

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

REGULAR MEETING AGENDA

Regular Meeting
April 17, 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 April 3, 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 Head Start Instructional Aide - Bilingual Spanish 5-6
2. **APPROVE** the certification of Information Security Officer eligibility list 25-0147-5339 established 4/15/2025 7
3. **APPROVE** the certification of Instructional Aide - Expanded Learning *Revised eligibility list 25-0095-5319 established 11/4/2024 7
4. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0172-0448 established 4/16/2025 7
5. **APPROVE** the certification of Instructional Aide - Special (Open House 3/18/25) eligibility list 25-0192OH-0448 established 4/16/2025 7

6. **APPROVE** the certification of Network Specialist eligibility list 25-0158-5119 established 4/10/2025 7
7. **APPROVE** the certification of Recreation Aide eligibility list 25-0186-5255 established 4/14/2025 7
8. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0178-5317 established 4/10/2025 7
9. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 25-0114-5255 established 4/08/2025 8
10. **APPROVE** the certification of Translator-Interpreter - BL Spanish eligibility list 25-0142-5079 established 4/17/2025 8

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Revision of a Classification: Van Driver – Catalina Island 9-14
2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 34902655 15-31

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

May 1, 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

April 3, 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 8:15 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; Oralia Leyva, Certification Services Manager; Andrea Armas, Associate Personnel Analyst; Virginia Agredano Perez, Senior Administrative Secretary; Joanna Guzman, Employment Services Supervisor; Mari Rojas, Employment Services Supervisor; Monica Gaytan, Human Resources Technician; and Margarita Paiz, Human Resources Technician.

GUESTS PRESENT

Tai Felder, CSEA Chapter 2 1st Vice President.

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, introduced Andrea Armas as the new Associate Personnel Analyst and welcomed her on her first official day in the role. Ms. Leaming noted that the Commission now has three Human Resources Technician vacancies due to recent promotions and a new recruitment is in progress.

Ms. Leaming shared she attended a Quality Core Visit (QCV) at Browning High School and described the visit as insightful, highlighting unique programs such as the school's culinary arts pathway. Ms. Leaming mentioned she had a collaborative conversation with the school's Pathway Coordinator, discussing ways to encourage pathway students to apply for District positions following high school.

Ms. Leaming reported that planning continues for the upcoming Classified Employee Celebration, scheduled for May 23, 2025 at the Teacher Resource Center. Ms. Leaming noted that donation requests have been sent to certificated and classified managers, donation letters will soon be sent to local businesses, and an informational flyer will also be sent out District-wide.

Andrea Armas, Associate Personnel Analyst, reported that 68 recruitments are in progress, with 16 accepting applications and 25 in testing or screening phases. Ms. Armas shared that

she and Judy Alonso, Human Resources Technician, attended the “Passport to Your Career” job fair hosted by Compton College on March 26 which featured over 60 vendors and was well-attended by local agencies including Los Angeles Unified School District, Compton Unified School District, Port of Long Beach, and City of Long Beach. Ms. Armas reported that they engaged with approximately 120 individuals, distributed over 150 flyers, and connected with outside agencies which provide external raters for our oral panel examinations. The event also provided them the opportunity to meet Compton College President Dr. Keith Curry and City of Compton Mayor Emma Sharif, who delivered the keynote address.

Mari Rojas, Employment Services Supervisor, reported that Commission staff participated in a recruitment event hosted by the Child Development Centers (CDC) and explained that based on feedback from prior events, the hiring process was streamlined through adjustments to the processing stations and the addition of a second interview room.

Joanna Guzman, Employment Services Supervisor, reported that the adjustments implemented during the CDC job fair helped to assure an efficient process for candidates and staff including a “passport” navigation tool, which guided candidates through each step of the hiring process. Ms. Guzman thanked staff for making themselves available for the after-hours event and expressed appreciation to the custodial team, specifically acknowledging Peter Kim, Custodian, for responding quickly to their needs. Ms. Guzman also thanked the CDC department for their continuing collaborative partnership.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant
2. **RATIFY** job announcement bulletin for Custodial Crew Supervisor
3. **RATIFY** job announcement bulletin for Executive Director, Facilities Development and Planning
4. **RATIFY** job announcement bulletin for Instructional Aide - Special
5. **RATIFY** job announcement bulletin for Plumber
6. **RATIFY** job announcement bulletin for Pool Lifeguard
7. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0149-5319 established 4/2/2025
8. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0166-5319 established 4/3/2025
9. **APPROVE** the certification of Intermediate Office Assistant - Bilingual Spanish eligibility list 25-0119-5050 established 4/1/2025
10. **APPROVE** the certification of Recreation Aide eligibility list 25-0179-5255 established 4/1/2025
11. **APPROVE** the certification of Recreation Aide (Open House 3/18/25) eligibility list 25-0193OH-5255 established 4/1/2025
12. **APPROVE** the certification of Recreation Aide - Expanded Learning (Open House 3/18/25) eligibility list 25-0194OH-5317 established 3/31/2025

13. **APPROVE** the certification of Site Specialist - Student Engagement eligibility list 25-0141-5300 established 4/1/2025
14. **APPROVE** the certification of Staffing Analyst - Human Resource Services eligibility list 25-0153-5195 established 3/27/2025

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 1-6 and approve items 7-14.

<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 Extension of Elementary School Office Supervisor eligibility list 24-0173-3345 established 4/18/2024

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

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

2. **APPROVE** the Extension of Middle School Office Supervisor eligibility list 24-0172-3357 established 4/18/2024

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 2.

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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 17, 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 8:27 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:52 a.m. with no reportable actions.

Ms. Leaming brought to the Commission's attention that Agenda Item #4 was inadvertently skipped. The Commission then acted as follows:

1. **APPROVE** the Minutes of Regular Meeting of March 20, 2025

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

<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 8:53 a.m.

LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD START INSTRUCTIONAL AIDE – BILINGUAL SPANISH

FINAL FILING DATE:

Continuous until filled

JOB INFORMATION:

Permanent 10-month position. Position is a 100% FTE.

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

JOB SUMMARY:

Under close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent and a valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

Child Development Associate Teacher Permit
Child Development Teacher Permit
Child Development Master Teacher Permit
Child Development Site Supervisor Permit
Child Development Program Director Permit

SPECIAL REQUIREMENTS:

(1) If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification. (2) To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (3) Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment. (4) May be required to travel from one location to another. (5) Positions in the Head Start Instructional Aide – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/biliterate test.

SALARY RANGE HOURLY:

START: \$18.76
6 MONTHS: \$19.79
1 ½ YEARS: \$20.89
2 ½ YEARS: \$22.02
3 ½ YEARS: \$23.23



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

Open Continuous 25-0201-5235 AA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Jenny Vando
5

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 7-8

Date: April 17, 2025

Reason for Consideration: Approval

INFORMATION SECURITY OFFICER

DUAL

25-0147-5339

List Valid: **04/15/2025 - 10/15/2025**

Total Applications Received: 12

Passed: 2 Failed: 2

Total Invited to Exam: 4

Withdrew: 0 Screened Out: 8

**INSTRUCTIONAL AIDE - EXPANDED LEARNING
*REVISED**

OPEN CONTINUOUS

25-0095-5319

List Valid: **11/04/2024 - 05/04/2025**

Total Applications Received: 30

Passed: 12 Failed: 0

Total Invited to Exam: 18

Withdrew: 6 Screened Out: 12

INSTRUCTIONAL AIDE - SPECIAL

OPEN CONTINUOUS

25-0172-0448

List Valid: **04/16/2025 - 04/16/2026**

Total Applications Received: 23

Passed: 8 Failed: 0

Total Invited to Exam: 9

Withdrew: 1 Screened Out: 14

**INSTRUCTIONAL AIDE - SPECIAL (OPEN HOUSE
3/18/25)**

OPEN CONTINUOUS

25-0192OH-0448

List Valid: **04/16/2025 - 04/16/2026**

Total Applications Received: 7

Passed: 2 Failed: 0

Total Invited to Exam: 2

Withdrew: 4 Screened Out: 1

NETWORK SPECIALIST

DUAL

25-0158-5119

List Valid: **04/10/2025 - 04/10/2026**

Total Applications Received: 25

Passed: 5 Failed: 4

Total Invited to Exam: 15

Withdrew: 6 Screened Out: 10

RECREATION AIDE

OPEN CONTINUOUS

25-0186-5255

List Valid: **04/14/2025 - 10/14/2025**

Total Applications Received: 35

Passed: 28 Failed: 0

Total Invited to Exam: 28

Withdrew: 0 Screened Out: 7

RECREATION AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

25-0178-5317

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

Total Applications Received: 24

Passed: 20 Failed: 0

Total Invited to Exam: 20

Withdrew: 0 Screened Out: 4

RECREATION AIDE (CATALINA ISLAND)**OPEN CONTINUOUS****25-0114-5255**List Valid: **04/08/2025 - 10/08/2025**

Total Applications Received: 8

Passed: 3

Failed: 0

Total Invited to Exam: 3

Withdrew: 0

Screened Out: 5

TRANSLATOR-INTERPRETER - BL SPANISH**DUAL****25-0142-5079**List Valid: **04/17/2025 - 04/17/2026**

Total Applications Received: 74

Passed: 1

Failed: 14

Total Invited to Exam: 23

Withdrew: 8

Screened Out: 51

CERTIFIED TO BE CORRECT: Susan Leaming DATE: April 17, 2025

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

April 7, 2025

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification: Van Driver – Catalina Island

Background and Findings

The Business Services Director is requesting revisions to the classification, “Van Driver – Catalina Island”. This request is necessitated by challenges in the ability of the District to attract and retain staff willing to accept this remote (island) 10-month calendar assignment.

The Avalon, Catalina Island PK-12 school is situated approximately 26 miles across the channel from the mainland and is part of the Long Beach Unified School District. Due to the remote nature of the location and limited transportation options to cross the channel between Long Beach and Catalina Island, combined with a 5:30 am start time and 10-month calendar, makes recruitment and retention a continuous challenge in an extremely limited candidate pool job market. While the Van Driver – Catalina Island job classification retains its primary function and duties performing the driving and associated duties of the class, the Business Services Branch is looking to expand the duties to provide meaningful work that will support a 12-month calendar, in the hopes of providing employment and income opportunities to encourage employee retention with year-round employment.

The revised duties provide assistance to employees regularly employed in custodial, office and grounds roles. The newly defined duties do not change staffing full-time equivalents (FTE) in any of the school's clerical, grounds, or custodial staffing complements.

In considering salary placement for the revised job classification, staff conducted an internal alignment and parity review within the LBUSD organization. The primary function of this classification remains that of Van Driver – Catalina Island (SR 16 – C2). The collateral duties are found in the classifications Office Assistant (SR 10 – C1), Custodian (SR 14 – C1), and Groundskeeper (SR 16 – C1). Given that these secondary duties are compensated at or below the primary job classification, staff recommends no change to the current salary schedule placement.

The Business Services Director has reviewed and is in support of the proposed classification revisions and salary placement recommendation. The revised classification specification is attached for review with proposed revisions in bold italics. There are currently two 12-month vacancies and one 10-month incumbent who has been made aware of the proposed revisions and is electing to remain on a 10-month calendar.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the proposed classification specification revisions to Van Driver – Catalina Island.

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 Learning', with a stylized, flowing script.

Susan Learning
Interim Executive Officer, Personnel Commission

VAN DRIVER – CATALINA ISLAND

JOB SUMMARY

Under general direction, drive a nine (9) passenger van on Catalina Island to transport students safely and efficiently to locations along a designated route; perform daily vehicle inspections; ***assist staff in performing routine reception, clerical, custodial and/or grounds maintenance duties as assigned***; prepare a variety of records and reports related to assigned activities; 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.

- Pick up and drop off students in accordance with specified time schedules; observe legal and defensive driving practices; assure passengers wear seat belts. ***E***
- Maintain order and discipline among students in the van and while entering and exiting the van in accordance with applicable District policies; prepare unsatisfactory student conduct reports as necessary. ***E***
- Transport students, staff and parents on field trips, school events and other destinations; meet scheduled departure and arrival times; load and unload luggage, supplies and equipment including fieldtrip lunch containers. ***E***
- Perform daily vehicle inspections; report mechanical malfunctions or other needed repairs to appropriate personnel; drive vehicles to mechanic shop for service and inspections; pick up and drop off school mail at the post office. ***E***
- Maintain assigned van in a clean and safe operating condition; wash and clean van; check fluid levels; refuel and prepare van for operation. ***E***
- Maintain a variety of records and reports related to assigned activities including daily vehicle condition, inspections and vehicle repairs. ***E***
- Determine appropriate action in emergency situations according to established guidelines; contact emergency personnel; administer first aid to students as needed; prepare accident and incident reports as appropriate. ***E***
- Attend safety meetings to maintain current knowledge of safety procedures and emergency equipment in the event of an illness, accident or breakdown. ***E***
- Utilize and monitor a two-way radio; receive information regarding road and traffic conditions. ***E***
- ***Assist in performing receptionist and routine clerical duties, as assigned. E***
- ***Assist in performing routine custodial activities and in the periodic deep cleaning, set up and moving of school classrooms and facilities, as assigned. E***
- ***Assist in performing a variety of school grounds maintenance and gardening duties. E***

- Communicate with site administrators, District staff and parents to coordinate activities, resolve issues and exchange information. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

An incumbent in the Van Driver – Catalina Island classification drives a nine (9)-passenger van and begins their daily route at 5:30a.m. picking up students in Two Harbors, Catalina Island. The incumbent then drives to Middle Ranch to pick up additional students, drops the students off at Avalon School, and returns the students to Middle Ranch and Two Harbors after the school day ends. ***As time permits, incumbents in this class may be assigned to office, custodial and/or grounds maintenance assistance duties by providing additional support and performing the more routine activities of these functions.*** The classification is distinguished from the classification of Bus Driver in that the latter drives school buses of approximately 78-passenger capacity requiring possession of a California Class B driver's license with passenger and air brake endorsements, unrestricted California Special Driver Certificate for school bus operation, and a valid Medical Card.

EMPLOYMENT STANDARDS

Knowledge of:

Safe and defensive driving practices.
Applicable traffic and student transportation laws, codes and regulations.
First aid procedures.
Operation of a two-way radio.
Telephone etiquette techniques.
Basic maintenance requirements of motor vehicles.
Basic record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

Ability to:

Drive a nine (9) passenger van safely and efficiently along a designated route.
Observe legal and defensive driving practices.
Maintain assigned van in a clean and proper working condition.
Maintain a safe discipline level among students.
Conduct required safety inspections.
Administer first aid.
Learn and assist in performing general clerical duties and office operations.
Learn and assist in performing routine custodial duties.
Learn the applications and use of custodial maintenance tools and equipment, including mops, scrubbers, vacuums, floor polishers and similar custodial equipment.

Learn the applications and use of grounds and gardening maintenance equipment and tools, including push mowers, edging tools, rates, blowers, and standard gardening hand tools.

Maintain routine records and reports.

Determine appropriate action within clearly defined guidelines.

Understand and follow oral and written instructions.

Observe health and safety regulations as established by the State Education Code and District.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Operate a two-way radio.

Read and interpret maps.

Education and Training:

Graduation from high school or equivalent is desirable.

Experience:

Two years of experience operating a motor vehicle. Experience driving a passenger van or bus is highly desirable.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

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 of the applicant regardless of any other standing.

Incumbents in this classification must possess a valid First Aid Certificate and CPR Card issued by an authorized agency by time of appointment and maintain certification throughout employment in this classification.

WORKING ENVIRONMENT

Nine (9) passenger van.

Evening or variable hours.

Traffic hazards.

Indoor and outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

Driving a vehicle during adverse weather conditions.

Exposure to fumes, dust, odors and oil/grease.

Working on ladders.

Working with and around machinery having moving parts.

Exposure to chemicals used in cleaning, pest control and weed abatement.

PHYSICAL DEMANDS

Sitting for extended periods of time.

Reaching, pulling and pushing to open van doors.

Bending at the waist, kneeling or crouching to inspect and wash vans.

Reaching overhead, above the shoulders or horizontally.

Seeing to monitor passengers and operate a vehicle.

Hearing and speaking to exchange information.

Lifting, carrying, moderately heavy objects (15 – 39 pounds)

Lifting, carrying pushing and pulling heavy objects in excess of 50 pounds with assistance or the use of dollies or other equipment as assigned by the position.

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: 7/30/2020

Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID E34902655

PAGE: 15-31

Date: April 17, 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.