

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

REGULAR MEETING AGENDA

Regular Meeting  
February 6, 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 23, 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 Carpenter 5-6
2. **RATIFY** job announcement bulletin for Instructional Aide - Special 7-8
3. **RATIFY** job announcement bulletin for Network Specialist 9-10
4. **RATIFY** job announcement bulletin for Physician Services Technician (C) 11-12
5. **RATIFY** job announcement bulletin for Site Specialist - Student Engagement 13-14
6. **RATIFY** job announcement bulletin for Staffing Analyst - Human Resource Services 15-16
7. **RATIFY** job announcement bulletin for Technology Field Operations Supervisor 17-18
8. **RATIFY** job announcement bulletin for Translator-Interpreter - BL Spanish \*Extended 19-20

9. **APPROVE** the certification of Carpenter eligibility list 25-0111-0114 established 1/28/2025 21
10. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW15-5258 established 1/23/2025 21
11. **APPROVE** the certification of Contract Manager eligibility list 25-0110-0216 established 1/30/2025 21
12. **APPROVE** the certification of Executive Officer, Personnel Commission and Classified Employment eligibility list 25-0071-5095 established 2/6/2025 21
13. **APPROVE** the certification of Locksmith eligibility list 25-0115-0209 established 1/28/2025 21
14. **APPROVE** the certification of Pool Lifeguard eligibility list 25-0078-5327 established 2/3/2025 21
15. **APPROVE** the certification of Pool Lifeguard eligibility list 25-0105-5327 established 1/27/2025 21
16. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0102-5317 established 1/31/2025 22
17. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0137-5317 established 2/8/2025 22
18. **APPROVE** the certification of Site Specialist - Center of Black Student Excellence eligibility list 25-0131-5340 established 1/29/2025 22

### III OLD BUSINESS

1. None

### IV NEW BUSINESS

1. None

### V OTHER ITEMS

1. None

### VI NEXT REGULAR MEETING

February 20, 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 23, 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 23, 2025 at 8:18 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; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Dallas Eberle, CSEA Chapter 2 Labor Relations Representative; Tai Felder, CSEA Chapter 2 1<sup>st</sup> Vice President; Viola Mae Bledsoe, Instructional Aide - Special (Retired); and Ramona Burton, Campus Staff Assistant.

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 January 9, 2025.

| <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

Ramona Burton, Campus Staff Assistant at Sato High School, addressed the Commission regarding concerns about her work calendar and related payroll issues. The Commission listened to her concerns and Chairperson Bender stated that the Commission would ask the Interim Executive Officer to look into the concerns Ms. Burton raised. Chairperson Bender informed Ms. Burton to expect a written response from the Commission within ten working days.

REPORT FROM  
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, announced the refresh of the EVERFI Financial System, a collaborative initiative between the District, LBS Financial Credit Union, and

Schools First Federal Credit Union. The system provides free online interactive courses for District employees, covering essential financial topics such as emergency savings, retirement planning, and financial caregiving. Ms. Leaming noted that all employees received an email with instructions on how to access the system.

Amy Van Fossen, Associate Personnel Analyst, reported that there are currently 61 active recruitments in various stages, including 16 in the testing and scoring phase. Ms. Van Fossen highlighted two upcoming community engagement events, the Lakewood High School Career Fair, and the Family Leadership Institute sponsored by the Equity, Engagement, and Partnerships (EEP) Office. At these events, the Personnel Commission team will give presentations, assist with applications, and provide information regarding classified employment opportunities. Ms. Van Fossen recognized Maria Lynn Alvarez, Personnel Analyst, for engaging with parents at prior events, including the Latino Heritage Celebration, which led to this new opportunity through the EEP Office.

Oralia Leyva, Certification Services Manager, reported that at the January 15th Board of Education meeting, 22 probationary appointments were approved in a variety of classifications including Assistant Director of Business Services, Assistant Director of School Safety, Recreation Aide, Pool Lifeguard, and Stage Technician. Eleven substitute appointments were also made in a variety of classifications including Child Care Worker, Nutrition Services Worker, and Recreation Aide. Thirty-six exempt assignments were processed in a variety of classifications including Cafeteria Student Assistant, Student Tutor, Workability Student, and Walk-On Coach. Ms. Leyva also announced the opening of the summer school application process on January 27, 2025 and noted that flyers, user guides, and brochures have been distributed to school sites. Ms. Leyva highlighted the updated summer school brochure, redesigned with new colors and branding, and noted that computer lab assistance will be available on January 31 and every Monday and Friday thereafter to support applicants.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodian (Catalina Island)
2. **RATIFY** job announcement bulletin for Information Security Officer
3. **RATIFY** job announcement bulletin for Instructional Aide - Special
4. **RATIFY** job announcement bulletin for Nutrition Services Worker
5. **APPROVE** the certification of Business Services Analyst eligibility list 25-0123-5268 established 1/16/2025
6. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW11-5258 established 11/21/2024
7. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW12-5258 established 12/5/2024
8. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW13-5258 established 12/19/2024
9. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW14-5258 established 1/9/2025

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

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 1-4 and approve items 5-17.

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

#### OLD BUSINESS

None

#### NEW BUSINESS

1. **APPROVE** the Reestablishment and Revision of a Class Specification: Emergency Preparedness Program Supervisor and Abolishment of a Classification: Emergency Preparedness Program Manager

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, 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           |             |                  |

2. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2023-2024

Ms. Learning presented the report to the Commission for their review and consideration. Ms. Learning noted that Education Code requires the Personnel Commission to prepare an

Annual Report for the Board of Education. The report informs the Board of Education of the activities of the Personnel Commission during the preceding fiscal year.

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

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

**3. APPROVE** the Request for Hearing in a Disciplinary Matter Employee E00541054

New Business Item 3 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 6, 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 8:53 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:06 a.m. with the following reportable action:

**1. APPROVE** the Request for Hearing in a Disciplinary Matter Employee E00541054

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 3, and grant a hearing in a disciplinary matter regarding Employee E00541054.

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

ADJOURNMENT

Ms. Leaming notified the Commission of the recent passing of Meleselisa "Lila" Brown, Human Resources Technician. Ms. Brown worked closely with Personnel Commission staff in her role as a Human Resources Technician at Nutrition Services.

The Regular Meeting of the Personnel Commission was declared adjourned in memory of Meleselisa "Lila" Brown, Human Resources Technician, at 9:07 a.m.

# LONG BEACH

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

### CARPENTER

**FINAL FILING DATE:**

4:30 p.m., Friday, February 28, 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 general supervision, to perform journey-level rough and finish carpentry in the construction, installation, alteration and repair of District facilities; to perform a variety of related installation, alteration and repair work at District facilities and on District structures; to fabricate, assemble and repair school and office furniture and cabinets in the carpenter shop; and to perform related duties as required.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

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

**EXPERIENCE:**

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

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

**SPECIAL REQUIREMENTS:**

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

**SALARY RANGE HOURLY:**

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



Apply Here

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 25-0157-0114 AA

LBUSD employees, please see reverse for important information.

**PERSONNEL COMMISSION**

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

*Amy Van Dusen*

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

### INSTRUCTIONAL AIDE- SPECIAL

**FINAL FILING DATE:**

Continuous

**JOB INFORMATION:**

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

**JOB SUMMARY:**

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

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

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

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

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

**EXPERIENCE:**

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

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

**SPECIAL REQUIREMENTS:**

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

**SALARY RANGE HOURLY:**

|            |         |
|------------|---------|
| START:     | \$21.49 |
| 6 MONTHS:  | \$22.67 |
| 1 ½ YEARS: | \$23.92 |
| 2 ½ YEARS: | \$25.23 |
| 3 ½ YEARS: | \$26.62 |



Apply Here

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

DUAL Continuous 0448 MP

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

*Army Van der*

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

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

**Guidelines:**

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

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

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# LONG BEACH

UNIFIED • SCHOOL • DISTRICT

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

### NETWORK SPECIALIST

**FINAL FILING DATE:**

4:30 p.m., Thursday, February 20, 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 general supervision, perform a variety of specialized duties in the installation, configuration, maintenance and operation of the District's Local (LAN), Wide (WAN) and Wireless (WLAN) Area networks and equipment; monitor and evaluate network systems to assure proper operation; provide assistance to network users and technical support staff; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Bachelor's degree in computer science or a closely related field.

Professional certifications by major vendors such as Novell, Cisco or Microsoft are highly preferred.

**EXPERIENCE:**

Three years of experience installing and maintaining local, wide or wireless networks and related equipment for an organization with multiple locations and a minimum of 500 users.

Two years of additional experience may be substituted for two years of the higher education.

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

**SALARY RANGE HOURLY:**

START: \$48.49

6 MONTHS: \$51.16

1 ½ YEARS: \$53.97

2 ½ YEARS: \$56.93

3 ½ YEARS: \$60.07



Apply Here

**APPLICATION:**

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 25-0158-5119 MG

LBUSD employees, please see reverse for important information.

**PERSONNEL COMMISSION**

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*Amy Van Dyke*

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

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

**Guidelines:**

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

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# LONG BEACH

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## CLASSIFIED PROMOTIONAL OPPORTUNITY

### PHYSICIAN SERVICES TECHNICIAN (C)

**FINAL FILING DATE:**

4:30 p.m., Monday, February 24, 2025

**REQUIREMENTS TO APPLY:**

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

**JOB INFORMATION:**

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

**JOB SUMMARY:**

Under general direction, perform a variety of technical and confidential duties in support of the District's Employment Physician Services; assist in the return to work of non-industrial injured and ill District employees; prepare a variety of records and reports related to assigned activities; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Graduation from high school supplemented by college-level course work in human resources, accounting or a related field.

**EXPERIENCE:**

Two years of technical or professional-level human resources or medical office administrative experience.

OR

Two years of experience as a Human Resources Technician with the Long Beach Unified School District.

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) May be required to travel from one location to another.

**SALARY RANGE HOURLY:**

|            |         |
|------------|---------|
| START:     | \$31.60 |
| 6 MONTHS:  | \$33.34 |
| 1 ½ YEARS: | \$35.18 |
| 2 ½ YEARS: | \$37.11 |



Apply Here

**APPLICATION:**

All applications must be submitted online via the Personnel Commission website at: [lbschools.net/jobs](https://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.*

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/  
MERIT SYSTEM EMPLOYER

Promo Exam 25-0162-5139 JA

LBUSD employees, please see reverse for important information.

**PERSONNEL COMMISSION**

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*Amy Van Dyke*

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.

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# LONG BEACH

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

### SITE SPECIALIST – STUDENT ENGAGEMENT

**FINAL FILING DATE:**

4:30 p.m., Friday, February 14, 2025.

**JOB INFORMATION:**

Permanent 10-month, part-time position. Eligibility list is being created to fill current and future vacancies as they occur.

**JOB SUMMARY:**

Under general direction, plan, develop and implement the activities and operations of a student engagement and intervention program at assigned high school sites; serve as a role model and mentor to students; build positive relationships and engage with students to promote and encourage program involvement; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Graduation from high school or equivalent supplemented by college-level coursework in education, psychology, child development, counseling or a related field. A bachelor's degree in one of these fields is desirable.

**EXPERIENCE:**

Three years of experience working with at-risk adolescents or young adults in a structured environment or community-based organization.

OR

Three years of experience as a Campus Staff Assistant or School Intervention Specialist with the Long Beach Unified School District.

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

**SPECIAL REQUIREMENTS:**

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

**SALARY RANGE HOURLY:**

START: \$29.75

6 MONTHS: \$31.39

1 ½ YEARS: \$33.12

2 ½ YEARS: \$34.93

3 ½ YEARS: \$36.86



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**APPLICATION:**

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/  
MERIT SYSTEM EMPLOYER

Dual Exam 25-0141-5300 MG

LBUSD employees, please see reverse for important information.

**PERSONNEL COMMISSION**

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

*Amy Van J...*

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

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# LONG BEACH

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## CLASSIFIED PROMOTIONAL OPPORTUNITY

### STAFFING ANALYST – HUMAN RESOURCE SERVICES

#### FINAL FILING DATE:

4:30 p.m., Friday, February 21, 2025

#### REQUIREMENTS TO APPLY:

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

#### JOB INFORMATION:

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

#### JOB SUMMARY:

Under general direction, perform highly responsible and professional personnel administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking and customer service; serve as a resource to District personnel, applicants and others concerning certificated personnel policies, procedures, laws, codes, rules and regulations; train and supervise assigned staff; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

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

##### EXPERIENCE:

Three years of experience involving certificated personnel activities such as recruitment, applicant tracking and staffing including one year at a management or supervisory level. Experience in a California public school setting is preferred.

A master's degree in public, business, or human resources administration, education or a closely related field may be substituted for one year of the required 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 in this classification require the use of a personal automobile and possession of a valid California driver's license.
- (2) May be required to travel from one location to another.
- (3) Applicants must provide proof of completion of teacher interview protocol training prior to appointment in this classification.

#### SALARY RANGE HOURLY:

|            |         |
|------------|---------|
| START:     | \$48.78 |
| 6 MONTHS:  | \$51.45 |
| 1 ½ YEARS: | \$54.29 |
| 2 ½ YEARS: | \$57.27 |



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WE ARE AN EQUAL OPPORTUNITY TITLE VII/  
MERIT SYSTEM EMPLOYER

Promo Exam 25-0153-5195 JA

LBUSD employees, please see reverse for important information.

*Maria Lynn Alvarez*

PERSONNEL COMMISSION

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

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

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# LONG BEACH

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

### TECHNOLOGY FIELD OPERATIONS SUPERVISOR

**FINAL FILING DATE:**

4:30 p.m., Friday, February 21, 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 general direction, plan, oversee and participate in the District's technology support field operations including the installation, maintenance and repair of computers and peripherals, audio/visual equipment and systems, Voice-over-IP (VoIP), telecommunications, and systems such as fire, clock, bell, and security systems; train and supervise assigned personnel; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

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

**EXPERIENCE:**

Four years of experience involving installation, maintenance and repair in one or more of the following areas including some experience in a lead or supervisory capacity:

Computers and peripherals

Digital audio/visual equipment and systems

Voice-over-IP (VoIP) and telecommunications

Systems such as fire, clock, bell and security systems in a networked environment

Experience in an educational environment is preferred.

Two years of additional experience may be substituted for two years of the higher education.

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

**SALARY RANGE HOURLY:**

START: \$51.50

6 MONTHS: \$54.33

1 ½ YEARS: \$57.31

2 ½ YEARS: \$60.47



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WE ARE AN EQUAL OPPORTUNITY TITLE VII/  
MERIT SYSTEM EMPLOYER

Dual Exam 25-0159-5249 AA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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# LONG BEACH

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

### -RECRUITMENT EXTENDED- TRANSLATOR-INTERPRETER – BL SPANISH

#### FINAL FILING DATE:

4:30 p.m., Friday, January 31, 2025

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



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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 24-0108-5103 AA

LBUSD employees, please see reverse for important information.

#### PERSONNEL COMMISSION

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*Amy Vandy*

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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.*

*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.*

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 21-22

Date: February 6, 2025

Reason for Consideration: Approval

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**CARPENTER**

**DUAL**

**25-0111-0114**

List Valid: **01/28/2025 - 01/28/2026**  
Total Applications Received: 49  
Passed: 0 Failed: 4

Total Invited to Exam: 11  
Withdrew: 6 Screened Out: 38

**CHILD CARE WORKER**

**OPEN**

**25-CCW15-5258**

List Valid: **01/23/2025 - 07/23/2025**  
Total Applications Received: 17  
Passed: 6 Failed: 1

Total Invited to Exam: 14  
Withdrew: 7 Screened Out: 3

**CONTRACT MANAGER**

**DUAL**

**25-0110-0216**

List Valid: **01/30/2025 - 01/30/2026**  
Total Applications Received: 14  
Passed: 4 Failed: 2

Total Invited to Exam: 8  
Withdrew: 2 Screened Out: 6

**EXECUTIVE OFFICER, PERSONNEL COMMISSION  
AND CLASSIFIED EMPLOYMENT**

**DUAL**

**25-0071-5095**

List Valid: **02/06/2025 - 02/06/2026**  
Total Applications Received: 22  
Passed: 4 Failed: 0

Total Invited to Exam: 7  
Withdrew: 3 Screened Out: 15

**LOCKSMITH**

**DUAL**

**25-0115-0209**

List Valid: **01/28/2025 - 01/28/2026**  
Total Applications Received: 11  
Passed: 0 Failed: 2

Total Invited to Exam: 5  
Withdrew: 3 Screened Out: 6

**POOL LIFEGUARD**

**OPEN CONTINUOUS**

**25-0078-5327**

List Valid: **02/03/2025 - 02/03/2026**  
Total Applications Received: 8  
Passed: 2 Failed: 2

Total Invited to Exam: 6  
Withdrew: 2 Screened Out: 2

**POOL LIFEGUARD**

**OPEN CONTINUOUS**

**25-0105-5327**

List Valid: **01/27/2025 - 01/27/2026**  
Total Applications Received: 3  
Passed: 1 Failed: 0

Total Invited to Exam: 2  
Withdrew: 1 Screened Out: 1

**RECREATION AIDE - EXPANDED LEARNING****OPEN CONTINUOUS****25-0102-5317**List Valid: **01/31/2025 - 07/31/2025**

Total Applications Received: 18

Passed: 17

Failed: 0

Total Invited to Exam: 17

Withdrew: 0

Screened Out: 1

**RECREATION AIDE - EXPANDED LEARNING****OPEN CONTINUOUS****25-0137-5317**List Valid: **02/08/2025 - 08/08/2025**

Total Applications Received: 31

Passed: 22

Failed: 0

Total Invited to Exam: 22

Withdrew: 0

Screened Out: 9

**SITE SPECIALIST - CENTER OF BLACK STUDENT  
EXCELLENCE****DUAL****25-0131-5340**List Valid: **01/29/2025 - 01/29/2026**

Total Applications Received: 32

Passed: 7

Failed: 6

Total Invited to Exam: 18

Withdrew: 5

Screened Out: 14

CERTIFIED TO BE CORRECT: Susan Leaming DATE: February 6, 2025