

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

REGULAR MEETING AGENDA

Regular Meeting
January 23, 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 January 9, 2025 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodian (Catalina Island) 5
2. **RATIFY** job announcement bulletin for Information Security Officer 6-7
3. **RATIFY** job announcement bulletin for Instructional Aide - Special 8-9
4. **RATIFY** job announcement bulletin for Nutrition Services Worker 10
5. **APPROVE** the certification of Business Services Analyst eligibility list 25-0123-5268 established 1/16/2025 11
6. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW11-5258 established 11/21/2024 11

7. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW12-5258 established 12/5/2024 11
8. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW13-5258 established 12/19/2024 11
9. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW14-5258 established 1/9/2025 11
10. **APPROVE** the certification of Custodian eligibility list 25-0098-0139 established 1/14/2025 11
11. **APPROVE** the certification of Instructional Aide - Art eligibility list 25-0129-5311 established 1/22/2025 11
12. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0127-5319 established 1/13/2025 12
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0090-0448 established 1/21/2025 12
14. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0126-0448 established 1/21/2025 12
15. **APPROVE** the certification of Plant Supervisor II eligibility list 25-0117-5027 established 1/13/2025 12
16. **APPROVE** the certification of Senior Accounting Assistant eligibility list 25-0120-0760 established 1/14/2025 12
17. **APPROVE** the certification of Senior Office Assistant eligibility list 25-0080-0677 established 1/24/2025 12

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Reestablishment and Revision of a Class Specification: Emergency Preparedness Program Supervisor and Abolishment of a Classification: Emergency Preparedness Program Manager 13-22
2. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2023-2024
3. **APPROVE** the Request for Hearing in a Disciplinary Matter Employee E00541054 23-76

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

February 6, 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

January 9, 2025

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, January 9, 2025 at 8:22 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS
PRESENT

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

GUESTS PRESENT

Tai Felder, CSEA Chapter 2 1st Vice President.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of December 12, 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, wished everyone a happy new year. Ms. Leaming shared an internal email explaining that Long Beach Unified schools remained open today, with air quality being closely monitored in collaboration with the Long Beach Health Department. In addition, schools were advised to limit outdoor activities, especially for individuals with health concerns.

Ms. Leaming reported that effective January 1, 2025, California's minimum wage increased from \$16.00 to \$16.50 per hour and the updated salary schedules are posted on the Personnel Commission web site.

Ms. Leaming also notated a correction to Consent Agenda #16, adding the “Confidential” designation to the title of Return to Work Specialist.

Maria Lynn Alvarez, Personnel Analyst, thanked the Personnel Commission team for their dedication and efforts to enhance the District’s recruitment initiatives. Ms. Alvarez commended their active engagement at job fairs and community events, promoting job openings and fostering positive relationships.

Ms. Alvarez shared recruitment metrics, noting that from July 1 to December 31, 2024, the Commission received 5,200 employment applications, consistent with last year’s total of 10,900. In addition, as of January 2, 2025, the Commission had initiated its 147th recruitment for the fiscal year. In fiscal year 2023-2024, 272 eligibility lists were established, demonstrating the volume of work is on track with what was accomplished last year.

Oralia Leyva, Certification Services Manager, reported that at the December 18, 2024, Board of Education meeting, 31 probationary appointments were approved for classifications such as Assistant Public Information Director, Child Care Worker, Recreation Aide, Internal Investigator, and Staff Secretary. Nineteen substitute appointments were also approved for a variety of positions including Accountants, Campus Staff Assistants, Job Developers, and Recreation Aides. Additionally, 42 new exempt assignments were approved for Cafeteria Student Assistants, Workability Students, and Coaches.

Ms. Leyva shared that on December 16, 2024, Custodian group interviews held at the Personnel Commission successfully filled 11 of 12 vacancies. Ms. Leyva extended her gratitude to the Operations Department, school site representatives, and Personnel Commission team members, Margarita Paiz, Joanna Guzman, Mari Rojas, and Virginia Agredano Perez, for their contributions to the successful event.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Purchasing and Contracts Director
2. **RATIFY** job announcement bulletin for Head Start Instructional Aide
3. **RATIFY** job announcement bulletin for Head Start Instructional Aide - Bilingual Spanish
4. **RATIFY** job announcement bulletin for Nutrition Services Assistant Director
5. **RATIFY** job announcement bulletin for Senior Associate General Counsel - Human Resources *Recruitment Extended
6. **RATIFY** job announcement bulletin for Translator/Interpreter - Bilingual Spanish
7. **APPROVE** the certification of Bussiness Development & Marketing Specialist eligibility list 25-0088-5232 established 12/18/2024
8. **APPROVE** the certification of District Security Officer eligibility list 25-0083-5202 established 12/31/2024
9. **APPROVE** the certification of Glazier eligibility list 25-0107-0111 established 12/17/2024
10. **APPROVE** the certification of Grounds Crew Supervisor eligibility list 25-0109-0605 established 12/19/2024

11. **APPROVE** the certification of Human Resources Assistant eligibility list 25-0085-3350 established 12/17/2024
12. **APPROVE** the certification of Human Resources Assistant eligibility list 25-0086-3352 established 12/17/2024
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0092-5068 established 11/16/2024
14. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0113-5068 established 11/26/2024
15. **APPROVE** the certification of Recreation Aide eligibility list 25-0101-5255 established 12/26/2024
16. **APPROVE** the certification of Return to Work Specialist (C) eligibility list 25-0128-5096 established 1/3/2025
17. **APPROVE** the certification of Water/Boiler Treatment Specialist eligibility list 25-0087-3299 established 12/26/2024

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 with the noted correction to Item #16.

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

OLD BUSINESS

None

NEW BUSINESS

APPROVE the Abolishment of a Classification – Expanded Learning Assistant Manager

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

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

OTHER ITEMS

Chairperson Bender announced her reappointment to the Commission for another three-year term and expressed her gratitude to staff for persevering through challenges and recognized them for a job well done. Commissioner Bender presented staff members with a personalized travel mug with the new Commission logo. Commissioner Vaughan spoke about the hard work staff has been putting in, going above and beyond, and that the District appreciates the work staff is accomplishing. Commissioner Ulaszewski mentioned he has noticed a sense of rejuvenation amongst staff this past year and noted how well they work together. Commissioner Ulaszewski discussed how the District understands the challenges facing the Commission in regards to recruitment and the changing job market, and noted the

individuals hired today, will hopefully be working for the District for the next 30 years, taking care of our children and grand-children.

Ms. Leaming acknowledged the recent passing of staff member Veronica Bustamante's mother, and requested the Commission adjourn today's meeting in her memory.

NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 23, 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 8:39 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:03 a.m. with no reportable actions.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned in memory of Reynalda Flores de Avalos at 9:04 a.m.

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CUSTODIAN (CATALINA ISLAND)

FINAL FILING DATE:

Continuous

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Completion of the eight grade.

EXPERIENCE:

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

OR

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

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

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

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

SALARY RANGE HOURLY:

START: \$22.68

6 MONTHS: \$23.93

1 ½ YEARS: \$25.24

2 ½ YEARS: \$26.63

3 ½ YEARS: \$28.09

SUBSTITUTE SALARY: \$22.68

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



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.

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

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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OPEN CONTINUOUS 25-0139 MP

Maria Lynn Alvarez

PERSONNEL COMMISSION

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INFORMATION SECURITY OFFICER

FINAL FILING DATE:

4:30 p.m., Monday, February 03, 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 administrative direction, will plan, organize, control and direct the District's cybersecurity and data privacy programs and operations. Will also assure information assets, applications, systems, infrastructure, and processes are protected in the digital ecosystem in which the District operates. In addition, will assure cybersecurity measures comply with statutory and regulatory requirements regarding information confidentiality, integrity, and availability, as well as, perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Bachelor's degree in cybersecurity, computer science, engineering, information systems management, software engineering or a related field. A Master's degree is preferred. Valid Certified Information Systems Security Professional (CISSP) certification.

EXPERIENCE:

Five (5) years of cybersecurity management-level experience in a large user environment including two years of experience providing cybersecurity services in a regulated industry with one or more of the following information security compliance objectives (FERPA, HIPAA, PCI-DSS, CJIS, CPPA).

Experience in a public K-12 educational environment is preferred. Two years of additional experience may be substituted for two years of the required education.

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

SPECIAL REQUIREMENTS:

The following certifications are desirable:

Certified Information Security Manager (CISM)
GIAC Information Security Officer (GISO)
GIAC Security Leadership Certification (GSLC)

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

SALARY RANGE HOURLY:

The annual salary is
\$152,401 to \$178,963
with excellent benefits
and retirement package.



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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.

Maria Lynn Alvarez

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MERIT SYSTEM EMPLOYER

Dual Exam 25-0147-5339 JA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

Guidelines:

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

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

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.

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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 substitute 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 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:

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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.

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LBUSD employees, please see reverse for important information.

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Guidelines:

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

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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES WORKER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Part Time 10-months (less than 20 hrs/week no ben)

Eligibility list may be used for substitutes and to fill future vacancies as they occur.

JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

WORKING ENVIRONMENT:

Kitchen and cafeteria environment.

Subject to heat from ovens and cold from refrigerators or freezers.

Exposure to hot foods and equipment.

Working with knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS:

Standing for extended periods of time. Hearing and speaking to exchange information. Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds. Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment. Reaching overhead, above the shoulders and horizontally. Bending at the waist, kneeling or crouching. Seeing to monitor food quality and quantity and count money.

SALARY RANGE HOURLY:

START: \$17.77

6 MONTHS: \$18.75

1 ½ YEARS: \$19.78

2 ½ YEARS: \$20.87

3 ½ YEARS: \$22.02



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. 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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Open Continuous Exam 25-0148-5068 YA

PERSONNEL COMMISSION

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 9128776

PAGE: 11-12

Date: January 23, 2025

Reason for Consideration: Approval

BUSINESS SERVICES ANALYST

DUAL

25-0123-5268

List Valid: **01/16/2025 - 01/16/2026**

Total Applications Received: 46

Passed: 9 Failed: 3

Total Invited to Exam: 16

Withdrew: 4 Screened Out: 30

CHILD CARE WORKER

OPEN

25-CCW11-5258

List Valid: **11/21/2024 - 05/21/2025**

Total Applications Received: 10

Passed: 8 Failed: 0

Total Invited to Exam: 10

Withdrew: 2 Screened Out: 0

CHILD CARE WORKER

OPEN

25-CCW12-5258

List Valid: **12/05/2024 - 06/05/2025**

Total Applications Received: 13

Passed: 9 Failed: 0

Total Invited to Exam: 13

Withdrew: 4 Screened Out: 0

CHILD CARE WORKER

OPEN

25-CCW13-5258

List Valid: **12/19/2024 - 06/19/2025**

Total Applications Received: 8

Passed: 6 Failed: 0

Total Invited to Exam: 7

Withdrew: 1 Screened Out: 1

CHILD CARE WORKER

OPEN

25-CCW14-5258

List Valid: **01/09/2025 - 07/09/2025**

Total Applications Received: 13

Passed: 9 Failed: 0

Total Invited to Exam: 12

Withdrew: 3 Screened Out: 1

CUSTODIAN

OPEN

25-0098-0139

List Valid: **01/14/2025 - 01/14/2026**

Total Applications Received: 200

Passed: 69 Failed: 8

Total Invited to Exam: 121

Withdrew: 41 Screened Out: 82

INSTRUCTIONAL AIDE - ART

DUAL

25-0129-5311

List Valid: **01/22/2025 - 01/22/2026**

Total Applications Received: 68

Passed: 27 Failed: 1

Total Invited to Exam: 44

Withdrew: 15 Screened Out: 25

INSTRUCTIONAL AIDE - EXPANDED LEARNING

List Valid: **01/13/2025 - 07/13/2025**
Total Applications Received: 36
Passed: 9 Failed: 0

OPEN CONTINUOUS**25-0127-5319**

Total Invited to Exam: 17
Withdrew: 8 Screened Out: 19

INSTRUCTIONAL AIDE - SPECIAL

List Valid: **01/21/2025 - 01/21/2026**
Total Applications Received: 47
Passed: 6 Failed: 0

OPEN CONTINUOUS**25-0090-0448**

Total Invited to Exam: 8
Withdrew: 2 Screened Out: 39

INSTRUCTIONAL AIDE - SPECIAL

List Valid: **01/21/2025 - 01/21/2026**
Total Applications Received: 13
Passed: 4 Failed: 0

OPEN CONTINUOUS**25-0126-0448**

Total Invited to Exam: 5
Withdrew: 1 Screened Out: 8

PLANT SUPERVISOR II

List Valid: **01/13/2025 - 01/13/2026**
Total Applications Received: 29
Passed: 7 Failed: 6

DUAL**25-0117-5027**

Total Invited to Exam: 14
Withdrew: 1 Screened Out: 15

SENIOR ACCOUNTING ASSISTANT

List Valid: **01/14/2025 - 01/14/2026**
Total Applications Received: 23
Passed: 5 Failed: 4

DUAL**25-0120-0760**

Total Invited to Exam: 9
Withdrew: 0 Screened Out: 14

SENIOR OFFICE ASSISTANT

List Valid: **01/24/2025 - 01/24/2026**
Total Applications Received: 176
Passed: 43 Failed: 40

DUAL**25-0080-0677**

Total Invited to Exam: 136
Withdrew: 53 Screened Out: 40

CERTIFIED TO BE CORRECT: Susan Leaming DATE: January 23, 2025

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

January 9, 2025

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Reestablish and Revise a Class Specification: Emergency Preparedness Program Supervisor, and Abolishment of a Classification: Emergency Preparedness Program Manager

Background and Findings

The classification of Emergency Preparedness Program Supervisor (salary range 35 S1) was created on March 28, 2000, and abolished on May 1, 2014. The new Director of School Safety has requested the classification be reestablished as the department has been evaluating its organizational structure as part of an ongoing review. Over the last several years, the duties of the (vacant since September 7, 2021) Emergency Preparedness Program Manager class (salary range 42 M2) have been redistributed to other School Safety Department leaders and there is no need for a single-point-of-contact manager overseeing this function. There is, however, a need to reestablish the Supervisor class to coordinate and supervise the day-to-day operations of the Emergency Preparedness Program activities and staff.

In reviewing salary placement for the reestablished and revised job classification, staff looked at internal alignment and parity within the LBUSD organization and finds the class has not changed in scope and complexity and recommends re-establishment at the previously allocated salary range 35 on the Confidential, Supervisory, and Management (S1) salary schedule.

The Director of School Safety has reviewed and is in support of the reestablishment of the Supervisor and abolishment of the Manager classifications, with minor updates to the Emergency Preparedness Program Supervisor classification specification.

The revised Emergency Preparedness Program Supervisor classification specification is attached for review. Additions are annotated in *italics*; deletions by ~~text-strikethrough~~.

Recommendations

Staff recommends the Personnel Commission:

1. Reestablish the classification of Emergency Preparedness Program Supervisor at salary range 35 (S1)
2. Adopt the revised classification specification of Emergency Preparedness Program Supervisor
3. Abolish the classification of Emergency Preparedness Program 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 'Susan Leaming', with a large, stylized 'S' and 'L'.

Susan Leaming
Interim Executive Officer, Personnel Commission

EMERGENCY PREPAREDNESS PROGRAM SUPERVISOR

JOB SUMMARY

Under general direction, oversee a comprehensive District emergency preparedness and disaster program; organize and conduct emergency preparedness training of District personnel; serve as liaison for emergency planning activities and services with other governmental agencies and local private community organizations; train and supervise the performance of assigned staff; and perform related duties as assigned.

Under general supervision, administer a comprehensive District emergency preparedness and disaster program; organize and conduct emergency preparedness training of District personnel; and 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 the development and revision of emergency preparedness and response plans for natural and man-made disasters such as earthquakes, floods, civil unrest and acts of violence by individuals or groups; administer and implement plans and procedures that meet the requirements for school districts as mandated by the State of California under the Standard Emergency Management System (SEMS). **E**
- Coordinate and conduct training of District personnel; design exercises, drills and simulations that involve participants in emergency response decision-making and the use of emergency resources and equipment. **E**
- Assist in coordinating emergency preparedness planning activities and services in cooperation with local governments and community service organizations that include city and county law enforcement and fire agencies and organizations providing relief to victims of disasters; meet with designated emergency planning personnel and work toward the preparation of integrated emergency plans to provide mutual aid and services from these agencies and organizations for all residents of the community. **E**
- Assist in maintaining at the ready the District emergency operations and command center (EOC) and backup from which District officials will direct emergency actions. **E**
- Respond to individual site emergencies to assist and take effective and appropriate action, as needed; *drive a District or personal vehicle to conduct work.* **E**
- Communicate and disseminate information to District personnel on program activities and current developments in emergency preparedness and disaster planning; provide training media such as videos on specific emergency activities; make presentations and give briefings to District personnel on emergency preparedness. **E**
- Assess District sites to identify existing or potential hazards and advise or implement abatement procedures to avoid injury or accidents during a disaster event. **E**

- *Participate in the formulation and development of departmental policies, procedures and programs; advise managers of unusual trends or problems and recommend appropriate corrective action. E*
- *Prepare and maintain a variety of records, files and reports related to daily operations and other assigned activities. E*
- *Supervise the performance of and train assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. E*
- *Keep abreast of and evaluate current developments in the management of emergency preparedness programs; recommend opportunities for program enhancements, updates, and improvements. 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

An Emergency Preparedness Program Supervisor oversees the District emergency preparedness program and trains District personnel having decision-making responsibility for the safety and security of students, employees and the public during an emergency. An incumbent also assists in the planning and development of a comprehensive District emergency preparedness and disaster plan that involves liaison with other public and non-government agencies. During emergencies an incumbent will serve District administration as a technical expert and advisor on appropriate actions and decisions to take.

EMPLOYMENT STANDARDS

Knowledge of:

Objectives and organization of emergency management and emergency response.
Operations and structure of emergency preparedness and disaster planning in local governments.
Emergency communication techniques and technologies.
Laws, ordinances and regulations governing emergency preparedness.
Principles, concepts and terminology in emergency management.
Working knowledge of techniques, technologies and methods of training.
Basic techniques of report preparation.
Office equipment, personal computer and related training equipment.
Supervision of others in emergency situations.

Ability to:

Plan for and respond to emergencies under all conditions.
Interpret laws, codes and regulations, and their application to program or incident situations.
Implement emergency procedures.
Prepare complete and comprehensive reports.
Adjust to changing priorities.

Demonstrate leadership and composure in emergencies.
Train individuals and groups in emergency preparedness management.
Analyze emergency operations decision processes and responses and make logical and practical recommendations for improvement.
Make presentations before groups.
Operate modern office equipment such as multi-line telephone, mobile phone, personal computer and related equipment and emergency communications equipment.
Supervise and evaluate the work of support staff.
Supervise others in emergency situations.
Establish and maintain effective relationships with others.
Operate a personal or District vehicle.

Education and Training:

Associate of Arts degree in social sciences, business administration, public administration or a related field.

Completion of Federal Emergency Management Agency (FEMA) courses ICS100, ICS200, ICS700, and ICS800 is desired.

Experience:

Two years of professional experience in administrative analysis, operations planning, or developing and conducting training programs, one year of which must have been assisting in the administration or coordination of emergency operations programs or activities.

Two years of additional emergency operations experience may be substituted for one year of the required education.

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

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.

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.

~~Certification in automatic cardiac defibrillator at the time of appointment is required.~~

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification and Automated External Defibrillator (AED) certification throughout employment in this classification.

An applicant must complete FEMA training courses ICS100, ICS200, ICS700, and ICS800 within one year of employment.

WORKING ENVIRONMENT

Indoor offices, classrooms, auditoriums, school plant facilities and laboratories.
Outdoors at school sites, storage areas, grounds and playgrounds, parking areas and surrounding residential areas.
Visit to school sites.
Travel to community organizations, local government agencies out of the District.
On call for emergency or disaster events.
May be required to work irregular schedule including weekends and holidays.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
Seeing to review and analyze reports, documents or other records.
Hearing and speaking to exchange information in person and telephonically,
Speaking to be heard before crowds and groups of people.
Climbing stairs and ramps.
Walking and standing for extended periods of time.
Sitting for extended periods of time;

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: 3/28/2002

[Revised:](#)



PERSONNEL COMMISSION

Class Code: 3371
Salary Range: 42 (M2)

EMERGENCY PREPAREDNESS PROGRAM MANAGER

JOB SUMMARY

Under direction, develop and administer a comprehensive District emergency preparedness and disaster program; organize, conduct and supervise emergency preparedness training of District personnel; serve as liaison and coordinate emergency planning activities and services with other governmental agencies and local private community organizations; and 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.

- Develop and revise emergency preparedness and response plans for natural and man-made disasters such as earthquakes, floods, civil unrest and acts of violence by individuals or groups; develop and implement plans and procedures that meet the requirements for school districts as mandated by the State of California under the Standard Emergency Management System (SEMS). **E**
- Plan, coordinate and conduct or schedule training of District executives and administrators and other personnel as appropriate; design exercises, drills and simulations that engage the participation of these personnel in emergency response decision-making and the use of emergency resources and equipment. **E**
- Coordinate emergency preparedness planning activities and services in cooperation with local governments and community service organizations that include city and county law enforcement and fire agencies and organizations providing relief to victims of disasters; meet with designated emergency planning personnel and work toward the preparation of integrated emergency plans to provide mutual aid and services from these agencies and organizations for all residents of the community. **E**
- Maintain at the ready the District emergency operations and command center (EOC) and backup from which District officials will direct emergency operations; serve as technical expert and provide leadership direction and coordination to District executives and administrators during and in the recovery phase following a disaster event. **E**
- Respond to individual site emergencies to assist and direct the determination of effective and appropriate action, as needed. **E**

- Communicate and disseminate information to District personnel on program activities and current developments in emergency preparedness and disaster planning; prepare a newsletter and provide training media such as a video recording on a specific emergency activity; make presentations and give briefings to District personnel, District support groups and community organizations on emergency preparedness. *E*
- Assess District sites to identify existing or potential hazards and advise or implement abatement procedures to avoid injury or accidents during a disaster event. *E*
- Assess program needs and prepare annual budget to include supplies and materials to meet mandated requirements. *E*
- Prepare and submit grant requests for the purpose of funding program activities or purchasing materials and supplies; and establish contacts in the community that may result in obtaining assistance and commitments for the program through business partnerships. *E*
- Keep abreast of and evaluate current developments in the management of emergency preparedness programs. *E*

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

DISTINGUISHING CHARACTERISTICS

An Emergency Preparedness Program Manager develops and administers the District emergency preparedness program and trains District personnel having decision-making responsibility for the safety and security of students, employees and the public during an emergency. An incumbent establishes and maintains close working relationships with State, local government and community service organization personnel involved in emergency preparedness planning in order to coordinate and integrate disaster response and relief activities. During emergencies an incumbent will serve in a leadership capacity to District executives as a technical expert and advisor on appropriate actions and decisions to take.

EMPLOYMENT STANDARDS

Knowledge of:

Objectives and organization of emergency management and emergency response.
Operations and structure of emergency preparedness and disaster planning in local governments.
Emergency communication techniques and technologies.
Laws, ordinances and regulations governing emergency preparedness.
Principles, concepts and terminology in emergency management.
Working knowledge of techniques, technologies and methods of training.
Basic techniques of data analysis and report preparation.
Office equipment, personal computer and related training equipment.

Supervision of others in emergency situations.

Ability to:

Plan for and respond to emergencies under all conditions.

Interpret laws, codes and regulations, and their application to program or incident situations.

Develop, revise and implement procedures.

Prepare complete and comprehensive reports and recommendations.

Adjust to changing priorities.

Demonstrate leadership and composure in emergencies.

Train individuals and groups in emergency preparedness management.

Analyze emergency operations decision processes and responses and make logical and practical recommendations for improvement.

Make presentations before groups.

Operate modern office equipment such as multi-line telephone, mobile phone, personal computer and related equipment and emergency communications equipment.

Supervise others in emergency situations.

Establish and maintain effective relationships with others.

Operate a District vehicle.

Education and Training:

Graduation from an accredited four year college or university in the social sciences, business administration, public administration or a related field.

Experience:

Three years of full-time paid professional experience in administrative analysis, operations planning or developing and conducting training programs one year of which must have been assisting in the administration or coordination of emergency operations programs or activities.

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

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

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.

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.

Certification in automatic cardiac defibrillator at the time of appointment is required.

American Red Cross standard first aid and cardio-pulmonary resuscitation certification at the time of appointment is required.

WORKING ENVIRONMENT

Indoors: offices, classrooms, auditoriums, school plant facilities and laboratories; outdoors at school sites at storage areas, grounds and playgrounds, parking areas and surrounding residential areas.

Visit to school sites; travel to community organizations, local government agencies out of the District.

On call for emergency or disaster events; may be required to work irregular schedule including week-ends and holidays.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment, seeing to review and analyze reports, documents or other records; hearing and speaking to exchange information in person, electronically, telephonically; speaking to be heard before crowds and groups of people; climbing stairs and ramps; walking and standing for extended periods of time; sitting for extended periods of time;

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 twelve (12) 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.

9/14/2000

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Request for Hearing in Disciplinary Matter E00541054 PAGE: 23-76

Date: January 23, 2025

Reason for Consideration: Restricted Action

Personnel Commission Rule 11.5. is an Appeal of Disciplinary Action:

11.5.B – “An appeal shall be presented to the Personnel Commission at the next regularly scheduled meeting. The Commission shall coordinate the hearing of said charges within a reasonable length of time from the receipt of the appeal. The investigation and hearing shall be confined to the reasons for action as charged by the Board of Education or its assignee and the relevant defenses set forth in the appeal and answer.”

Enclosed for the consideration of the Commission is an appeal filed by a permanent employee from the classified service by the Board of Education in accordance with the rules, and related material.

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.