

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

REGULAR MEETING AGENDA

Regular Meeting
April 3, 2025

8:15 a.m.

ADDENDUM
PAGE NO.

I GENERAL COMMUNICATION FUNCTIONS

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

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of March 20, 2025 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant 5-6
2. **RATIFY** job announcement bulletin for Custodial Crew Supervisor 7-8
3. **RATIFY** job announcement bulletin for Executive Director, Facilities Development and Planning 9-10
4. **RATIFY** job announcement bulletin for Instructional Aide - Special 11-12
5. **RATIFY** job announcement bulletin for Plumber 13-14
6. **RATIFY** job announcement bulletin for Pool Lifeguard 15-16
7. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0149-5319 established 4/2/2025 17

8. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0166-5319 established 4/3/2025 17
9. **APPROVE** the certification of Intermediate Office Assistant - Bilingual Spanish eligibility list 25-0119-5050 established 4/1/2025 17
10. **APPROVE** the certification of Recreation Aide eligibility list 25-0179-5255 established 4/1/2025 17
11. **APPROVE** the certification of Recreation Aide (Open House 3/18/25) eligibility list 25-0193OH-5255 established 4/1/2025 17
12. **APPROVE** the certification of Recreation Aide - Expanded Learning (Open House 3/18/25) eligibility list 25-0194OH-5317 established 3/31/2025 17
13. **APPROVE** the certification of Site Specialist - Student Engagement eligibility list 25-0141-5300 established 4/1/2025 17
14. **APPROVE** the certification of Staffing Analyst - Human Resource Services eligibility list 25-0153-5195 established 3/27/2025 18

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Extension of Elementary School Office Supervisor eligibility list 24-0173-3345 established 4/18/2024 19
- APPROVE** the Extension of Middle School Office Supervisor eligibility list 24-0172-3357 established 4/18/2024 19

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

April 17, 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

March 20, 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 20, 2025 at 8:27 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; Amy Van Fossen, Associate Personnel Analyst; Oralia Leyva, Certification Services Manager; Virginia Agredano Perez, Senior Administrative Secretary; Joanna Guzman, Employment Services Supervisor; 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; Silaue Taeleifi, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Dallas Eberle, CSEA Chapter 2 Labor Relations Representative.

MINUTES OF SPECIAL
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 Special Meeting of March 4, 2025.

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

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 March 6, 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, opened her report by extending happy birthday wishes to Commissioner Linda Vaughan. Ms. Leaming invited Commissioners Vaughan and Bender to share their experience at the California School Personnel Commissioners Association Conference, to which Ms. Vaughan responded that it was an excellent experience and she wished she could have attended all the workshops. Ms. Bender added that she attended several useful sessions, "Creating and Fostering Culture Among the Team" and "Fitness for Duty, It's a Tool Not a Weapon". Commissioner Vaughan also mentioned that they both attended sessions regarding artificial intelligence and found the information shared to be valuable.

Maria Lynn Alvarez, Personnel Analyst, provided an update on ongoing recruitments, reporting that 65 recruitments are at various stages in the recruitment process. Ms. Alvarez informed the Commission that an "Open House" was held this week at the Personnel Commission offices with a focus of providing employment application support for Instructional Aide and Recreation Aide candidates. A total of 73 candidates attended the event and 43 applications were submitted. Ms. Alvarez explained that given the high demand for Instructional Aides and Recreation Aides, staff is planning to hold the event on a monthly basis.

Additionally, Ms. Alvarez informed the Commission that she and Amy Von Fossen, Associate Personnel Analyst, met with Employee Relations and CSEA representatives to discuss professional development opportunities and will be holding collaborative workshops throughout the District to educate unit members on the employment application process.

Oralia Leyva, Certification Services Manager, introduced Joanna Guzman as the new Employment Services Supervisor and welcomed her to the Certification and Employment Services unit. Ms. Guzman expressed her enthusiasm about stepping into the role.

Ms. Leyva informed the Commission that a total of 11 probationary, 17 substitute, and 21 exempt employee appointments were approved by the Board of Education at their meeting on March 5, 2025. Ms. Leyva also noted that the summer school employment application period will close on Friday, March 21, and 779 applications have been submitted to date.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Asphalt Worker
2. **RATIFY** job announcement bulletin for Associate Producer
3. **RATIFY** job announcement bulletin for Digital Media Specialist
4. **RATIFY** job announcement bulletin for Instructional Aide - Special
5. **RATIFY** job announcement bulletin for Nutrition Services Manager
6. **APPROVE** the certification of Computer Support Technician eligibility list 25-0112-5108 established 3/10/2025
7. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0144-5319 established 3/18/2025
8. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0151-0448 established 3/19/2025

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

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 1-5 and approve items 6-14.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Creation of a Classification: Lead Campus Staff Assistant and Abolishment of Classifications: Manager- Campus Staff Assistant Program and Campus Staff Assistant Supervisor

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

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

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 54964405
3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 59177524

New Business Items 2 and 3 were moved into closed session.

OTHER ITEMS

None

NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 3, 2025 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:40 a.m.

OPEN SESSION

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

1. **APPROVE** the Public Employee Appointment/Employment – To consider the appointment and employment of the Executive Officer, Personnel Commission and Classified Employment

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous roll-call vote of those present to extend an offer of employment to a candidate for the Executive Officer of Personnel Commission and Classified Employment.

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

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 54964405

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous roll-call vote of those present to sustain staff's recommendation to remove Applicant 54964405 from current eligibility lists with the notation the applicant may reapply in six (6) months.

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

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 59177524

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous roll-call vote of those present to sustain staff's recommendation to remove Applicant 59177524 from current eligibility lists and noted the applicant will not be eligible for future employment with the Long Beach Unified School District unless appropriate documentation is provided.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:46 a.m.

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY CAMPUS STAFF ASSISTANT

FINAL FILING DATE:

4:30 p.m., Thursday, April 10, 2025

JOB INFORMATION:

Permanent 10 or 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, observe and monitor activities and facilities at an assigned campus 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.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

One year of experience working with adolescents or young adults in a structured environment or community-based organization. Experience working with at-risk youth 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:

(1) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. (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) 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. (5) Incumbents may be required to work adjustable schedules including evenings and weekend assignments. (6) 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:

START:	\$23.95
6 MONTHS:	\$25.27
1 ½ YEARS:	\$26.66
2 ½ YEARS:	\$28.12
3 ½ YEARS:	\$29.67



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 Exam 25-0189-5288 MG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

Amy Van D...

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

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

Guidelines:

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

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

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

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

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAL CREW SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, April 14, 2025

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial crew activities at an assigned comprehensive high school or a restroom or kitchen crew; assure buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of a custodial crew; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

Two years of custodial experience or one year of experience as a Lead Custodian 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) Positions in this classification require possession of a valid California Class C driver's license and are 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. (2) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Indoor and outdoor work environment. Evening and weekend hours. Driving a personal or District vehicle to conduct work. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

SALARY RANGE HOURLY:

START:	\$26.85
6 MONTHS:	\$28.32
1 ½ YEARS:	\$29.89
2 ½ YEARS:	\$31.52



Apply Here

APPLICATION:

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SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 25-0195-5245 JA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

Ammy Van der

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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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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.

ABOUT OUR DISTRICT

The Long Beach Unified School District (LBUSD) has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization has previously listed LBUSD among five of the world's highest performing school systems. McKinsey & Company, one of the country's foremost consulting firms, has issued a report naming LBUSD as one of the world's top 20 school systems, and one of the top three in the U.S. in terms of sustained and significant improvements. The report has been described as the most comprehensive analysis of global school system reform ever assembled.

The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Latino, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts. LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

Established in 1885, LBUSD currently educates 65,500 students in 84 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The fourth largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

The school district has won widespread recognition for excellence in academic achievement, the arts, and athletics. LBUSD's successes have been chronicled by national media including the New York Times, Washington Post, The Atlantic, U.S. News and World Report, USA Today, Newsweek, Time, Parade, Sports Illustrated, ESPN, Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and others.

Local schools continue to post significant gains in student achievement. LBUSD has also established educational partnerships with more than 1,300 local businesses, which recognize the district's role in developing a well-educated, highly skilled work force. Thousands of Volunteers in Public Schools (VIPS) assist teachers and students in classrooms. Local schools have won numerous California Distinguished, National Blue Ribbon and National Green Ribbon awards. The school district has a flourishing facilities program, having passed three local bond measures totaling \$4.4 billion. This is testament to the support and commitment of the community to its schools.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement and equity is what makes the Long Beach Unified School District a national and international leader in preparing students for success. Locally, the District has long held a reputation for having a deep sense of commitment to the community, fostering positive relationships with stakeholders, embracing a culture of outstanding teamwork, and upholding the values of excellence and equity.

Maria Lynn Alvarez

Dual Exam 25-0188-5084 AA

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**EXECUTIVE DIRECTOR,
FACILITIES DEVELOPMENT
AND PLANNING**

\$174,553 – \$204,963 Annually



www.lbschools.net/jobs

"We find qualified candidates to support the District's needs".

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Executive Director, Facilities Development and Planning. Under the direction of the Chief Business and Financial Officer, will plan, implement and administer a comprehensive program in the areas of facility planning and development and real estate acquisition. Additionally, will develop, administer and monitor the District's long-range capital improvement strategic master plans and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Facilities Development and Planning, then Executive Director, Facilities Development and Planning.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in business administration, public administration, education (specializing in school business), planning, environmental design, architecture, engineering, construction management or a related field. A Master's degree in urban planning or above-mentioned fields is highly desirable. Additionally, candidates will have five years of large-scale facilities planning and construction management experience. Experience in educational facilities planning, funding and construction management is highly preferred.

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

SPECIAL REQUIREMENTS:

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment, as driving from one location from another may be required. In addition, 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. Furthermore, an incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

SALARY AND BENEFITS:

The annual salary for Executive Director, Facilities Development and Planning is \$174,553 to \$204,963 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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 one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral 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 for a period of six (6) months in order of their relative merit as determined by these competitive examinations.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/> The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday - Friday, 8:00 a.m. - 4:30 p.m.

A resume will not substitute for the required forms. Completed forms must be received no later than:

Application Deadline: 4:30 PM PT on Friday, April 04, 2025

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 Personnel Commission. The decision on granting reasonable accommodation will be on a case-by-case basis.

Long Beach Unified School District
Office of Personnel Commission
4400 Ladoga Avenue, Lakewood, CA 90713
(562) 435-5708

www.lbschools.net/jobs

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VI/AMERIT SYSTEM EMPLOYER

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:

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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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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.*

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

UNIFIED • SCHOOL • DISTRICT

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CLASSIFIED EMPLOYMENT OPPORTUNITY

PLUMBER

FINAL FILING DATE:

4:30 p.m., Monday, April 14, 2025

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, to perform journey-level plumbing work in the installation, alteration, maintenance, and repair of plumbing fixtures and systems; perform maintenance and repair on heating systems and related equipment; and to perform related duties as required.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school supplemented by completion of a recognized four-year plumbing apprenticeship program or possession of a valid journey-level plumbing certificate or license issued from an authorized agency.

OR

EXPERIENCE:

Four years of journey-level experience in plumbing installation, alterations and repair work.

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

SPECIAL REQUIREMENTS:

(1) Valid Class C driver's license. (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 standards. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) A Backflow Testers License Issued by the Los Angeles County Health Department must be obtained by completion of the probationary period. (5) A Certificate issued by P.I.P.E. and a Los Angeles County Certificate showing acceptance by the State Fire Marshal in Fire Suppression Systems are desired. (6) 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:	\$39.02
6 MONTHS:	\$41.17
1 ½ YEARS:	\$43.43
2 ½ YEARS:	\$45.84
3 ½ YEARS:	\$48.35



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 25-0196-0242 AA

LBUSD employees, please see reverse for important information.

Amy Van der

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 EMPLOYMENT OPPORTUNITY

POOL LIFEGUARD

FINAL FILING DATE:

Open Continuous.

JOB INFORMATION:

Permanent 12-month position. Position is 47.5% FTE (3.8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, conduct continuous observation of assigned pool area for signs of swimmers in distress, violations of pool rules and safety regulations, and equipment malfunctions; maintain pool safety and provide assistance to swimmers in distress; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

Some experience as a lifeguard or swim team or water polo coach or player 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:

(1) A valid Lifeguard certificate issued by the American Red Cross or YMCA of the USA is required at the time of appointment and must be maintained throughout employment in this classification.

WORKING ENVIRONMENT:

Indoor and outdoor work environment.

Evening and varied hours.

Seasonal heat and cold or adverse weather conditions.

Walking on wet and slippery surfaces.

Exposure to chemical fumes and odors.

Potential contact with blood and other bodily fluids.

PHYSICAL DEMANDS:

Sitting, walking or standing for extended periods of time.

Seeing to monitor pool activities.

Bending and twisting at the waist, stooping, kneeling.

Twisting and turning neck and body to monitor pool activities.

Hearing and speaking to exchange information in person.

Dexterity of hands and fingers to operate equipment.

Stretching or reaching overhead and horizontally.

Swimming.

Lifting and carrying or pulling swimmers out of the pool.

Ascend and descend pool and lifeguard station ladders.

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Open Continuous 5327 MG

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: 17-18

Date: April 3, 2025

Reason for Consideration: Approval

INSTRUCTIONAL AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

25-0149-5319

List Valid: **04/02/2025 - 10/02/2025**

Total Applications Received: 24

Passed: 5

Failed: 1

Total Invited to Exam: 18

Withdrew: 11

Screened Out: 7

INSTRUCTIONAL AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

25-0166-5319

List Valid: **04/03/2025 - 10/03/2025**

Total Applications Received: 41

Passed: 17

Failed: 1

Total Invited to Exam: 26

Withdrew: 8

Screened Out: 15

**INTERMEDIATE OFFICE ASSISTANT - BILINGUAL
SPANISH**

DUAL

25-0119-5050

List Valid: **04/01/2025 - 04/01/2026**

Total Applications Received: 96

Passed: 4

Failed: 12

Total Invited to Exam: 43

Withdrew: 27

Screened Out: 53

RECREATION AIDE

OPEN CONTINUOUS

25-0179-5255

List Valid: **04/01/2025 - 10/01/2025**

Total Applications Received: 25

Passed: 19

Failed: 0

Total Invited to Exam: 19

Withdrew: 0

Screened Out: 6

RECREATION AIDE (OPEN HOUSE 3/18/25)

OPEN CONTINUOUS

25-0193OH-5255

List Valid: **04/01/2025 - 10/01/2025**

Total Applications Received: 15

Passed: 9

Failed: 0

Total Invited to Exam: 9

Withdrew: 1

Screened Out: 5

**RECREATION AIDE - EXPANDED LEARNING
(OPEN HOUSE 3/18/25)**

OPEN CONTINUOUS

25-0194OH-5317

List Valid: **03/31/2025 - 10/01/2025**

Total Applications Received: 13

Passed: 11

Failed: 0

Total Invited to Exam: 11

Withdrew: 0

Screened Out: 2

SITE SPECIALIST - STUDENT ENGAGEMENT

DUAL

25-0141-5300

List Valid: **04/01/2025 - 04/01/2026**

Total Applications Received: 98

Passed: 15

Failed: 19

Total Invited to Exam: 47

Withdrew: 15

Screened Out: 49

**STAFFING ANALYST - HUMAN RESOURCE
SERVICES**

PROMOTIONAL

25-0153-5195

List Valid: **03/27/2025 - 03/27/2026**

Total Applications Received: 10

Passed: 4

Failed: 1

Total Invited to Exam: 5

Withdrew: 0

Screened Out: 5

CERTIFIED TO BE CORRECT: Susan Leaming DATE: April, 3, 2025

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility List Extension

PAGE: 19

Date: April 3, 2025

Reason for Consideration: Approval

ELEMENTARY SCHOOL OFFICE SUPERVISOR

Extended List Expiration Date: 10/18/2025

Total Applications on List: 33

Number of Current Eligible: 17

DUAL

24-0173-3345

Extended List Period: 6 Months

Number of waivers or removals: 14

MIDDLE SCHOOL OFFICE SUPERVISOR

Extended List Expiration Date: 10/18/2025

Total Applications on List: 20

Number of Current Eligible: 9

DUAL

24-0172-3357

Extended List Period: 6 Months

Number of waivers or removals: 7

CERTIFIED TO BE CORRECT: Susan Leaming DATE: April 3, 2025