

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

REGULAR MEETING AGENDA

Regular Meeting
September 19, 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 September 5, 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 Assistant Superintendent - Facilities and Operations 4-5
2. **RATIFY** job announcement bulletin for Behavior Intervention Assistant 6-7
3. **RATIFY** job announcement bulletin for Executive Director, Fiscal Services 8-9
4. **RATIFY** job announcement bulletin for Food Production Utility Worker 10-11
5. **RATIFY** job announcement bulletin for Instructional Aide - Special 12-13
6. **RATIFY** job announcement bulletin for Pool Lifeguard 14-15
7. **RATIFY** job announcement bulletin for Sign Language Interpreter 16-17
8. **RATIFY** job announcement bulletin for Systems Analyst - Oracle 18-19

9. **APPROVE** the certification of Campus Staff Assistant Supervisor eligibility list 25-0021-5334 established 9/4/2024 20
10. **APPROVE** the certification of Educational Research Analyst I eligibility list 24-0225-3301 established 9/12/2024 20
11. **APPROVE** the certification of Educational Research Analyst I eligibility list 25-0005-3301 established 9/11/2024 20
12. **APPROVE** the certification of Electrician eligibility list 25-0023-0161 established 9/11/2024 20
13. **APPROVE** the certification of Nutrition Services Operation and Training Specialist (Revised) eligibility list 24-0270-5062 established 8/14/2024 20
14. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0038-5068 established 9/4/2024 20
15. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0044-5317 established 9/3/2024 20
16. **APPROVE** the certification of School Safety Officer eligibility list 25-0014-5014 established 9/12/2024 21

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. None

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

October 3, 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

September 5, 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, September 5, 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

Absent: Linda Vaughan

STAFF MEMBERS
PRESENT

Susan Leaming, Interim Executive Officer; Maria Lynn Braunstein, Personnel Analyst; Oralia Leyva, Interim Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Virginia Agredano Perez, Senior Administrative Secretary; Maria Rojas, Interim Employment Services Supervisor; Andrea Armas, Human Resources Technician; Joanna Guzman, Human Resources Technician; Judith Alonso, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Steven Rockenbach, Director, Employee Relations and Ethics; Trinita Renfroe, CSEA Chapter 2 Chief Job Steward; and Viola Mae Bledsoe, CSEA Chapter 2 Job Steward (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 August 22, 2024.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, reported that the first day of school was August 27, and thanked the team for their efforts to assure schools were fully staffed and substitute coverage was available.

Ms. Leaming shared that Cameron Smith, Assistant Director of School Safety, proposed a creative idea to advertise job openings by placing bumper stickers with a QR code on all

District vehicles. The proposal has received approval and Personnel Commission staff will be involved in the project as it moves forward.

Ms. Leaming also shared that two CPR and First Aid classes are scheduled for November 15th at the Teacher Resource Center (TRC) and flyers will be distributed soon.

Amy Van Fossen, Associate Personnel Analyst, informed the Commission that there are 58 recruitments in progress with 22 currently accepting applications. Ms. Van Fossen thanked staff for their efforts to recruit and establish eligibility lists to assure our schools are fully staffed for the upcoming school year.

Oralia Leyva, Interim Certification Services Manager, announced that at the September 4th Board of Education meeting 66 classified probationary, 25 classified substitute and 16 exempt coaching appointments were made. Ms. Leyva also shared that between August 6th and August 30th, 97 classified vacancies were filled and she recognized the team for their hard work over the summer to assure a great start to the new school year. Ms. Leyva noted that on the first day of school all Intermediate Office Assistant substitute requests were filled.

Commissioner Ulaszewski commented on what a good idea it was to have individuals that register for job fairs provide an email address to receive ongoing correspondence from the Commission in order to build relationships with potential applicants, notify them of job openings, and showcase the District as an employer of choice.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Building Maintenance Worker
2. **RATIFY** job announcement bulletin for Building Maintenance Worker/Driver
3. **RATIFY** job announcement bulletin for Energy and Sustainability Manager
4. **RATIFY** job announcement bulletin for Instructional Aide - Special
5. **RATIFY** job announcement bulletin for Maintenance Manager
6. **RATIFY** job announcement bulletin for Manager - Campus Staff Assistant Program
7. **RATIFY** job announcement bulletin for School Safety Officer
8. **RATIFY** job announcement bulletin for Senior Health Assistant
9. **RATIFY** job announcement bulletin for Stage Technician
10. **APPROVE** the certification of Director of School Safety eligibility list 25-0031-5335 established 8/21/2024
11. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 25-0007-0176 established 8/14/2024
12. **APPROVE** the certification of Grounds Equipment Operator II / Driver eligibility list 25-0008-5031 established 8/14/2024
13. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0037-5319 established 8/26/2024

14. **APPROVE** the certification of Intermediate Accounting Assistant eligibility list 25-0004-0755 established 8/19/2024
15. **APPROVE** the certification of Nutrition Services Operations and Training Specialist (Revised) eligibility list 24-0270-5062 established 8/12/2024
16. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0019-5068 established 8/14/2024
17. **APPROVE** the certification of Plant Supervisor High School eligibility list 24-0266-5029 established 8/22/2024
18. **APPROVE** the certification of Recreation Aide eligibility list 25-0041-5255 established 8/20/2024
19. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0035-5317 established 8/19/2024
20. **APPROVE** the certification of Senior Office Assistant - Bilingual Spanish eligibility list 24-0256-5089 established 8/20/2024

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-9 and approve items 11-20.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Reallocation of a Classification – Executive Director, Fiscal Services

A motion was made by Terence Ulaszewski and seconded by Sheryl Bender. Following an overview of the item provided by Susan Leaming, Interim Executive Officer, the motion was carried with a unanimous vote to approve New Business Item 1.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 19, 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 8:24 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:02 a.m. with no reportable actions.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:02 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.

⁴

Dual Exam 25-0069-5332 JG

Maria Lynn Alvarez Bero

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**Assistant Superintendent -
Facilities and Operations**

\$194,542 - \$228,467 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. Under the direction of the Chief Business and Financial Officer, will serve as a principal advisor and provide visionary, collaborative and proactive leadership in the planning, organization and administration of assigned business departments including Maintenance, Nutrition Services, Facilities Development and Planning, Transportation and Operations. Will also ensure business solutions and strategic plans are in alignment with the mission, vision and values of the Board of Education and Superintendent of Schools. In addition will also supervise and evaluate the performance of assigned staff and will 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 Assistant Superintendent – Facilities and Operations.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in business administration, public administration, education or a related field. A master's degree in a related field is desirable. Additionally, candidates will have six years of management-level business administration experience in a school district, institution of higher education, or similar public agency involving maintenance, facilities, and operations. Experience involving transportation, warehouse or nutrition services is preferred.

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

SPECIAL REQUIREMENTS:

A successful candidate must be in 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 Assistant Superintendent – Facilities and Operations is \$194,542 to \$228,467 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

5

OUR QUALIFYING PROCESS

The Board of Education acted on January 1996 to designate this class as senior management in accordance with California Education Code sections 45108.05 and 45256.5.

Positions in the senior management of the classified service shall be filled from an unranked list of eligible persons who have demonstrated managerial ability who have been found qualified for the positions as specified by the district superintendent and determined by the personnel commission. The eligibility list for this classification will remain in effect for a period of 6 months.

Employees whose positions are designated as senior management of the classified service shall be a part of the classified service and shall be afforded all rights, benefits, and burdens of other classified employees, except that they shall be exempt from all provisions relating to obtaining permanent status in a senior management position.

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 letter of interest and resume with their application. Failure to include the letter of interest and resume at the time of application will result in the disqualification of your application. If you have questions about these items, please contact the Personnel Commission at 562-435-5708. Applications must be received no later than:

Application Deadline: 4:30 pm, Wednesday, September 25, 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
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



BEHAVIOR INTERVENTION ASSISTANT

FINAL FILING DATE:

4:30 p.m., Friday, September 27, 2024.

JOB INFORMATION:

Permanent 10 month positions. Positions are 75% FTE (30 hrs/wk)
The eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, provide Applied Behavior Analysis (ABA) and/or Positive Behavior Interventions and Support (PBIS) strategies as well as other evidence based behavior intervention strategies to assist in the implementation of behavior intervention plans with designated students in a variety of educational settings including the community and classroom; observe and manage behavior of students according to approved procedures; assist students with and demonstrate desired behaviors; 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.

EXPERIENCE:

One year of experience implementing Applied Behavior Analysis programs.

Or

One year of experience at the level of LBUSD Instructional Aide-Special working with students with autism.

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) Positions in this classification require the use of a personal automobile and possession of a valid California Class C Driver's License. (2) Incumbents must obtain a valid First Aid and CPR certificate within the designated probationary period for this classification. (3) Incumbents will be provided non-violent crisis intervention training within one year of employment in this classification. (4) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START:	\$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 25-0073-5216 MP



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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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.

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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.

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Dual Exam 25-0070-5135 AA

Maria Alvarez Braunstein

LONG BEACH
UNIFIED SCHOOL DISTRICT

Excellence & Equity

**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**EXECUTIVE DIRECTOR,
FISCAL SERVICES**

\$174,553 - \$204,963 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 Executive Director, Fiscal Services. Under administrative direction, will plan, organize, control and administer the District's accounting, budgeting, fiscal planning, financial reporting and payroll operations and activities. Additionally, will supervise and evaluate the performance of assigned personnel and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Accounting and Budgeting, then Executive Director, Fiscal Services.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in accounting, finance, business administration or a related field. Additionally, candidates will have six years of financial management-level experience in a public or private organization. Financial management experience for an employer with an annual budget of at least \$150 million is highly desirable. Specific fiscal management experience in accounting, budgeting and payroll 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, as traveling from one location to another may be required.

SALARY AND BENEFITS:

The annual salary for Executive Director, Fiscal Services is \$174,553 to \$204,963 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

9

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

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

Application Deadline: 4:30 PM, Thursday, September 26, 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
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 VI/VIHERIT SYSTEM EMPLOYER

CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

FOOD PRODUCTION UTILITY WORKER

FINAL FILING DATE:

4:30 p.m., Friday, September 27, 2024.

JOB INFORMATION:

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

JOB SUMMARY:

Under close supervision, perform a variety of general grounds maintenance and complex cleaning and sanitation activities in support of the Nutrition Center; maintain grounds and Nutrition Center facilities in a clean, orderly and secure condition; clean, sanitize and perform preventative maintenance on commercial kitchen and cleaning and sanitation equipment; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent. Coursework or on the job training in large-scale kitchen sanitation methods or equipment operation is desirable.

EXPERIENCE:

One year of experience performing custodial work. Experience performing custodial work in a large commercial setting involving specialized sanitation and cleaning requirements is preferred.

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

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

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

SALARY RANGE HOURLY:

START:	\$23.95
6 MONTHS:	\$25.27
1 ½ YEARS:	\$26.66
2 ½ YEARS:	\$28.12
3 ½ YEARS:	\$29.67

APPLICATION:

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

SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 25-0076-0477 YA



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Amey Ven

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.
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CLASSIFIED EMPLOYMENT OPPORTUNITY



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:

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SELECTION PROCEDURE:

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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

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

Arny Van der

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

POOL LIFEGUARD

FINAL FILING DATE:

Open Continuous.

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

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

SALARY RANGE HOURLY:

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

APPLICATION:

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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

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

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14

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

SIGN LANGUAGE INTERPRETER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent 10-month position. Position is an 81.3% FTE (32.5 hours/week). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, provide sign language interpreting services to deaf and hard of hearing individuals to facilitate communication between students, staff, parents, teachers and others; independently interpret complex subject matter, educational concepts and special events in a variety of settings; 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.

Completion of course work in Deaf Studies, Early Child Education or a related field is preferred.

EXPERIENCE:

Valid certification issued by the Registry of Interpreters for the Deaf (RID) or equivalent.

The following certifications are recognized by the State with a score of level 4.0 or above:

1. National Association of the Deaf (NAD)
2. American Consortium of Certified Interpreters (ACCI)
3. Educational Interpreters Performance Assessment (EIPA)
4. Educational Sign Skills Evaluation (ESSE)

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of personal automobile and the possession of a valid California Class C driver's

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

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT
SYSTEM EMPLOYER

Dual Continuous 25-0068-5214 AA



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LBUSD employees, please see reverse for important information.

Maria Lynn Alvarez Braunstein

PERSONNEL COMMISSION

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

4400 Ladora Avenue, Lakewood, CA 90713 • (562) 435-5708 • www.lbschools.net/jobs

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

SYSTEMS ANALYST - ORACLE

FINAL FILING DATE:

4:30 p.m., Monday, September 30, 2024

JOB INFORMATION:

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

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.

MINIMUM QUALIFICATIONS

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 APEX. 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:

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

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SALARY RANGE HOURLY:

START:	\$48.49
6 MONTHS:	\$51.16
1 ½ YEARS:	\$53.97
2 ½ YEARS:	\$56.93
3 ½ YEARS:	\$60.07

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 25-0067-5279 JA



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PERSONNEL COMMISSION

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 20-21

Date: September 19, 2024

Reason for Consideration: Approval

Campus Staff Assistant Supervisor

Promotional

25-0021-5334

List Valid: **09/12/2024 - 09/12/2025**

Total Applications Received: 20

Passed: 6 Failed: 4

Total Invited to Exam: 13

Withdrew: 3 Screened Out: 7

Educational Research Analyst I

Dual

24-0225-3301

List Valid: **09/19/2024 - 09/19/2025**

Total Applications Received: 37

Passed: 1 Failed: 2

Total Invited to Exam: 9

Withdrew: 6 Screened Out: 28

Educational Research Analyst I

Dual

25-0005-3301

List Valid: **09/19/2024 - 09/19/2025**

Total Applications Received: 34

Passed: 3 Failed: 2

Total Invited to Exam: 14

Withdrew: 9 Screened Out: 20

Electrician

Dual

25-0023-0161

List Valid: **09/18/2024 - 09/18/2025**

Total Applications Received: 47

Passed: 0 Failed: 16

Total Invited to Exam: 29

Withdrew: 13 Screened Out: 18

**Nutrition Services Operation and Training
Specialist (Revised)**

Dual

24-0270-5062

List Valid: **08/20/2024 - 08/20/2025**

Total Applications Received: 47

Passed: 10 Failed: 8

Total Invited to Exam: 21

Withdrew: 3 Screened Out: 26

Nutrition Services Worker

Open Continuous

25-0038-5068

List Valid: **09/12/2024 - 03/12/2025**

Total Applications Received: 29

Passed: 12 Failed: 2

Total Invited to Exam: 23

Withdrew: 9 Screened Out: 6

Recreation Aide - Expanded LearningList Valid: **09/11/2024 - 03/11/2025**

Total Applications Received: 25

Passed: 21 Failed: 0

Open Continuous**25-0044-5317**

Total Invited to Exam: 21

Withdrew: 0

Screened Out: 4

School Safety OfficerList Valid: **09/20/2024 - 03/20/2025**

Total Applications Received: 23

Passed: 2 Failed: 0

Dual**25-0014-5014**

Total Invited to Exam: 2

Withdrew: 0

Screened Out: 21

CERTIFIED TO BE CORRECT: Susan Leaming DATE: September 19, 2024