

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

REGULAR MEETING AGENDA

Regular Meeting
October 31, 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 17, 2024 1-5
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Director of School Safety 6-7
2. **RATIFY** job announcement bulletin for Carpenter 8-9
3. **RATIFY** job announcement bulletin for Computer Support Technician 10-11
4. **RATIFY** job announcement bulletin for Contract Manager 12-13
5. **RATIFY** job announcement bulletin for Glazier 14-15
6. **RATIFY** job announcement bulletin for Grounds Crew Supervisor 16-17
7. **RATIFY** job announcement bulletin for Locksmith 18-19
8. **RATIFY** job announcement bulletin for Office Assistant - Bilingual Spanish 20

9. **RATIFY** job announcement bulletin for Plant Supervisor I 21-22
10. **RATIFY** job announcement bulletin for Plant Supervisor II 23-24
11. **RATIFY** job announcement bulletin for Senior Accounting Assistant 25-26
12. **RATIFY** job announcement bulletin for Senior Health Assistant 27-28
13. **APPROVE** the certification of Administrative Secretary *Revised eligibility list 24-0221-3339 established 10/24/2024 29
14. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW9-5258 established 10/9/2024 29
15. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0074-5319 established 10/14/2024 29
16. **APPROVE** the certification of Instructional Aide - Expanded Learning (Catalina Island) eligibility list 25-0024-5319 established 10/14/2024 29
17. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0052-0448 established 10/18/2024 29
18. **APPROVE** the certification of Instructional Aide - Special (Catalina Island) eligibility list 25-0050-0448 established 10/16/2024 29
19. **APPROVE** the certification of Recreation Aide eligibility list 25-0064-5255 established 10/23/2024 29
20. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 25-0010-5255 established 10/24/2024 30
21. **APPROVE** the certification of Stage Technician eligibility list 25-0066-0379 established 10/16/2024 30
22. **APPROVE** the certification of System Analyst - Oracle eligibility list 25-0067-5279 established 10/23/2024 30
23. **APPROVE** the certification of Translator/Interpreter - Bilingual Khmer eligibility list 25-0029-5295 established 10/21/2024 30

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Creation of a New Classification: Technology Service Delivery Supervisor 31-35

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

November 14, 2024 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII CLOSED SESSION

None

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 17, 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 17, 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, Personnel Commission; Maria Lynn Alvarez Braunstein, Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Dale Culton, Certification Services Manager (retired); Oralia Leyva, Interim Certification Services Manager; Virginia Agredano Perez, Senior Administrative Secretary; Maria Rojas, Employment Services Supervisor; Andrea Armas, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Jazmin Salgado, Human Resources Technician

GUESTS PRESENT

Trinita Renfro, CSEA Chapter 2 Chief Job Steward; 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 Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of October 3, 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, Personnel Commission, announced that at their meeting on October 16th, the Board of Education unanimously voted to reappoint Commissioner Sheryl Bender for another three-year term. Ms. Leaming noted that Commissioner Bender's reappointment was also supported by CSEA leadership. Ms. Leaming also noted that during the Report of Board Members, Mr. Douglas Otto, Vice-President of the Board of Education, mentioned his recent visit to the Personnel Commission, describing the visit as highly informative and interesting.

Ms. Leaming informed the Commission that Hudson Elementary will be closing at the end of the school year. Ms. Leaming noted that on October 10th two meetings at Hudson were hosted by Dr. Kelly An, Assistant Superintendent, Human Resource Services, with employees. Ms. Leaming explained that she, Dale Culton, Certification Services Manager (retired), and Oralia Leyva, Interim Certification Services Manager, attended these meetings and met with affected classified staff.

Ms. Leaming expressed gratitude to the Maintenance department for re-striping the back parking lot at the Monroe site, explaining that the previous striping had worn off and parking was difficult when large meetings were held in the cafeteria or auditorium.

Maria Lynn Alvarez Braunstein, Personnel Analyst, provided an update on recruitment activities, reporting over 50 recruitments are in progress with an additional 20 to be opened. Ms. Alvarez Braunstein presented a sample of the new recruitment bulletin designed to align with the District's updated branding.

Ms. Alvarez Braunstein discussed ongoing efforts to engage with students, families, and the community by having Personnel Commission staff attend a variety of events at school sites including college and career fairs.

Mari Rojas, Interim Employee Services Supervisor, reported 26 probationary and permanent employees were onboarded in a variety of classifications, including Accounting Technician, Human Resources Technician, Plant Supervisor II, Pool Lifeguard, and Recreation Aide. In addition, 14 classified substitutes and 98 student workers including Cafeteria Student Assistants and Student Tutors were processed. Ms. Rojas also noted six (6) new coaches and several returning coaches were processed for the upcoming season.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodian (Catalina Island)
2. **RATIFY** job announcement bulletin for District Security Officer *Revised
3. **RATIFY** job announcement bulletin for Executive Director, Fiscal Services
4. **RATIFY** job announcement bulletin for Executive Officer, Personnel Commission and Classified Employment
5. **RATIFY** job announcement bulletin for Instructional Aide - Special (Catalina Island)
6. **RATIFY** job announcement bulletin for Student Evaluation Technician - Bilingual Spanish
7. **RATIFY** job announcement bulletin for Student Evaluation Technician - Bilingual Spanish
8. **APPROVE** the certification of Assistant Superintendent - Facilities and Operations eligibility list 25-0069-5332 established 9/27/2024
9. **APPROVE** the certification of Associate Research Data Analyst eligibility list 25-0022-5251 established 10/7/2024
10. **APPROVE** the certification of Certification Services Manager eligibility list 25-0047-3291 established 10/2/2024

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

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-8 and approve items 9-23.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Extension of Intermediate Office Assistant eligibility list 24-0052-0673 established 10/18/2023

2. **APPROVE** the Extension of Intermediate Office Assistant eligibility list 24-0071-0673 established 10/18/2023
3. **APPROVE** the Extension of Intermediate Office Assistant eligibility list 24-0072-0673 established 10/25/2023

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business Items 1-3.

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

4. **APPROVE** the Creation of a New Classification – Information Security Officer

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business Item 4.

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

5. **APPROVE** the Creation of a New Classification – Site Specialist – Center of Black Student Excellence

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 5.

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

6. **APPROVE** the Revision of a Classification – Employment Services Supervisor

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business Item 6.

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

7. **APPROVE** the Revision of a Classification – Nutrition Services Assistant Director

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 7.

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

8. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 57575800

New Business Item 8 was moved into closed session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 31, 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 8:30 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:30 a.m. with the following reportable action:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 57575800

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation to remove Applicant 57575800 from the current eligibility list with the notation the applicant may reapply in six (6) months.

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

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:31 a.m.

LONG BEACH

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CLASSIFIED PROMOTIONAL OPPORTUNITY

ASSISTANT DIRECTOR OF SCHOOL SAFETY

FINAL FILING DATE:

4:30 p.m., Thursday, November 7, 2024.

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of the Director of School Safety, plan, organize and direct school safety and emergency preparedness operations and activities to provide safety and protection for District students, staff and property; oversee implementation of programs designed to offer alternatives to traditional methods of student discipline; promote and encourage a District and community school safety culture of belonging and well-being; train and supervise assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in police science, criminal justice, law enforcement, public administration, public policy, social work, public health, social ecology, criminology, cultural or social anthropology, ethics or a closely related field and completion of the Basic Police Officers Standard Training (P.O.S.T) academy.

EXPERIENCE:

Four years of professional law enforcement or school safety experience including two in a supervisory capacity. Law enforcement experience in educational institutions is desirable.

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

SPECIAL REQUIREMENTS:

(1) Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation. (2) Possession of a valid California Class C Driver's License is required at the time of appointment. (3) Possession of current First Aid and CPR certification. (4) 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. (6) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range.

SALARY RANGE HOURLY:

START:	\$57.40
6 MONTHS:	\$60.56
1 ½ YEARS:	\$63.89
2 ½ YEARS:	\$67.39



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APPLICATION:

All applications must be submitted online via the Personnel Commission website at: lbschools.net/jobs. Please complete all application materials including supplemental questions. 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 any of the following: supplemental application; written examination(s); qualifications appraisal interview; performance or technical 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 eligible list for this classification will remain in effect for a period of 6 months.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Promo Exam 25-0108-5336 MG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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.

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

CARPENTER

FINAL FILING DATE:

4:30 p.m., Friday, November 15, 2024

JOB INFORMATION:

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

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

JOB SUMMARY:

Under general supervision, to perform journey-level rough and finish carpentry in the construction, installation, alteration and repair of District facilities; to perform a variety of related installation, alteration and repair work at District facilities and on District structures; to fabricate, assemble and repair school and office furniture and cabinets in the carpenter shop; and to perform related duties as required.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school supplemented by completion of a recognized carpenter apprentice training program of four years duration.

EXPERIENCE:

Four years of experience in carpentry installation, alteration and repair work, three at the journey level.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid Class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. Some employees in this class may be required to take training in order to obtain at District expense a valid class B driver's license after appointment. (2) Under federal law those employees required to possess a class B driver's license shall be subject to alcohol and controlled substance testing. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District. (5) May be required to travel from one location to another.

SALARY RANGE HOURLY:

START: \$35.97

6 MONTHS: \$37.95

1 ½ YEARS: \$40.05

2 ½ YEARS: \$42.25

3 ½ YEARS: \$44.57



Apply Here

APPLICATION:

All applications must be submitted online via the Personnel Commission website at: lbschools.net/jobs Please complete all application materials including supplemental questions. 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 any of the following: supplemental application; written examination(s); qualifications appraisal interview; performance or technical 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.

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 25-0111-0114 AA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Amy Van S

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Guidelines:

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- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the Lost Time Report, which is a payroll report that can be printed by your site payroll clerk. Only the three most recent fiscal years can be used to earn attendance incentive points.**
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4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

COMPUTER SUPPORT TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, November 15, 2024.

JOB INFORMATION:

Permanent 12-month positions. Positions are 100% FTE.

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

JOB SUMMARY:

Under general supervision, configure, install, test, maintain, troubleshoot and repair local (LAN) and wide (WAN) area networks, computer systems and peripheral equipment; provide training to District personnel in the proper operation and care of hardware, software and peripheral equipment using Windows or Apple operating systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Associate of Arts degree including course work in computer science, electronic technology or a closely related field.

OR

A+ certification.

EXPERIENCE:

Two years experience in the installation, maintenance and repair of computer hardware, software and peripheral equipment in a networked environment. Experience in an organization with a network having a minimum of 30 servers is desirable.

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

SPECIAL REQUIREMENTS:

(1) May be required to travel from one location to another. (2) Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license. (3) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

SALARY RANGE HOURLY:

START: \$43.50

6 MONTHS: \$45.89

1 ½ YEARS: \$48.42

2 ½ YEARS: \$51.08

3 ½ YEARS: \$53.88



Apply Here

APPLICATION:

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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 any of the following: supplemental application; written examination(s); qualifications appraisal interview; performance or technical 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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MERIT SYSTEM EMPLOYER

Dual Exam 25-0112-5108 JG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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amj

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:

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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

CONTRACT MANAGER

FINAL FILING DATE:

4:30 p.m., Wednesday, November 13, 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, plan, organize and manage the negotiation, preparation and processing of District contracts for goods and services, leasing and real estate documentation; provide technical information and assistance to contractors and District administration; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Bachelor's degree in contract management, public administration, business administration or a related field including course work in business or contract law.

EXPERIENCE:

Three years of experience involving the review and processing of contracts, leases, real estate or purchasing documents including one year in a supervisory capacity. Experience within an educational or governmental agency is preferred.

Any other combination of training and/or experience which could likely provide the required knowledge and 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.

PHYSICAL DEMANDS:

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

SALARY RANGE HOURLY:

START: \$51.50

6 MONTHS: \$54.33

1 ½ YEARS: \$57.31

2 ½ YEARS: \$60.47



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APPLICATION:

All applications must be submitted online via the Personnel Commission website at: lbschools.net/jobs. Please complete all application materials including supplemental questions. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

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Dual Exam 25-0110-0216 AA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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Amy Han

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

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Guidelines:

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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

GLAZIER

FINAL FILING DATE:

4:30 p.m., Friday, November 8, 2024

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, to install, replace and repair glass for windows, doors, transoms, walls, cabinets, skylights and other selected equipment; to cut and smooth edges of glass or other related materials; and to perform related duties as required.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school and completion of a recognized apprentice training program of at least three years.

OR

EXPERIENCE:

At least three years of experience in a wide variety of glazing assignments, one year of which must be at the journey level.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment. (2) May be required to travel from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

SALARY RANGE HOURLY:

START:	\$33.16
6 MONTHS:	\$34.99
1 ½ YEARS:	\$36.91
2 ½ YEARS:	\$38.94
3 ½ YEARS:	\$41.07



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APPLICATION:

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SELECTION PROCEDURE:

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MERIT SYSTEM EMPLOYER

Dual Exam 25-0107-0111 JA

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PERSONNEL COMMISSION

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Amy Van

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDS CREW SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Friday, November 08, 2024

JOB INFORMATION:

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

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

JOB SUMMARY:

Under general supervision, plan, coordinate, organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas, athletic fields and artificial turf areas; supervise, train and evaluate the performance of assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school.

EXPERIENCE:

Three years of grounds maintenance experience. Experience in a lead or supervisory capacity is highly desired.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) May be required to travel from one location to another. (3) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, chemicals, herbicides and gases. Driving a District vehicle to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement.

SALARY RANGE HOURLY:

START: \$33.37

6 MONTHS: \$35.19

1 ½ YEARS: \$37.14

2 ½ YEARS: \$39.18



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APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 25-0109-0605 AA

LBUSD employees, please see reverse for important information.

Amy Van Dyke

PERSONNEL COMMISSION

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LOCKSMITH

FINAL FILING DATE:

4:30 p.m., Friday, November 15, 2024

JOB INFORMATION:

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

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

JOB SUMMARY:

Under general supervision, to install, repair, adjust, and service locks and related hardware; service and repair safes; and to perform related duties as required.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school.

EXPERIENCE:

Two years of recent full-time experience as a journey-level locksmith

-OR-

Four years of recent full-time experience in repairing, maintaining and replacing locks, keys and related equipment.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment. (2) May be required to travel from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

SALARY RANGE HOURLY:

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



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APPLICATION:

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MERIT SYSTEM EMPLOYER

Dual Exam 25-0115-0209 AA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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OFFICE ASSISTANT – BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Wednesday, November 6, 2024

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of an assigned supervisor, perform receptionist and routine clerical duties in support of an assigned office; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school.

EXPERIENCE:

Sufficient training and experience to demonstrate the knowledge and abilities listed above.

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

SPECIAL REQUIREMENTS:

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

PHYSICAL DEMANDS:

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

SALARY RANGE HOURLY:

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



Apply Here

APPLICATION:

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Dual Exam 25-0104-5158 JA

PERSONNEL COMMISSION

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CLASSIFIED PROMOTIONAL OPPORTUNITY

PLANT SUPERVISOR I

FINAL FILING DATE:

4:30 p.m., Friday, November 15, 2024

REQUIREMENTS TO APPLY:

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

JOB INFORMATION:

Permanent 12-month positions. Positions are 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur. Current vacancies are located at Burcham and Smith Elementary Schools.

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial activities at an assigned elementary or small middle or K-8 school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of a small custodial crew; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school

EXPERIENCE:

Two years of custodial experience or one year of experience as a Lead Custodian in the Long Beach Unified School District.

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

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50 - 100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

SALARY RANGE HOURLY:

START:	\$26.85
6 MONTHS:	\$28.32
1 ½ YEARS:	\$29.89
2 ½ YEARS:	\$31.52



Apply Here

APPLICATION:

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SELECTION PROCEDURE:

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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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Promo Exam 25-0116-5026 JA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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

Guidelines:

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

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

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LONG BEACH

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CLASSIFIED PROMOTIONAL OPPORTUNITY

PLANT SUPERVISOR II

FINAL FILING DATE:

4:30 p.m., Friday, November 15, 2024

REQUIREMENTS TO APPLY:

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

JOB INFORMATION:

Permanent 12-month positions. Positions are 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur. Current vacancies are located at Roosevelt Elementary School and Franklin Middle School.

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial activities at an assigned large middle school, K-8 school, elementary school, or other assigned District site; assure buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school

EXPERIENCE:

Three years of custodial experience including one year of experience in a supervisory capacity or one year of experience as a Plant Supervisor I in the Long Beach Unified School District.

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

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50 - 100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

SALARY RANGE HOURLY:

START:	\$29.13
6 MONTHS:	\$30.74
1 ½ YEARS:	\$32.42
2 ½ YEARS:	\$34.20



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APPLICATION:

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SELECTION PROCEDURE:

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

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MERIT SYSTEM EMPLOYER

Promo Exam 25-0117-5027 JA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

Guidelines:

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

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

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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR ACCOUNTING ASSISTANT

FINAL FILING DATE:

4:30 p.m., Monday, November 18, 2024.

JOB INFORMATION:

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

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

JOB SUMMARY:

Under general supervision, take the lead and/or perform difficult and specialized clerical accounting, financial and statistical work in identifying discrepancies and correcting accounting records, documents and reports; make journal entries and reports and reconcile and balance accounts; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.

EXPERIENCE:

Three years of full-time financial or statistical record keeping work one of which is preferably in a public agency.

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

WORKING ENVIRONMENT:

Office environment.

Frequent interruptions.

PHYSICAL DEMANDS:

Seeing to read, review and assure accuracy of financial statements and reports.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Hearing and speaking to exchange information in person or telephonically.

SALARY RANGE HOURLY:

START: \$27.43

6 MONTHS: \$28.94

1 ½ YEARS: \$30.52

2 ½ YEARS: \$32.21

3 ½ YEARS: \$33.98



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APPLICATION:

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SELECTION PROCEDURE:

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MERIT SYSTEM EMPLOYER

Dual Exam 25-0120-0760 MG

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PERSONNEL COMMISSION

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Curry 25

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

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Guidelines:

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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR HEALTH ASSISTANT

FINAL FILING DATE:

Continuous

JOB INFORMATION:

Part-time, 10-month positions. Positions are 47.5% FTE (3.8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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



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APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

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Dual Continuous 5174 JG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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Amy
27

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 29-30

Date: October 31, 2024

Reason for Consideration: Approval

ADMINISTRATIVE SECRETARY *REVISED

DUAL

24-0221-3339

List Valid: **05/29/2024 - 5/29/2025**

Total Applications Received: 43

Passed: 22

Failed: 8

Total Invited to Exam: 33

Withdrew: 3

Screened Out: 10

CHILD CARE WORKER

OPEN

25-CCW9-5258

List Valid: **10/17/2024 - 04/17/2025**

Total Applications Received: 18

Passed: 15

Failed: 1

Total Invited to Exam: 18

Withdrew: 2

Screened Out: 0

INSTRUCTIONAL AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

25-0074-5319

List Valid: **10/22/2024 - 04/22/2025**

Total Applications Received: 32

Passed: 13

Failed: 0

Total Invited to Exam: 21

Withdrew: 8

Screened Out: 11

**INSTRUCTIONAL AIDE - EXPANDED LEARNING
(CATALINA ISLAND)**

OPEN

25-0024-5319

List Valid: **10/18/2024 - 04/18/2025**

Total Applications Received: 4

Passed: 0

Failed: 0

Total Invited to Exam: 2

Withdrew: 2

Screened Out: 2

INSTRUCTIONAL AIDE - SPECIAL

DUAL CONTINUOUS

25-0052-0448

List Valid: **10/24/2024 - 10/24/2025**

Total Applications Received: 26

Passed: 8

Failed: 0

Total Invited to Exam: 8

Withdrew: 0

Screened Out: 18

**INSTRUCTIONAL AIDE - SPECIAL (CATALINA
ISLAND)**

DUAL CONTINUOUS

25-0050-0448

List Valid: **10/24/2024 - 10/24/2025**

Total Applications Received: 1

Passed: 1

Failed: 0

Total Invited to Exam: 1

Withdrew: 0

Screened Out: 0

RECREATION AIDE

OPEN CONTINUOUS

25-0064-5255

List Valid: **10/31/2024 - 05/01/2025**

Total Applications Received: 44

Passed: 33

Failed: 0

Total Invited to Exam: 33

Withdrew: 0

Screened Out: 11

RECREATION AIDE (CATALINA ISLAND)**OPEN CONTINUOUS****25-0010-5255**List Valid: **11/01/2024 - 05/01/2024**

Total Applications Received: 5

Passed: 1

Failed: 0

Total Invited to Exam: 4

Withdrew: 3

Screened Out: 1

STAGE TECHNICIAN**DUAL****25-0066-0379**List Valid: **10/24/2024 - 10/24/2025**

Total Applications Received: 26

Passed: 1

Failed: 2

Total Invited to Exam: 5

Withdrew: 2

Screened Out: 21

SYSTEM ANALYST - ORACLE**DUAL****25-0067-5279**List Valid: **10/31/2024 - 10/31/2025**

Total Applications Received: 26

Passed: 3

Failed: 5

Total Invited to Exam: 13

Withdrew: 5

Screened Out: 13

TRANSLATOR/INTERPRETER - BILINGUAL KHMER DUAL**25-0029-5295**List Valid: **10/29/2024 - 10/29/2025**

Total Applications Received: 5

Passed: 2

Failed: 2

Total Invited to Exam: 4

Withdrew: 0

Screened Out: 1

CERTIFIED TO BE CORRECT: Susan Leaming DATE: October 31, 2024

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

October 22, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification: Technology Service Delivery Supervisor

Background and Findings

As part of the District's continuing investment in technology, the Administrator, Technology Support Services, with support from the Chief Technology Officer, is requesting the creation of a new classification, "Technology Service Delivery Supervisor". This classification will have supervisory responsibility over the District's technology Help Desk support staff and oversee and participate in the daily operations and activities of the Help Desk.

In considering salary placement for the newly proposed job classification, looked at internal alignment and parity within the District. This new classification is comparable in job scope and complexity to the Technology Field Operations Supervisor class and staff recommends equitable placement at this salary range (42 S1) on the District Supervisory Salary Schedule.

The Administrator, Technology Support Services 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:

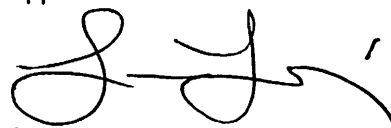
1. Adopt the new classification specification of Technology Service Delivery Supervisor
2. Allocate the classification of Technology Service Delivery Supervisor to Salary Range 42 on the District Classified Management, Supervisory and Confidential (S1) salary schedule.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission

TECHNOLOGY SERVICE DELIVERY SUPERVISOR

JOB SUMMARY

Under general supervision, plan, oversee and participate in providing first-level technical support to end users across the District; operate and maintain the District's work management and call center systems; train and supervise the performance of assigned staff, assigning workloads and resources; 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 daily operations and activities of the District's Help Desk; operate and maintain the District's work management and call center systems. **E**
- Assure service tickets and requests for service are completed in a timely and cost-effective manner; expedite emergency requests; monitor status of tickets; serve as an escalation point for customer complaints and follow up and escalate issues as needed to assure quality customer service and timeliness. **E**
- Monitor activities and respond to inquiries; provide technical troubleshooting, determine type of request, diagnose and provide solutions or escalate complex problems to appropriate personnel as required, ensuring proper problem notification procedures are being followed. **E**
- Analyze issues, probe user to ascertain actions leading up to problems and deduce sources of error; respond to questions and apply knowledge of computer software, hardware and procedures; communicate step-by-step instructions to users. **E**
- Develop queries to track and follow-up on reported technical issues; notify users of completion of requests; ensuring accurate contact and resolution records are maintained. **E**
- Develop and implement operating procedures and practices to improve efficiencies and customer service experiences for end users. **E**
- Proactively identify process improvement opportunities, including end-user training tools and documentation. **E**
- Provide a variety of management reports on Help Desk operations and issues, including recommendations for areas of service or technology improvements. **E**
- Train staff in areas of responsibility, new technology, and support procedures to assure consistent, high-quality, and professional service, including communication and telephone skills. **E**

- Communicate with managers, vendors, service providers and outside organizations to coordinate activities, prioritize and schedule work, resolve issues and exchange information. *E*
- Participate in the formulation and development of departmental policies, procedures and programs; advise managers of unusual trends or problems and recommend appropriate corrective action. *E*
- Prepare and maintain a variety of records, files and reports related to daily operations and other assigned activities. *E*
- Train and supervise the performance assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; schedule and assign work. *E*
- Provide oversight and supervision to other departmental service delivery operational support groups as directed. *E*
- Attend and participate in meetings, conferences and seminars related to assigned functions to maintain current knowledge of industry trends, emerging technologies, and technology support best practices. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

The Technology Service Delivery Supervisor plans, oversees and participates in providing first-level technical support to end users across the District. Incumbents in this class provide support both in-person and via remote-access technology, working standard hours, with occasional after-hours on-call responsibility, as assigned. Incumbents model, and foster in staff, a focus on providing quality customer service to end users and a culture of responsiveness to client needs.

EMPLOYMENT STANDARDS

Knowledge of:

Technology service desk operations including call center and user support software systems.

Remote-access technologies and software.

Principles and practices of providing high-quality customer service.

Technology service management using a framework such as Information Technology Infrastructure Library (ITIL).

Principles and practices of supervision and training.

Cisco Contact Center software.

Information Technology Service Management (ITSM) platforms.

Bomgar (Beyond Trust) and other similar remote management software.

General networking principles.

General principles and techniques of systems analysis.

Organization and workflow management.

Record-keeping and report preparation techniques.

Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation of a computer and assigned software.

Ability to:

Plan, oversee and participate in the daily operations and activities of the District's Help Desk.
Develop, recommend and implement practices and procedures that improve efficiency and customer service for end users.
Support end users and technical staff in person, via telephone and remote access tools.
Analyze technical problems accurately, logically and quickly.
Assure quality customer service and foster a culture of responsiveness to client needs.
Understand and resolve issues, complaints or problems.
Reassure and assist others tactfully and sensitively.
Remain calm and pleasant in stressful situations.
Supervise, train and evaluate the performance of assigned personnel.
Interpret, apply and explain rules, regulations, policies and procedures.
Prioritize and organize work.
Meet schedules and timelines.
Maintain current knowledge of technological advances in the field.
Prepare and maintain a variety of records and prepare reports.
Operate a computer and assigned software.
Read and understand manuals for software and hardware applicable to District policies and procedures.
Demonstrate excellent customer service skills.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Demonstrate attention to detail and strong organizational skills.
Work independently and as part of a team with little direction.
Communicate effectively both orally and in writing.

Education and Training:

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

Experience:

Three years of experience assisting end users in a technology service call center.

OR

Three years of experience as a Technology Support Representative or Computer Support Technician with the Long Beach Unified School District.

Lead or supervisory experience is desirable.

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

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

WORKING ENVIRONMENT

Offices and school sites.
Driving a vehicle to conduct work.
Occasional evening and variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a computer screen and a variety of written materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Hearing and speaking to exchange information in person and on the telephone.
Reaching overhead, above the shoulders and horizontally.
Lifting, carrying, pushing or pulling objects weighing up to 20 pounds.

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: