

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

REGULAR MEETING AGENDA

Regular Meeting
January 9, 2025

8:15 a.m.

ADDENDUM
PAGE NO.

I GENERAL COMMUNICATION FUNCTIONS

Pursuant to Government Code section 54954.3, section (b)(1) and Chaffee vs. San Francisco Public Library Commission (2005) 134 Cal App 4th 109, each speaker will be provided up to three (3) minutes to make their comments on an agenda item. You will be provided a one-minute and thirty second warning before your time to speak is up.

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of December 12, 2024 1-5
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Purchasing and Contracts Director 6-7
2. **RATIFY** job announcement bulletin for Head Start Instructional Aide 8-9
3. **RATIFY** job announcement bulletin for Head Start Instructional Aide - Bilingual Spanish 10-11
4. **RATIFY** job announcement bulletin for Nutrition Services Assistant Director 12-13
5. **RATIFY** job announcement bulletin for Senior Associate General Counsel - Human Resources 14-15
*Recruitment Extended
6. **RATIFY** job announcement bulletin for Translator/ Interpreter - Bilingual Spanish 16-17
7. **APPROVE** the certification of Business Development & Marketing Specialist eligibility list 25- 18
0088-5232 established 12/18/2024

8. **APPROVE** the certification of District Security Officer eligibility list 25-0083-5202 established 12/31/2024 18
9. **APPROVE** the certification of Glazier eligibility list 25-0107-0111 established 12/17/2024 18
10. **APPROVE** the certification of Grounds Crew Supervisor eligibility list 25-0109-0605 established 12/19/2024 18
11. **APPROVE** the certification of Human Resources Assistant eligibility list 25-0085-3350 established 12/17/2024 18
12. **APPROVE** the certification of Human Resources Technician eligibility list 25-0086-3352 established 12/17/2024 18
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0092-5068 established 11/16/2024 18
14. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0113-5068 established 11/26/2024 19
15. **APPROVE** the certification of Recreation Aide eligibility list 25-0101-5255 established 12/26/2024 19
16. **APPROVE** the certification of Return to Work Specialist eligibility list 25-0128-5096 established 1/3/2025 19
17. **APPROVE** the certification of Water/Boiler Treatment Specialist eligibility list 25-0087-3299 established 12/26/2024 19

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Abolishment of a Classification – Expanded Learning Assistant Manager 20-24

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

January 23, 2025 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII CLOSED SESSION

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

VIII ADJOURNMENT

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

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

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

MINUTES
Regular Meeting

December 12, 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, December 12, 2024 at 8:15 a.m. she participated from a remote location, at the Hyatt at Northstar Lodge, 970 Northstar Drive, Truckee, CA 96161 the rest of the commission and public attended 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; Oralia Leyva, Certification Services Manager; Virginia Agredano Perez, Senior Administrative Secretary; Mari Rojas, Interim Employment Services Supervisor; Judith Alonso, Human Resources Technician; Monica Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Margarita Paiz, Human Resources Technician

GUESTS PRESENT

Eric Larsen, CSEA Chapter 2 Site Representative Coordinator; Tai Felder, CSEA Chapter 2 Vice President; Dallas Eberle, CSEA Chapter 2 Labor Relations Representative; Justo Ruiz, CSEA Chapter 2 Negotiator

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 November 14, 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

Eric Larsen, CSEA Chapter 2 Site Representative Coordinator addressed the Commission and informed them of his upcoming retirement. He thanked the Commission for all of the help he has received over the years. Mr. Larsen then introduced the CSEA representative who will be taking over his role as negotiator, Mr. Justo Ruiz.

Sheryl Bender, Chairperson, addressed Mr. Larsen and shared her appreciation for his working relationship with the Commission, she congratulated him on his retirement and welcomed Mr. Ruiz.

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, informed the Commission that on August 11, 2023, there were 727 approved and funded classified vacancies and as of December 12, 2024, the number of vacancies has decreased to 547. Ms. Leaming thanked staff for the efforts to fill vacancies and shared that this number is expected to continue to decrease by filling vacancies and working with the Office of School Support Services to abolish vacant positions no longer needed.

Ms. Leaming shared a positive encounter she had with a newly-onboarded Recreation Aide who was excited to be joining the District and was so happy to receive District “swag” items during the onboarding process. Ms. Leaming mentioned how uplifting it was to see the joy on her face as she looked into her onboarding bag at the various items.

Lastly, Ms. Leaming acknowledged the retirement of Eric Larson, Sign Maker, thanking Mr. Larson for his support of the Personnel Commission throughout the years and his years of service with the District. Terence Ulaszewski, Commissioner, expressed appreciation for Mr. Larson’s collaborative efforts, particularly his work bridging District and union needs, and commended his commitment to students and employees.

Amy Van Fossen, Associate Personnel Analyst, reported there are currently 66 active recruitments, with 12 in the testing phase and 14 accepting applications. Ms. Van Fossen noted that the last week was very busy with testing activities for a variety of positions and large-scale testing for 121 custodial candidates. Ms. Van Fossen thanked the team members for demonstrating exceptional coordination and professionalism throughout the week and made special mention of Veronica Bustamante, Human Resources Assistant, for her innovative idea of setting up a cart at the main gate to assure a smooth and efficient check-in process for candidates.

Oralia Leyva, Certification Services Manager, reported that on the last two Board of Education meeting agendas, there were 54 probationary, 41 substitute, and 82 coaching, student tutor, and workability student appointments made. Ms. Leyva noted the probationary appointments were made in a variety of classifications including Accounting Technician, Internal Investigator, Nutrition Service Workers, Child Care Worker, and Recreation Aide. Ms. Leyva also informed the Commission that on Monday, December 16, Operation Branch representatives from eight (8) sites will be conducting Custodian group interviews at the Personnel Commission to fill 12 current vacancies. Ms. Leyva thanked staff for their efforts to schedule the candidates for the interviews. Lastly, Ms. Leyva reported that the Expanded Learning Opportunities Program office was hosting a hiring event today, with same-day onboarding activities being conducted by Personnel Commission staff.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Personnel Analyst
2. **RATIFY** job announcement bulletin for Associate Personnel Analyst – Recruitment Extended
3. **RATIFY** job announcement bulletin for Instructional Aide - Art
4. **RATIFY** job announcement bulletin for Instructional Aide - Special
5. **RATIFY** job announcement bulletin for Return to Work Specialist (C)
6. **RATIFY** job announcement bulletin for Senior Associate General Counsel - Human Resources

7. **RATIFY** job announcement bulletin for Site Specialist - Center of Black Student Excellence
8. **APPROVE** the certification of Assistant Business Services Director eligibility list 25-0081-5264 established 12/5/2024
9. **APPROVE** the certification of Assistant Director of School Safety eligibility list 25-0108-5336 established 12/2/2024
10. **APPROVE** the certification of Building Maintenance Worker eligibility list 25-0055-0625 established 11/21/2024
11. **APPROVE** the certification of Building Maintenance Worker/ Driver eligibility list 25-0056-0880 established 11/21/2024
12. **APPROVE** the certification of Bus Driver (Catalina Island) eligibility list 25-0012-0101 established 12/3/2024
13. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW10-5258 established 11/7/2024
14. **APPROVE** the certification of Custodian (Catalina Island) eligibility list 25-0094-0139 established 11/27/2024
15. **APPROVE** the certification of Executive Director, Fiscal Services eligibility list 25-0070-5135 established 11/19/2024
16. **APPROVE** the certification of Food Production Utility Worker eligibility list 25-0076-0477 established 11/19/2024
17. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0103-5319 established 12/6/2024
18. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0075-0448 established 11/26/2024
19. **APPROVE** the certification of Instructional Aide - Special *Revised eligibility list 25-0052-0448 established 10/28/2024
20. **APPROVE** the certification of Recreation Aide eligibility list 25-0099-5255 established 11/26/2024
21. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0100-5317 established 12/3/2024
22. **APPROVE** the certification of Van Driver (Catalina Island) eligibility list 24-0254-5280 established 12/11/2024
23. **APPROVE** the certification of Van Driver (Catalina Island) eligibility list 25-0122-5280 established 12/11/2024

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous roll-call vote of those present to ratify items 1-7 and approve items 8-23.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Creation of Classifications – School Safety Administrative Operations Manager and School Safety Field Operations Manager and Abolishment of a Classification – School Safety Operations Manager

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

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

2. **APPROVE** the Reallocation of Assistant Director Classifications

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous roll-call vote of those present to approve New Business Item 2.

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

3. **APPROVE** the Reclassification of an Employee and Abolishment of a Classification

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

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

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

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

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

5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 20994309
6. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 59610506

New Business Items 5 and 6 were moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 9, 2025 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 8:42 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:44 a.m. with the following reportable actions:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 20994309

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous roll-call vote of those present to sustain staff's recommendation to remove Applicant 20994309 from the current eligibility list with the notation the applicant may reapply in six (6) months.

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

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 59610506

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous roll-call vote of those present to sustain staff's recommendation to remove Applicant 59610506 from the current eligibility list with the notation that the applicant may submit any documentation not previously reviewed by the Commission for reconsideration and applicant may reapply in six (6) months.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:45 a.m.

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

ASSISTANT PURCHASING AND CONTRACTS DIRECTOR

FINAL FILING DATE:

4:30 p.m., Friday, January 10, 2025.

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 the Purchasing and Contracts Director, assist in the planning, organization and direction of the activities and operations of the Purchasing and Contracts Branch including the purchase of supplies, books and equipment, central warehousing services, reprographic services, bidding and preparation of contracts and civic facilities use; supervise and evaluate the performance of assigned personnel, perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

Four years of experience in purchasing, warehousing and contract administration in a large organization including one year in a supervisory or management capacity. Experience within an educational or governmental agency is highly preferred.

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

SPECIAL REQUIREMENTS:

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

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
\$136,739 to \$160,576
with excellent benefits
and retirement package.



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PLEASE NOTE: SALARY EFFECTIVE 1/2/2025 APPLICATION:

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

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of any of the following: supplemental application; written examination(s); qualifications appraisal interview; performance or technical examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of six (6) months.

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MERIT SYSTEM EMPLOYER

Dual Exam 25-0139-0777 MG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

HEAD START INSTRUCTIONAL AIDE

FINAL FILING DATE:

4:30 p.m., Friday, January 10, 2025

JOB INFORMATION:

Permanent 10-month position. Position is a 100% FTE.

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

JOB SUMMARY:

Under close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent and a valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

Child Development Associate Teacher Permit
Child Development Teacher Permit
Child Development Master Teacher Permit
Child Development Site Supervisor Permit
Child Development Program Director Permit

SPECIAL REQUIREMENTS:

(1) If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification. (2) To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (3) Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment. (4) May be required to travel from one location to another.

WORKING ENVIRONMENT

Pre-school classroom, office, playground environment, off-campus locations offering pre-school activities. Travel to/from student homes and other off-site locations may be required.

SALARY RANGE HOURLY:

START: \$18.76

6 MONTHS: \$19.79

1 ½ YEARS: \$20.89

2 ½ YEARS: \$22.02

3 ½ YEARS: \$23.23



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 25-0143-0657 AA

LBUSD employees, please see reverse for important information.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD START INSTRUCTIONAL AIDE – BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Friday, January 10, 2025

JOB INFORMATION:

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

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SALARY RANGE HOURLY:

START:	\$18.76
6 MONTHS:	\$19.79
1 ½ YEARS:	\$20.89
2 ½ YEARS:	\$22.02
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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 25-0140-5235 AA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Amy B

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

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

Guidelines:

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

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

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

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES ASSISTANT DIRECTOR

FINAL FILING DATE:

4:30 p.m., Monday, January 13, 2025

JOB INFORMATION:

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

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

JOB SUMMARY:

Under the direction of the Nutrition Services Director, assist in planning and directing the operations and activities of the District's Nutrition Services department; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of a personal automobile and possession of a valid California driver's license. (2) 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. (3) Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification. (4) At the time of appointment, an incumbent must certify in writing they have completed eight hours of food safety training within five years of their employment start date or will complete eight hours of food safety training within 30 days of employment to this class. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

SALARY RANGE HOURLY:

The annual salary is

\$136,739 to \$160,576

With excellent benefits

And retirement package

PLEASE NOTE: SALARY EFFECTIVE 1/1/25

APPLICATION:

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

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of any of the following: supplemental application; written examination(s); qualifications appraisal interview; performance or technical examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of 6 months.

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

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

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MERIT SYSTEM EMPLOYER

Dual Exam 25-0138-5059 YA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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Amy Van Ja

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.**
- ❖ **Attendance Incentive documentation:** The Personnel Commission will accept the Lost Time Report, which is a payroll report that can be printed by your site payroll clerk. Only the three most recent fiscal years can be used to earn attendance incentive points.
- ❖ **Professional Growth Incentive documentation:** Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.

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

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

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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

-RECRUITMENT EXTENDED-

SENIOR ASSOCIATE GENERAL COUNSEL – HUMAN RESOURCES

FINAL FILING DATE:

4:30 p.m., Tuesday, January 14, 2025

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 Extended Deadline:
Tuesday, January 14, 2025 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.

Maria Lynn Alvarez
WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 25-0132-5325 JA

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PERSONNEL COMMISSION

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

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Guidelines:

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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

TRANSLATOR-INTERPRETER – BL SPANISH

FINAL FILING DATE:

4:30 p.m., Monday, January 13, 2025

JOB INFORMATION:

Permanent 10-month position. Position is a 100% FTE.

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

JOB SUMMARY:

Under general supervision, provide District-wide oral and written translation services for school sites and District departments; serve as an interpreter for a variety of meetings, workshops, conferences and special events; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school supplemented by college-level coursework in a designated second language. An Associate's degree in a designated second language is preferred.

EXPERIENCE:

One year of experience translating written documents and providing simultaneous oral interpretation services. Experience in a school district is preferred.

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

SPECIAL REQUIREMENTS:

(1) May be required to travel from one location to another. (2) Valid California Class C driver's license and use of a personal automobile. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 40 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

SALARY RANGE HOURLY:

START: \$26.69

6 MONTHS: \$28.16

1 ½ YEARS: \$29.71

2 ½ YEARS: \$31.35

3 ½ YEARS: \$33.08



Apply Here

APPLICATION:

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MERIT SYSTEM EMPLOYER

Dual Exam 25-0142-5079

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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Umy Van

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: 18-19

Date: January 9, 2025

Reason for Consideration: Approval

**BUSSINESS DEVELOPMENT & MARKETING
SPECIALIST**

DUAL

25-0088-5232

List Valid: **12/18/2024 - 12/18/2025**

Total Applications Received: 26

Passed: 4 Failed: 2

Total Invited to Exam: 13

Withdrew: 7 Screened Out: 13

DISTRICT SECURITY OFFICER

DUAL

25-0083-5202

List Valid: **12/31/2024 - 06/30/2025**

Total Applications Received: 63

Passed: 7 Failed: 2

Total Invited to Exam: 15

Withdrew: 6 Screened Out: 48

GLAZIER

DUAL

25-0107-0111

List Valid: **12/17/2024 - 12/17/2025**

Total Applications Received: 35

Passed: 1 Failed: 12

Total Invited to Exam: 17

Withdrew: 4 Screened Out: 18

GROUND'S CREW SUPERVISOR

DUAL

25-0109-0605

List Valid: **12/19/2024 - 12/19/2025**

Total Applications Received: 31

Passed: 9 Failed: 8

Total Invited to Exam: 23

Withdrew: 6 Screened Out: 8

HUMAN RESOURCES ASSISTANT

DUAL

25-0085-3350

List Valid: **12/17/2024 - 12/17/2025**

Total Applications Received: 192

Passed: 9 Failed: 16

Total Invited to Exam: 46

Withdrew: 21 Screened Out: 146

HUMAN RESOURCES TECHNICIAN

DUAL

25-0086-3352

List Valid: **12/17/2024 - 12/17/2025**

Total Applications Received: 91

Passed: 4 Failed: 14

Total Invited to Exam: 27

Withdrew: 9 Screened Out: 64

NUTRITION SERVICES WORKER

CONTINUOUS

25-0092-5068

List Valid: **11/26/2024 - 05/27/2025**

Total Applications Received: 45

Passed: 15 Failed: 2

Total Invited to Exam: 36

Withdrew: 18 Screened Out: 10

NUTRITION SERVICES WORKER**CONTINUOUS****25-0113-5068**List Valid: **11/26/2024 - 05/27/2025**

Total Applications Received: 11

Passed: 4 Failed: 1

Total Invited to Exam: 10

Withdrew: 5 Screened Out: 1

RECREATION AIDE**OPEN CONTINUOUS****25-0101-5255**List Valid: **12/26/2024 - 06/26/2025**

Total Applications Received: 67

Passed: 57 Failed: 0

Total Invited to Exam: 57

Withdrew: 1 Screened Out: 9

RETURN TO WORK SPECIALIST**DUAL****25-0128-5096**List Valid: **01/03/2025 - 01/03/2026**

Total Applications Received: 22

Passed: 3 Failed: 2

Total Invited to Exam: 5

Withdrew: 0 Screened Out: 17

WATER/BOILER TREATMENT SPECIALIST**DUAL****25-0087-3299**List Valid: **12/26/2024 - 12/26/2025**

Total Applications Received: 11

Passed: 1 Failed: 1

Total Invited to Exam: 4

Withdrew: 2 Screened Out: 7

CERTIFIED TO BE CORRECT: Susan Leaming DATE: January 9, 2025

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

December 30, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification – Expanded Learning Assistant Manager

Background and Findings

The single incumbent classification of Expanded Learning Assistant Manager (salary range 24 M2) has been vacant since the last incumbent retired in December 2023. Due to the reorganization of the Expanded Learning Opportunities Program (ELO-P) in June 2022, several programs were restructured under the Early Learning and Elementary Schools Office and the department does not plan on utilizing this classification in the future. There is no reemployment list in place for this classification and no staff will be impacted by this action.

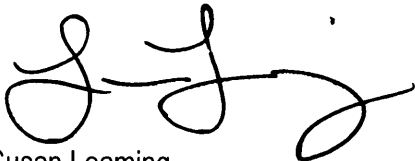
The Director, Early Learning & Expanded Learning Opportunities Program supports the abolishment of the classification.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of Expanded Learning Assistant Manager

Prepared, Approved, and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission and Classified Employment

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5321
Salary Range: 24 (M2)

EXPANDED LEARNING ASSISTANT MANAGER

JOB SUMMARY

Under general direction, assist in planning, organizing and managing the daily operations and activities of the District's Expanded Learning Opportunities Programs (ELO-P); train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Assist in planning, organizing and managing the daily operations and activities of the District's Expanded Learning Opportunities Programs (ELO-P) ; assure smooth and efficient delivery of services and compliance with applicable laws, codes, rules and regulations. **E**
- Train, supervise and evaluate the performance of assigned staff; assure appropriate staffing levels and coverage; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Identify program needs and assist in developing long and short-range goals; conduct on-site visitations, assessments and needs analysis; advise the Expanded Learning Manager or administrators of unusual trends or issues and recommend appropriate corrective action. **E**
- Participate in the development of the annual preliminary program budget; monitor program and site budgets, fee collection systems, and enrollment procedures; control and authorize expenditures in accordance with established limitations. **E**
- Participate in the development and facilitation of fundraising activities, an active marketing program, and establishing and maintaining community and business partnerships; promote positive community relations. **E**
- Research and evaluate new activities, program enrichment opportunities, materials, equipment and supplies. **E**
- Communicate with District and site staff, families, and others to exchange information, coordinate activities and resolve issues or concerns. **E**
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. **E**
- Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities and personnel; compose correspondence. **E**

- Attend and participate in workshops, in-services, staff meetings and training programs; schedule, coordinate and facilitate in-service training for staff; prepare and deliver oral presentations. *E*
- Administer first aid or necessary physical assistance to ill or distressed children; may assist students with toileting and diapering as necessary; may administer prescribed medication in accordance with established District procedure. *E*
- Serve as the Expanded Learning Manager in the absence of the Manager as assigned.
- 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 Expanded Learning Assistant Manager assists in planning, organizing and managing the daily operations and activities of the District's Expanded Learning Opportunities Programs (ELO-P). The primary operations of the program are delivering child care and school enrichment services at various sites before and after school times, ranging from 6:30 a.m. to 6:30 p.m.

EMPLOYMENT STANDARDS

Knowledge of:

Current theories and practices of child development.
Principles and practices of supervision and training.
Child guidance principles and practices.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Policies and objectives of assigned program and activities.
Operation of office equipment including a computer and assigned software.
Budgeting practices regarding monitoring and control.
Oral and written communication skills.

Ability to:

Assist in planning, organizing, and managing the daily operations and activities of the District's Expanded Learning Opportunities Program (ELO-P).
Train, supervise and evaluate the performance of assigned staff.
Interact with parents and others in a direct, professional manner.
Demonstrate flexibility, understanding, and patience, toward students and families.
Interpret, apply and explain District and program rules, regulations and daily practices.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Compose correspondence and written materials.
Monitor and maintain assigned budgets and expenditures.

Maintain records and files and prepare reports.

Plan and organize work.

Administer first aid or necessary physical assistance to ill or distressed children.

Administer prescribed medication in accordance with established District procedures.

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

Speak effectively and make public presentations to large and small groups.

Demonstrate leadership and managerial skills.

Education and Training:

Bachelor's degree in early childhood education, child development, social sciences, recreation or a closely related field, or a Child Development Program Director Permit issued by the California Commission on Teacher Credentialing.

Experience:

Three years of supervisory experience in an extended day care or similar recreation program with comprehensive theme-based activities.

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 personal automobile and possession of a valid California Class C driver's license.

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

WORKING CONDITIONS:

Office and classroom environment.

Evening and varied hours.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to assist children.

Reaching overhead, above the shoulders and horizontally.

Seeing to read a variety of materials and monitor activities.

Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.

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

May include lifting, pushing, pulling or crawling on the floor.

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: 6/23/2016

Revised: 06/15/2023