

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

REGULAR MEETING AGENDA

Regular Meeting
December 12, 2024

8:15 a.m.

ADDENDUM
PAGE NO.

I REMOTE PARTICIPATION

Commission Chairperson Bender will participate from a remote location: Hyatt at Northstar Lodge, 970 Northstar Drive, Truckee, CA 96161

II 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 November 14, 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

III CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Personnel Analyst 5-6
2. **RATIFY** job announcement bulletin for Associate Personnel Analyst – Recruitment Extended 7-8
3. **RATIFY** job announcement bulletin for Instructional Aide - Art 9-10
4. **RATIFY** job announcement bulletin for Instructional Aide - Special 11-12
5. **RATIFY** job announcement bulletin for Return to Work Specialist (C) 13-14

6. **RATIFY** job announcement bulletin for Senior Associate General Counsel - Human Resources 15-16
7. **RATIFY** job announcement bulletin for Site Specialist - Center of Black Student Excellence 17-18
8. **APPROVE** the certification of Assistant Business Services Director eligibility list 25-0081-5264 established 12/5/2024 19
9. **APPROVE** the certification of Assistant Director of School Safety eligibility list 25-0108-5336 established 12/2/2024 19
10. **APPROVE** the certification of Building Maintenance Worker eligibility list 25-0055-0625 established 11/21/2024 19
11. **APPROVE** the certification of Building Maintenance Worker/ Driver eligibility list 25-0056-0880 established 11/21/2024 19
12. **APPROVE** the certification of Bus Driver (Catalina Island) eligibility list 25-0012-0101 established 12/3/2024 19
13. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW10-5258 established 11/7/2024 19
14. **APPROVE** the certification of Custodian (Catalina Island) eligibility list 25-0094-0139 established 11/27/2024 19
15. **APPROVE** the certification of Excecutive Director, Fiscal Services eligibility list 25-0070-5135 established 11/19/2024 20
16. **APPROVE** the certification of Food Production Utility Worker eligibility list 25-0076-0477 established 11/19/2024 20
17. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0103-5319 established 12/6/2024 20
18. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0075-0448 established 11/26/2024 20
19. **APPROVE** the certification of Instructional Aide - Special *Revised eligibility list 25-0052-0448 established 10/28/2024 20
20. **APPROVE** the certification of Recreation Aide eligibility list 25-0099-5255 established 11/26/2024 20
21. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0100-5317 established 12/3/2024 20
22. **APPROVE** the certification of Van Driver (Catalina Island) eligibility list 24-0254-5280 established 12/11/2024 20

23. **APPROVE** the certification of Van Driver (Catalina Island) eligibility list 25-0122-5280 21
established 12/11/2024

IV OLD BUSINESS

1. None

V NEW BUSINESS

1. **APPROVE** the Creation of Classifications – School Safety Administrative Operations Manager 22-38
and School Safety Field Operations Manager and Abolishment of a Classification – School
Safety Operations Manager
2. **APPROVE** the Reallocation of Assistant Director Classifications 39-41
3. **APPROVE** the Reclassification of an Employee and Abolishment of a Classification 42-50
4. **APPROVE** the Revision of a Classification – Employment Services Supervisor 51-56
5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 20994309 57-79
6. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 59610506 80-94

VI OTHER ITEMS

1. None

VII NEXT REGULAR MEETING

January 9, 2025 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VIII CLOSED SESSION

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

IX 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

November 14, 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, November 14, 2024 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS
PRESENT

Susan Leaming, Interim Executive Officer; Maria Lynn Alvarez, Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Oralía Leyva, Certification Services Manager; Mari Rojas, Interim Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Monica Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Trinita Renfroe, 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 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 31, 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, thanked Veronica Bustamante, Human Resources Assistant, for her assistance today during the Commission meeting. Ms. Leaming wished Sheryl Bender, Personnel Commissioner, a very happy birthday.

Ms. Leaming gave the Commissioners a status update on the recruitments in progress for the Personnel Commission including the two Employment Services Supervisor positions, Associate Personnel Analyst, and Executive Officer, Personnel Commission and Classified Employment.

Amy Van Fossen, Associate Personnel Analyst, reported there are 69 recruitments at various stages in the recruitment process and 22 of those are accepting applications. Ms. Van Fossen mentioned staff attended a College and Career fair at Educational Partnership High School (EPHS) and Maria Lynn Alvarez, Personnel Analyst, presented to students at Reid High School. Ms. Van Fossen also shared recent positive feedback the team received from an outside rater regarding the quality of the applicant pool and the overall interview process at the Commission offices.

Oralia Leyva, Certification Services Manager, shared that a total of 45 probationary employees and 30 substitute appointments were presented for approval at the Board of Education Meeting on November 6th. These employees work in a variety of classifications, including Child Care Worker, Instructional Aide - Expanded Learning, Nutrition Services Worker and Recreation Aide. In addition, 75 new exempt employees were approved including Student Tutors, Cafeteria Student Workers and walk-on coaches.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Business Services Analyst
2. **RATIFY** job announcement bulletin for Employment Services Supervisor
3. **RATIFY** job announcement bulletin for Executive Officer, Personnel Commission and Classified Employment *Extended
4. **RATIFY** job announcement bulletin for Intermediate Office Assistant / Intermediate Office Assistant - BL Spanish
5. **RATIFY** job announcement bulletin for Pool Lifeguard
6. **RATIFY** job announcement bulletin for Senior ASB Financial Technician
7. **APPROVE** the certification of Behavior Intervention Assistant eligibility list 25-0073-5216 established 10/29/2024
8. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0095-5319 established 10/25/2024
9. **APPROVE** the certification of Maintenance Manager eligibility list 25-0054-0567 established 11/5/2024
10. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0079-5068 established 11/5/2024
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0072-5068 established 10/28/2024
12. **APPROVE** the certification of Pool Lifeguard eligibility list 25-0057-5327 established 10/28/2024
13. **APPROVE** the certification of Recreation Aide eligibility list 25-0096-5255 established 11/5/2024
14. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0097-5317 established 11/4/2024

15. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 25-0010-5255 established 11/5/2024
16. **APPROVE** the certification of School Safety Officer eligibility list 25-0058-5014 established 10/30/2024
17. **APPROVE** the certification of Senior Health Assistant eligibility list 25-0077-5174 established 10/30/2024

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 1-6 and approve items 7-17.

<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 Recommendation to Remove from Eligibility List - Applicant ID 9128776
2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 14845761

New Business Items 1 and 2 were moved into closed session.

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

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, December 12, 2024 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:22 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:31 a.m. with the following reportable actions:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 9128776

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to allow the Applicant to remain on the current eligibility list. The Commissioners also requested staff strongly emphasize to the candidate the need to reveal all information completely and accurately on future District employment applications to avoid a cause for rejection.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 14845761

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation to remove Applicant 14845761 from the current eligibility list with the notation the applicant may reapply in six (6) months.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:32 a.m.

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- RECRUITMENT EXTENDED -

ASSOCIATE PERSONNEL ANALYST

FINAL FILING DATE:

4:30 p.m., Friday, December 20, 2024

4:30 p.m., Tuesday, December 10, 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, perform a variety of technical and professional personnel administration related duties with increasing requirements of initiative and independence of action; participate in test development, methods, and procedures for entry-level and selected classifications; train and supervise assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in public, business, or human resources administration, industrial/organizational psychology or a closely related field.

EXPERIENCE:

Two years of technical or professional personnel experience involving recruitment, testing and selection processes, conducting classification and compensation studies, or psychological testing methods. Experience in a lead or supervisory capacity is desirable.

A master's degree in public, business, or human resources administration, industrial/organizational psychology or a closely related field may be substituted for one year of the required experience.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Office environment.

Frequent interruptions.

Driving a vehicle to conduct work.

Potential for contact with dissatisfied or abusive individuals.

SALARY RANGE HOURLY:

START: \$42.58

6 MONTHS: \$44.94

1 ½ YEARS: \$47.41

2 ½ YEARS: \$50.01



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.

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MERIT SYSTEM EMPLOYER

Dual Exam 25-0130-3270 JG

LBUSD employees, please see reverse for important information.

Maria Lynn Alvarez

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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ASSOCIATE PERSONNEL ANALYST

FINAL FILING DATE:

4:30 p.m., Tuesday, December 10, 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, perform a variety of technical and professional personnel administration related duties with increasing requirements of initiative and independence of action; participate in test development, methods, and procedures for entry-level and selected classifications; train and supervise assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Bachelor's degree in public, business, or human resources administration, industrial/organizational psychology or a closely related field.

EXPERIENCE:

Two years of technical or professional personnel experience involving recruitment, testing and selection processes, conducting classification and compensation studies, or psychological testing methods. Experience in a lead or supervisory capacity is desirable.

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SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) May be required to travel from one location to another.

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6 MONTHS: \$44.94

1 ½ YEARS: \$47.41

2 ½ YEARS: \$50.01



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SELECTION PROCEDURE:

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MERIT SYSTEM EMPLOYER

Dual Exam 25-0130-3270 JG

LBUSD employees, please see reverse for important information.

Maria Lynn Alvarez

PERSONNEL COMMISSION

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

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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.**
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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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INSTRUCTIONAL AIDE – ART

FINAL FILING DATE:

4:30 p.m., Monday, December 9, 2024

JOB INFORMATION:

Permanent 10-month position. Position is a 50% FTE.

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

JOB SUMMARY:

Under general supervision, assist certificated staff in reinforcing instructional activities for students in art classes and lessons, including set-up and clean-up; manage art materials and supplies; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

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

Experience making art with K-12 school-aged children including, drawing, painting, ceramics, sculpture, mixed media, photography, or other related experience is desired.

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) May be required to travel from one location to another. (2) Some positions in this classification may require the use of personal automobile and possession of a valid California Class C driver's license. (3) Some assignments will require successful completion of District-provided CPR/First Aid training.

WORKING ENVIRONMENT

Indoor and outdoor work environment such as a classroom.

Potential exposure to aggressive behaviors of students and emergency situations.

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



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MERIT SYSTEM EMPLOYER

Dual Exam 25-0129-5311 JG

LBUSD employees, please see reverse for important information.

Arny van der

PERSONNEL COMMISSION

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INSTRUCTIONAL AIDE-SPECIAL

FINAL FILING DATE:

Continuous.

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

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

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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:

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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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 Continuous 0448 MP

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

Ann Van Gorp

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

RETURN TO WORK SPECIALIST (C)

FINAL FILING DATE:

4:30 p.m., Thursday, December 05, 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, perform a variety of specialized and confidential duties in support of the District's Return to Work program to facilitate the early return to work of employees; prepare a variety records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Bachelor's degree including coursework in Workers' Compensation or a closely related field.

EXPERIENCE:

Two years of experience involving the implementation of Return to Work or Workers' Compensation programs.

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

SPECIAL REQUIREMENTS:

(1) Certification as a Certified Return to Work Coordinator is highly preferred. (2) Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment. (3) May be required to travel from one location to another.

WORKING ENVIRONMENT

Office environment.

Driving a vehicle to conduct work.

Potential for contact with dissatisfied or abusive individuals.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations. Seeing to read a variety of materials. Sitting or standing for extended periods of time. Reaching overhead, above the shoulders and horizontally to file materials. Bending at the waist, kneeling or crouching to file materials.

SALARY RANGE HOURLY:

START: \$42.58

6 MONTHS: \$44.94

1 ½ YEARS: \$47.41

2 ½ YEARS: \$50.01



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.

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MERIT SYSTEM EMPLOYER

Dual Exam 25-0128-5096 AA

LBUSD employees, please see reverse for important information.

Amy Van der ...

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

SENIOR ASSOCIATE GENERAL COUNSEL – HUMAN RESOURCES

FINAL FILING DATE:

4:30 p.m., Thursday, December 12, 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 General Counsel, provide professional legal services and counsel to the Human Resource Services and Employee Relations divisions in matters related to labor and employment law including personnel investigations, Title IX compliance, collective bargaining, labor negotiations, grievance/arbitration proceedings, unfair labor practices, employment policies, employee discipline and dismissal, and training on issues such as sexual harassment prevention and site investigations; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Juris Doctorate degree from an accredited law school.

EXPERIENCE:

Seven (7) years of experience practicing law including some experience providing labor and employment legal counsel to school districts, educational institutions, or public agencies.

Legal experience working or interning at a California school district is desired. Experience with personnel and Title IX investigations is desired.

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

SPECIAL REQUIREMENTS:

A successful candidate must have active membership and good standing in the State Bar of California throughout employment in this classification. Must also be in possession of a valid California class C Driver's license, as traveling from one location to another.

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

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

SALARY RANGE HOURLY:

The annual salary is
\$216,860 to \$254,654
with excellent benefits
and retirement package.



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.

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

**Application Deadline: Thursday, December 12, 2024
at 4:30 p.m.**

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 eligibility list for this classification will remain in effect for a period of six (6) months.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Dual Exam 25-0132-5325 JA

LBUSD employees, please see reverse for important information.

Maria Lynn Alvarez

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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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.**
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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SITE SPECIALIST – CENTER OF BLACK STUDENT EXCELLENCE

FINAL FILING DATE:

4:30 p.m., Thursday, December 12, 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, participate in providing a broad variety of support services, information and resource referrals to students, families, District staff, community agencies and District partnerships for the Center of Black Student Excellence (CBSE); provide program and leadership administrative support services; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

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

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

WORKING ENVIRONMENT

Office environment.

Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information in person and on the telephone.

Bending at the waist, kneeling, or crouching.

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



Apply Here

APPLICATION:

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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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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 25-0131-5340 MG

LBUSD employees, please see reverse for important information.

Maria Lynn Alvarez

PERSONNEL COMMISSION

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: 19-21

Date: December 12, 2024

Reason for Consideration: Approval

ASSISTANT BUSINESS SERVICES DIRECTOR

DUAL

25-0081-5264

List Valid: **12/05/2024 - 05/05/2025**

Total Applications Received: 36

Passed: 5

Failed: 13

Total Invited to Exam: 24

Withdrew: 6

Screened Out: 12

ASSISTANT DIRECTOR OF SCHOOL SAFETY

PROMOTIONAL

25-0108-5336

List Valid: **12/02/2024 - 06/2/2025**

Total Applications Received: 1

Passed: 1

Failed: 0

Total Invited to Exam: 1

Withdrew: 0

Screened Out: 0

BUILDING MAINTENANCE WORKER

DUAL

25-0055-0625

List Valid: **11/21/2024 - 11/21/2025**

Total Applications Received: 120

Passed: 27

Failed: 8

Total Invited to Exam: 57

Withdrew: 21

Screened Out: 64

BUILDING MAINTENANCE WORKER/ DRIVER

DUAL

25-0056-0880

List Valid: **11/21/2024 - 11/21/2025**

Total Applications Received: 76

Passed: 19

Failed: 7

Total Invited to Exam: 37

Withdrew: 10

Screened Out: 40

BUS DRIVER (CATALINA ISLAND)

DUAL CONTINUOUS

25-0012-0101

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

Total Applications Received: 9

Passed: 0

Failed: 1

Total Invited to Exam: 1

Withdrew: 0

Screened Out: 8

CHILD CARE WORKER

OPEN

25-CCW10-5258

List Valid: **11/07/2024 - 05/27/2025**

Total Applications Received: 19

Passed: 16

Failed: 0

Total Invited to Exam: 17

Withdrew: 1

Screened Out: 2

CUSTODIAN (CATALINA ISLAND)

OPEN

25-0094-0139

List Valid: **11/27/2024 - 11/27/2025**

Total Applications Received: 4

Passed: 0

Failed: 0

Total Invited to Exam: 0

Withdrew: 2

Screened Out: 2

EXECUTIVE DIRECTOR, FISCAL SERVICES**DUAL****25-0070-5135**List Valid: **11/19/2024 - 11/19/2025**

Total Applications Received: 35

Passed: 1 Failed: 1

Total Invited to Exam: 3

Withdrew: 1 Screened Out: 32

FOOD PRODUCTION UTILITY WORKER**DUAL****25-0076-0477**List Valid: **11/19/2024 - 11/19/2025**

Total Applications Received: 87

Passed: 9 Failed: 4

Total Invited to Exam: 27

Withdrew: 12 Screened Out: 62

INSTRUCTIONAL AIDE - EXPANDED LEARNING**OPEN CONTINUOUS****25-0103-5319**List Valid: **12/06/2024 - 06/06/2025**

Total Applications Received: 31

Passed: 8 Failed: 0

Total Invited to Exam: 14

Withdrew: 6 Screened Out: 17

INSTRUCTIONAL AIDE - SPECIAL**OPEN CONTINUOUS****25-0075-0448**List Valid: **11/26/2024 - 11/26/2025**

Total Applications Received: 23

Passed: 2 Failed: 0

Total Invited to Exam: 7

Withdrew: 3 Screened Out: 18

INSTRUCTIONAL AIDE - SPECIAL *REVISED**DUAL CONTINUOUS****25-0052-0448**List Valid: **10/28/2024 - 10/28/2025**

Total Applications Received: 26

Passed: 8 Failed: 0

Total Invited to Exam: 8

Withdrew: 0 Screened Out: 18

RECREATION AIDE**OPEN CONTINUOUS****25-0099-5255**List Valid: **11/26/2024 - 05/26/2025**

Total Applications Received: 29

Passed: 21 Failed: 0

Total Invited to Exam: 21

Withdrew: 0 Screened Out: 8

RECREATION AIDE - EXPANDED LEARNING**OPEN CONTINUOUS****25-0100-5317**List Valid: **12/03/2024 - 06/03/2025**

Total Applications Received: 9

Passed: 7 Failed: 0

Total Invited to Exam: 7

Withdrew: 0 Screened Out: 2

VAN DRIVER (CATALINA ISLAND)**DUAL CONTINUOUS****24-0254-5280**List Valid: **12/11/2024 - 12/11/2025**

Total Applications Received: 27

Passed: 2 Failed: 0

Total Invited to Exam: 4

Withdrew: 2 Screened Out: 23

VAN DRIVER (CATALINA ISLAND)

DUAL CONTINUOUS

25-0122-5280

List Valid: **12/11/2024 - 12/11/2025**

Total Applications Received: 4

Passed: 1

Failed: 0

Total Invited to Exam: 2

Withdrew: 1

Screened Out: 2

CERTIFIED TO BE CORRECT: Susan Leaming DATE: December 12, 2024

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

December 6, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of Classifications and Abolishment of a Classification

Background and Findings

With the continuing review of the organizational structure of the Office of School Safety, the Director of School Safety has requested abolishment of the School Safety Operations Manager classification, and that the duties of the single classification be divided into, and replaced with, two specialized and distinct classifications, "School Safety Field Operations Manager", and "School Safety Administrative Operations Manager". This is based on the different areas of specialty, as well as differing skills, knowledge, abilities, education, training and experience requirements needed to perform the essential functions of each of the newly defined job classifications.

With the creation of these two specialized job classifications, there is no longer a need for the broad classification of School Safety Operations Manager, which is simultaneously recommended for abolishment. There are no incumbents in the existing class and no staff impact with its abolishment.

In reviewing salary placement for the new job classifications, staff looked to internal alignment and parity within the District. Both new job classifications perform elements of the duties of the School Safety Operations Manager (salary range M2 42) classification. While these duties are being redistributed between two classifications, these assigned duties have not changed in complexity, and the depth, breadth and scope of each of the new, separate classes remains the same. Therefore, staff finds no basis on which to propose any salary placement other than that of the former class and supports salary placement remain at salary range 42 on the Confidential, Supervisory and Management (M2) Salary Schedule.

The Director of School Safety has reviewed and is in support of the proposed creation and abolishment of the identified classifications specifications and salary recommendations.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the new classification of School Safety Administrative Operations Manager.
2. Allocate the classification of School Safety Administrative Operations Manager at Salary Range 42 on the Confidential, Supervisory and Management (M2) Salary Schedule.

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3. Approve the new classification of School Safety Field Operations Manager.
4. Allocate the classification of School Safety Field Operations Manager at Salary Range 42 on the Confidential, Supervisory and Management (M2) Salary Schedule.
5. Abolish the classification of School Safety Operations Manager.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:

A handwritten signature in black ink, appearing to read 'S. Leaming', with a stylized flourish at the end.

Susan Leaming
Interim Executive Officer, Personnel Commission

SCHOOL SAFETY FIELD OPERATIONS MANAGER**JOB SUMMARY**

Under general direction, plan, organize, and manage the daily field operation activities of the Office of School Safety; provide and ensure the safety and protection of students, staff, equipment and property; oversee, manage and assure the effectiveness of the Office of School Safety field personnel; train and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize, and manage the daily field operations and activities of the Office of School Safety to provide safety and protection for students, staff, equipment, and property. **E**
- Oversee and manage the scheduling and coordination of the Office of School Safety field assets to assure adequate coverage and effective deployment strategies supporting rapid response to safety related issues; adjust work shifts according to staff availability and special activities or events needing extra coverage; authorize overtime and requests for time off. **E**
- Oversee and manage the department's assigned vehicle fleet; assure department vehicles remain deployment ready and equipment is functional; coordinate with appropriate departments to assure vehicle maintenance and repairs are completed on time. **E**
- Collaborate and communicate with students, administrators, staff and the public to exchange information, coordinate activities and resolve issues or concerns; advise school administration and School Safety personnel of causes and effects of student tension on campus and within the community. **E**
- Model and train assigned staff on how to build rapport and provide guidance to students regarding appropriate behaviors and the importance of following school rules and assist in promoting positive, productive and safe campus climates. **E**
- Serve as the Office of School Safety's primary liaison with local law enforcement agencies; develop and recommend policies and procedures for mutual aid assistance. **E**
- Confer with contractors and District staff to assure assigned department systems are maintained; recommend system modifications; communicate with District staff, vendors, and other outside organizations to coordinate activities, resolve issues and exchange information. **E**

- Facilitate and participate in discussions with students, families, and school staff; oversee responses and resolutions to calls for service and calls in progress; assess situations and update dispatch and designated stakeholders on status of calls; investigate incidents and report criminal activity; report safety hazards observed at sites. *E*
- Oversee and manage the citation referral program; assure citations are reviewed and correctly distributed to the District's Restorative Justice program and other designated diversion programs. *E*
- Oversee and manage the review and filing of incident reports for accuracy and clarity; return incident reports to appropriate staff for corrections as needed. *E*
- Oversee and manage responses to a variety of emergency situations at or near District sites, such as Assess, Communicate, and Take Action (A.C.T.) button activations, and other response mechanisms. *E*
- Oversee, plan, and manage security measures at District special and athletic events. *E*
- Oversee and manage the ongoing training of School Safety staff in accordance with established guidelines and procedures; track and assure School Safety personnel receive necessary training in a timely manner. *E*
- Participate in the formulation and development of department programs and policies; advise administration of unusual trends or issues in school safety and security and recommend appropriate corrective action. *E*
- Operate a District patrol vehicle; observe legal and defensive safe driving practices; complete safety checklists for assigned District vehicle; operate a variety of safety equipment including, but not limited to, a fire extinguisher, duty belt, handcuffs, and two-way radio, and similar equipment. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings; prepare and deliver presentations to individuals or groups concerning School Safety operations, policies, procedures, and services. *E*
- Operate a variety of office equipment including a computer and assigned software. *E*
- Serve on the District's Emergency Operations Center (EOC) team; conduct EOC trainings; serve as incident commander as needed and participate in maintaining the EOC from which District officials will direct actions in the event of an emergency. *E*
- May transport students' home or to other locations as necessary.
- May attend and participate in legal proceedings as required.
- 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 School Safety Field Operations Manager plans, organizes, oversees and manages the daily field operations, staff and activities of the Office of School Safety to provide safety and protection for students, staff, equipment and property. Incumbents train, assign, schedule, review and evaluate the work of assigned field staff. An incumbent applies considerable knowledge of applicable laws, codes, rules and regulations to assess a wide variety of situations and oversee the response to calls in progress.

EMPLOYMENT STANDARDS

Knowledge of:

Subject matter taught in the California Peace Officer Standards and Training (P.O.S.T.) basic academy.
Applicable laws, codes, rules and regulations related to assigned activities.
Principles and practices of supervision and training.
Policies and procedures of the District's Office of School Safety.
General principles of adolescent behavior and development.
General behavioral management strategies and techniques.
Diverse needs of students from varying socioeconomic and cultural backgrounds.
Diversion programs and restorative practices.
Interpersonal skills using tact, patience and courtesy.
General conflict resolution techniques.
Report writing techniques.
Techniques of group and crowd control.
Handgun use and safety measures.
Patrol and security methods and procedures.
Policies and procedures of local law enforcement and public safety agencies.
District alarm and intrusion systems.
Operation of a variety of safety equipment including a two-way radio.
First aid and CPR.
Operation of a computer and assigned software.

Ability to:

Model a relational and collaborative approach to interacting with students, staff, local law enforcement, public safety agencies and the public.
Demonstrate effective leadership techniques.
Train and evaluate assigned staff.
Serve as a leader in emergency situations.
Prepare and adjust work schedules.
Think clearly and logically, use good judgment, and make rapid and appropriate decisions in emergency situations.
Interpret, apply, and explain applicable laws, codes, rules and regulations.
Observe and retain names, faces, and details of events or occurrences.
Qualify to use a handgun.
Control behavior of students and others in a wide variety of situations.
Keep complete and accurate records and prepare a variety of clear and concise reports.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Build positive relationships and strengthen student engagement.
Understand adolescent behavior and be a positive role model to adolescents.
Analyze situations accurately and adopt an effective course of action.
Understand and work within scope of authority.
Meet schedules and timelines.

Intervene physically in confrontations and restrain individuals as appropriate.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Communicate effectively both orally and in writing.
Operate a variety of safety equipment including a two-way radio.
Operate a District patrol vehicle observing legal and defensive driving practices.
Operate a computer and assigned software.

Education and Training:

Graduation from high school or equivalent.

Graduation from or enrollment in a California Peace Officer Standards and Training (P.O.S.T) basic academy.

A Bachelor's degree including coursework in criminal justice, psychology, law, or a related field is desirable.

Experience:

Four years of security or law enforcement experience in an institution or public agency providing protection and enforcement of rules and regulations including three years in a lead or supervisory capacity. Experience working with adolescents is highly desirable.

OR

Four years as a School Safety Supervisor in 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

Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation.

Valid California Class C driver's license.

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.

Incumbents must complete 24 hours of accredited training per calendar year. Training is at the District's expense.

Incumbents must provide and service their own firearm subject to District approval and qualify periodically with the approved firearm at a specified police or sheriff's range.

Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and swing shifts.

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

WORKING ENVIRONMENT

Office and school site environment.

Outdoors and indoors.

Areas adjacent to school sites.

Seasonal heat and cold or adverse weather conditions.

Contact with dissatisfied or abusive individuals.

Exposure to physical confrontations.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials and perform assigned duties.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a vehicle, firearm, computer and safety equipment.

Stamina to wear a duty belt weighing approximately 25 pounds and ballistic vest during assigned shifts.

Sufficient agility and strength to lift or restrain students or other individuals and protect self from physical harm.

Walking and climbing stairs.

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

Per Board of Education resolution 071805-B, effective July 18, 2005, this classification has been designated as a police class. In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA:

SCHOOL SAFETY ADMINISTRATIVE OPERATIONS MANAGER

JOB SUMMARY

Under general direction, plan, organize and manage the daily administrative and legal compliance activities of the Office of School Safety; control and authorize department budget and expenditures; oversee, manage and assure the functionality of school safety systems including security cameras, emergency notification, visitor management and electronic lock access control systems; train, manage and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Participate in the development and preparation of the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; process budget documents. **E**
- Prepare or direct the maintenance of a variety of complex reports and records; research, analyze and compile necessary information and data; maintain files and databases related to assigned activities. **E**
- Oversee, manage and assure the functionality of assigned school safety systems including security cameras, emergency notification, visitor management and electronic lock access control systems; troubleshoot operational issues. **E**
- Confer with contractors and District staff to assure assigned safety systems are maintained; recommend system modifications; communicate with District staff, vendors, and other outside organizations to coordinate activities, resolve issues and exchange information. **E**
- Coordinate and manage technical support and training to school sites and District staff in the use of school safety systems; develop processes to assign user access; authorize or respond to requests and subpoenas for archived footage from security cameras. **E**
- Oversee and manage the issuance and processing of District identification badges and electronic lock access cards; manage the distribution of subpoenas to School Safety personnel. **E**
- Manage adjustments in department resources to provide safety and protection for District students, staff and property; assure compliance with applicable laws, codes, rules and regulations. **E**

- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Oversee and serve as a primary contact for school sites relating to inappropriate use of social media; research social media websites and request removal of inappropriate accounts and content. *E*
- Serve on the District's Emergency Operations Center (EOC) team; conduct EOC trainings; serve as incident commander as needed and participate in maintaining the EOC from which District officials will direct actions in the event of an emergency. *E*
- Perform special projects and prepare related forms and reports; attend to administrative details on special matters as assigned. *E*
- Communicate with administrators, school sites, parents, personnel, law enforcement agencies, public agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Provide technical expertise, information and assistance to District administration regarding department operations; assist in the formulation and development of programs and policies; advise administration of unusual trends or issues and recommend appropriate corrective action. *E*
- Attend and participate in a variety of meetings, conferences and in-service trainings; prepare and deliver presentations to individuals or groups concerning Office of School Safety operations, policies, procedures and services. *E*
- Assure, manage and maintain department and District compliance with established state requirements related to Comprehensive School Safety Plans, Workplace Violence Protection Plan (WVPP) reporting, and Law Enforcement training records; serve as the primary contact for inquiries regarding the Workplace Violence Protection Plan and similar inquiries, as assigned. *E*
- Oversee, manage and assure department compliance with mandated law enforcement training requirements and certifications per State of California law. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal or District vehicle to travel to various sites to conduct work. *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

Incumbents in the School Safety Operations Manager classification plan, organize and manage the daily administrative activities of the Office of School Safety including overseeing, managing and assuring the functionality of assigned school safety systems including security cameras and visitor management and electronic lock access control systems. Incumbents oversee and manage compliance with State of California legislative requirements relating to law enforcement training records, workplace violence prevention, and comprehensive school safety plans.

EMPLOYMENT STANDARDS**Knowledge of:**

Budget preparation and control of expenditures.
Financial and statistical record-keeping techniques.
General techniques and methodologies of project management.
Applicable laws, codes, rules and regulations related to assigned activities.
Modern school safety systems, technologies and equipment.
Incident Command Center guidelines and procedures.
Research methods and report writing techniques.
Oral and written communication skills.
State and Federal compliance requirements related to Comprehensive School Safety Plans.
State of California Workplace Violence Prevention reporting mandates.
Public speaking techniques.
Law enforcement training records standards and compliance.
Principles and practices of supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.

Ability to:

Manage and assure the functionality of assigned school safety systems.
Provide technical support and training to school sites and District staff in the use of school safety systems.
Implement Incident Command Center procedures.
Train, manage and evaluate the performance of assigned staff.
Research, compile and analyze data.
Prepare comprehensive narrative and statistical reports.
Prepare and maintain records and files.
Analyze and review budgetary and financial data.
Interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Support a comprehensive student, staff, and community focused school safety and security program.
Establish and maintain cooperative and effective working relationships with others.
Operate modern school safety security systems, technologies and equipment.
Operate a variety of office equipment including a computer and assigned software.
Meet schedules and timelines.
Sensitively work with a diverse population of different cultural and racial backgrounds.
Maintain confidentiality of sensitive and privileged information.
Work independently with little direction.
Plan and organize work.

Education and Training:

Bachelor's degree, including coursework in police science, criminal justice, law enforcement, justice administration, public administration, business administration, emergency management or a related field.

Successful completion of FEMA's Incident Command System ICS 100 training Module is preferred.

Experience:

Three years of experience in a public sector agency, analyzing data and preparing reports and recommendations regarding business processes, such as budgets, organizational efficiency, project management, staffing, and/or records management, including two years of experience maintaining compliance of Comprehensive School Safety Plans, Workplace Violence Prevention Plans, and/or law enforcement training records as established by state laws and some experience in a supervisory capacity.

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

SPECIAL REQUIREMENTS

Prior to employment in this classification, successful candidates must pass a comprehensive background investigation.

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

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.

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

WORKING ENVIRONMENT

Office environment.

Driving a vehicle to conduct work.

Occasional evening or varied hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:



PERSONNEL COMMISSION

Class Code: 5273
Salary Range: 42 (M2)

SCHOOL SAFETY OPERATIONS MANAGER

JOB SUMMARY

Under general direction, plan, organize and manage the daily administrative and operational activities of the Office of School Safety and Emergency Preparedness; oversee, manage and assure the functionality of school safety systems including security cameras, emergency notification, visitor management and electronic lock access control systems; train and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Oversee, manage and assure the functionality of assigned school safety systems including security cameras, emergency notification, visitor management and electronic lock access control systems; troubleshoot operational issues. **E**
- Confer with contractors and District staff to assure safety systems are maintained; recommend system modifications; communicate with District staff, vendors, and other outside organizations to coordinate activities, resolve issues and exchange information. **E**
- Coordinate and provide technical support and training to school sites and District staff in the use of school safety systems; assign access passwords; authorize or respond to requests and subpoenas for archived footage from security cameras. **E**
- Oversee and manage the issuance and processing of District identification badges and electronic lock access cards; manage the distribution of subpoenas to School Safety personnel. **E**
- Manage adjustments in department resources to provide safety and protection for District students, staff and property; assure compliance with applicable laws, codes, rules and regulations. **E**
- Oversee and develop School Safety personnel work shifts to assure adequate coverage; adjust shifts according to staff availability and special activities or events needing extra coverage; authorize overtime and requests for time off. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee, review and conduct comprehensive background investigations for School Safety employment candidates in accordance with Police Officers Standard and Training (P.O.S.T) Commission regulations. **E**

- Oversee and manage the coordination of District Safety Teams; recruit new members; maintain Safety Team information; activate Safety Teams as necessary. *E*
- Oversee and serve as a primary contact for school sites relating to inappropriate use of social media; research social media websites and request removal of inappropriate accounts and content. *E*
- Serve on the District's Emergency Operations Center (EOC) team; conduct EOC trainings; serve as incident commander as needed and participate in maintaining the EOC from which District officials will direct actions in the event of an emergency. *E*
- Participate in the development and preparation of the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; process budget documents. *E*
- Prepare or direct the maintenance of a variety of complex reports and records; research, analyze and compile necessary information and data; maintain files and databases related to assigned activities. *E*
- Perform special projects and prepare related forms and reports; attend to administrative details on special matters as assigned. *E*
- Communicate with administrators, school sites, parents, personnel, law enforcement agencies, public agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Provide technical expertise, information and assistance to District administration regarding department operations; assist in the formulation and development of programs and policies; advise administration of unusual trends or issues and recommend appropriate corrective action. *E*
- Attend and participate in a variety of meetings, conferences and in-service trainings; prepare and deliver presentations to individuals or groups concerning School Safety and Emergency Preparedness operations, policies, procedures and services. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal or District vehicle to travel to various sites to conduct work. *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

Incumbents in the School Safety Operations Manager classification plan, organize and manage the daily administrative and operational activities of the Office of School Safety and Emergency Preparedness including overseeing, managing and assuring the functionality of assigned school safety systems including security cameras and visitor management and electronic lock access control systems. Incumbents oversee, review and conduct comprehensive background investigations in accordance with Police Officers Standard and Training (P.O.S.T) Commission regulations.

EMPLOYMENT STANDARDS

Knowledge of:

Employment selection standards set forth by P.O.S.T.
Principles and practices of confidentiality to recognize actions that may compromise the integrity of investigation or investigation file documents.
Modern school safety systems, technologies and equipment.
Incident Command Center guidelines and procedures.
Research methods and report writing techniques.
General techniques and methodologies of project management.
Financial and statistical record-keeping techniques.
Budget preparation and control of expenditures.
Applicable laws, codes, rules and regulations related to assigned activities.
Oral and written communication skills.
Public speaking techniques.
Principles and practices of supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.

Ability to:

Manage and assure the functionality of assigned school safety systems.
Provide technical support and training to school sites and District staff in the use of school safety systems.
Oversee, review and conduct comprehensive P.O.S.T background investigations.
Implement Incident Command Center procedures.
Train, supervise and evaluate the performance of assigned staff.
Research, compile and analyze data.
Prepare comprehensive narrative and statistical reports.
Prepare and maintain records and files.
Analyze and review budgetary and financial data.
Interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with others.
Operate modern school safety security systems, technologies and equipment.
Operate a variety of office equipment including a computer and assigned software.
Meet schedules and timelines.
Maintain confidentiality of sensitive and privileged information.
Work independently with little direction.
Plan and organize work.

Education and Training:

Bachelor's degree including coursework in criminal justice, public administration, business administration, emergency management or a related field.

Completion of a P.O.S.T approved Background Investigation Course is desired.

Experience:

Three years of experience performing P.O.S.T background investigations including some experience in a supervisory capacity.

OR

Three years of experience in law enforcement or security work, preferably with juveniles or adolescents, including some experience in a supervisory capacity.

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

SPECIAL REQUIREMENTS

Incumbents in this classification not possessing P.O.S.T Background Investigation training must complete District-provided training within one year of employment.

Prior to employment in this classification, successful candidates must pass a comprehensive background investigation.

Valid California Class C driver's license and use of a personal automobile.

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

WORKING ENVIRONMENT

Office environment.

Driving a vehicle to conduct work.

Occasional evening or varied hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 03/26/2020

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

December 6, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Reallocation of Assistant Director Classifications

Background and Findings

At the request of the District, Personnel Commission staff was asked to review the compensation and salary range placement for the Assistant Director classifications. This request was necessitated by continuing challenges to recruit and retain a highly qualified workforce, most notably at the Assistant Director (SR 46 – M2) level.

Since 1982 the District has adhered to a philosophy of parity across the classes of Assistant Director and Director, abiding by the concept that roles and responsibilities across each of the classes are equal, and as such, compensation for these roles should be equivalent. This concept is not unique to Long Beach Unified School District, as many of the District's comparator agencies also ascribe to this viewpoint.

Over the forty-two years since establishing this practice, Personnel Commission staff has periodically reviewed the continued relevance of this practice, with ad-hoc market surveys of other local agencies' compensation and compensation practices. The Assistant Director classification, has, at various times, fluctuated on a class-by-class basis, below the market median (+/- 5%). This has been addressed by creating several new single-incumbent classes/class titles with duties modified from the traditional Assistant Director roles, and allowing for a more market-based approach to setting compensation.

As Personnel Commission staff has historically monitored management compensation, staff has noted the nine-range difference between the Director and Assistant Director levels yields an approximate 28% compensation difference. This large difference has created compression into the Manager ranks, forcing perpetuation of a practice of creating new single-incumbent classes/class titles to address market competitiveness at or above the Assistant Director salary level. This further diminishes the intended role and responsibilities of the Assistant Director class, whereby supervising higher-compensated classifications within the organization/job family structure is no longer a viable option for this role. When setting up the current management internal equity/alignment plan, there is no indication that this was ever an intended outcome.

Recently Personnel Commission staff reviewed the Assistant Director salaries against 14 benchmark agencies and continued to find the Assistant Director primarily lags below the market median. This, unsurprisingly, contributes to the recruitment and retention difficulties noted and experienced by the District.

In November 2024, Personnel Commission staff met with the Chief Business and Financial Officer to discuss the history of the Assistant Director class structure, challenges with the current salary placements and opportunities for improvement. In discussion, internal equity based on the current classification plan architecture finds comparability between the roles, scope and intent of the Administrative Coordinator classifications at Salary Range 51 on the (M2) Management Salary Schedule.

The Chief Business and Financial Officer, with the endorsement of the Superintendent of Schools, have communicated their support for reallocation of the Assistant Director salary schedule placement from Salary Range 46 to Salary Range 51. The ten impacted classes are:

- Assistant Business Services Director
- Assistant Director, Fiscal Services
- Assistant Head Start Director, Family Services
- Assistant Maintenance Director
- Assistant Operations Director
- Assistant Public Information Director
- Assistant Purchasing and Contracts Director
- Assistant School Safety & Emergency Preparedness Director
- Assistant Transportation Director
- Nutrition Services Assistant Director

The current incumbents in the above classifications have been notified of the proposed reallocation in salary. The *Rules and Regulations of the Classified Service* define the impact on a classification reallocation, stating:

10.3 REALLOCATION OF A CLASSIFICATION

- A. A reallocation of a classification is a change from one salary range to another salary range and includes all positions allocated to the class at the time of the change. Reallocation is based on (1) findings that compensation for a classification are significantly different from market survey data (2) maintenance of the organization's internal relationships with other classifications within and among job families of the classification plan or (3) reallocation of a classification's salary range due to negotiations with a bargaining unit. The Personnel Commission Executive Officer shall determine and direct the methodology for reallocation studies and make recommendations to the Personnel Commission.
- B. When a class is reallocated to a higher salary range, each regular incumbent shall be placed on the step in the higher range that they had reached in the lower range. A change in an employee's rate resulting from a reallocation shall not change their step increment date.

Recommendations

Staff recommends the Personnel Commission:

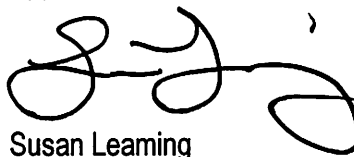
1. Reallocate the identified Assistant Director classifications and current incumbents in these classifications from Salary Range 46 to Salary Range 51 on the Supervisory and Management (M2) Salary Schedule.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:

A handwritten signature in black ink, appearing to read 'Susan Leaming', with a stylized, cursive script.

Susan Leaming
Interim Executive Officer, Personnel Commission

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

November 27, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Reclassification of an Employee and Abolishment of a Classification

Background and Findings

Recently, the District, with input from Personnel Commission staff, reached an agreement with the California School Employees Association (CSEA) Chapter 2 regarding the single incumbent in the classification of Instructional Assistant – On Campus Suspension. The agreement stipulates that the employee will, upon action of the Personnel Commission, be reclassified from Instructional Assistant – On Campus Suspension (salary range 20 C1) to the existing grandpersoned classification of Campus Staff Assistant (salary range 20 C1).

Commission staff confirmed the incumbent possesses the School Security Guard Officer certification and the duties currently performed by the incumbent are found within the Campus Staff Assistant class description. As the employee is the last incumbent in the Instructional Assistant – On Campus Suspension class, staff is also recommending abolishment of the class effective in tandem with the reclassification.

Recommendations

Staff recommends the Personnel Commission, with an effective date of the first day of the pay period following Commission approval:

1. Approve the reclassification of Employee ID E00321232 from the classification of Instructional Assistant – On Campus Suspension to the classification of Campus Staff Assistant (class code 05289)
2. Abolish the classification of Instructional Assistant – On Campus Suspension

Prepared, Approved, and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission and Classified Employment



PERSONNEL COMMISSION

Class Code: 5217
Salary Range: 20 (C1)

INSTRUCTIONAL ASSISTANT - ON CAMPUS SUSPENSION

JOB SUMMARY

Under general supervision, monitor and control the behavior of students assigned to an on campus suspension center; sign students in and out of the center and keep attendance records; serve as a role model and provide guidance to students regarding appropriate behaviors and importance of following school rules; 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.

- Monitor and control the behavior of students assigned to an on campus suspension center, after-school detention, Saturday school or similarly focused program in the absence of certificated staff. **E**
- Sign students in and out of the center and keep attendance records; distribute on campus suspension notification letters to parents; issue readmits; clear detentions in the student behavior management system. **E**
- Enter student suspension and attendance data into the student information system; make telephone calls or home visits regarding student attendance, behavior or related issues. **E**
- Serve as a role model and provide guidance to students regarding appropriate behaviors and importance of following school rules; observe and record information such as student behavior, attention to work and other significant student data. **E**
- Inform certificated staff of student behavior in the center; refer students to counseling or disciplinary staff as appropriate; prepare related reports; participate in parent/teacher conferences as requested. **E**
- Plan for the preparation and delivery of center materials including books, work packets and videos; confer with teachers regarding classroom assignments and textbooks; review student work assignments or tests. **E**
- Provide assistance to students individually or in groups, lead and facilitate group discussions, projects or related activities; distribute assignments and textbooks. **E**
- Take action to prevent unruly behavior and unsafe acts including intervening in disruptive or violent student behaviors; confiscate banned items from students; assist in monitoring students before school and during passing and nutrition periods. **E**
- Maintain work areas and suspension center in a secure, clean and orderly condition; lock and unlock gates and doors as needed. **E**

- Perform program support activities such as maintaining records and files, ordering supplies, preparing reports, collecting money, writing receipts, completing forms and distributing textbooks or other learning materials. *E*
- Operate a variety of office equipment including a copier, telephone, laminator and a computer and assigned software; operate a two-way radio. *E*
- Assist campus administration and public safety agencies during emergency situations such as lock downs or evacuations; administer first aid or necessary physical assistance to ill or distressed students. *E*
- May participate in or conduct in-service training to other staff within subject matter area of expertise; may make presentations to groups such as parents or community assemblies to explain program goals, objectives or activities.
- Lead the activities of classroom support personnel including college aides, volunteers and student assistants 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

Instructional Assistants are programmatic in function rather than in a teacher-classroom orientation. The Instructional Assistant is an active, knowledgeable participant in the development of instructional activities and materials. They actively participate in the delivery of educational subject matter rather than the lesser included task of tutoring and drilling students which is more typical of the Instructional Aide classifications. Instructional Assistant-On Campus Suspension incumbents are assigned to an on campus suspension center working directly with students who may be hostile to supervision and argumentative regarding complying with school rules. Incumbents demonstrate strong leadership and student behavior control abilities independent of direct support of certificated teachers or administrators.

EMPLOYMENT STANDARDS

Knowledge of:

Classroom procedures and appropriate student conduct.

Child guidance principles and practices.

Appropriate methods and techniques in maintaining a disciplined environment.

General principles of child adolescent behavior and development.

Basic subjects taught in District schools including arithmetic, grammar, spelling, language and reading.

General instructional methods and techniques.

Diverse needs of individuals from varying socioeconomic and cultural backgrounds.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of standard office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and filing techniques.

English usage, grammar and punctuation.
Basic first aid.

Ability to:

Monitor and control the behavior of students assigned to an on campus suspension center.

Demonstrate strong leadership and student behavior control abilities independent of direct support of certificated teachers or administrators.

Serve as a role model and provide guidance to students regarding appropriate behaviors and importance of following school rules.

Demonstrate understanding and patience toward students.

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Observe and record information such as student behavior, attention to work and other significant student data.

Provide assistance to students individually or in groups, lead and facilitate group discussions, projects or related activities.

Interpret, apply, and explain applicable laws, codes, rules and regulations.

Prepare and maintain a variety of records, reports and files.

Work independently with little direction.

Maintain confidentiality of sensitive and privileged information.

Communicate effectively both orally and in writing.

Operate a variety of office and classroom equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Administer first aid or necessary physical comfort to ill or distressed students.

Education and Training:

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

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

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

In addition to the above standards, applicants must provide proof of completion of college-level coursework relating to the activities of this classification, such as education, sociology, mental health, psychology or counseling.

Experience:

One year of experience working with students in a structured, educational environment. Experience working with at-risk students is highly desirable.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Classroom, learning center or playground environment.
Occasional varied or weekend hours.
Contact with dissatisfied or abusive individuals.
Travel from school to school may be required for some positions.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Seeing to read a variety of materials and monitor student behavior.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate standard office and classroom equipment.
Bending at the waist, kneeling or crouching to assist students.
Loading, pushing and pulling textbooks on carts.
Walking to monitor students.

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.



PERSONNEL COMMISSION

Class Code: 5289
Salary Range: 20 (C1)

CAMPUS STAFF ASSISTANT (GRANDPERSONED)

JOB SUMMARY

Under general supervision, observe and monitor activities and facilities at an assigned campus to assure the well-being and safety of students, staff and visitors; advise students of appropriate standards of behavior and the importance of following school rules; assist school site administration in promoting a positive, productive and safe campus climate; 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.

- Serve as a role model and provide guidance to students regarding appropriate behaviors and the importance of following school rules; build rapport with students and assist in promoting a positive, productive and safe campus climate. **E**
- Screen student and visitor entry to campus; issue passes; escort and direct students and visitors to campus destinations; identify and address unauthorized visitors; report unauthorized visitors to school administration and contact School Safety as needed. **E**
- Observe and monitor campus buildings, gates, restrooms, lunch areas, grounds and parking lots to assure the well-being and safety of students, staff and visitors; monitor student activities during passing and meal periods; verify hall passes. **E**
- Identify and intervene in conflicts between individual or groups of students and de-escalate situations; assist students to problem-solve issues and resolve conflicts in a positive and constructive manner; maintain a high level of visibility on campus. **E**
- Conduct follow-up observations of student interactions on campus and in learning environments; refer students to counseling staff as appropriate; report inappropriate behaviors and rule infractions to school administration; prepare incident reports. **E**
- Communicate with students, administrators, staff and others to exchange information, coordinate activities and resolve issues or concerns; advise school administration and School Safety personnel of causes and effects of student tension on campus. **E**
- Monitor student behavior in alternative classroom environments; maintain sign in logs and input records of student attendance and behavior; communicate with certificated staff regarding students and related activities in the center. **E**
- Secure building and gates as directed by school administrators; assist administration with searches of student lockers and property; confiscate inappropriate items; inform students of dress code infractions and provide or arrange for temporary clothing. **E**

- Assist site administration and public agencies during emergency situations such as lockdowns or evacuations; escort students and staff to identified safe areas; administer first aid or necessary physical assistance to ill or distressed individuals. *E*
- Perform a variety of campus support activities such as maintaining records and files, receiving, storing and issuing supplies and equipment; answering phones, completing forms and distributing textbooks or other learning materials; set up furniture and audio-visual equipment in classrooms or for a variety of special events. *E*
- Monitor and assist in controlling crowds at special and athletic events; observe and report misuse of facilities, vandalism or other unauthorized activities; direct traffic. *E*
- Operate a variety of office equipment including a computer and assigned software; operate a two-way radio; drive a District or personal vehicle to conduct work and pick up supplies and equipment. *E*
- Accompany site administrators on home visits as assigned; participate in parent conferences as requested. *E*
- Attend and participate in a variety of meetings, trainings and conferences. *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

A Campus Staff Assistant, working closely with site administrators and staff, actively monitors student activities and campus buildings, gates, restrooms, lunch areas, grounds and parking lots to assure the well-being and safety of students, staff and visitors at an assigned school site. The Campus Staff Assistant assists school site administration in promoting a positive, productive and safe campus climate and appropriate student behaviors on campus.

EMPLOYMENT STANDARDS

Knowledge of:

General principles of adolescent behavior and development.
General behavioral management strategies and techniques.
Diverse needs of students from varying socioeconomic and cultural backgrounds.
Applicable laws, codes, rules and regulations related to assigned activities.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
General conflict resolution techniques.
Operation of a variety of office equipment including a computer and assigned software.
Operation of a two-way radio.
Record-keeping and filing techniques.
Basic first aid procedures.

Ability to:

Model a relational approach to interacting with students, staff and the public.
Demonstrate understanding and patience toward students.

Build positive relationships and strengthen student engagement.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Understand adolescent behavior and be a positive role model to adolescents.
Analyze situations accurately and adopt an effective course of action.
Understand and work within scope of authority.
Interpret, apply, and explain applicable laws, codes, rules and regulations.
Intervene physically in confrontations and restrain students as needed.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Prepare and maintain a variety of records, reports and files.
Operate a variety of office equipment including a computer and assigned software.
Operate a two-way radio.
Administer first aid or necessary physical comfort to ill or distressed individuals.

Education and Training:

Graduation from high school or equivalent. College-level coursework in psychology, child development, counseling or a related field is desirable.

Experience:

One year of experience working with adolescents or young adults in a structured environment or community-based organization. Experience working with at-risk youth 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

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

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.

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

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

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

WORKING ENVIRONMENT

Indoor and outdoor campus environment.
Seasonal heat and cold or adverse weather conditions.
Contact with dissatisfied or abusive individuals.
Exposure to physical confrontations.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information in person and on the telephone.
Seeing to monitor campus activities and read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Standing and walking for extended periods of time.
Bending at the waist, kneeling or crouching to move supplies and equipment.
Sufficient strength to lift or restrain students.
Lifting, carrying, pushing or pulling objects weighing up to 25 pounds, and occasionally up to approximately 50 pounds with assistance.

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: 06/17/2021

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

November 27, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification – Employment Services Supervisor

Background and Findings

Personnel Commission management reviewed the newly-revised Employment Services Supervisor (salary range 25 S1) classification specification and discovered a duty statement regarding certification activities was inadvertently left off.

A duty statement regarding oversight for the certification of employment eligibility lists and related certification activities is being added as an incumbent will directly supervise staff performing this work.

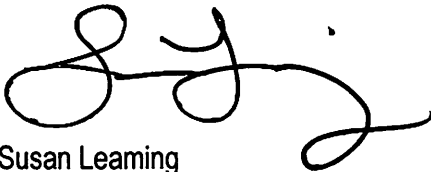
A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification specification of Employment Services Supervisor

Prepared, Approved, and Recommended:



Susan Learning
Interim Executive Officer, Personnel Commission and Classified Employment

EMPLOYMENT SERVICES SUPERVISOR

JOB SUMMARY

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

EXAMPLES OF DUTIES

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

- Plan, oversee and participate in the review and processing of documents relating to the employment of classified, limited term, and exempt employees; assure smooth and efficient office operations; maintain confidentiality of privileged and sensitive information. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and review work of staff for accuracy, completeness and compliance with applicable laws, codes, rules and regulations. **E**
- Review and approve hiring packets and employee files; inspect documents for completeness and accuracy; monitor the applicant tracking system to assure records are properly inputted and updated. **E**
- Review and approve Vacancy Assignments (VA's); verify eligibility of former employees for rehire; forward authorization to offer probationary employment; assign start and Board of Education action dates to employees after approval of the hiring packet and required clearances. **E**
- Oversee and participate in the certification of eligible lists, pre-employment onboarding, offers of employment, transfers, and other certification practices; oversee and monitor lists of persons eligible for re-instatement, re-employment, and transfer; maintain listing of vacant classified positions. **E**
- Review and approve assignment changes, additional hourly elections, and promotions; check employee evaluations to verify satisfactory past job performance; verify and input salary and career increments. **E**
- Collaborate with Fiscal Services regarding position control issues and assignment changes such as funding sources, calendars and full-time equivalents (FTE); verify appropriate changes are made to classified positions. **E**

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

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

DISTINGUISHING CHARACTERISTICS

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

information and must demonstrate exceptional customer service, interpersonal skills and positive public relations in their contacts with the public and District employees.

EMPLOYMENT STANDARDS**Knowledge of:**

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

Ability to:

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

Establish and revise priorities of clerical work and office activities.
Complete work with many interruptions.
Operate a variety of office equipment including a computer and assigned software.

Education and Training:

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

Experience:

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

OR

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

OR

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

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

SPECIAL REQUIREMENTS

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

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

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

WORKING ENVIRONMENT

Office environment.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 5/10/2018

Revised: 10/17/2024

Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 20994309

PAGE: 57-79

Date: December 12, 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 59610506

PAGE: 80-94

Date: December 12, 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.

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