

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

REGULAR MEETING AGENDA

Regular Meeting
November 14, 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 31, 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 Business Services Analyst 5-6
2. **RATIFY** job announcement bulletin for Employment Services Supervisor 7-8
3. **RATIFY** job announcement bulletin for Executive Officer, Personnel Commission and Classified Employment *Extended 9-10
4. **RATIFY** job announcement bulletin for Intermediate Office Assistant / Intermediate Office Assistant - BL Spanish 11-12
5. **RATIFY** job announcement bulletin for Pool Lifeguard 13-14
6. **RATIFY** job announcement bulletin for Senior ASB Financial Technician 15-16

7. **APPROVE** the certification of Behavior Intervention Assistant eligibility list 25-0073-5216 established 10/29/2024 17
8. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0095-5319 established 10/25/2024 17
9. **APPROVE** the certification of Maintenance Manager eligibility list 25-0054-0567 established 11/5/2024 17
10. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0079-5068 established 11/5/2024 17
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0072-5068 established 10/28/2024 17
12. **APPROVE** the certification of Pool Lifeguard eligibility list 25-0057-5327 established 10/28/2024 17
- 13. **APPROVE** the certification of Recreation Aide eligibility list 25-0096-5255 established 11/5/2024 17
14. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0097-5317 established 11/4/2024 18
15. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 25-0010-5255 established 11/5/2024 18
16. **APPROVE** the certification of School Safety Officer eligibility list 25-0058-5014 established 10/30/2024 18
17. **APPROVE** the certification of Senior Health Assistant eligibility list 25-0077-5174 established 10/30/2024 18

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 9128776 19-36
2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 14845761 37-65

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

December 12, 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

October 31, 2024

Regular Meeting

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, October 31, 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

Not Present: Linda Vaughan

STAFF MEMBERS
PRESENT

Susan Leaming, Interim Executive Officer; Maria Lynn Alvarez, Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Oralia Leyva, Certification Services Manager; Virginia Agredano Perez, Senior Administrative Secretary; 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

None

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 October 17, 2024.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, announced that Oralia Leyva has accepted the position of Certification Services Manager. Ms. Leaming congratulated Ms. Leyva and thanked her for her dedication to the work as the Interim Certification Services Manager. Ms. Leaming reported that Lydia Tran, Associate Personnel Analyst, has submitted her resignation from the District and her last day at Personnel Commission will be November 8, 2024. Ms. Leaming informed the Commission that the Executive Officer recruitment opened on October 7th and will close on November 5th. Ms. Leaming noted that the online job posting for the Executive Officer has received nearly 1,200 views.

Ms. Leaming highlighted the Personnel Commission's new banners which showcase the Adult Portrait of the District's Vision 2035. The banners will be hung up in the Commission offices and Ms. Leaming thanked Duplicating and the Office of Marketing and Media Services for their efforts to create the banners. Ms. Leaming also shared that a new school marquee is being made for the corner of Harvey Way and Ladoga Avenue using the District's new branding materials. Ms. Leaming informed the Commission she met with Deron Mashburn, Senior Web Applications Developer, who is working on redesigning the District's Careers page and the Personnel Commission web pages. Ms. Leaming mentioned that initial updates, including new fonts and colors, are already visible.

Lastly, Ms. Leaming provided the Commissioners copies of the newly printed Classified Salary Schedules and noted that copies of the schedules have been distributed to every school site and office.

Maria Alvarez, Personnel Analyst, reported that the team is actively managing 53 recruitments, with an additional 13 pending. Ms. Alvarez emphasized continued outreach efforts aimed at promoting Personnel Commission opportunities within the community. Ms. Alvarez mentioned that Amy Van Fossen, Associate Personnel Analyst, attended a virtual career fair for Coast Community College and other staff members attended multiple job fairs, engaging with students at Millikan High School and Jordan High School. Ms. Alvarez invited Virginia Agredano, Senior Administrative Secretary, and Monica Gaytan, Human Resources Technician, to share a brief presentation on their recent participation in Jordan High School's College and Career Fair. Ms. Agredano and Ms. Gaytan engaged students by encouraging them to consider part-time employment within the District as they pursue higher education and to explore career advancement opportunities available within the District, emphasizing the range of job opportunities available.

Oralia Leyva, Certification Services Manager, thanked staff for all of their support and work to onboard new employees.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Director of School Safety
2. **RATIFY** job announcement bulletin for Carpenter
3. **RATIFY** job announcement bulletin for Computer Support Technician
4. **RATIFY** job announcement bulletin for Contract Manager
5. **RATIFY** job announcement bulletin for Glazier
6. **RATIFY** job announcement bulletin for Grounds Crew Supervisor
7. **RATIFY** job announcement bulletin for Locksmith
8. **RATIFY** job announcement bulletin for Office Assistant - Bilingual Spanish
9. **RATIFY** job announcement bulletin for Plant Supervisor I
10. **RATIFY** job announcement bulletin for Plant Supervisor II
11. **RATIFY** job announcement bulletin for Senior Accounting Assistant

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

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender and the motion was carried with a unanimous vote of those present to ratify items 1-12 and approve items 13-23.

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

OLD BUSINESS

None

NEW BUSINESS

APPROVE the Creation of a New Classification: Technology Service Delivery Supervisor

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, 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		

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 14, 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 9:03 a.m. with no reportable actions.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:03 a.m.

CLASSIFIED EMPLOYMENT OPPORTUNITY

BUSINESS SERVICES ANALYST

FINAL FILING DATE:

4:30 p.m., Tuesday, December 3, 2024

JOB INFORMATION:

Permanent 12-month position. Position is a 100% FTE. Current vacancy located at Nutrition Services Branch. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, perform a variety of studies, data collections, and process analysis in support of the Business Services departments such as workload, flow and distribution, technology adaptation, digital systems development, labor force utilization and cost analyses; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Bachelor's degree in computer science, business administration, public administration or a related field.

EXPERIENCE:

Three years of experience involving technical analysis and evaluation of business or information systems, preferably in a public agency.

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

WORKING ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

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

SALARY RANGE HOURLY:

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



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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 25-0123-5268 YA

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

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

EMPLOYMENT SERVICES SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Tuesday, December 3, 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 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.

MINIMUM QUALIFICATIONS**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:

(1) Positions in this classification 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.

SALARY RANGE HOURLY:

START: \$32.47

6 MONTHS: \$34.26

1 ½ YEARS: \$36.14

2 ½ YEARS: \$38.13



Apply Here

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 25-0124-5250 JA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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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.

RECRUITMENT EXTENDED

LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

**An Exciting Career
Opportunity
Awaits You**

EXECUTIVE OFFICER, PERSONNEL COMMISSION AND CLASSIFIED EMPLOYMENT

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



lbschools.net/jobs

"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:

Extended Deadline: 4:30 p.m., November 19, 2024 at 4:30 p.m.

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 VII/MERIT SYSTEM EMPLOYER

LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE OFFICE ASSISTANT INTERMEDIATE OFFICE ASSISTANT – BL SPANISH

FINAL FILING DATE:

4:30 p.m., Wednesday, November 20, 2024

JOB INFORMATION:

Current need is for substitutes only.

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned school, District office or program; serve as receptionist answering phones and greeting and assisting students, parents and visitors; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

One year of clerical experience involving public contact.

Or

One year of experience as an Office Assistant with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Positions in the Intermediate Office Assistant - BL 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. (2) May be required to travel from one location to another. (3) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (4) 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.

SALARY RANGE HOURLY:

START: \$23.30

6 MONTHS: \$24.59

1 ½ YEARS: \$25.94

2 ½ YEARS: \$27.36

3 ½ YEARS: \$28.86



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

Dual Exam 25-0118-0673 & 25-0119-5050 JG
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.

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LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

POOL LIFEGUARD

FINAL FILING DATE:

Open Continuous.

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

Indoor and outdoor work environment.

Evening and varied hours.

Seasonal heat and cold or adverse weather conditions.

Walking on wet and slippery surfaces.

Exposure to chemical fumes and odors.

Potential contact with blood and other bodily fluids.

PHYSICAL DEMANDS:

Sitting, walking or standing for extended periods of time.

Seeing to monitor pool activities.

Bending and twisting at the waist, stooping, kneeling.

Twisting and turning neck and body to monitor pool activities.

Hearing and speaking to exchange information in person.

Dexterity of hands and fingers to operate equipment.

Stretching or reaching overhead and horizontally.

Swimming.

Lifting and carrying or pulling swimmers out of the pool.

Ascend and descend pool and lifeguard station ladders.

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



Apply Here

APPLICATION:

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MERIT SYSTEM EMPLOYER

Open Continuous 5327 MG

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PERSONNEL COMMISSION

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Army Van Jan

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Guidelines:

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LONG BEACH

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Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR ASB FINANCIAL TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Wednesday, November 20, 2024

JOB INFORMATION:

Permanent 10-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, perform financial duties in accounting for the receipt and disbursement of student body monies at a large comprehensive high school; advise school administrators and student body officers on proper accounting policies and procedures of student body funds; 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 clerical accounting work preferably one of which is 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

School office environment.

Frequent interruptions

PHYSICAL DEMANDS

Seeing to read, review and assure accuracy of financial statements and reports, hand written notes and receipts and documents of poorly printed quality.

Communicate in a noisy environment.

Working at an open window.

Dexterity of hands and fingers to operate a computer keyboard, handle cash and paper.

Sitting and standing for extended periods of time.

Hearing and speaking to exchange information in person and telephonically.

SALARY RANGE HOURLY:

START: \$28.96

6 MONTHS: \$30.55

1 ½ YEARS: \$32.24

2 ½ YEARS: \$34.01

3 ½ YEARS: \$35.87



Apply Here

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Dual Exam 25-0121-0761 AA

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 17-18

Date: November 14, 2024

Reason for Consideration: Approval

BEHAVIOR INTERVENTION ASSISTANT

DUAL

25-0073-5216

List Valid: **11/06/2024 - 11/06/2025**

Total Applications Received: 106

Passed: 16

Failed: 5

Total Invited to Exam: 24

Withdrew: 3

Screened Out: 82

INSTRUCTIONAL AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

25-0095-5319

List Valid: **11/04/2024 - 05/04/2025**

Total Applications Received: 30

Passed: 12

Failed: 0

Total Invited to Exam: 18

Withdrew: 6

Screened Out: 12

MAINTENANCE MANAGER

DUAL

25-0054-0567

List Valid: **11/14/2024 - 11/14/2025**

Total Applications Received: 36

Passed: 6

Failed: 18

Total Invited to Exam: 28

Withdrew: 4

Screened Out: 8

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

25-0079-5068

List Valid: **11/14/2024 - 05/14/2025**

Total Applications Received: 30

Passed: 15

Failed: 0

Total Invited to Exam: 26

Withdrew: 10

Screened Out: 5

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

25-0072-5068

List Valid: **11/05/2024 - 05/05/2025**

Total Applications Received: 21

Passed: 8

Failed: 1

Total Invited to Exam: 17

Withdrew: 8

Screened Out: 4

POOL LIFEGUARD

OPEN CONTINUOUS

25-0057-5327

List Valid: **11/05/2024 - 11/05/2025**

Total Applications Received: 3

Passed: 1

Failed: 0

Total Invited to Exam: 3

Withdrew: 2

Screened Out:

RECREATION AIDE

OPEN CONTINUOUS

25-0096-5255

List Valid: **11/14/2024 - 05/14/2025**

Total Applications Received: 21

Passed: 19

Failed: 0

Total Invited to Exam: 19

Withdrew: 0

Screened Out: 2

RECREATION AIDE - EXPANDED LEARNINGList Valid: **11/13/2024 - 05/13/2025**

Total Applications Received: 11

Passed: 7 Failed: 0

OPEN CONTINUOUS**25-0097-5317**

Total Invited to Exam: 7

Withdrew: 0

Screened Out: 4

RECREATION AIDE (CATALINA ISLAND)List Valid: **11/01/2024 - 05/01/2025**

Total Applications Received: 5

Passed: 1 Failed: 0

OPEN CONTINUOUS**25-0010-5255**

Total Invited to Exam: 1

Withdrew: 0

Screened Out: 4

SCHOOL SAFETY OFFICERList Valid: **11/07/2024 - 05/07/2025**

Total Applications Received: 22

Passed: 2 Failed: 1

DUAL**25-0058-5014**

Total Invited to Exam: 4

Withdrew: 1

Screened Out: 18

SENIOR HEALTH ASSISTANTList Valid: **11/07/2024 - 11/07/2025**

Total Applications Received: 4

Passed: 1 Failed: 1

DUAL CONTINUOUS**25-0077-5174**

Total Invited to Exam: 3

Withdrew: 1

Screened Out: 1

CERTIFIED TO BE CORRECT: Susan Leaming DATE: November 14, 2024

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 9128776

PAGE: 19-36

Date: November 14, 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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 14845761

PAGE: 37-65

Date: November 14, 2024

Reason for Consideration: Restricted Action

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