

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

REGULAR MEETING AGENDA

Regular Meeting
March 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 Special Meeting March 4, 2025 1
5. **APPROVE** the Minutes of the Regular Meeting March 6, 2025 2-5
6. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
7. **HEAR** public on items not listed on the agenda
8. **HEAR** report from the Executive Officer

II CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Asphalt Worker 6-7
2. **RATIFY** job announcement bulletin for Associate Producer 8-9
3. **RATIFY** job announcement bulletin for Digital Media Specialist 10-11
4. **RATIFY** job announcement bulletin for Instructional Aide - Special 12-13
5. **RATIFY** job announcement bulletin for Nutrition Services Manager 14-15
6. **APPROVE** the certification of Computer Support Technician eligibility list 25-0112-5108 established 3/10/2025 16

7. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0144-5319 established 3/18/2025 16
8. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0151-0448 established 3/19/2025 16
9. **APPROVE** the certification of Intermediate Office Assistant eligibility list 25-0118-0673 established 3/10/2025 16
10. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0148-5068 established 3/18/2025 16
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 25-0152-5068 established 3/18/2025 16
12. **APPROVE** the certification of Recreation Aide eligibility list 25-0167-5255 established 3/14/2025 16
13. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0156-5317 established 3/14/2025 17
14. **APPROVE** the certification of Student Evaluation Technician - Bilingual Spanish *Revised eligibility list 25-0089-0483 established 3/4/2025 17

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Creation of a Classification: Lead Campus Staff Assistant and Abolishment of 18-34
Classifications: Manager- Campus Staff Assistant Program and Campus Staff Assistant
Supervisor
2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 54964405 35-50
3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 59177524 51-70

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

April 3, 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

Public employee appointment/employment – To consider the appointment and employment of the 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
Special Meeting

March 4, 2025

The Special Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Tuesday, March 4, 2025 at 9:00 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

Absent: Linda Vaughan

STAFF MEMBERS
PRESENT

Susan Leaming, Interim Executive Officer; and Virginia Agredano Perez, Senior Administrative Secretary.

GUESTS PRESENT

Dr. Jill Baker, Superintendent of Schools; and Lisa Gardner, Administrative Coordinator, Personnel Commission (retired).

PUBLIC HEARD

None

NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 6, 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 9:03 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 2:45 p.m. with no reportable actions.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 2:46 p.m.

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

MINUTES
Regular Meeting

March 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, March 6, 2025 at 8:17 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

Absent: Linda Vaughan

STAFF MEMBERS
PRESENT

Susan Leaming, Interim Executive Officer; Maria Lynn Alvarez, Personnel Analyst; Oralía Leyva, Certification Services Manager; Virginia Agredano Perez, Senior Administrative Secretary; Mari Rojas, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Monica Gaytan, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Dr. Jill Baker, Superintendent of Schools; Dallas Eberle, CSEA Chapter 2 Labor Relations Representative; Tai Felder, CSEA Chapter 2 1st Vice President; Martin Maldonado, Plant Supervisor I; and Viola Mae Bledsoe, Instructional Aide - Special (retired).

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of February 20, 2025.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, reported that on February 21st, two CPR/First Aid classes were held at the Teacher Resource Center (TRC) and a total of 56 classified employees were certified. Ms. Leaming recognized Veronica Bustamante, Human Resources Assistant, for her efforts to coordinate and organize the trainings.

Ms. Leaming shared that Personnel Commission managers have again been invited to participate in the District's Quality Core Visits (QCV) which are an element of the District's

strategic plan. These visits provide an opportunity to assess the impact of centralized systematic support at school sites through direct observation, and classified staff bring a different lens onto the campuses and into classrooms.

Additionally, Ms. Leaming informed the Commission that at the March 5, 2025 Board of Education meeting, action was taken to abolish eight classified positions. Of these positions, two were supervisory, one was management, and five were CSEA represented positions. Ms. Leaming acknowledged Oralia Leyva, Certification Services Manager, and Dale Culton, Certification Services Manager (retired), for their work preparing seniority lists and identifying displacement “bumping” options for affected employees. Ms. Leaming explained that Ms. Leyva and Mr. Culton are working on the next steps in the process which include personally contacting affected employees and providing written notices within the statutory timelines. Ms. Leaming thanked Dr. Kelly An, Assistant Superintendent, Human Resource Services, Yumi Takahashi, Chief Business and Financial Officer, and Jeff Riel, General Counsel, for their collaboration throughout this process to minimize disruption for employees and sites.

Maria Lynn Alvarez, Personnel Analyst, reported there are currently 62 active recruitments at various stages in the recruitment process including 23 accepting applications and 13 pending.

Ms. Alvarez announced an Open House focusing on high-need positions such as Recreation Aide and Instructional Aide will be held on March 18th, from 9:00 a.m. to 3:00 p.m. at the Personnel Commission. Ms. Alvarez explained that like previous events, candidates will be able to apply and test, and the possibility of also conducting interviews, similar to Child Development Centers (CDC) events, is being explored.

Oralia Leyva, Certification Services Manager, announced that Mari Rojas has accepted the position of Employment Services Supervisor, and expressed appreciation for the work Ms. Rojas has done as the Interim Employment Services Supervisor. Ms. Leyva noted that the second newly-appointed Employment Services Supervisor will be introduced at the next Commission meeting.

Ms. Leyva shared that a total of 14 probationary employees, five substitute appointments, 22 exempt appointments, and several returning coaching appointments were approved by the Board of Education at their meeting on March 5, 2025.

Ms. Leyva also reported that 654 summer school employment applications have been received to date and the application period closes on March 21, 2025. Ms. Leyva thanked staff for providing assistance to applicants throughout the process.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Head Start Instructional Aide
2. **RATIFY** job announcement bulletin for Head Start Instructional Aide - Bilingual Spanish
3. **RATIFY** job announcement bulletin for Information Security Officer
4. **RATIFY** job announcement bulletin for Mobile Device Specialist
5. **RATIFY** job announcement bulletin for Nutrition Services Assistant Director
6. **RATIFY** job announcement bulletin for School Safety Administrative Operations Manager

7. **APPROVE** the certification of Assistant Purchasing and Contracts Director eligibility list 25-0139-0777 established 2/28/2025
8. **APPROVE** the certification of Associate Personnel Analyst eligibility list 25-0130-3270 established 3/3/2025
9. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW16-5258 established 2/06/2025
10. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW17-5258 established 2/20/2025
11. **APPROVE** the certification of Head Start Instructional Aide eligibility list 25-0143-0657 established 3/5/2025
12. **APPROVE** the certification of Head Start Instructional Aide - Bilingual Spanish eligibility list 25-0140-5235 established 3/5/2025
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0145-0448 established 3/4/2025
14. **APPROVE** the certification of Instructional Aide - Special (Catalina Island) eligibility list 25-0091-0448 established 3/4/2025
15. **APPROVE** the certification of Nutrition Services Assistant Director eligibility list 25-0138-5059 established 3/4/2025
16. **APPROVE** the certification of Office Assistant - BL Spanish eligibility list 25-0104-5158 established 3/4/2025
17. **APPROVE** the certification of Plant Supervisor I eligibility list 25-0116-5026 established 2/28/2025
18. **APPROVE** the certification of Recreation Aide eligibility list 25-0155-5255 established 2/28/2025

Ms. Learning noted a typographical correction to Consent Agenda Item #7, the list expiration date should be 2025 instead of 2026. A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to ratify items 1-6 and approve items 7-18 with the noted correction to Item #7.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
Sheryl Bender	X		
Terence Ulaszewski	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, March 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 8:25 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:04 a.m. with no reportable actions.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:05 a.m.

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

ASPHALT WORKER

FINAL FILING DATE:

4:30 p.m., Thursday, March 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 and direct the work of others in the application of asphalt paving at District sites; assist carpenters, painters, plumbers, electricians or other journeymen to perform more simple kinds of repair and maintenance work; perform related duties as required.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school.

EXPERIENCE:

One year of skilled experience performing all the duties of asphalt construction, preferably including some lead or supervisory experience.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges 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. (2) May be required to travel from one location to another. (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.

SALARY RANGE HOURLY:

START: \$32.28

6 MONTHS: \$34.05

1 ½ YEARS: \$35.93

2 ½ YEARS: \$37.90

3 ½ YEARS: \$39.98



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 25-0180-5142 AA

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

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 PROMOTIONAL OPPORTUNITY

ASSOCIATE PRODUCER

FINAL FILING DATE:

4:30 p.m., Thursday, March 27, 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 supervision, independently produce or participate in the production of assigned educational, instructional and informational videos and other media productions; lead and participate in a variety of pre- and post-production activities for studio, field and live event productions; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Associate's degree in film, video production or a closely related field.

EXPERIENCE:

Three years of experience in digital film or video production.

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 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:	\$35.02
6 MONTHS:	\$36.94
1 ½ YEARS:	\$38.97
2 ½ YEARS:	\$41.12
3 ½ YEARS:	\$43.38



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.

Maria Lynn Alvarez
WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Promo Exam 25-0183-5302 JA

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

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.

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LONG BEACH

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Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

DIGITAL MEDIA SPECIALIST

FINAL FILING DATE:

4:30 p.m., Thursday, March 27, 2025

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, participate in the planning, creation and implementation of the District's social media and marketing strategies and goals; prepare, organize and publish social media content and posts for District accounts on a wide variety of platforms; participate in a variety of production processes for digital media content creation including studio, field and livestreaming; prepare digital media for distribution; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school supplemented by college-level course work in communications, marketing, social media, media production or a closely related field.

EXPERIENCE:

One year of professional social media content creation experience. Verifiable experience as a volunteer in a school or community organization may be substituted on an equal basis.

Completion of an internship with the Long Beach Unified School District's Marketing and Media Services department will substitute for the required college-level course work and experience.

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 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:	\$25.98
6 MONTHS:	\$27.40
1 ½ YEARS:	\$28.92
2 ½ YEARS:	\$30.51
3 ½ YEARS:	\$32.18



Apply Here

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Maria Lynn Alvarez
WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Dual Exam 25-0184-5314 JA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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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.*

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 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

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

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

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

Guidelines:

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

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

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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES MANAGER

FINAL FILING DATE:

March 20, 2025 at 4:30 p.m.

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 direct the daily activities and operations of approximately twenty school cafeteria operations; plan, participate in and coordinate food and commodity procurement, preparation, delivery and service support operations; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

Two years of experience at a supervisory or management level in an institutional food service organization.

Additional supervisory or managerial food service experience in a large institutional setting may be substituted for up to two years of the required education.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) 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 of the applicant regardless of any other standing. (3) Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

WORKING ENVIRONMENT

Exposure to variation in temperatures from 90 degrees Fahrenheit in kitchens to minus 5 degrees in freezers. Noise and steam in school kitchens. School cafeteria and office environment. Outdoor events. Driving a vehicle to travel to school sites.

SALARY RANGE ANNUAL:

The annual salary is

\$107,120 to \$125,777

With excellent benefits

And retirement package



Apply Here

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

SELECTION PROCEDURE:

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

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

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MERIT SYSTEM EMPLOYER

Dual Exam 25-0181-5061 YA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 16-17

Date: March 20, 2025

Reason for Consideration: Approval

COMPUTER SUPPORT TECHNICIAN

DUAL

25-0112-5108

List Valid: **03/10/2025 - 03/10/2026**

Total Applications Received: 138

Passed: 25 Failed: 37

Total Invited to Exam: 74

Withdrew: 12 Screened Out: 64

INSTRUCTIONAL AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

25-0144-5319

List Valid: **03/18/2025 - 09/18/2025**

Total Applications Received: 25

Passed: 13 Failed: 1

Total Invited to Exam: 20

Withdrew: 6 Screened Out: 5

INSTRUCTIONAL AIDE - SPECIAL

OPEN CONTINUOUS

25-0151-0448

List Valid: **03/19/2025 - 03/19/2026**

Total Applications Received: 13

Passed: 1 Failed: 0

Total Invited to Exam: 1

Withdrew: 0 Screened Out: 12

INTERMEDIATE OFFICE ASSISTANT

DUAL

25-0118-0673

List Valid: **03/10/2025 - 03/10/2026**

Total Applications Received: 188

Passed: 35 Failed: 25

Total Invited to Exam: 102

Withdrew: 42 Screened Out: 86

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

25-0148-5068

List Valid: **03/18/2025 - 09/18/2025**

Total Applications Received: 34

Passed: 11 Failed: 4

Total Invited to Exam: 32

Withdrew: 17 Screened Out: 2

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

25-0152-5068

List Valid: **03/18/2025 - 09/18/2025**

Total Applications Received: 43

Passed: 11 Failed: 5

Total Invited to Exam: 36

Withdrew: 20 Screened Out: 7

RECREATION AIDE

OPEN CONTINUOUS

25-0167-5255

List Valid: **03/14/2025 - 09/14/2025**

Total Applications Received: 22

Passed: 19 Failed: 0

Total Invited to Exam: 19

Withdrew: 0 Screened Out: 3

RECREATION AIDE - EXPANDED LEARNING**OPEN CONTINUOUS****25-0156-5317**List Valid: **03/14/2025 - 09/14/2025**

Total Applications Received: 28

Passed: 26

Failed: 0

Total Invited to Exam: 26

Withdrew: 0

Screened Out: 2

**STUDENT EVALUATION TECHNICIAN - BILINGUAL DUAL
SPANISH *REVISED****25-0089-0483**List Valid: **03/04/2025 - 03/04/2026**

Total Applications Received: 46

Passed: 1

Failed: 10

Total Invited to Exam: 23

Withdrew: 12

Screened Out: 23

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

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

March 13, 2025

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a Classification: Lead Campus Staff Assistant and Abolishment of Classifications: Manager-Campus Staff Assistant Program and Campus Staff Assistant Supervisor

Background and Findings

In June 2024, at the request of the (former) Assistant Superintendent, Secondary Schools, the Personnel Commission created two new classifications, "Manager – Campus Staff Assistant Program" (SR 35 – M2) and "Campus Staff Assistant Supervisor" (SR 24 – S1), to support a newly proposed restructuring of the Campus Staff Assistant organizational structure, hierarchies and reporting relationships. Recruitments were conducted for each of these new classifications, resulting in an eligibility list for each classification. Simultaneously, along with these recruitments, a change of leadership occurred in the Office of Secondary Schools. The new Assistant Superintendent, Secondary Schools determined to hold off on implementing the restructuring, allowing for review of the proposed changes.

After consideration, and consultation with High School Principals, the Assistant Superintendent, Secondary Schools has determined that the organization is best served by eliminating the newly created Manager and Supervisor classifications, instead creating a new bargaining unit Lead Campus Staff Assistant classification and maintaining the current management/leadership structure.

While both the Manager and Supervisor classifications were recruited and tested for in 2024, no positions were filled, and no candidates were hired.

Salary Placement

In determining salary placement for the new classification, staff looked to Section 10.10 of the Rules and Regulations of the Classified Service, which states that classifications serving in a lead capacity shall be separated by a minimum of three (3) salary ranges above the highest-level subordinate. As the Lead Campus Staff Assistant classification will serve in a designated lead capacity, consistent with the LBUSD *Rules and Regulations of the Classified Service*, staff recommends placement at Salary Range 23 on the Unit A – Clerical and Support Services Unit (C1) salary schedule. This places the class three (3) ranges above the Campus Staff Assistant (grandpersoned) salary range 20 on the Unit A – Clerical and Support Services (C1) salary schedule.

The Assistant Superintendent, Secondary Schools has reviewed and is in support of the newly proposed classification and salary recommendation for the Lead Campus Staff Assistant, as well as abolishment of the identified Manager and Supervisor classifications.

Recommendations

Staff recommends the Personnel Commission:

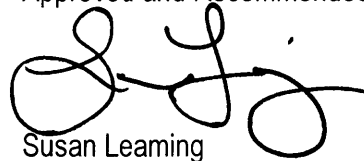
1. Approve the new classification specification for Lead Campus Staff Assistant.
2. Allocate the classification of Lead Campus Staff Assistant to Salary Range 23 on the Unit A – Clerical and Support Services (C1) Salary Schedule.
3. Abolish the “Manager – Campus Staff Assistant Program” classification.
4. Abolish the “Campus Staff Assistant Supervisor” classification.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:

A handwritten signature in black ink, appearing to read 'Susan Leaming', with a large, stylized initial 'S'.

Susan Leaming
Interim Executive Officer, Personnel Commission

LEAD CAMPUS STAFF ASSISTANT

JOB SUMMARY

Under general supervision, serve as a lead at assigned school site and participate in observing and monitoring activities and facilities to assure the well-being and safety of students, staff and visitors; advise students of appropriate standards of behavior and the importance of following school rules; assist school site administration in promoting a positive, productive and safe campus climate; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Serve as a lead at an assigned school site; train and provide work direction and guidance to assigned staff; provide input in the hiring and performance evaluation process as requested; arrange for substitute staff as directed. **E**
- Plan, assign and schedule the work of assigned staff; assure proper levels of daily school site and special event staff coverage. **E**
- Conduct in-service training for Campus Staff Assistants and others regarding student engagement, best practices, site protocols, and other campus safety issues; coach and encourage positive interactions and relationship building with students. **E**
- Observe and monitor campus buildings, gates, restrooms, lunch areas, grounds and parking lots to assure the well-being and safety of students, staff and visitors; monitor student activities during passing and meal periods; verify hall passes. **E**
- Screen student and visitor entry to campus; issue passes; escort and direct students and visitors to campus destinations; identify and address unauthorized visitors; report unauthorized visitors to school administration and contact School Safety as needed. **E**
- Serve as a role model and provide guidance to students regarding appropriate behaviors and the importance of following school rules; build rapport with students and assist in promoting a positive, productive and safe campus climate. **E**
- Identify and intervene in conflicts between individual or groups of students and de-escalate situations; assist students to problem-solve issues and resolve conflicts in a positive and constructive manner; maintain a high level of visibility on campus. **E**
- Conduct follow-up observations of student interactions on campus and in learning environments; refer students to counseling staff as appropriate; report inappropriate behaviors and rule infractions to school administration; prepare incident reports. **E**
- Plan and carry out courses of action relating to issues of student attendance or behavior; provide support to school site administration and staff regarding student behaviors and how to prevent impending issues. **E**

- Communicate with students, administrators, staff and others to exchange information, coordinate activities and resolve issues or concerns; advise school administration and School Safety personnel of causes and effects of student tension on campus. *E*
- Monitor student behavior in alternative classroom environments; maintain sign in logs and input records of student attendance and behavior; communicate with certificated staff regarding students and related activities in the center. *E*
- Secure building and gates as directed by school administrators; assist administration with searches of student lockers and property; confiscate inappropriate items; inform students of dress code infractions and provide or arrange for temporary clothing. *E*
- Assist site administration and public agencies during emergency situations such as lockdowns or evacuations; escort students and staff to identified safe areas; administer first aid or necessary physical assistance to ill or distressed individuals. *E*
- Perform a variety of campus support activities such as maintaining records and files, receiving, storing and issuing supplies and equipment; answering phones, completing forms and distributing textbooks or other learning materials; set up furniture and audio-visual equipment in classrooms or for a variety of special events. *E*
- Monitor and assist in controlling crowds at special and athletic events; observe and report misuse of facilities, vandalism or other unauthorized activities; direct traffic. *E*
- Operate a variety of office equipment including a computer and assigned software; operate a two-way radio; drive a District or personal vehicle to conduct work and pick up supplies and equipment. *E*
- Accompany site administrators on home visits as assigned; participate in parent conferences as requested. *E*
- Attend and participate in a variety of meetings, trainings and conferences. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A Lead Campus Staff Assistant serves as a lead at an assigned school site and participates in observing and monitoring activities and facilities to assure the well-being and safety of students, staff and visitors. A Lead Campus Staff Assistant assists school site administration in promoting a positive, productive and safe campus climate, appropriate student behaviors on campus and conducts in-service training for Campus Staff Assistants and others regarding a variety of campus safety issues.

EMPLOYMENT STANDARDS

Knowledge of:

Individual student and group behavior as related to school-age students.

General principles of adolescent behavior and development.

General behavioral management strategies and techniques.

Diverse needs of students from varying socioeconomic and cultural backgrounds.

Applicable laws, codes, rules and regulations related to assigned activities.

Principles and practices of training and providing work direction to others.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
General conflict resolution techniques.
Operation of a variety of office equipment including a computer and assigned software.
Operation of a two-way radio.
Record-keeping and filing techniques.
Basic first aid procedures.

Ability to:

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

Education and Training:

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

Experience:

Two years of experience observing and monitoring school campus activities and facilities to assure the well-being and safety of students, staff and visitors. Experience in a lead or supervisory role is desirable.

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

SPECIAL REQUIREMENTS

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

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

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

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

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

WORKING ENVIRONMENT

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

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5337
Salary Range: 35 (M2)

MANAGER - CAMPUS STAFF ASSISTANT PROGRAM

JOB SUMMARY

Under general direction, plan, organize and manage the daily administrative and operational activities for the operations, staff, programs and activities of the Campus Staff Assistant (CSA) program for the District; train and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Manage, oversee, plan and organize the Campus Staff Assistant (CSA) program for operational efficiencies; develop and implement standardized processes and procedures across campuses and throughout the District. **E**
- Serve as a role model and mentor to staff and students; train and oversee staff in providing guidance to students regarding appropriate behaviors and the importance of following school rules; develop and provide staff training to identify effective techniques to build rapport with students and assist in promoting a positive, productive, and safe campus climate. **E**
- Train and assist CSA's and CSA Supervisors in working with students' self-esteem building by providing examples and general guidance and support; develop and deliver policies, procedures and trainings to assist staff in guiding students to improve self-awareness and respect while encouraging positive behavior and relationships with adults and peers. **E**
- Serve as a CSA program point-of-contact with school site administrators to identify and intervene in conflicts between staff, individuals and groups of students and de-escalation situations; train staff and participate in assisting students to problem-solve issues and resolve conflicts in a positive and constructive manner. **E**
- Research and explore opportunities to expand, develop and implement additional student engagement, outreach and intervention strategies to support positive student behavior and school experiences and outcomes. **E**
- Develop and conduct in-service training for CSA's, CSA Supervisors and other designated staff regarding campus safety best practices, District and site protocols, and other related school safety issues; coach and encourage positive interactions and relationship building with and between CSA's, CSA Supervisors, students and staff. **E**
- Manage CSA staff activities and assist site administration and public agencies during emergencies such as lockdowns or evacuations; actively collaborate with District leadership, administration, School Safety and external agencies on Safety Plan implementation; manage staff and implement protocols to escort students and staff to safe areas. **E**

- Develop standards, policies, procedures and training for staff to observe and monitor student behavior in alternative classroom environments, non-classroom activities, including, but not limited to, before and after-school and lunchtime activities, passing periods, and school activities such as dances and athletic events, referring students to an administrator as necessary. *E*
- Develop standards, policies, procedures and training for staff to ensure buildings and gates are secured in accordance with District and school policies and procedures, including participation in assisting administration with searches of student lockers and property; confiscate inappropriate items; arrange for temporary clothing for dress code infractions. *E*
- Develop and deliver standards, protocols, policies, procedures and training to staff in the preparation, maintenance and completion of a variety of reports, logs, and forms; prepare a variety of reports, personnel forms, requisitions and related documents. *E*
- Perform special projects and prepare related forms and reports; attend to administrative details on special matters as assigned. *E*
- Provide technical expertise, information and assistance to District administration, school site personnel and others to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Train, supervise and evaluate the performance of assigned staff; assign, schedule and review the work of staff; coordinate and schedule overtime in accordance with District policies, practices and collective bargaining agreements; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Attend and participate in a variety of meetings, workshops, trainings and conferences; prepare and make presentations related to assigned activities; serve on assigned committees. *E*
- Operate a variety of office equipment including a computer, software, two-way radio and telecommunications devices; drive a personal vehicle to conduct work, as needed. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

The Manager - Campus Staff Assistant Program develops and deploys system-wide standards, protocols, policies and procedures for the campus staff assistant program across campuses, ensuring consistency in implementation throughout the District. This classification manages the activities of and directly supervises Campus Staff Assistants (CSA's) and CSA Supervisors, providing oversight to the daily operations of a team responsible for observing and monitoring students, student activities, and school facilities to ensure the well-being and safety of students, staff and visitors, while promoting a positive, productive and safe campus climate.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of effective leadership.
Individual student and group behavior as related to adolescent school-age students.
General principles of adolescent behavior and development.
General behavioral management strategies and techniques.
Diverse needs of students from varying socioeconomic and cultural backgrounds.
Group behaviors and dynamics.
General conflict resolution techniques.
Applicable laws, codes, rules, and regulations related to assigned activities.
Principles and practices of training and supervision.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Public speaking techniques.
Operation of a variety of office equipment, computer hardware, software and telecommunications equipment.
Operation of a two-way radio.
Report writing, record-keeping and filing techniques.

Ability to:

Effectively lead and manage assigned programs, projects and staff.
Model a relational approach to interacting with students, staff, and the public.
Understand adolescent behavior and be a positive role model to adolescents.
Supervise and train assigned staff.
Demonstrate understanding and patience toward students.
Build positive relationships and strengthen student engagement.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Work collaboratively as an educational team member.
Analyze situations accurately and adopt an effective course of action.
Interpret, apply, and explain applicable laws, codes, rules, and regulations.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Prepare and deliver written and oral presentations.
Train and provide work direction and guidance to others.
Communicate effectively both orally and in writing.
Prepare and maintain a variety of records, reports, and files.
Prioritize and schedule work.
Operate a variety of office equipment including a computer and assigned software.
Operate a two-way radio.

Education and Training:

Bachelor's degree in education, social science, psychology, counseling, child development or a related field.

Experience:

Three years of experience working with at-risk adolescents or young adults in a structured environment or community-based organization, including one year of experience in a lead, supervisory or management 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

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

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

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

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

WORKING ENVIRONMENT

Indoor and outdoor campus environment.
Seasonal heat and cold or adverse weather conditions.
Contact with dissatisfied or abusive individuals.
Driving a vehicle to conduct work.
Occasional evening or varied hours.

PHYSICAL DEMANDS

Hearing and speaking to exchange information in person and on the telephone.
Seeing to monitor activities and read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting, standing, and walking for extended periods of time.
Bending at the waist, kneeling, or crouching to move supplies and equipment.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 07/25/2024

Revised: 10/3/2024

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5334
Salary Range: 24 (S1)

CAMPUS STAFF ASSISTANT SUPERVISOR

JOB SUMMARY

Under general supervision, directly supervise the planning, development, and implementation of the staff, activities and operations of Campus Staff Assistants (CSA) at one or more assigned school sites; serve as a role model and mentor to students and staff; build relationships and engage with students to promote and encourage positive and safe school experiences; monitor Campus Staff Assistant - student relationships and student behavior; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Serve as a role model and mentor to staff and students; oversee staff and participate in providing guidance to students regarding appropriate behaviors and the importance of following school rules; supervise staff and provide staff training to identify effective techniques to build rapport with students and assist in promoting a positive, productive, and safe campus climate. **E**
- Train and assist CSA's in working with students' self-esteem building by providing examples and general guidance and support; assist staff in guiding students to improve self-awareness and respect while encouraging positive behavior and relationships with adults and peers. **E**
- Identify and intervene in conflicts between staff, individuals and groups of students and de-escalate situations; train staff and participate in assisting students to problem-solve issues and resolve conflicts in a positive and constructive manner. **E**
- Train and supervise the performance of assigned staff at one or more schools; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Conduct in-service training for CSA's and other designated staff regarding campus safety best practices, District and site protocols, and other related school safety issues; coach, and encourage positive interactions and relationship building with and between students and staff. **E**
- Evaluate Campus Staff Assistants, coordinate and schedule CSA overtime in accordance with District policies, practices and collective bargaining agreements; assign, schedule, and review the work of staff. **E**
- Monitor and supervise CSA staff activities and assist site administration and public agencies during emergencies such as lockdowns or evacuations; collaborate with administration on Safety Plan implementation; supervise staff and participate in escorting students and staff to identify safe areas. **E**

Campus Staff Assistant Supervisor

- Patrol on foot, a school campus and its vicinity, before, after, and during school hours. *E*
- Assign staff and observe and monitor student behavior in alternative classroom environments, non-classroom activities, including, but not limited to, before-school and lunchtime activities, passing periods, and school activities such as dances and athletic events, referring students to an administrator as necessary. *E*
- Supervise staff and participate in identifying and intervening in conflicts between individuals and groups of students and de-escalate situations; assist students in problem-solving issues and resolve conflicts in a positive and constructive manner. *E*
- Assign staff and ensure buildings and gates are secured, as directed by District and school policies and procedures; supervise staff and participate in assisting administration with searches of student lockers and property; confiscate inappropriate items; arrange for temporary clothing for dress code infractions. *E*
- Approach students and campus visitors suspected of violating rules and regulations. *E*
- Provide support to faculty and staff regarding student misconduct and how to prevent impending problems. *E*
- Prepare, maintain, and supervise staff in the completion of a variety of reports, logs, and forms; prepare a variety of reports, personnel forms, requisitions and related documents. *E*
- Operate a variety of office equipment including a computer, software, two-way radio and telecommunications devices; drive a personal vehicle to conduct work, as needed. *E*
- May participate in home visits and parent conferences, as requested.
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

Incumbents in the Campus Staff Assistant Supervisor role directly supervise Campus Staff Assistants (CSA) at one or more District school sites. Incumbents in this class are responsible for supervising, planning, developing and implementing the daily operations of a team responsible for observing and monitoring students, student activities, and school facilities to ensure the well-being and safety of students, staff and visitors, while promoting a positive, productive and safe campus climate.

EMPLOYMENT STANDARDS

Knowledge of:

Individual student and group behavior as related to adolescent school-age students.
General principles of adolescent behavior and development.
General behavioral management strategies and techniques.
Diverse needs of students from varying socioeconomic and cultural backgrounds.
Group behaviors and dynamics.
General conflict resolution techniques.
Applicable laws, codes, rules, and regulations related to assigned activities.

Principles and practices of training and supervision.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Public speaking techniques.
Operation of a variety of office equipment, computer hardware, software and telecommunications equipment.
Operation of a two-way radio.
Report writing, record-keeping and filing techniques.

Ability to:

Model a relational approach to interacting with students, staff, and the public.
Understand adolescent behavior and be a positive role model to adolescents.
Train, supervise and evaluate the performance of assigned staff.
Demonstrate understanding and patience toward students.
Build positive relationships and strengthen student engagement.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Work collaboratively as an educational team member.
Analyze situations accurately and adopt an effective course of action.
Interpret, apply, and explain applicable laws, codes, rules, and regulations.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Prepare and deliver written and oral presentations.
Train and provide work direction and guidance to others.
Communicate effectively both orally and in writing.
Prepare and maintain a variety of records, reports, and files.
Prioritize and schedule work.
Operate a variety of office equipment including a computer and assigned software.
Operate a two-way radio.

Education:

Equivalent to high school graduation, supplemented by college-level coursework in education, psychology, counseling, child development or a related field.

Experience:

Three (3) years of experience working with at-risk adolescents or young adults in a structured environment or community-based organization, including some experience in a lead or supervisory role.

OR

Three (3) years of experience as a Campus Staff Assistant with the Long Beach Unified School District.

Campus Staff Assistant Supervisor

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

SPECIAL REQUIREMENTS

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

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

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

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

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

WORKING ENVIRONMENT

Indoor and outdoor campus environment.
Seasonal heat and cold or adverse weather conditions.
Contact with dissatisfied or abusive individuals.
Driving a vehicle to conduct work.
Occasional evening or varied hours.

PHYSICAL DEMANDS

Hearing and speaking to exchange information in person and on the telephone.
Seeing to monitor activities and read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting, standing, and walking for extended periods of time.
Bending at the waist, kneeling, or crouching to move supplies and equipment.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 05/30/2024

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 54964405

PAGE: 35-50

Date: March 20, 2025

Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be disqualified for the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail and electronic mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 59177524

PAGE: 51-70

Date: March 20, 2025

Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be disqualified for the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail and electronic mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.