certification of Instructional Aide - Special eligibility list 24-0272-0448 established 8/14/2024 12
10. **APPROVE** the certification of Internal Investigator (Revised) eligibility list 24-0267-5331 established 8/7/2024 12
11. **APPROVE** the certification of Nutrition Services Operations and Training Specialist eligibility list 24-0188-5255 established 8/12/2024 12
12. **APPROVE** the certification of Recreation Aide eligibility list 25-0034-5255 established on 8/15/2024 13

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Abolishment of a Classification - Executive Director, Information and Technology Systems 14-19

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

September 5, 2024 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII CLOSED SESSION

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

VIII ADJOURNMENT

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

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

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

MINUTES
Regular Meeting

August 8, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, August 8, 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

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS
PRESENT

Susan Leaming, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Oralia Leyva, Interim Certification Services Manager; Virginia Agredano Perez, Senior Administrative Secretary; Yessika Aguirre, Human Resources Technician; Andrea Armas, Human Resources Technician; Monica Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Eric Larsen, CSEA Site Representative Coordinator.

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 July 11, 2024.

Roll-Call Vote	Ayes	Noes	Abstained
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, welcomed back Virginia Agredano Perez, Senior Administrative Secretary, and introduced Yessika Aguirre as the new Human Resources Technician for Nutrition Services. Ms. Aguirre introduced herself and shared she has been with the Long Beach Unified School District (LBUSD) for nine (9) years.

Ms. Leaming noted the Commission career web pages have been updated to reflect the new LBUSD logo and sunrise icon. Ms. Leaming highlighted some important upcoming dates including August 13th (Principals return to sites), August 16th (Superintendent's Opening Management Team Gathering), August 20th (school offices open to the public) and August 27th (first of day of school for students).

Ms. Leaming reported that on August 11, 2023, there were 727 approved and funded classified vacancies and as of August 7, 2024, the number of vacancies has decreased to 603 which is a testament to the efforts of staff to fill vacancies. In addition, Ms. Leaming thanked Dale Culton, Certification Services Manager (retired), for his position control work which also contributed to reducing the number of vacancies.

Ms. Braunstein, Personnel Analyst, thanked Marketing and Media Services for their ongoing efforts to advertise the August 9 job fair at the Long Beach School for Adults. Ms. Braunstein also mentioned that she had a productive meeting with the new Assistant Superintendent of Secondary Schools, Edward Samuels, which provided an opportunity to discuss classified recruitment and hiring processes.

Ms. Braunstein expressed appreciation to all staff involved in recruitment, testing, and certification efforts for their continuous hard work and dedication. Ms. Braunstein specifically expressed appreciation to Siluae Taeleifi, Human Resources Technician, for assisting with coordinating the group onboarding of new Expanded Learning Opportunities Program classified staff.

Oralia Leyva, Interim Certification Services Manager, mentioned that on the last Board of Education agenda there were 15 probationary, 10 substitute, and 25 exempt appointments made. Ms. Leyva noted that the 650 classified summer school placements were also listed on this Board agenda.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Research Data Analyst
2. **RATIFY** job announcement bulletin for Translator – Interpreter – BL Khmer
3. **RATIFY** job announcement bulletin for Translator – Interpreter – BL Spanish
4. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW1-5258 established 07/02/2024
5. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW2-5258 established 07/16/2024
6. **APPROVE** the certification of Communications Specialist eligibility list 24-0273-5274 established 07/31/2024
7. **APPROVE** the certification of Energy Sustainability Manager eligibility list 24-0251-5323 established 08/01/2024
8. **APPROVE** the certification of Food Production Equipment Technician eligibility list 24-0248-0476 established 07/24/2024
9. **APPROVE** the certification of Groundskeeper eligibility list 25-0013-0172 established 07/31/2024
10. **APPROVE** the certification of HVAC Technician eligibility list 24-0268-5103 established 08/01/2024
11. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 24-0231-5319 established 06/07/2024
12. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0027-5319 established 07/24/2024

13. **APPROVE** the certification of Instructional Aide- Special (Revised) eligibility list 24-0224-0448 established 07/31/2024
14. **APPROVE** the certification of Intermediate Office Assistant -Bilingual Spanish eligibility list 24-0230-5050 established 07/19/2024
15. **APPROVE** the certification of Internal Investigator eligibility list 24-0267-5331 established 07/31/2024
16. **APPROVE** the certification of Maintenance Team Lead eligibility list 24-0263-5283 established 07/25/2024
17. **APPROVE** the certification of Pool Lifeguard eligibility list 24-0253-5327 established 07/29/2024
18. **APPROVE** the certification of Pool Lifeguard eligibility list 25-0016-5327 established 07/29/2024
19. **APPROVE** the certification of Recreation Aide eligibility list 25-0018-5255 established 07/25/2024
20. **APPROVE** the certification of Recreation Aide- Expanded Learning eligibility list 25-0011-5317 established 07/23/2024

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and following discussion, the motion was carried with a unanimous vote of those present to ratify items 1-3 and approve items 4-20.

<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 None

NEW BUSINESS 1. **APPROVE** the Creation of a New Classification – Mobile Device Specialist

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

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
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, August 22, 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 8:43 a.m. with no reportable actions.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:44 a.m.

ABOUT OUR DISTRICT

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

The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD 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.

Promo 25-0047-3291 AA *Maria Lynn Beto*

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

**An Exciting Promotional
Career Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**CERTIFICATION SERVICES
MANAGER**

\$96,075 - \$112,819 Annually



www.lbschools.net/jobs

"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 Certification Services Manager. Under general direction, will plan, organize and manage the operations and activities of the Certification and Employment Services unit of the Personnel Commission. Will also serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations. Additionally, will train and supervise the performance of assigned staff and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Human Resource Services and Personnel Commission, then Certification Services Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree with coursework in business administration, human resources or a related field. Completion of the California School Personnel Commissioners Association Merit Academy is desirable. Additionally, candidates will have three years of experience involving the certification, hiring and onboarding of classified employees within a merit system school district or similar civil service organization, including one year in a supervisory capacity. A maximum of two years of the required education may be substituted by additional years of experience on a year for year basis.

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 possession of a valid California Class C driver's license, as traveling from one location to another may be required.

SALARY AND BENEFITS:

The annual salary for Certification Services Manager is \$96,075 to \$112,819 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

This is promotional recruitment open to 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. 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.

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: Thursday, September 5, 2024 at 4:30 PM

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

www.lbschools.net/jobs

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

HVAC TECHNICIAN

FINAL FILING DATE:

Open Continuous.

JOB INFORMATION:

Permanent 10- and 12-month positions. Positions are 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 skilled journey-level work in the installation, repair and maintenance of heating, ventilation, refrigeration and air conditioning equipment systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school and completion of a recognized four-year apprenticeship program, degree or certificate program in the HVAC trade.

OR

EXPERIENCE:

Four-years experience installing, repairing and maintaining heating, ventilation, refrigeration and air conditioning equipment systems.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class 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) Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal). (5) Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list. (6) 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:

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 5103 MG



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LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Ann Van Dyke

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

INSTRUCTIONAL AIDE – SPECIAL (CATALINA ISLAND)

FINAL FILING DATE:

Continuous

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

Current vacancy is a 75% FTE (6 hours per day), 10-month position and is located at Avalon School. Eligibility list is being created to fill current and future vacancies as they occur. Avalon School 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 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

Please Note 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 Examination for this position will be at the
Avalon School on Catalina Island

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.

Amy Van der ...

PERSONNEL COMMISSION

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

8

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.**
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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

NUTRITION SERVICES WORKER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Part Time 10-months (less than 20 hrs/week no ben)

Eligibility list may be used for substitutes and to fill future vacancies as they occur.

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.

WORKING ENVIRONMENT:

Kitchen and cafeteria environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

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

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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.*

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists	PAGE: 11-12	
Date: August 22, 2024	Reason for Consideration: Approval	
Accounting Technician	Dual	25-0003-0750
List Valid: 08/15/2024 - 08/15/2025		
Total Applications Received: 22	Total Invited to Exam: 17	
Passed: 7 Failed: 9	Withdrew: 1	Screened Out: 5
Expanded Learning Supervisor	Open	24-0271-5320
List Valid: 08/15/2024 - 08/15/2025		
Total Applications Received: 22	Total Invited to Exam: 12	
Passed: 2 Failed: 6	Withdrew: 4	Screened Out: 10
Expanded Learning Supervisor	Promotional	24-0271-5320
List Valid: 08/15/2024 - 08/15/2025		
Total Applications Received: 5	Total Invited to Exam: 2	
Passed: 1 Failed: 1	Withdrew: 0	Screened Out: 3
Instructional Aide- Expanded Learning	Open/ Continuous	25-0036-5319
List Valid: 08/09/2024 - 02/09/2025		
Total Applications Received: 18	Total Invited to Exam: 10	
Passed: 8 Failed: 2	Withdrew: 0	Screened Out: 8
Instructional Aide- Special	Dual	24-0272-0448
List Valid: 08/23/2024 - 08/23/2025		
Total Applications Received: 59	Total Invited to Exam: 12	
Passed: 9 Failed: 0	Withdrew: 3	Screened Out: 47
Internal Investigator (Revised)	Dual	24-0267-5331
List Valid: 08/08/2024 - 08/08/2025		
Total Applications Received: 49	Total Invited to Exam: 25	
Passed: 12 Failed: 4	Withdrew: 9	Screened Out: 24
Nutrition Services Operations and Training Specialist	Dual	24-0188-5255
List Valid: 08/20/2024 - 08/20/2025		
Total Applications Received: 47	Total Invited to Exam: 21	
Passed: 9 Failed: 8	Withdrew: 4	Screened Out: 26

Recreation Aide

Open Continuous

25-0034-5255

List Valid: **08/23/2024 – 02/23/2024**

Total Applications Received: 39

Passed: 33

Failed: 0

Total Invited to Exam: 33

Withdrew: 0

Screened Out: 6

CERTIFIED TO BE CORRECT: Susan Leaming DATE: August 22, 2024

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT *Excellence & Equity*

August 5, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification

Background and Findings

The single incumbent classification of Executive Director, Information and Technology Systems (salary range 58 M2) has been vacant since the last incumbent retired in September 2023. In lieu of filling this position, the District opted to restructure and create a new classification of Chief Technology Officer to lead the department. There is no reemployment list in place for this classification and no staff will be impacted by this action.

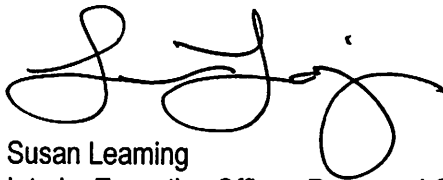
The Chief Technology Officer supports the abolishment of the classification.

Recommendations

Staff recommends the Personnel Commission:

- Abolish the classification of Executive Director, Information and Technology Systems

Prepared, Approved, and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission and Classified Employment



PERSONNEL COMMISSION

Class Code: 5116
Salary Range: 58 (M2)

EXECUTIVE DIRECTOR – INFORMATION AND TECHNOLOGY SYSTEMS

JOB SUMMARY

Under administrative direction, plan, organize, control and administer the District's information services and activities; provide leadership and direct the development of strategic plans for the delivery of technology and information services to users; direct and monitor the ongoing development of standards for computer hardware, operating systems, networks and software; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize, control and administer the District's information services and activities; assure appropriate equipment, materials, personnel and resources are available to meet District technology needs; assure compliance with applicable laws, codes, rules and regulations. **E**
- Serve as a technical resource and assure proper levels of technical support for District personnel; communicate with other administrators, District personnel and outside agencies to coordinate programs and activities, resolve issues and exchange information. **E**
- Determine technology needs within the District; evaluate potential products and services and assure compliance with established District objectives, priorities and resources. **E**
- Direct the acquisition, installation, maintenance and repair of technology equipment; direct and participate in the development of specifications for hardware and software systems and evaluate or direct the evaluation of vendor proposals; negotiate bids and proposals for service and equipment. **E**
- Direct the architecture, implementation and management of the District's technology infrastructure and information systems; assure infrastructure supports administrative and instructional technology services District-wide. **E**
- Direct the development of strategic plans for the delivery of technology and information services to users; monitor and support plans and related projects through completion. **E**
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities. **E**

- Direct the development and maintenance of the District's networked information systems including feasibility studies, systems analysis and design, programming, conversion of data, instructional technology and data storage and retrieval. *E*
- Direct the development and maintenance of complex software systems, databases and providing customized reports for individual users. *E*
- Direct the activities of the Help Desk to assure the resolution of problems and ongoing evaluation of customer satisfaction and problem resolution rates. *E*
- Confer with and coordinate with District organizational units that share separate and related services to enhance the integration of technological support to users. *E*
- Develop and prepare departmental budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Direct the development of end user training and the development and implementation of staff development training programs for information services personnel. *E*
- Provide technical expertise and information to the Chief Business and Financial Officer regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Chief Business and Financial Officer of unusual trends or problems and recommend appropriate corrective action. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging technological trends; make presentations regarding District information services objectives, plans and achievements to groups and committees. *E*
- Operate office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*

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 Executive Director – Information and Technology Systems, provides leadership, direction, consultation and technical expertise to Information Services staff and District administration in clarifying and formulating objectives and requirements for information systems and technology into a comprehensive and integrated District strategic plan. The Executive Director must work collaboratively with the Business Services team in providing optimum support for the educational programs. The Executive Director must possess the leadership skills necessary for developing, implementing and administering the District's Technology Master Plan. An incumbent develops or directs the development of plans and operations that include data services, network services, systems development, technical services and technology strategic planning. An

incumbent confers with District management personnel and users to identify needs and works collaboratively to provide effective multi-disciplinary solutions to issues and concerns.

EMPLOYMENT STANDARDS

Knowledge of:

Planning, organization and direction of information services and activities.
Computer languages and programming fundamentals.
Principles and operations of Local and Wide Area Networks, data communication systems and related software.
Installation, maintenance and repair of information systems equipment.
Technology and computer software related to instruction and administration.
Principles of database design and management.
Internet and Intranet development standards.
Strategic planning and project management techniques.
Complex computer equipment and data processing systems.
Applicable laws, codes and regulations.
Public speaking techniques.
Budget preparation and control.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles of administration, supervision and training.

Ability to:

Plan, organize, control and administer the District's information services and activities.
Direct the development and maintenance of a networked information system.
Maintain current knowledge of technological advances in the field.
Oversee the architecture, implementation and management of the District's technology infrastructure and information systems.
Develop and implement long term strategic plans.
Serve as a technical resource and direct technical support for District personnel.
Evaluate computing requirements and user needs and advise on appropriate hardware and software configurations.
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.
Analyze situations accurately and adopt an effective course of action.
Accept and carry out responsibility for direction, control and planning.
Assure compliance with applicable laws, codes, rules and regulations.
Plan, direct and evaluate the work of others.
Prepare and deliver oral presentations.
Develop and prepare departmental budgets.

Monitor and control expenditures.
Analyze and develop work methods, procedures and schedules.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Plan and organize work.
Operate a computer and assigned software.

Education and Training:

Bachelor's degree in computer science, management information systems or a related field. A Masters degree in one of the above-mentioned fields is highly desirable.

Experience:

Six years of management experience in the administration of information systems and technology. Experience in an educational environment or public agency is highly preferred.

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.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and deliver presentations.
Sitting for extended periods of time.
Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

Board of Education action 4/27/2000 designated the class as senior management.

PCA: 6/14/2007