

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

REGULAR MEETING AGENDA

Regular Meeting
October 17, 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 October 3, 2024 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodian 5
2. **RATIFY** job announcement bulletin for Custodian (Catalina Island) 6
3. **RATIFY** job announcement bulletin for District Security Officer *Revised 7-8
4. **RATIFY** job announcement bulletin for Executive Director, Fiscal Services (Extended) 9-10
5. **RATIFY** job announcement bulletin for Executive Officer, Personnel Commission and Classified Employment 11-12
6. **RATIFY** job announcement bulletin for Instructional Aide - Special (Catalina Island) 13-14
7. **RATIFY** job announcement bulletin for Student Evaluation Technician - Bilingual Spanish 15-16

8. **APPROVE** the certification of Assistant Superintendent - Facilities and Operations eligibility list 25-0069-5332 established 9/27/2024 17
9. **APPROVE** the certification of Associate Research Data Analyst eligibility list 25-0022-5251 established 10/7/2024 17
10. **APPROVE** the certification of Certification Services Manager eligibility list 25-0047-3291 established 10/2/2024 17
11. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW8-5258 established 9/25/2024 17
12. **APPROVE** the certification of Child Care Worker (Revised) eligibility list 25-CCW7-5258 established 9/11/2024 17
13. **APPROVE** the certification of Energy and Sustainability Manager eligibility list 25-0051-5253 established 10/4/2024 17
14. **APPROVE** the certification of Human Resources Supervisor - Nutrition Services (Revised) eligibility list 25-0017-5333 established 10/4/2024 17
15. **APPROVE** the certification of HVAC Technician eligibility list 25-0042-5103 established 10/7/2024 18
16. **APPROVE** the certification of Job Developer eligibility list 25-0028-0463 established 10/4/2024 18
17. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0059-5068 established 10/8/2024 18
18. **APPROVE** the certification of Pool Lifeguard eligibility list 25-0032-5327 established 10/2/2024 18
19. **APPROVE** the certification of Recreation Aide eligibility list 25-0062-5255 established 9/30/2024 18
20. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0063-5317 established 9/30/2024 18
21. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0065-5317 established 10/10/2024 18
22. **APPROVE** the certification of Senior Health Assistant eligibility list 25-0043-5174 established 10/1/2024 18
23. **APPROVE** the certification of Stage Technician eligibility list 25-0020-0379 established 10/11/2024 18

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Extension of Intermediate Office Assistant eligibility list 24-0052-0673 established 10/18/2023 19
2. **APPROVE** the Extension of Intermediate Office Assistant eligibility list 24-0071-0673 established 10/18/2023 19
3. **APPROVE** the Extension of Intermediate Office Assistant eligibility list 24-0072-0673 established 10/25/2023 19
4. **APPROVE** the Creation of a New Classification – Information Security Officer 20-25
5. **APPROVE** the Creation of a New Classification – Site Specialist – Center of Black Student Excellence 26-30
6. **APPROVE** the Revision of a Classification – Employment Services Supervisor 31-36
7. **APPROVE** the Revision of a Classification – Nutrition Services Assistant Director 37-42
8. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 57575800 43-58

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

October 31, 2024 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII CLOSED SESSION

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

VIII ADJOURNMENT

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

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

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

MINUTES
Regular Meeting

October 3, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, October 3, 2024 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Sheryl Bender.

ROLL

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

Present: Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS
PRESENT

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

GUESTS PRESENT

Tai Felder, CSEA Chapter 2 1st Vice President; Eric Larsen, CSEA Chapter 2 Site Representative Coordinator; Viola Mae Bledsoe, CSEA Chapter 2 Job Steward (retired).

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of September 19, 2024.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, provided the Commission copies of the new Classified Salary Schedule booklet which was redesigned to reflect the new District branding.

Ms. Leaming reported that Mr. Douglas Otto, Vice-President of the Long Beach Unified School District's Board of Education and District 4 Representative, visited the Personnel

Commission offices on September 18th. Ms. Leaming noted that during the visit they discussed the functions of the Personnel Commission and took a tour of the offices so Mr. Otto could meet the Commission staff.

Ms. Leaming reported that AB 2088, a bill requiring educational agencies to notify current employees of classified vacancies ten (10) days before making positions open to the public, was vetoed by Governor Newsom. Ms. Leaming explained that the bill, a revised version of AB 1699 which was vetoed last year, would have pushed classified hiring timelines back at least an additional two weeks. A coalition of over 100 agencies, including the Association of California School Administrators, had opposed the bill.

Oralia Leyva, Interim Certification Services Manager, reported that at the Board of Education meeting on October 1, 2024, there were 39 probationary, 13 substitute, and seven (7) walk-on coaching appointments made. Ms. Leyva noted the probationary appointments were made in a variety of classifications including Child Care Worker, Custodial Crew Supervisor, Instructional Aide – Expanded Learning, Intermediate Office Assistant - Bilingual Spanish, Pool Lifeguard, and Recreation Aide. Ms. Leyva thanked staff for their work and emphasized the increase in activity in the unit.

Maria Lynn Alvarez Braunstein, Personnel Analyst, provided an update on recruitment and testing activities, reporting that there are currently 61 recruitments in progress and eight (8) recruitments pending.

Ms. Alvarez Braunstein shared that Commission staff have been attending District functions to promote recruitment efforts, including a recent Parent Coordinator training event and the Back-to-School Night at Stevenson Elementary School. Ms. Alvarez Braunstein also discussed her participation in Vision 2035 Strategy Team 8, where she has been working to promote classified employment opportunities to students. As part of this work, Ms. Alvarez Braunstein will be presenting to students at Reid High School in the near future.

Ms. Alvarez Braunstein shared that Commission staff attended the District's inaugural Latino Heritage Month Celebration on October 2nd at Cabrillo High School and displayed a slide show of photos from the event. The Personnel Commission team hosted a table with games and treats, and distributed job bulletins for current classified openings. Commission staff, dressed in traditional attire, were featured in a social media post by Dr. Jill Baker, Superintendent of Schools, as well as other District social media platforms. Ms. Alvarez Braunstein emphasized the importance of attending such events to connect directly with the community and thanked Dr. Lucy Salazar, Director of Equity, Engagement and Partnerships, for extending the invitation.

Lastly, Ms. Alvarez Braunstein mentioned she attended a Zoom training session on September 26th for new or prospective Personnel Commissioners hosted by Tony Thurmond, State Superintendent of Public Instruction and the California Department of Education, in partnership with the California School Personnel Commissioners Association.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Business Services Director
2. **RATIFY** job announcement bulletin for Business Development and Marketing Specialist
3. **RATIFY** job announcement bulletin for District Security Officer
4. **RATIFY** job announcement bulletin for Environmental Health and Safety Technician

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

25. **APPROVE** the certification of Manager - Campus Staff Assistant Program eligibility list 25-0046-5337 established 9/17/2024
26. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0040-5068 established 9/19/2024
27. **APPROVE** the certification of Recreation Aide eligibility list 25-0060-5255 established 9/17/2024
28. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0061-5317 established 9/19/2024
29. **APPROVE** the certification of School Intervention Specialist eligibility list 25-0025-5290 established 9/9/2024
30. **APPROVE** the certification of Translator/Interpreter - Bilingual Spanish eligibility list 25-0030-5079 established 9/20/2024

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-13 and approve items 14-30.

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

OLD BUSINESS None

NEW BUSINESS **APPROVE** the Revision of a Classification: Manager – Campus Staff Assistant Program

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

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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 17, 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 8:29 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:53 a.m. with no reportable actions.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:53 a.m.

CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

CUSTODIAN

FINAL FILING DATE:

4:30 p.m., Wednesday, October 30th 2024.

JOB INFORMATION:

Eligibility list is being created to fill future vacancies as they occur. List will also be used for substitutes.

JOB SUMMARY:

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

MINIMUM QUALIFICATIONS EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience.
OR

Proof of enrollment in or successful completion of the Building Maintenance/ Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and experience.

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 assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule. (3) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

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:	\$22.68
6 MONTHS:	\$23.93
1 ½ YEARS:	\$25.24
2 ½ YEARS:	\$26.63
3 ½ YEARS:	\$28.09

APPLICATION:

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

SELECTION PROCEDURE:

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

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VII/MERIT SYSTEM EMPLOYER

Open Exam 25-0098-0139 MP



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CLASSIFIED EMPLOYMENT OPPORTUNITY



CUSTODIAN-CATALINA ISLAND

FINAL FILING DATE:

4:30 p.m., Wednesday, October 23rd, 2024

JOB INFORMATION:

Current need is for substitutes. List may be used to fill future vacancies as they occur. Avalon is located on Catalina Island, 22 miles southwest of the Los Angeles Harbor Breakwater. Employees must live on the Island and/or arrange for their own transportation to and from the Island.

JOB SUMMARY:

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

MINIMUM QUALIFICATIONS EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience.
OR

Proof of enrollment in or successful completion of the Building Maintenance/ Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and experience.

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 assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule.

WORKING ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

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: \$22.68
6 MONTHS: \$23.93
1 ½ YEARS: \$25.24
2 ½ YEARS: \$26.63
3 ½ YEARS: \$28.09
SUBSTITUTE SALARY: \$22.68

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

APPLICATION:

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

SELECTION PROCEDURE:

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

THE EXAMINATION FOR THIS POSITION WILL BE AT
THE AVALON SCHOOL ON CATALINA ISLAND.

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VII/MERIT SYSTEM EMPLOYER

Open Exam 25-0094-0139 MP



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Maria Lynn Alvarez

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

DISTRICT SECURITY OFFICER - *REVISED

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

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 25-0083-5202 MG



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

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

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

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

ABOUT OUR DISTRICT

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

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

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

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

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

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

Dual Exam 25-0070-5135 AA Maria Lynn Alvarado Braumstein

RECRUITMENT EXTENDED

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**EXECUTIVE DIRECTOR,
FISCAL SERVICES**

\$174,553 - \$204,963 Annually



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

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Executive Director, Fiscal Services. Under administrative direction, will plan, organize, control and administer the District's accounting, budgeting, fiscal planning, financial reporting and payroll operations and activities. Additionally, will supervise and evaluate the performance of assigned personnel and perform related duties as assigned.

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

IDEAL CANDIDATE

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

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

SPECIAL REQUIREMENTS:

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license, as traveling from one location to another may be required.

SALARY AND BENEFITS:

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

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

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

**Application Deadline: 4:30 PM, Thursday, September 26, 2024
4:30 PM, Friday, October 11, 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

ABOUT OUR DISTRICT

The Long Beach Unified School District (LBUSD) 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 has previously listed LBUSD among five of the world's highest performing school systems. McKinsey & Company, one of the country's foremost consulting firms, has issued a report naming LBUSD as 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. The report has been described as the most comprehensive analysis of global school system reform ever assembled.

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 Latino, 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, LBUSD currently educates 65,500 students in 84 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.

The school district has won widespread recognition for excellence in academic achievement, the arts, and athletics. LBUSD's successes have been chronicled by national media including the New York Times, Washington Post, The Atlantic, U.S. News and World Report, USA Today, Newsweek, Time, Parade, Sports Illustrated, ESPN, Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and others.

Local schools continue to post significant gains in student achievement. LBUSD has also established educational partnerships with more than 1,300 local businesses, which recognize the district's role in developing a well-educated, highly skilled work force. Thousands of Volunteers in Public Schools (VIPS) assist teachers and students in classrooms. Local schools have won numerous California Distinguished, National Blue Ribbon and National Green Ribbon awards. The school district has a flourishing facilities program, having passed three local bond measures totaling \$4.4 billion. This is testament to the support and commitment of the community to its schools.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement and equity is what makes the Long Beach Unified School District a national and international leader in preparing students for success. Locally, the District has long held a reputation for having a deep sense of commitment to the community, fostering positive relationships with stakeholders, embracing a culture of outstanding teamwork, and upholding the values of excellence and equity.

Dual Exam 25-0071-5095 JA



LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

**An Exciting Career
Opportunity
Awaits You**

**EXECUTIVE OFFICER,
PERSONNEL COMMISSION
AND CLASSIFIED EMPLOYMENT**

\$199,888 - \$234,748 Annually



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

JOIN OUR WINNING TEAM

Are you a creative, collaborative, customer service oriented, visionary human resources leader? Are you often complimented for your outstanding leadership and management skills? Do you have a strong background in the critical areas of human resources, such as employee recruitment, testing, classification and compensation, staff development and employee recognition? If so, we invite you to join our team as our Executive Officer, Personnel Commission and Classified Employment. As the Executive Officer, you will direct the activities of the Personnel Commission staff in administering state and federal employment laws, Merit System and related provisions of the Education Code for classified employees. In addition, you will provide strategic support and act as liaison to District administration. Excellent communication skills and a strong sense of ethics, fairness and impartiality are a must.

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

IDEAL CANDIDATE

Successful candidates will have graduated from an accredited four-year college or university with a major in public or business administration, industrial relations or a closely related field. A Master's degree is highly desirable. An appointee to this class must have completed or complete prior to conclusion of the probationary period the Merit System Academy offered by the California School Personnel Commissioners Association.

EXPERIENCE

Ideal candidates will have at least seven years of professional public personnel management experience, including a minimum of three years in a related merit/civil service administrative position is required. California school district merit system experience is preferred.

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

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

SALARY AND BENEFITS:

The annual salary for Executive Officer, Personnel Commission and Classified Employment is \$199,888 to \$234,748 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.

HOW TO APPLY

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

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

Application Deadline: Tuesday, November 5, 2024 at 4:30 p.m.

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
Personnel Commission
4400 Ladoga Avenue, Lakewood, CA 90713
(562) 435-5708
schooljobs.com/careers/longbeachusd

WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

INSTRUCTIONAL AIDE – SPECIAL (CATALINA ISLAND)

FINAL FILING DATE:

Continuous

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

START: \$21.49

6 MONTHS: \$22.67

1 ½ YEARS: \$23.92

2 ½ YEARS: \$25.23

3 ½ YEARS: \$26.62

Please Note Catalina Island employees receive an additional \$4.22 per hour

APPLICATION:

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

SELECTION PROCEDURE:

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

**The Examination for this position will be at the
Avalon School on Catalina Island**

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Continuous 0448 MP



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

Amy Van Dyke

PERSONNEL COMMISSION

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

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

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

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

CLASSIFIED EMPLOYMENT OPPORTUNITY



STUDENT EVALUATION TECHNICIAN – BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Friday, October 18, 2024

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, administer and score assessments and examinations for new and current students to determine competency in areas such as English and primary language listening, speaking, reading, writing and comprehension; translate written materials and serve as an interpreter for telephone calls, parent conferences, IEP's, special education screenings and assessments such as Occupational Therapy, Adaptive Physical Education, Vision-Hearing, psycho-educational and a variety of other meetings; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school and training or coursework in language acquisition, education, a designated second language or child growth and development.

EXPERIENCE:

Some experience working with students in an educational environment including experience involving test administration or experience administering personnel employment testing. Experience translating written documents and providing oral interpretation services in a designated second language 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) Positions in this classification 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. (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:	\$26.69
6 MONTHS:	\$28.16
1 ½ YEARS:	\$29.71
2 ½ YEARS:	\$31.35
3 ½ YEARS:	\$33.08

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 25-0089-0483 JA



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LBUSD employees, please see reverse for
important information.

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15 6

Carmy Van Dyke

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

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 17-18

Date: October 17, 2024

Reason for Consideration: Approval

ASSISTANT SUPERINTENDENT - FACILITIES AND OPERATIONS

DUAL

25-0069-5332

List Valid: 10/07/2024 - 04/07/2025

Total Applications Received: 17

Passed: 10 Failed: 0

Total Invited to Exam: 10

Withdrew: 0

Screened Out: 7

ASSOCIATE RESEARCH DATA ANALYST

DUAL

25-0022-5251

List Valid: 10/15/2024 - 10/15/2025

Total Applications Received: 79

Passed: 6 Failed: 17

Total Invited to Exam: 39

Withdrew: 16

Screened Out: 40

CERTIFICATION SERVICES MANAGER

PROMOTIONAL

25-0047-3291

List Valid: 10/10/2024 - 04/10/2025

Total Applications Received: 1

Passed: 1 Failed: 0

Total Invited to Exam: 1

Withdrew: 0

Screened Out: 0

CHILD CARE WORKER

OPEN

25-CCW8-5258

List Valid: 10/03/2024 - 04/03/2025

Total Applications Received: 23

Passed: 20 Failed: 0

Total Invited to Exam: 20

Withdrew: 0

Screened Out: 3

CHILD CARE WORKER (REVISED)

OPEN

25-CCW7-5258

List Valid: 09/19/2024 - 03/19/2025

Total Applications Received: 12

Passed: 8 Failed: 0

Total Invited to Exam: 12

Withdrew: 4

Screened Out: 0

ENERGY AND SUSTAINABILITY MANAGER

DUAL

25-0051-5253

List Valid: 10/14/2024 - 10/14/2025

Total Applications Received: 17

Passed: 3 Failed: 4

Total Invited to Exam: 9

Withdrew: 2

Screened Out: 8

HUMAN RESOURCES SUPERVISOR - NUTRITION SERVICES (REVISED)

DUAL

25-0017-5333

List Valid: 09/27/2024 - 09/27/2025

Total Applications Received: 46

Passed: 2 Failed: 4

Total Invited to Exam: 16

Withdrew: 10

Screened Out: 30

HVAC TECHNICIAN

List Valid: **10/15/2024 - 10/15/2025**
Total Applications Received: 23
Passed: 2 Failed: 7

JOB DEVELOPER

List Valid: **10/14/2024 - 10/14/2025**
Total Applications Received: 63
Passed: 7 Failed: 5

NUTRITION SERVICES WORKER

List Valid: **10/16/2024 - 04/16/2025**
Total Applications Received: 29
Passed: 12 Failed: 1

POOL LIFEGUARD

List Valid: **10/10/2024 - 10/10/2025**
Total Applications Received: 12
Passed: 3 Failed: 0

RECREATION AIDE

List Valid: **10/08/2024 - 04/08/2025**
Total Applications Received: 53
Passed: 37 Failed: 0

RECREATION AIDE - EXPANDED LEARNING

List Valid: **10/08/2024 - 04/08/2025**
Total Applications Received: 17
Passed: 17 Failed: 0

RECREATION AIDE - EXPANDED LEARNING

List Valid: **10/18/2024 - 04/18/2025**
Total Applications Received: 9
Passed: 8 Failed: 0

SENIOR HEALTH ASSISTANT

List Valid: **10/09/2024 - 10/09/2025**
Total Applications Received: 10
Passed: 2 Failed: 0

STAGE TECHNICIAN

List Valid: **10/21/2024 - 10/21/2025**
Total Applications Received: 28
Passed: 2 Failed: 0

DUAL CONTINUOUS**25-0042-5103**

Total Invited to Exam: 13
Withdrew: 4

Screened Out: 10

DUAL**25-0028-0463**

Total Invited to Exam: 20
Withdrew: 8

Screened Out: 43

OPEN CONTINUOUS**25-0059-5068**

Total Invited to Exam: 23
Withdrew: 10

Screened Out: 6

OPEN CONTINUOUS**25-0032-5327**

Total Invited to Exam: 6
Withdrew: 3

Screened Out: 6

OPEN CONTINUOUS**25-0062-5255**

Total Invited to Exam: 37
Withdrew: 0

Screened Out: 16

OPEN CONTINUOUS**25-0063-5317**

Total Invited to Exam: 17
Withdrew: 0

Screened Out: 0

OPEN CONTINUOUS**25-0065-5317**

Total Invited to Exam: 8
Withdrew: 0

Screened Out: 1

DUAL**25-0043-5174**

Total Invited to Exam: 3
Withdrew: 1

Screened Out: 7

DUAL**25-0020-0379**

Total Invited to Exam: 3
Withdrew: 1

Screened Out: 25

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Extended Eligibility Lists

PAGE: 19

Date: October 17, 2024

Reason for Consideration: Approval

INTERMEDIATE OFFICE ASSISTANT

Extended List Expiration Date: 4/18/2025

Total Applicants on List: 42

Number of Current Eligible: 11

DUAL

24-0052-0673

Extended List Period: 6 Months

Number of waivers or removals: 26

INTERMEDIATE OFFICE ASSISTANT

Extended List Expiration Date: 4/18/2025

Total Applicants on List: 38

Number of Current Eligible: 12

DUAL

24-0071-0673

Extended List Period: 6 Months

Number of waivers or removals: 25

INTERMEDIATE OFFICE ASSISTANT

Extended List Expiration Date: 4/25/2025

Total Applicants on List: 28

Number of Current Eligible: 10

DUAL

24-0072-0673

Extended List Period: 6 Months

Number of waivers or removals: 15

CERTIFIED TO BE CORRECT: Susan Leaming DATE: October 17, 2024

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

October 11, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification - Information Security Officer

Background and Findings

The District's Chief Technology Officer is requesting the creation of a new classification, "Information Security Officer". The District is continuing to invest in ensuring that the information security program is at the highest level possible and is dedicating substantial resources to provide state-of-the-art technology and highly qualified staff to meet this charge. An incumbent in this classification will have the responsibility and will be instrumental in providing leadership over staff and functions of the District-wide technology security systems and programs.

In considering salary placement for the proposed classification, staff conducted an external market salary survey and looked at internal alignment and parity within the LBUSD organization. Both the external market survey data and internal equity and alignment comparisons find the new class to be comparable to District director-level compensation and staff recommends equitable placement at salary range 55 M2 on the District's Management Salary Schedule.

The Chief Technology Officer has reviewed and is in support of the proposed job classification and salary placement recommendations. The newly proposed classification specification is attached for review.

Recommendations

Staff recommends the Personnel Commission:

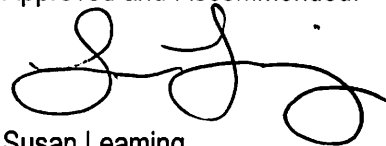
1. Adopt the new classification of Information Security Officer
2. Allocate the classification of Information Security Officer to salary range 55 on the District Classified Management (M2) salary schedule.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: XXXX
Salary Range: 55 (M2)

INFORMATION SECURITY OFFICER

JOB SUMMARY

Under administrative direction, plan, organize, control and direct the District's cybersecurity and data privacy programs and operations; assure information assets, applications, systems, infrastructure, and processes are protected in the digital ecosystem in which the District operates and cybersecurity measures comply with statutory and regulatory requirements regarding information confidentiality, integrity, and availability; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize, control and direct the District's cybersecurity and data privacy programs and operations; assure compliance with applicable laws, codes, rules, and regulations. **E**
- Facilitate an information security governance structure in alignment with existing District technology governance programs, including the formation of an information security steering committee or advisory board. **E**
- Develop, socialize and coordinate approval and implementation of cybersecurity policies. **E**
- Provide regular reporting on the status of the information cybersecurity program to the Chief Technology Officer, Superintendent of Schools, and the Board of Education in support of student outcomes. **E**
- Work with procurement and legal representatives to assure information security and privacy requirements are included in contracts and third-party data sharing is compliant with applicable laws and regulations. **E**
- Establish an information security awareness training program for employees, contractors, and other approved system users; establish metrics to measure the effectiveness of security training programs for the different audiences. **E**
- Continually assess the District's cybersecurity maturity model and cyber risk posture and develop continuous improvement plans. **E**
- Develop an information security vision and strategy aligned to organizational priorities and enable and facilitate the District's business objectives; assure senior stakeholder buy-in and mandate. **E**
- Direct the information security function across the District to assure consistent and high-quality information security management in support of the business goals. **E**

- Direct the work of staff and contractors, including the work of project teams engaged in designing, configuring, implementing, and monitoring the District's cybersecurity controls systems. **E**
- Design the District's cybersecurity controls systems in accordance with applicable frameworks such as National Institute of Standards and Technology (NIST) 800-53, Center for Internet Security (CIS) and Internal Standardization Organization (ISO) 27001. **E**
- Oversee the development and implementation of cybersecurity controls to assure the confidentiality, integrity, and availability of confidential data that is stored and retrieved online including student data, employee data, health information, and payment information. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions. **E**
- Test, evaluate and recommend new and emerging technologies for consideration and adoption into District technology systems; direct the implementation of innovative technologies and procedures for technology systems. **E**
- Conduct cybersecurity reviews of new and existing information systems, data products, and instructional applications; recommend fitness for use and/or develop risk acceptance criteria. **E**
- Provides clear risk mitigating directives for information systems owners, including the application of controls. **E**
- Oversee and review system specifications, bids, and Requests for Proposals to assure technical requirements and standards are met; make presentations and provide recommendations to the Chief Technology Officer regarding the purchase of cybersecurity services and tools. **E**
- Communicate with business leaders, legal, auditors, contractors, technology service providers, staff and other outside organizations to coordinate program activities, conduct investigations, incident response, resolve issues and exchange information. **E**
- Develop and prepare preliminary budgets for assigned functions; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. **E**
- Prepare or direct the preparation and maintenance of a variety of records and files and prepare reports related to assigned activities; prepare data for a variety of reports. **E**
- Participate in and attend a variety of meetings, workshops, conferences, and training to maintain current knowledge of emerging cybersecurity trends; make presentations regarding cybersecurity program objectives, plans, and achievements. **E**
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work and visit sites. **E**
- Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Information Security Officer is distinguished from other information technology classes in that it requires specialized subject matter knowledge and experience in establishing and managing cybersecurity and data privacy programs and operations for

a large enterprise to assure information assets and associated applications, systems, infrastructure, and processes are adequately protected in the digital ecosystem in which the District operates. The Information Security Officer sits outside of traditional IT infrastructure operations and DevOps but manages information security operations and incident response, including coordination with third parties.

EMPLOYMENT STANDARDS**Knowledge of:**

Information security principles, practices, and procedures.

NIST and CIS cyber security controls frameworks.

California Privacy Rights Act (CPRA), Family Educational Right and Privacy Acts (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Children's Internet Protection Act (CIPA), Payment Card Industry Data Security Standards (PCI-DSS), and other relevant privacy and information security laws and regulations.

Cybersecurity risk assessment techniques.

Cybersecurity software and tools including next generation firewall (NGFW), web application firewall (WAF), security incident and event management (SIEM), endpoint detection and response (EDR), data loss prevention (DLP), and virtual private network (VPN).

Identity management and user access controls, including authentication, authorization, and encryption technologies.

Vulnerability management.

Digital forensics techniques for investigating cybersecurity incidents.

Contract and vendor management.

Principles of administration, employee supervision, and training.

General principles and practices of government purchasing and contract administration.

Strategic planning and project management techniques.

Records management and e-discovery techniques.

Report preparation techniques.

Oral and written communication skills.

Interpersonal skills using empathy, self-awareness, and positivity.

Ability to:

Plan, organize, control and direct the District's cybersecurity and data privacy programs and operations.

Prepare and present oral and written reports and recommendations clearly, concisely and logically to a variety of audiences.

Maintain current knowledge of industry trends and technological advances in the field.

Prepare detailed project plans and documentation.

Analyze and interpret data.

Analytically and logically evaluate information, propositions, and claims.

Make decisions and choose optimal courses of action in a timely fashion.

Understand, interpret, and assure compliance with applicable laws and regulations.

Respond positively to change and modify behaviors as situations require.

Focus on details of work content, processes, and products.

Conduct work with integrity and ethics.

Develop and maintain trust through honesty and personal accountability.

Design and manage processes and procedures that can be executed by and through others.

Work collaboratively with others to achieve shared goals.

Engage effectively in dialogue with a variety of stakeholders.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain composure to identify and resolve conflicts.

Train, supervise and evaluate assigned personnel.

Education and Training:

Bachelor's degree in cybersecurity, computer science, engineering, information systems management, software engineering or a related field. A Master's degree is preferred.

Valid Certified Information Systems Security Professional (CISSP) certification.

Experience:

Five years of cybersecurity management-level experience in a large user environment, including two years of experience providing cybersecurity services in a regulated industry with one or more of the following information security compliance objectives (FERPA, HIPAA, PCI-DSS, CJIS, CPPA).

Experience in a public K-12 educational environment is preferred.

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

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

The following certifications are desirable:

Certified Information Security Manager (CISM).

GIAC Information Security Officer (GISO)

GIAC Security Leadership Certification (GSLC)

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

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.
Evening and variable hours.
Emergency call out.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person and on the telephone.
Bending at the waist, kneeling, or crouching.
Reaching overhead, above the shoulders and horizontally.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

October 10, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification: Site Specialist – Center of Black Student Excellence

Background and Findings

The District's Director, Center of Black Student Excellence, is requesting the creation of a new classification, "Site Specialist – Center of Black Student Excellence". This classification will perform specialized duties for the center, administrators and staff, students, families, caregivers and community partners in support of the academic, emotional, and social success and well-being of the District's Black student and family populations.

In considering salary placement for the newly created job classification, staff looked at internal alignment and parity within the LBUSD organization. This new classification is comparable in job scope and complexity to the Site Specialist – Business Partnerships, Site Specialist – Special Projects, and Site Specialist – Student Engagement, and staff recommends equitable placement at this salary range on the District's Clerical and Support Services Unit salary schedule.

The Director, Center of Black Student Excellence has reviewed and is in support of the proposed classification and salary placement recommendations. The newly proposed classification specification is attached for review.

Recommendations

Staff recommends the Personnel Commission:

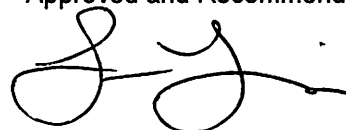
1. Adopt the newly proposed classification specification of "Site Specialist – Center of Black Student Excellence".
2. Allocate the classification to Salary Range 24 on the District's Unit A – Clerical and Support Services (C1) Salary Schedule.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:



Susan Leaming
Interim Executive Officer

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code:
Salary Range: 24 (C1)

SITE SPECIALIST – CENTER OF BLACK STUDENT EXCELLENCE

JOB SUMMARY

Under general supervision, participate in providing a broad variety of support services, information and resource referrals to students, families, District staff, community agencies and District partnerships for the Center of Black Student Excellence (CBSE); provide program and leadership administrative support services; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, coordinate and organize program office activities and coordinate flow of communications; provide a variety of information and support services to students and families who visit, engage, and participate with the Center of Black Student Excellence (CBSE). **E**
- Research, collect information, and explore opportunities to enhance and develop partnerships with community stakeholders and businesses to help create opportunities, personal growth and similar experiences for CBSE students, parents and caregivers. **E**
- Develop and distribute information, reference materials and guides for program support services, partnership agencies and service providers; serve as a reference point-of-contact for client information requests and referrals. **E**
- Communicate with students, parents, caregivers, District staff, non-profits, government, and external agencies to coordinate program events and activities, provide resource referrals, exchange information and follow up on client, community agencies, partner, and administrator requests. **E**
- Serve as a point-of-contact to collaborate with District staff, social services and other public agencies on student and family issues; provide resources, information, facilitate or coordinate internal and external agency opportunities to improve the academic, social and/or emotional needs of programs and CBSE participants. **E**
- Provide a variety of administrative support services to program management and staff; compile information and prepare and maintain a variety of data, records and reports; track and monitor assigned budgets; coordinate office communications; greet and assist clients in person and on the telephone; schedule meetings and appointments and organize CBSE functions and activities. **E**
- Compose and distribute a variety of letters, memos, flyers, program information and other materials; sort and file materials according to established procedures; establish,

maintain and purge records, logs, and various files; inventory, order, receive, store and distribute supplies, materials and equipment; arrange for repairs of equipment. **E**

- Schedule, coordinate, and attend a variety of meetings, workshops, conferences, and trainings to maintain current knowledge of services, innovations and best practices in service delivery to underserved communities. **E**
- Train and provide work direction and guidance to assigned staff; participate in the hiring and evaluation process as requested. **E**
- Prepare meeting agendas; take, transcribe and distribute minutes of meetings as directed. **E**
- Operate a variety of office equipment including a computer and assigned software. **E**
- May receive, review and input payroll for certificated, classified and other staff using appropriate codes for various absences; input vacancy assignments. **E**
- Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Site Specialist – Center of Black Student Excellence, provides a variety of program and administrative support services, and serves as a direct point-of-contact in supporting program administrators, staff, students, parents, caregivers, community partners, not-for-profits, educational and governmental agencies in support of the academic, emotional and social success and well-being of the District's Black students and families.

EMPLOYMENT STANDARDS

Knowledge of:

Methods, theories and best practices for improving social, emotional, and academic outcomes for underserved students and families.

Diverse academic, socioeconomic and ethnic backgrounds of program students and families.

Requirements for maintaining a student/family center in a safe, clean and orderly condition.

Interpersonal skills using tact, patience, courtesy, empathy, self-awareness, and positivity.

Budgeting practices regarding monitoring and control.

Methods of collecting and organizing data and information.

Record-keeping and report preparation techniques.

Oral and written communication skills.

General budgeting practices regarding monitoring and control.

Modern office practices, procedures and equipment.

Operation of a variety of office equipment, computer and assigned software.

Ability to:

Advocate, model, and implement the Center of Black Student Excellence (CBSE) program, mission, vision and values.

Coordinate services and activities to meet the needs of students and families.

Deliver a high-level of customer service.

Perform a variety of office, administrative and program support functions.
Maintain current knowledge of program rules and regulations.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Prepare and maintain records and files and prepare reports.
Compose effective correspondence independently.
Maintain confidentiality of sensitive and privileged information.
Prioritize and schedule work.
Understand, interpret, and ensure compliance with applicable laws and regulations.
Meet schedules and timelines.
Operate a computer and assigned software.

Education and Training:

Graduation from high school or equivalent supplemented by college-level coursework in education, psychology, social science, social work, African American or Black studies, multicultural studies or a related field. A bachelor's degree in one of these fields is desirable.

Experience:

Three years of experience working with underserved communities in a customer focused education, social service, public service or related environment involving administrative support functions.

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office environment.
Constant interruptions.

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA:

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

October 7, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification – Employment Services Supervisor

Background and Findings

Personnel Commission management reviewed the Employment Services Supervisor (salary range 25 S1) classification specification in anticipation of upcoming recruitment activities. The classification was created in 2018 and has never been revised.

Specifically, a duty regarding oversight for the Classified School Employee Summer Assistance Program (CSESAP) was added as an incumbent will directly supervise staff providing support to this program. In addition, the experience requirements were modified to broaden the potential pool of promotional applicants.

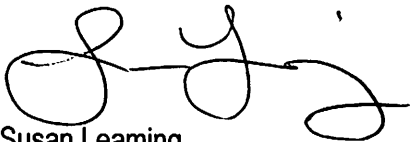
A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification specification of Employment Services Supervisor

Prepared, Approved, and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission and Classified Employment

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5250
Salary Range: 25 (S1)

EMPLOYMENT SERVICES SUPERVISOR

JOB SUMMARY

Under general direction, plan, oversee and participate in the review and processing of documents relating to the employment of classified, limited term, and exempt employees; serve as a resource to school sites, staff and other departments regarding employment and personnel issues; train and supervise 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.

- Plan, oversee and participate in the review and processing of documents relating to the employment of classified, limited term, and exempt employees; assure smooth and efficient office operations; maintain confidentiality of privileged and sensitive information. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and review work of staff for accuracy, completeness and compliance with applicable laws, codes, rules and regulations. **E**
- Review and approve hiring packets and employee files; inspect documents for completeness and accuracy; monitor the applicant tracking system to assure records are properly inputted and updated. **E**
- Review and approve Vacancy Assignments (VA's); verify eligibility of former employees for rehire; forward authorization to offer probationary employment; assign start and Board of Education action dates to employees after approval of the hiring packet and required clearances. **E**
- Review and approve assignment changes, additional hourly elections, and promotions; check employee evaluations to verify satisfactory past job performance; verify and input salary and career increments. **E**
- Collaborate with Fiscal Services regarding position control issues and assignment changes such as funding sources, calendars and full-time equivalents (FTE); verify appropriate changes are made to classified positions. **E**
- Receive, review and track Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint transmittal forms; reconcile reports and arrest records with conviction forms; provide clearance status of applicants to staff. **E**
- Receive subsequent arrest reports from the DOJ and verify status of the employee; notify Human Resource Services of arrest reports for current employees; notify the DOJ to remove the District from receiving subsequent arrest reports of prior employees. **E**

- Oversee and participate in the daily operation and activities of the classified substitute system; monitor the entry of classified employee substitute assignments; monitor and compile data and reports regarding classified substitute use. *E*
- Oversee and participate in Extended School Year (ESY)/Summer Employment classified staffing activities; initiate the employment application and hiring processes; assure assignments are online and the timely distribution of employment notification. *E*
- Oversee and participate in Classified School Employee Summer Assistance Program (CSESAP) activities; assure program correspondence is distributed to employees in a timely manner. *E*
- Determine exempt applicant eligibility for employment; meet with exempt applicants to discuss fingerprint results and explain applicable laws, codes, rules and regulations as needed. *E*
- Oversee and review the preparation of Board of Education agenda items by staff; research and correct items as needed prior to submission; assure submission deadlines are met. *E*
- Serve as a resource and communicate with District staff, other departments, applicants, and outside agencies to coordinate activities, resolve issues and concerns and exchange information. *E*
- Prepare, maintain and submit a variety of records and reports pertaining to assigned activities; compile and verify data; compose correspondence, letters, memoranda, forms and other documents. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, conferences and trainings; maintain current knowledge of laws, codes, rules and regulations; serve on assigned committees; conduct presentations as requested. *E*
- Participate in and oversee the preparation of special projects as directed.
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

The Employment Services Supervisor supervises staff providing clerical and technical support for various personnel functions and activities while performing work requiring a thorough knowledge of personnel rules, regulations, classified employment contracts and applicable sections of the California Education Code. An incumbent has responsibility for functions such as the classified substitute system, Extended School Year (ESY)/Summer Employment, Classified School Employee Summer Assistance Program (CSESAP), and reviewing and approving hiring packets for classified, limited term and exempt employees. Incumbents are required to maintain the confidentiality of sensitive and privileged information and must demonstrate exceptional customer service, interpersonal skills and positive public relations in their contacts with the public and District employees.

EMPLOYMENT STANDARDS

Knowledge of:

Functions and operations of a personnel office.
Practices and procedures related to classified, limited term and exempt personnel.
Applicable sections of State codes and other laws, codes, rules, and regulations regarding assigned personnel activities.
Principles and practices of supervision and training.
Classified and exempt payroll timelines and practices.
Bargaining unit contracts and salary schedules.
District organization, operations, policies and objectives.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Public speaking techniques.
Record-keeping and report preparation techniques.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Basic math.
Telephone techniques and etiquette.

Ability to:

Plan, oversee and participate in the review and processing of documents and forms relating to the District's classified, limited term, and exempt employment support services.
Provide information and assistance to others regarding classified, limited term and exempt employment policies and procedures.
Interpret, apply and explain applicable laws, codes, rules, regulations and policies.
Train, supervise and evaluate assigned staff.
Assign and review the work of others.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and conduct oral presentations.
Compose correspondence and written materials independently.
Maintain records and files.
Compile and verify data.
Prepare statistical and narrative reports.
Maintain current knowledge of applicable laws, codes, rules and regulations.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Maintain confidentiality of sensitive and privileged information.
Resolve issues and concerns related to assigned activities.
Meet schedules and time lines.
Prioritize and organize work.
Establish and revise priorities of clerical work and office activities.
Complete work with many interruptions.
Operate a variety of office equipment including a computer and assigned software.

Education and Training:

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

Experience:

Three years of human resources experience including some experience in a lead or supervisory capacity.

OR

Three years of experience as a Human Resources Technician or Credential Services Specialist with the Long Beach Unified School District.

OR

Three years of secretarial experience in a supervisory capacity with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS

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

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

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

WORKING ENVIRONMENT

Office environment.
Constant interruptions.

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 5/10/2018

Revised:

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

October 10, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification - Nutrition Services Assistant Director

Background and Findings

The Nutrition Services Director reviewed the Nutrition Services Assistant Director (salary range 46 M2) classification specification in anticipation of upcoming recruitment activities. The classification was last revised in 2016.

Specifically, a duty regarding direction of activities related to free and reduced-price meal applications was added and the education and experience requirements were modified to assure applicants have the appropriate education, training and experience to perform the functions of the position.

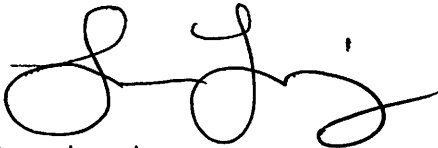
A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification specification of Nutrition Services Assistant Director

Prepared, Approved, and Recommended:



Susan Learning
Interim Executive Officer, Personnel Commission and Classified Employment

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5059
Salary Range: 46 (M2)

NUTRITION SERVICES ASSISTANT DIRECTOR

JOB SUMMARY

Under the direction of the Nutrition Services Director, assist in planning and directing the operations and activities of the District's Nutrition Services department; supervise 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.

- Assist in planning and directing the operations and activities of the District's Nutrition Services department including the review of school site cafeterias, nutritional education programs, sanitation, storage, transport and delivery of food products and purchasing and accounting functions; assure compliance with federal and State laws, regulations and policies. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- ~~p~~Plan, coordinate and conduct ~~in-service~~ training programs and activities; assure training programs are in compliance with Child Nutrition Programs and State mandates. **E**
- Visit sites to observe and evaluate food services personnel and procedures; develop and recommend improved methods of food preparation and service; maintain direct contact with site staff regarding compliance and control matters; drive a District or personal vehicle to conduct site visits and attend meetings. **E**
- Participate in the formulation and development of policies, procedures and programs designed to develop assigned programs and services; recommend and establish operating procedures for Nutrition Service activities and operations. **E**
- Provide technical expertise, information and assistance to the Nutrition Services Director regarding assigned functions; advise the Director of unusual trends or problems and recommend appropriate corrective action. **E**
- ~~Prepare or supervise~~ **Direct** the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. **E**
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. **E**
- Participate in the development and preparation of the annual preliminary budget for

the Nutrition Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

- Direct student meal access to Child Nutrition Programs in accordance with applicable laws and regulations including free and reduced-price meal applications, certification, benefit issuance and verification. *E*
- Assure purchasing activities comply with applicable statutes, regulations and policies; determine specifications for purchase of food and equipment. *E*
- Research available products and interview vendors to establish and maintain sources of supply through competitive bids; assist in determining pricing. *E*
- Coordinate planning and implementation of operational changes with Nutrition Service managers, principals, site supervisors, or other District personnel. *E*
- Maintain current knowledge of institutional food service methods and trends; evaluate new methods for application within the department. *E*
- Assist in planning kitchen and cafeteria layouts during construction and remodeling; direct the review of bids and analyze cost figures. *E*
- Coordinate dissemination of departmental information and nutrition materials to the public, staff and other organizations. *E*
- Perform research and special projects as directed; monitor special projects and initiate changes to assure expeditious and successful cost-effective completion. *E*
- Analyze the impact of federal or state legislation or regulations on Nutrition Service programs. *E*
- Operate a computer and assigned software programs; operate other office equipment as assigned. *E*
- Serve as the Nutrition Services Director in the absence of the Director as assigned.
- Attend and conduct a variety of meetings.
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

An incumbent in this position assists in the management of the Nutrition Services Department, including directing daily activities and the delivery of services in the Central Kitchen and individual school sites.

EMPLOYMENT STANDARDS

Knowledge of:

Planning, organization and direction of a large institutional nutrition service program, operations and activities.

Meal production planning and scheduling.

Nutritional requirements of school-aged children.

Principles and practices of quantity food service preparation, serving and storage.

Sanitation and safety practices related to cooking and serving food.

Commercial kitchen equipment and measurements.

Budget preparation and control.

Financial and statistical record-keeping and report preparation techniques.
 Oral and written communication skills.
 Principles and practices of administration, leadership, supervision and training.
 Applicable federal and State laws, codes, regulations, policies and procedures.
 Interpersonal skills using tact, patience and courtesy.
 Operation of a computer and assigned software.

Ability to:

Assist in planning and directing the operations and activities of the District's Nutrition Services department.
 Review and analyze work methods, procedures, and schedules.
 Recognize and correct safety hazards.
 Assure compliance with federal and State laws, regulations and policies including health and sanitation requirements.
 Train, supervise and evaluate the performance of assigned staff.
 Participate in the development of the departmental budget.
 Analyze and review budgetary and financial data.
 Direct and participate in the preparation and maintenance of a variety of records, reports and files related to assigned activities.
 Visit food service sites to observe and evaluate operations.
 Plan and conduct in-service training programs for food service employees.
 Maintain current knowledge of institutional food service methods and trends.
 Communicate effectively both orally and in writing.
 Interpret, apply and explain rules, regulations, policies and procedures.
 Establish and maintain cooperative and effective working relationships with others.
 Operate a computer and assigned office equipment.
 Analyze situations accurately and adopt an effective course of action.
 Meet schedules and timelines.
 Work independently with little direction.
 Plan and organize work.

Education and TrainingExperience:

Bachelor's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.

~~Bachelor's degree, or equivalent educational experience, with a major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.~~

OR

~~Bachelor's degree, or equivalent educational experience, in any major and a State-recognized certificate for school nutrition directors.~~

OR

~~Bachelor's degree in any major and at least five years of experience in the management of school nutrition programs.~~

OR

~~Currently employed as a school nutrition director in a school district with a Student Enrollment category of 10,000 or more.~~

A master's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field is preferred. Coursework in food service management or nutritional sciences is preferred.

Experience:

Four years of experience at a supervisory or management level in an institutional food service organization. Experience within a K-12 educational agency is preferred.

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

SPECIAL REQUIREMENTS:

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

~~Possession of a valid California Class C driver's license at the time of appointment and the use of a personal automobile.~~

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. Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

SELF-CERTIFICATION OF FOOD SAFETY TRAINING:

At the time of appointment, an incumbent must certify in writing they have completed eight hours of food safety training within five years of their employment start date or will complete eight hours of food safety training within 30 days of employment to this class. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

WORKING ENVIRONMENT

Nutrition services and office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate food service equipment and a computer keyboard.

Seeing to read a variety of materials and inspect food service sites.

Hearing and speaking to exchange information and deliver oral presentations.

Sitting, standing or walking for extended periods of time.

Bending at the waist, kneeling or crouching to file materials and inspect food service sites.

Light lifting and carrying.

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: 02/12/1987

Revised: 6/19/2003

Revised: 7/1/2004

Revised: 9/24/2009

Revised: 10/29/2015

Revised: 2/4/2016

Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 57575800

PAGE: 43 - 58

Date: October 17, 2024

Reason for Consideration: Restricted Action

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

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

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

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

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