

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

REGULAR MEETING AGENDA

Regular Meeting
February 20, 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 February 6, 2024 1-3
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 Grounds Equipment Operator II 4-5
2. **RATIFY** job announcement bulletin for Human Resources Technician 6-7
3. **RATIFY** job announcement bulletin for Instructional Aide - Special 8-9
4. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker 10-11
5. **RATIFY** job announcement bulletin for Locksmith 12-13
6. **RATIFY** job announcement bulletin for School Safety Administrative Operations Manager 14-15
7. **RATIFY** job announcement bulletin for School Safety Field Operations Manager 16-17
8. **RATIFY** job announcement bulletin for School Safety Officer 18-19

9. **RATIFY** job announcement bulletin for Senior Human Resources Analyst - HRS 20-21
10. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker 22-23
11. **APPROVE** the certification of Employment Services Supervisor eligibility list 25-0124-5250 established 2/11/2025 24
12. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0134-5319 established 2/11/2025 24
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0133-0448 established 2/14/2025 24
14. **APPROVE** the certification of Recreation Aide eligibility list 25-0136-5255 established 1/11/2025 24
15. **APPROVE** the certification of School Safety Officer eligibility list 25-0093-5014 established 2/19/2025 24
16. **APPROVE** the certification of Senior ASB Financial Technician eligibility list 25-0121-0761 established 2/11/2025 24
17. **APPROVE** the certification of Senior Associate General Counsel - Human Resources eligibility list 25-0132-5325 established 2/20/2025 24
18. **APPROVE** the certification of Senior Health Assistant eligibility list 25-0106-5174 established 2/14/2025 25

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. None

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

March 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

February 6, 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, February 6, 2025 at 8:24 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS
PRESENT

Susan Leaming, Interim Executive Officer; Maria Lynn Alvarez, Personnel Analyst; 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; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Dallas Eberle, CSEA Chapter 2 Labor Relations Representative; and Tai Felder, CSEA Chapter 2 1st Vice President.

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 23, 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

None

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, announced that planning for the 2025 Classified Employee Celebration has begun. The planning committee held its first meeting on January 30th and welcomed new members representing various departments across the District. The celebration is scheduled for Friday, May 23, 2025 at the Teacher Resource Center (TRC). Informational flyers and requests for donations will be distributed in the near future.

Andrea Armas, Human Resources Technician, reported that in collaboration with the Equity, Engagement, & Partnerships (EEP) department, Personnel Commission team members

participated in a Family Leadership Institute (FLI) event at Educare focused on connecting families with career opportunities and navigating job applications. Team members answered questions and helped parents complete classified employment applications.

Monica Gaytan, Human Resources Technician, shared that she and Veronica Bustamante, Human Resources Assistant, attended the Lakewood High School Career Fair on January 27th and the students were very interested in future employment opportunities with the District. A slide show of photographs from both events was shown to the Commissioners and audience members.

Oralia Leyva, Certification Services Manager, reported that the classified summer school application period opened on January 27th and as of today, 377 applications have been received. Ms. Leyva shared that at the February 5th Board of Education meeting, 44 probationary and 18 substitute appointments were approved in a variety of classifications including Custodian, Instructional Aide – Special, Groundskeeper, Recreation Aide, and Senior Health Assistant. In addition, Personnel Commission team members also processed 39 exempt assignments for Workability Students and Walk-On Coaches.

1. **RATIFY** job announcement bulletin for Carpenter
2. **RATIFY** job announcement bulletin for Instructional Aide - Special
3. **RATIFY** job announcement bulletin for Network Specialist
4. **RATIFY** job announcement bulletin for Physician Services Technician (C)
5. **RATIFY** job announcement bulletin for Site Specialist - Student Engagement
6. **RATIFY** job announcement bulletin for Staffing Analyst - Human Resource Services
7. **RATIFY** job announcement bulletin for Technology Field Operations Supervisor
8. **RATIFY** job announcement bulletin for Translator-Interpreter - BL Spanish *Extended
9. **APPROVE** the certification of Carpenter eligibility list 25-0111-0114 established 1/28/2025
10. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW15-5258 established 1/23/2025
11. **APPROVE** the certification of Contract Manager eligibility list 25-0110-0216 established 1/30/2025
12. **APPROVE** the certification of Executive Officer, Personnel Commission and Classified Employment eligibility list 25-0071-5095 established 2/6/2025
13. **APPROVE** the certification of Locksmith eligibility list 25-0115-0209 established 1/28/2025
14. **APPROVE** the certification of Pool Lifeguard eligibility list 25-0078-5327 established 2/3/2025

15. **APPROVE** the certification of Pool Lifeguard eligibility list 25-0105-5327 established 1/27/2025
16. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0102-5317 established 1/31/2025
17. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0137-5317 established 2/8/2025
18. **APPROVE** the certification of Site Specialist - Center of Black Student Excellence eligibility list 25-0131-5340 established 1/29/2025

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 1-8 and approve items 9-18.

<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 None

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 20, 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 8:32 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:34 a.m. with no reportable actions.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:35 a.m.

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUPS EQUIPMENT OPERATOR II

FINAL FILING DATE:

4:30 p.m., Monday, March 03, 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 immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class B driver's license at time of application. (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.

WORKING ENVIRONMENT

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate heavy equipment. Bending at the waist, kneeling, stooping or crouching. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Seeing to perform grounds work. Heavy physical labor.

SALARY RANGE HOURLY:

START:	\$28.18
6 MONTHS:	\$29.74
1 ½ YEARS:	\$31.37
2 ½ YEARS:	\$33.09
3 ½ YEARS:	\$34.92



Apply Here

APPLICATION:

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

SELECTION PROCEDURE:

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

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

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

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MERIT SYSTEM EMPLOYER

Dual Exam 25-0165-0176 AA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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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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CLASSIFIED EMPLOYMENT OPPORTUNITY

HUMAN RESOURCES TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Monday, March 3, 2025.

JOB INFORMATION:

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

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

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of complex and technical personnel duties in support of the District's classified or certificated human resources program; coordinate and participate in one or more technical personnel functions; serve as a technical resource for assigned staff in specific functions within classified or certificated units.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school is required. College course work in human resources, business, English, social science or related field is highly desirable.

EXPERIENCE:

Three years of clerical experience in a Human Resources or Personnel office. Experience in a public agency Human Resources or Personnel office is desirable.

OR

One year of experience as a Human Resources Assistant with LBUSD.

OR

Three years of experience with LBUSD at the level of Intermediate Office Assistant.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) May be required to travel from one location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class.

SALARY RANGE HOURLY:

START: \$27.43

6 MONTHS: \$28.94

1 ½ YEARS: \$30.52

2 ½ YEARS: \$32.21

3 ½ YEARS: \$33.98



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APPLICATION:

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SELECTION PROCEDURE:

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

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MERIT SYSTEM EMPLOYER

Dual Exam 25-0164-3352 MG

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

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INSTRUCTIONAL AIDE-SPECIAL

FINAL FILING DATE:

Continuous

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

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

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

START: \$21.49

6 MONTHS: \$22.67

1 ½ YEARS: \$23.92

2 ½ YEARS: \$25.23

3 ½ YEARS: \$26.62

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.

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MERIT SYSTEM EMPLOYER

DUAL Continuous 0448 MP

LBUSD employees, please see reverse for important information.



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PERSONNEL COMMISSION

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Tuesday, February 25, 2025

JOB INFORMATION:

To fill current and future vacancies as they occur.

JOB SUMMARY:

Under close supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain 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:

Six months of food service experience or three months at the level of Nutrition Service Worker.

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:

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: \$19.27
6 MONTHS: \$20.34
1 ½ YEARS: \$21.45
2 ½ YEARS: \$22.63
3 ½ YEARS: \$23.88



Apply Here

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER
Dual Exam 25-0160-5058 YA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Carol 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:

- ❖ **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.**
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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

LOCKSMITH

FINAL FILING DATE:

4:30 p.m., Wednesday, March 5, 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 install, repair, adjust, and service locks and related hardware; service and repair safes; and to perform related duties as required.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school.

EXPERIENCE:

Two years of recent full-time experience as a journey-level locksmith

OR

Four years of recent full-time experience in repairing, maintaining and replacing locks, keys and related equipment.

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) May be required to travel from one location to another. (2) Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment. (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.

Maria Lynn Alvarez

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. Please complete all application materials including supplemental questions. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 25-0170-0209 JG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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Guidelines:

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LONG BEACH

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CLASSIFIED PROMOTIONAL OPPORTUNITY

SCHOOL SAFETY ADMINISTRATIVE OPERATIONS MANAGER

FINAL FILING DATE:

4:30 p.m., Monday, March 3, 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, organize and manage the daily administrative and legal compliance activities of the Office of School Safety; control and authorize department budget and expenditures; oversee, manage and assure the functionality of school safety systems including security cameras, emergency notification, visitor management and electronic lock access control systems; train, manage and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation. (2) May be required to travel from one location to another. (3) Valid California Class C driver's license. (4) 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. (5) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

SALARY RANGE HOURLY:

The annual salary is \$107,120 to \$125,777 with excellent benefits and retirement package.



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APPLICATION:

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Applications must be received no later than:

Monday, March 3, 2025 at 4:30 p.m.

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.

SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Promo Exam 25-0169-5342 JG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

Maria Lynn Alvarez

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

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Guidelines:

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LONG BEACH

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CLASSIFIED PROMOTIONAL OPPORTUNITY

SCHOOL SAFETY FIELD OPERATIONS MANAGER

FINAL FILING DATE:

4:30 p.m., Monday, March 3, 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, organize, and manage the daily field operation activities of the Office of School Safety; provide and ensure the safety and protection of students, staff, equipment and property; oversee, manage and assure the effectiveness of the Office of School Safety field personnel; train and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

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

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

EXPERIENCE:

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

OR

Four years as a School Safety Supervisor in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (2) Valid California Class C driver's license. (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 must complete 24 hours of accredited training per calendar year. Training is at the District's expense. (5) Incumbents must provide and service their own firearm subject to District approval and qualify periodically with the approved firearm at a specified police or sheriff's range. (6) Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and swing shifts. (7) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

SALARY RANGE HOURLY:

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Apply Here

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Monday, March 3, 2025 at 4:30 p.m.

REQUIREMENTS TO APPLY:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Promo Exam 25-0168-5343 JG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

Maria Lynn Alvarez

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL SAFETY OFFICER

FINAL FILING DATE:

Continuous

JOB INFORMATION:

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

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

JOB SUMMARY:

Under general supervision, patrol District sites and adjacent areas to provide safety and protection for students, staff, equipment and property; assure compliance with applicable laws, codes, rules and regulations; respond to fire and intrusion alarms and calls for service at District sites; provide assistance to staff, students, parents, citizens and public agencies; model and promote a positive, productive and safe campus climate; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

Graduation from or enrollment in a California Peace Officer Standards and Training (P.O.S.T.) basic academy. Successful completion within one year from the date of appointment to the position is required.

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

EXPERIENCE:

Security or law enforcement experience in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Experience working with adolescents is highly desirable.

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

SPECIAL REQUIREMENTS:

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SALARY RANGE HOURLY:

START:	\$35.97
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1 ½ YEARS:	\$40.05
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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Continuous 5014 JG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Amy Van Horn

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

SENIOR HUMAN RESOURCES ANALYST - HRS

FINAL FILING DATE:

4:30 p.m., Thursday, March 6, 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:

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

JOB SUMMARY:

Under general direction, plan, develop, administer and manage major functions of the Human Resource Services department for the certificated service of the District; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Bachelor's degree with course work in human resources, education, business administration, public administration, social science or a related field.

EXPERIENCE:

Four years of professional human resources experience, preferably in a public agency, involving conducting and conveying research into human resources issues or trends, and hands-on administration of employment recruitment, selection and retention programs, one year of which must have included experience in a leadership or supervisory role.

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

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

START:	\$54.36
6 MONTHS:	\$57.36
1 ½ YEARS:	\$60.51
2 ½ YEARS:	\$63.84



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APPLICATION:

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

SELECTION PROCEDURE:

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

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Promo Exam 25-0154-5330 JA

LBUSD employees, please see reverse for important information.

Maria Lynn Alvarez

PERSONNEL COMMISSION

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

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

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

Guidelines:

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

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

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

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

LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Tuesday, February 25, 2025

JOB INFORMATION:

To fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; 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.

EXPERIENCE:

One year of food service experience or six months of experience at the level of Intermediate Nutrition Service Worker.

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

SPECIAL REQUIREMENTS:

Positions in this classification require a valid California Class C driver's license and the use of a personal automobile. Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

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:	\$20.91
6 MONTHS:	\$22.07
1 ½ YEARS:	\$23.27
2 ½ YEARS:	\$24.55
3 ½ YEARS:	\$25.90



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WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER
Dual Exam 25-0161-5071 YA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Amy Van Dyke
22

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 24-25

Date: February 20, 2025

Reason for Consideration: Approval

EMPLOYMENT SERVICES SUPERVISOR

DUAL

25-0124-5250

List Valid: **02/11/2025 - 02/11/2026**

Total Applications Received: 45

Passed: 7 Failed: 7

Total Invited to Exam: 16

Withdrew: 2 Screened Out: 29

INSTRUCTIONAL AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

25-0134-5319

List Valid: **02/11/2025 - 08/11/2025**

Total Applications Received: 26

Passed: 8 Failed: 0

Total Invited to Exam: 15

Withdrew: 7 Screened Out: 11

INSTRUCTIONAL AIDE - SPECIAL

OPEN CONTINUOUS

25-0133-0448

List Valid: **02/14/2025 - 02/14/2026**

Total Applications Received: 30

Passed: 6 Failed: 0

Total Invited to Exam: 6

Withdrew: 0 Screened Out: 24

RECREATION AIDE

OPEN CONTINUOUS

25-0136-5255

List Valid: **02/11/2025 - 08/11/2025**

Total Applications Received: 81

Passed: 65 Failed: 0

Total Invited to Exam: 65

Withdrew: 0 Screened Out: 16

SCHOOL SAFETY OFFICER

DUAL CONTINUOUS

25-0093-5014

List Valid: **02/19/2025 - 08/19/2025**

Total Applications Received: 44

Passed: 2 Failed: 0

Total Invited to Exam: 3

Withdrew: 1 Screened Out: 41

SENIOR ASB FINANCIAL TECHNICIAN

DUAL

25-0121-0761

List Valid: **02/11/2025 - 02/11/2026**

Total Applications Received: 17

Passed: 3 Failed: 3

Total Invited to Exam: 14

Withdrew: 8 Screened Out: 3

**SENIOR ASSOCIATE GENERAL COUNSEL -
HUMAN RESOURCES**

DUAL

25-0132-5325

List Valid: **02/20/2025 - 08/20/2025**

Total Applications Received: 10

Passed: 2 Failed: 3

Total Invited to Exam: 7

Withdrew: 2 Screened Out: 3

SENIOR HEALTH ASSISTANT

DUAL CONTINUOUS

25-0106-5174

List Valid: **02/14/2025 - 02/14/2026**

Total Applications Received: 16

Passed: 1

Failed: 0

Total Invited to Exam: 4

Withdrew: 3

Screened Out: 12

CERTIFIED TO BE CORRECT: Susan Leaming DATE: February 20, 2025