

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

REGULAR MEETING AGENDA

Regular Meeting
October 3, 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 19, 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 Business Services Director 4-5
2. **RATIFY** job announcement bulletin for Business Development and Marketing Specialist 6-7
3. **RATIFY** job announcement bulletin for District Security Officer 8-9
4. **RATIFY** job announcement bulletin for Environmental Health and Safety Technician 10-11
5. **RATIFY** job announcement bulletin for Food Production Utility Worker 12-13
6. **RATIFY** job announcement bulletin for Human Resources Assistant 14-15
7. **RATIFY** job announcement bulletin for Human Resources Technician 16-17

8. RATIFY job announcement bulletin for Instructional Aide - Special	18-19
9. RATIFY job announcement bulletin for Senior Health Assistant	20-21
10. RATIFY job announcement bulletin for Senior Office Assistant	22-23
11. RATIFY job announcement bulletin for Staff Secretary - Bilingual Spanish	24-25
12. RATIFY job announcement bulletin for Stage Technician	26-27
13. RATIFY job announcement bulletin for Water/Boiler Treatment Specialist	28-29
14. APPROVE the certification of Child Care Worker eligibility list 25-CCW3-5258 established 7/31/2024	30
15. APPROVE the certification of Child Care Worker eligibility list 25-CCW4-5258 established 8/1/2024	30
16. APPROVE the certification of Child Care Worker eligibility list 25-CCW5-5258 established 8/14/2024	30
17. APPROVE the certification of Child Care Worker eligibility list 25-CCW6-5258 established 8/28/2024	30
18. APPROVE the certification of Child Care Worker eligibility list 25-CCW7-5258 established 8/28/2024	30
19. APPROVE the certification of Electrician *Revised eligibility list 25-0023-0161 established 9/20/2024	30
20. APPROVE the certification of Human Resources Supervisor - Nutrition Services eligibility list 25-0017-5333 established 9/19/2024	30
21. APPROVE the certification of Instructional Aide - Expanded Learning eligibility list 25-0048-5319 established 9/17/2024	31
22. APPROVE the certification of Instructional Aide - Expanded Learning eligibility list 25-0053-5319 established 9/17/2024	31
23. APPROVE the certification of Instructional Aide - Special eligibility list 25-0039-0448 established 9/23/2024	31
24. APPROVE the certification of Instructional Aide - Special eligibility list 25-0049-0448 established 9/27/2024	31
25. APPROVE the certification of Manager - Campus Staff Assistant Program eligibility list 25-0046-5337 established 9/17/2024	31

26. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0040-5068 established 9/19/2024 31
27. **APPROVE** the certification of Recreation Aide eligibility list 25-0060-5255 established 9/17/2024 31
28. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0061-5317 established 9/19/2024 31
29. **APPROVE** the certification of School Intervention Specialist eligibility list 25-0025-5290 established 9/9/2024 31
30. **APPROVE** the certification of Translator/Interpreter - Bilingual Spanish eligibility list 25-0030-5079 established 9/20/2024 32

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Revision of a Classification: Manager – Campus Staff Assistant Program 33-38

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

October 17, 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

September 19, 2024

Regular Meeting

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, September 19, 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; Oralía 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; Monica Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; Judith Alonso, Human Resources Technician; Margarita Paiz, Human Resources Technician; Jazmin Salgado, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Eric Larsen, CSEA Site Representative Coordinator; Viola Mae Bledsoe, CSEA Chapter 2 Job Steward.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of September 5, 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, Personnel Commission, deferred to the department units for their reports.

Lydia Tran, Associate Personnel Analyst, reported there are currently 41 recruitments at various stages in the recruitment process including 23 accepting applications and 10 in the

testing phase. Ms. Tran noted additional recruitments are being opened and they anticipate over 50 recruitments will be active by next week.

Ms. Tran also reported Maria Lynn Braunstein Alvarez, Personnel Analyst, attended the Stevenson Elementary School Back-to-School Night on Tuesday, September 17th. The event was successful, with many parents interested in classified job opportunities. Ms. Tran shared that Commission staff will be expanding direct outreach efforts at school site events in order to increase awareness of classified job opportunities and engage parents and community members.

Oralia Leyva, Certification Services Manager, shared that a total of 45 probationary employees were approved by the Board of Education at their meeting on September 18th. In addition, six (6) substitute appointments, four (4) new coaching appointments and many returning coaching appointments were also approved. Ms. Leyva thanked staff for their continual work to onboard new employees.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Superintendent - Facilities and Operations
2. **RATIFY** job announcement bulletin for Behavior Intervention Assistant
3. **RATIFY** job announcement bulletin for Executive Director, Fiscal Services
4. **RATIFY** job announcement bulletin for Food Production Utility Worker
5. **RATIFY** job announcement bulletin for Instructional Aide - Special
6. **RATIFY** job announcement bulletin for Pool Lifeguard
7. **RATIFY** job announcement bulletin for Sign Language Interpreter
8. **RATIFY** job announcement bulletin for Systems Analyst - Oracle
9. **APPROVE** the certification of Campus Staff Assistant Supervisor eligibility list 25-0021-5334 established 9/4/2024
10. **APPROVE** the certification of Educational Research Analyst I eligibility list 24-0225-3301 established 9/12/2024
11. **APPROVE** the certification of Educational Research Analyst I eligibility list 25-0005-3301 established 9/11/2024
12. **APPROVE** the certification of Electrician eligibility list 25-0023-0161 established 9/11/2024
13. **APPROVE** the certification of Nutrition Services Operation and Training Specialist (Revised) eligibility list 24-0270-5062 established 8/14/2024
14. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0038-5068 established 9/4/2024

15. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0044-5317 established 9/3/2024
16. **APPROVE** the certification of School Safety Officer eligibility list 25-0014-5014 established 9/12/2024

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-8 and approve items 9-16.

<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	None
OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 3, 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 8:22 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:05 a.m. with no reportable actions.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:05 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 grade reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

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

Dual Exam 25-0081-5264 JA

LONG BEACH
UNIFIED SCHOOL DISTRICT

Excellence & Equity

**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

ASSISTANT BUSINESS SERVICES DIRECTOR

\$119,392 - \$140,171 Annually



www.lbschools.net/jobs

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

Amy Van Dyke

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 Assistant Business Services Director. Under administrative direction, will assist in planning, analyzing, organizing, monitoring and directing the operations and activities of assigned Business Services departments and operational units. Will also supervise and evaluate 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 Administrative and Other, then Assistant Business Services Director.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in business or public administration, or a related field.

EXPERIENCE

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

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

SPECIAL REQUIREMENTS

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

SALARY AND BENEFITS:

The annual salary for Assistant Business Services Director is \$119,392 to \$140,171 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. 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: 4:30 p.m., Wednesday, October 9, 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



BUSINESS DEVELOPMENT AND MARKETING SPECIALIST

FINAL FILING DATE:

4:30 p.m., Thursday, October 17, 2024.

JOB INFORMATION:

Permanent 10-month (Flex) position. Position is a 100% FTE. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under administrative direction, perform a variety of specialized duties to assist in planning, developing, marketing and maintaining District programs, communications and working relationships with external partners to advance the strategic priorities of the Long Beach Unified School District; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in business or public administration, journalism, marketing, public relations, education or a related field.

EXPERIENCE:

Two years of program administration, public relations, fundraising or marketing experience. Experience in college and career development, work experience programs or school-to-career programs is desirable.

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

SPECIAL REQUIREMENTS:

(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. (3) Positions in this class may require District paid travel throughout the United States, with varied work hours.

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:	\$36.97
6 MONTHS:	\$38.99
1 ½ YEARS:	\$41.14
2 ½ YEARS:	\$43.40
3 ½ YEARS:	\$45.79

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 25-00288-5232 AA



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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



DISTRICT SECURITY OFFICER

FINAL FILING DATE:

4:30 p.m., Friday, October 11, 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 general direction, patrol and monitor District properties to protect District property against vandalism, illegal entry, fire, and theft; enforce laws and regulations; respond to emergency situations and non-emergency dispatcher calls for service; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in criminal justice or a related field is desirable.

Incumbents in this class must possess and maintain throughout employment in this classification a valid:

PC 832 Arrest and Firearms Certification.

OR

California Security Guard Registration Card with an Exposed Firearm Permit issued by the Bureau of Security and Investigative Services (BSIS).

OR

PC 832 Arrest Certification with an Exposed Firearm Permit issued by the Bureau of Security and Investigative Services (BSIS).

OR

PC 832 Firearms Certification with a California Security Guard Registration Card issued by the Bureau of Security and Investigative Services (BSIS).

EXPERIENCE:

Some experience performing security work involving patrolling buildings and property to protect against vandalism, illegal entry, fire and theft.

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

SPECIAL REQUIREMENTS:

(1) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (2) Incumbents must obtain a certificate of completion of a school security guard training course within six months of employment. (3) May be required to travel from one location to another. (4) Possession of a valid California Class C Driver's License is required at the time of appointment. (5) 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.

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.

SPECIAL REQUIREMENTS (CONTINUED):

(6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (7) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range. (8) Incumbents will be required to work evenings, swing shifts, weekend assignments and graveyard shifts.

SALARY RANGE HOURLY:

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

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 25-0083-5202 MG



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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

ENVIRONMENTAL HEALTH AND SAFETY TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, October 11, 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 general supervision, physically monitor, control, contain, treat or remove hazardous materials or chemicals; repair and maintain physical plant structures or appurtenances of school related buildings and grounds perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Two years of college-level coursework including courses in such subjects as biology, environment, chemistry, physics, health services, or a related subject matter.

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

Model Accreditation Plan Course for Contractors/Supervisors
Renovation, Repair and Painting Program Course

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

EXPERIENCE:

Four years performing hazardous material handling work involving the actual skilled maintenance of buildings, grounds and related appurtenances.

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

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. Some positions in this class may require a hazardous materials endorsement. (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) At the time of appointment, candidates must successfully pass an asbestos and initial lead medical examination at District expense in compliance with the General Industry Safety Orders, Section 5208, Title 8 of the California Code of Regulations. Failure to meet the requirement for a satisfactory physical will result in withdrawal of the offer of employment. (5) Incumbents in this classification must be able to safely wear a National Institute for Occupational Safety and Health (NIOSH) approved half-face respirator for extended periods and multiple times per work shift. (6) Under Federal law those individuals required to possess a hazardous materials endorsement shall be subject to alcohol and controlled substance pre-employment testing. (7) 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:	\$35.97
6 MONTHS:	\$37.95
1 ½ YEARS:	\$40.05
2 ½ YEARS:	\$42.25
3 ½ YEARS:	\$44.57

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 25-0084-3304 JG



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.



PERSONNEL COMMISSION

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

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

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



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:

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 25-0076-0477 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"

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

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



HUMAN RESOURCES ASSISTANT

FINAL FILING DATE:

4:30 p.m., Monday, October 14, 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 the direction of an assigned supervisor, perform a variety of responsible personnel and clerical duties related to certificated and classified staff; prepare and maintain personnel records and files; provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, District policies and procedures; maintain confidentiality of sensitive and privileged information.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school is required. College coursework in human resources, English, sociology, business or related field is desirable.

EXPERIENCE:

A minimum of one year of clerical experience, including 6 months working in a Human Resources or Personnel office, involving extensive public contact, or one year of experience with LBUSD at the level of Intermediate Office Assistant / Intermediate Office Assistant - Schools is required.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) May be required to travel from one location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class.

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:

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 25-0085-3350 MG



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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



HUMAN RESOURCES TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Monday, October 14, 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 the direction of an assigned supervisor, perform a variety of complex and technical personnel duties in support of the District's classified or certificated human resources program; coordinate and participate in one or more technical personnel functions; serve as a technical resource for assigned staff in specific functions within classified or certificated units.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school is required. College course work in human resources, business, English, social science or related field is highly desirable.

EXPERIENCE:

Three years of clerical experience in a Human Resources or Personnel office. Experience in a public agency Human Resources or Personnel office is desirable.

OR

One year of experience as a Human Resources Assistant with LBUSD.

OR

Three years of experience with LBUSD at the level of Intermediate Office Assistant.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) May be required to travel from one location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class.

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:	\$27.43
6 MONTHS:	\$28.94
1 ½ YEARS:	\$30.52
2 ½ YEARS:	\$32.21
3 ½ YEARS:	\$33.98

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 25-0086-3352 MG



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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

FINAL FILING DATE:

Continuous

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

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

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Continuous 0448 MP



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.



PERSONNEL COMMISSION

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

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

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

SENIOR HEALTH ASSISTANT

FINAL FILING DATE:

Continuous

JOB INFORMATION:

Part-time, 10-month positions. Positions are 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 direction, provide a variety of specialized health services to students at assigned school sites; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

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

APPLICATION:

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 5174 JG



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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



SENIOR OFFICE ASSISTANT

FINAL FILING DATE:

4:30 p.m., Tuesday, October 08, 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 the direction of an assigned supervisor, perform complex and varied clerical support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at an assigned school, District office or program; greet and assist visitors; assist in assuring smooth and efficient office operations; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Either two years of clerical experience involving public contact or one year of experience at the level of Intermediate Office Assistant.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) May be required to travel from one location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

SALARY RANGE HOURLY:

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

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 25-0080-0677 AA



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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



STAFF SECRETARY – BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Friday, October 11, 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 the direction of an assigned supervisor, provide varied and responsible secretarial and clerical support services to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Two years of clerical experience or one year of experience at the level of Intermediate Office Assistant with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) May be required to travel from one location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (4) Positions in the Staff Secretary-Bilingual classification require the ability to communicate effectively, both orally and in writing, in a designated second language. Incumbents must successfully pass the District's bilingual/biliterate test.

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

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

SALARY RANGE HOURLY:

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

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 25-0082-5085 JG



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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



STAGE TECHNICIAN

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

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

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

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

EXPERIENCE:

Two years of experience in stage design and operation.

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

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

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Continuous 25-0066-0379 JA



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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



WATER/BOILER TREATMENT SPECIALIST

FINAL FILING DATE:

4:30 p.m., Thursday, October 17, 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 general supervision, inspect and maintain boilers and cooling towers and related auxiliary equipment at District sites; instruct custodial and other site personnel in the safe operation and maintenance of boilers and cooling towers at District sites; conduct daily testing and treatment of pool water; conduct daily inspections of pools and related equipment at assigned sites; perform related duties as required.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

Three years operating and maintaining automatic low-pressure boilers and auxiliary equipment. Experience in the maintenance of public swimming pools is desirable.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. (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 must obtain and maintain a valid Aquatics Facility Operator or Certified Pool/Spa Operator certification within six months of hire. Initial and renewal certification training for employees is at the District's expense. (5) Incumbents must obtain and maintain a valid Los Angeles County Department of Public Health Swimming Pool Service Technician Certificate within six months of hire. Initial and renewal certification training for employees is at the District's expense. (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, cleaning chemicals, disinfection materials, and biologic materials. 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:	\$32.28
6 MONTHS:	\$34.05
1 ½ YEARS:	\$35.93
2 ½ YEARS:	\$37.90
3 ½ YEARS:	\$39.98

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 25-0087-3299 AA



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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: 30-32

Date: October 3, 2024

Reason for Consideration: Approval

Child Care Worker

Open

25-CCW3-5258

List Valid: **08/08/24 - 02/08/25**

Total Applications Received: 15

Passed: 14 Failed: 0

Total Invited to Exam: 15

Withdrew: 1 Screened Out: 0

Child Care Worker

Open

25-CCW4-5258

List Valid: **08/09/24 - 02/09/25**

Total Applications Received: 10

Passed: 7 Failed: 2

Total Invited to Exam: 10

Withdrew: 1 Screened Out: 0

Child Care Worker

Open

25-CCW5-5258

List Valid: **08/22/24 - 02/22/25**

Total Applications Received: 24

Passed: 20 Failed: 1

Total Invited to Exam: 24

Withdrew: 3 Screened Out: 0

Child Care Worker

Open

25-CCW6-5258

List Valid: **09/05/24 - 03/05/25**

Total Applications Received: 18

Passed: 15 Failed: 0

Total Invited to Exam: 18

Withdrew: 3 Screened Out: 0

Child Care Worker

Open

25-CCW7-5258

List Valid: **09/19/24 - 03/19/25**

Total Applications Received: 12

Passed: 8 Failed: 0

Total Invited to Exam: 12

Withdrew: 4 Screened Out: 0

Electrician *Revised

Dual

25-0023-0161

List Valid: **09/19/24 - 09/19/25**

Total Applications Received: 47

Passed: 0 Failed: 16

Total Invited to Exam: 29

Withdrew: 13 Screened Out: 18

Human Resources Supervisor - Nutrition Services

Dual

25-0017-5333

List Valid: **09/27/24 - 09/27/25**

Total Applications Received: 46

Passed: 1 Failed: 4

Total Invited to Exam: 16

Withdrew: 11 Screened Out: 30

Instructional Aide - Expanded LearningList Valid: **09/25/24 - 03/25/25**

Total Applications Received: 34

Passed: 13 Failed: 0

Open Continuous**25-0048-5319**

Total Invited to Exam: 24

Withdrew: 11 Screened Out: 10

Instructional Aide - Expanded LearningList Valid: **09/25/24 - 03/25/25**

Total Applications Received: 36

Passed: 14 Failed: 0

Open Continuous**25-0053-5319**

Total Invited to Exam: 17

Withdrew: 3 Screened Out: 19

Instructional Aide - SpecialList Valid: **10/01/24 - 10/01/25**

Total Applications Received: 31

Passed: 5 Failed: 0

Dual Continuous**25-0039-0448**

Total Invited to Exam: 8

Withdrew: 3 Screened Out: 23

Instructional Aide - SpecialList Valid: **10/04/24 - 10/04/25**

Total Applications Received: 26

Passed: 5 Failed: 0

Dual Continuous**25-0049-0448**

Total Invited to Exam: 8

Withdrew: 3 Screened Out: 18

Manager - Campus Staff Assistant ProgramList Valid: **09/25/24 - 03/25/25**

Total Applications Received: 7

Passed: 1 Failed: 1

Promotional**25-0046-5337**

Total Invited to Exam: 3

Withdrew: 1 Screened Out: 4

Nutrition Services WorkerList Valid: **09/27/24 - 03/27/25**

Total Applications Received: 83

Passed: 30 Failed: 11

Open Continuous**25-0040-5068**

Total Invited to Exam: 69

Withdrew: 23 Screened Out: 19

Recreation AideList Valid: **09/25/24 - 03/25/25**

Total Applications Received: 42

Passed: 33 Failed: 0

Open Continuous**25-0060-5255**

Total Invited to Exam: 33

Withdrew: 0 Screened Out: 9

Recreation Aide - Expanded LearningList Valid: **09/27/24 - 03/27/25**

Total Applications Received: 12

Passed: 8 Failed: 0

Open Continuous**25-0061-5317**

Total Invited to Exam: 8

Withdrew: 0 Screened Out: 4

School Intervention SpecialistList Valid: **09/17/24 - 09/17/25**

Total Applications Received: 55

Passed: 7 Failed: 3

Dual**25-0025-5290**

Total Invited to Exam: 13

Withdrew: 3 Screened Out: 42

Translator/Interpreter - Bilingual Spanish

Dual

25-0030-5079

List Valid: **09/30/24 - 09/30/25**

Total Applications Received: 56

Passed: 1

Failed: 15

Total Invited to Exam: 21

Withdrew: 5

Screened Out: 35

CERTIFIED TO BE CORRECT: Susan Leaming DATE: October 3, 2024

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT *Excellence & Equity*

September 29, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification - Manager - Campus Staff Assistant Program

Background and Findings

On July 25, 2024, the Personnel Commission approved the creation of the Manager – Campus Staff Assistant Program classification. Subsequently, staff discovered that the requirements for a certificate of completion of a school security guard training course and CPR/First Aid certification, which are identified as essential throughout the classification series, were inadvertently omitted from the new classification. This revision corrects the omission and provides updated language consistent with the classification series.

The Assistant Superintendent, Secondary Schools has reviewed and is in support of the proposed revisions.

Additions to the classification specification are annotated in ***bold, italics***.

Recommendations

Staff recommends the Personnel Commission:

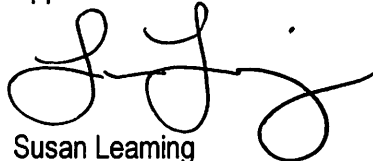
1. Approve the revised classification specification for Manager - Campus Staff Assistant Program.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:



Susan Leaming
(Interim) Executive Officer, Personnel Commission

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code:
Salary Range: 35 (M2)

MANAGER - CAMPUS STAFF ASSISTANT PROGRAM

JOB SUMMARY

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

EXAMPLES OF DUTIES

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

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

- Develop standards, policies, procedures and training for staff to observe and monitor student behavior in alternative classroom environments, non-classroom activities, including, but not limited to, before and after-school and lunchtime activities, passing periods, and school activities such as dances and athletic events, referring students to an administrator as necessary. *E*
- Develop standards, policies, procedures and training for staff to ensure buildings and gates are secured in accordance with District and school policies and procedures, including participation in assisting administration with searches of student lockers and property; confiscate inappropriate items; arrange for temporary clothing for dress code infractions. *E*
- Develop and deliver standards, protocols, policies, procedures and training to staff in the preparation, maintenance and completion of a variety of reports, logs, and forms; prepare a variety of reports, personnel forms, requisitions and related documents. *E*
- Perform special projects and prepare related forms and reports; attend to administrative details on special matters as assigned. *E*
- Provide technical expertise, information and assistance to District administration, school site personnel and others to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Train, supervise and evaluate the performance of assigned staff; assign, schedule and review the work of staff; coordinate and schedule overtime in accordance with District policies, practices and collective bargaining agreements; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Attend and participate in a variety of meetings, workshops, trainings and conferences; prepare and make presentations related to assigned activities; serve on assigned committees. *E*
- Operate a variety of office equipment including a computer, software, two-way radio and telecommunications devices; drive a personal vehicle to conduct work, as needed. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

The Manager - Campus Staff Assistant Program develops and deploys system-wide standards, protocols, policies and procedures for the campus staff assistant program across campuses, ensuring consistency in implementation throughout the District. This classification manages the activities of and directly supervises Campus Staff Assistants (CSA's) and CSA Supervisors, providing oversight to the daily operations of a team responsible for observing and monitoring students, student activities, and school facilities to ensure the well-being and safety of students, staff and visitors, while promoting a positive, productive and safe campus climate.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of effective leadership.
Individual student and group behavior as related to adolescent school-age students.
General principles of adolescent behavior and development.
General behavioral management strategies and techniques.
Diverse needs of students from varying socioeconomic and cultural backgrounds.
Group behaviors and dynamics.
General conflict resolution techniques.
Applicable laws, codes, rules, and regulations related to assigned activities.
Principles and practices of training and supervision.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Public speaking techniques.
Operation of a variety of office equipment, computer hardware, software and telecommunications equipment.
Operation of a two-way radio.
Report writing, record-keeping and filing techniques.

Ability to:

Effectively lead and manage assigned programs, projects and staff.
Model a relational approach to interacting with students, staff, and the public.
Understand adolescent behavior and be a positive role model to adolescents.
Supervise and train assigned staff.
Demonstrate understanding and patience toward students.
Build positive relationships and strengthen student engagement.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Work collaboratively as an educational team member.
Analyze situations accurately and adopt an effective course of action.
Interpret, apply, and explain applicable laws, codes, rules, and regulations.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Prepare and deliver written and oral presentations.
Train and provide work direction and guidance to others.
Communicate effectively both orally and in writing.
Prepare and maintain a variety of records, reports, and files.
Prioritize and schedule work.
Operate a variety of office equipment including a computer and assigned software.
Operate a two-way radio.

Education and Training:

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

Experience:

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

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

SPECIAL REQUIREMENTS

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

In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application.

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

Incumbents may occasionally be required to work adjustable schedules including evenings and weekend assignments.

WORKING ENVIRONMENT

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

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: