

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

REGULAR MEETING AGENDA

Regular Meeting
June 26, 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 June 12, 2025 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II CONSENT AGENDA

1. **RATIFY** job announcement bulletin for ASB Financial Technician 4-5
2. **RATIFY** job announcement bulletin for Contract Analyst 6-7
3. **RATIFY** job announcement bulletin for Senior ASB Financial Technician 8-9
4. **RATIFY** job announcement bulletin for Small Engine Mechanic 10-11
5. **APPROVE** the certification of Associate Producer eligibility list 25-0183-5302 established 6/18/2025 12
6. **APPROVE** the certification of Credential Services Specialist eligibility list 25-0217-3343 established 6/24/2025 12
7. **APPROVE** the certification of Custodian (Catalina Island) eligibility list 25-0135-0139 established 6/26/2025 12

8. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0225AA-0448 established 6/12/2025 12
9. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0197-0448 established 6/12/2025 12
10. **APPROVE** the certification of Nutrition Services Assistant Director eligibility list 25-0176-5059 established 6/26/2025 12
11. **APPROVE** the certification of Sign Language Interpreter eligibility list 25-0220-5214 established 6/26/2025 12

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Abolishment of a Classification – Instructional Aide – Mobile Classroom 13-18
2. **APPROVE** the Abolishment of a Classification – Nutrition Services Technology Coordinator 19-24
3. **APPROVE** the Revision of a Classification – Grounds Equipment Operator II 25-29

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

July 10, 2025 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment
2. Receive and take action to distribute Hearing Officer's report regarding the disciplinary action of Employee E00541054 30-43

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

June 12, 2025

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, June 12, 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, Linda Vaughan.

ROLL

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

Present: Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS
PRESENT

Dr. Rebecca Lee, Executive Officer; Maria Lynn Alvarez, Personnel Analyst; Susan Leaming, 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; Veronica Bustamante, Interim Human Resources Technician; Monica Gaytan, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Silaue Taeleifi, Human Resources Technician.

GUESTS PRESENT

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

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of May 29, 2025.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Dr. Rebecca Lee, Executive Officer, opened her report by sharing that the meeting marked her 30-day anniversary with the Personnel Commission and expressed gratitude to the team for their warm welcome during her first month. She noted that she has been hosting one-on-one meetings with staff members to better understand their roles, career journeys, and contributions to the District. She also shared that the quarterly Strategic Planning Committee meetings recently concluded for the school year. As part of the next steps, she will be working closely with the Personnel Commission team to develop staff learning opportunities and identify meaningful ways to align the department's work with the goals outlined in the District's Vision 2035.

Maria Lynn Alvarez, Personnel Analyst, reported that there are currently 63 recruitments in progress. She shared that the Personnel Commission is actively conducting interviews, noting that the current vacancies are the result of promotions. She thanked the recruitment team for their continued commitment and named individual team members, including Veronica Bustamante, who is supporting the unit in an upgraded role, and Paul Welch, who continues to deliver excellent front-office customer service. Ms. Alvarez also thanked her colleagues Andrea Armas and Amy Van Fossen.

Margarita Paiz, Human Resources Technician, and Joanna Guzman, Employment Services Supervisor, shared their experiences attending the Asian American Pacific Islander (AAPI) Cultural Celebration. Ms. Paiz described the event as a beautiful opportunity to connect with students and families while showcasing the role of the Personnel Commission. Ms. Guzman added that the Personnel Commission table drew significant interest from attendees. They engaged with students, parents, and certificated staff, and shared information and flyers promoting classified job opportunities.

Oralia Leyva, Certification Services Manager, reported that 18 probationary appointments were approved at the latest Board of Education meeting, including classifications such as Custodian, Instructional Aide - Special, Recreation Aide, and Expanded Learning Site Specialist. Eleven substitute assignments were also processed, along with multiple exempt appointments for student assistants and coaches. Special thanks were extended to team members Joanna Guzman and Mari Rojas for their work processing summer school assignments.

Susan Leaming, Personnel Analyst, shared that two CPR training sessions were held on May 30, with 38 attendees. Ms. Leaming thanked Veronica Bustamante for facilitating the sessions.

Virginia Agredano Perez, Senior Administrative Secretary, took a moment to express appreciation for Dr. Lee's recent message recognizing the concerns that staff members may be experiencing due to recent events in the community. She emphasized how meaningful it was to feel acknowledged and supported and shared that Dr. Lee's thoughtful words had a deep impact.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Food Production Equipment Technician (Recruitment Extended)
2. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant
3. **RATIFY** job announcement bulletin for Pool Lifeguard
4. **RATIFY** job announcement bulletin for Senior Accounting Assistant
5. **RATIFY** job announcement bulletin for Van Driver (Catalina Island)
6. **APPROVE** the certification of Asphalt Worker eligibility list 25-0180-5142 established 5/29/2025 (Revised)
7. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW23-5258 established 4/24/2025
8. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW24-5258 established 5/1/2025

9. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW25-5258 established 5/15/2025
10. **APPROVE** the certification of Mobile Device Specialist eligibility list 25-0177-5338 established 6/10/2025
11. **APPROVE** the certification of Plumber eligibility list 25-0196-0242 established 6/11/2025
12. **APPROVE** the certification of Recreation Aide eligibility list 25-0231-5255 established 6/6/2025
13. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0229-5317 established 6/12/2025
14. **APPROVE** the certification of Senior Health Assistant eligibility list 25-0198-5174 established 6/9/2025
15. **APPROVE** the certification of Warehouse Manager eligibility list 25-0211-0301 established 6/11/2025

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-5 and approve items 6-15.

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

OLD BUSINESS None

- NEW BUSINESS 1. **APPROVE** the Extension of Warehouse Materials Processor eligibility list 24-0229-0712 established 06/18/2024

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, 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>
Terence Ulaszewski	X		
Linda Vaughan	X		

OTHER ITEMS NONE

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 26, 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 8:28 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:36 a.m. with no reportable actions.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:37 a.m.

LONG BEACH

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ASB FINANCIAL TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Tuesday, July 8, 2025

JOB INFORMATION:

Permanent 10-month position. Position is a 100% FTE.
Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, maintain financial accounts for student body activities at a middle, K-8 or small specialized high school; advise school administrators, sponsors and student council members on proper accounting policies and procedures; perform varied clerical duties in support of school functions; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school. Course work in accounting or finance in an institution of higher education is desirable.

EXPERIENCE:

Two years of clerical accounting work preferably one of which is in a public agency.

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:

Some positions in this class require the use of personal automobile and possession of a valid California class C driver's license at the time of appointment.

WORKING ENVIRONMENT:

School office environment.
Frequent interruptions.

PHYSICAL DEMANDS:

Seeing to read, review and assure accuracy of financial statements and reports. Hand written notes and receipts and documents of poorly printed quality. Communicate in a noisy environment. Dexterity of hands and fingers to operate a computer keyboard and handle cash and paper. Sitting and standing for extended periods of time. Hearing and speaking to exchange information in person and telephonically.

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



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APPLICATION:

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

SELECTION PROCEDURE:

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

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

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

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MERIT SYSTEM EMPLOYER

Dual Exam 26-0250-0751 VB

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PERSONNEL COMMISSION

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Amy Van der ...

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

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

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the Lost Time Report, which is a payroll report that can be printed by your site payroll clerk. Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **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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CONTRACT ANALYST

FINAL FILING DATE:

4:30 p.m., Friday, June 27, 2025

JOB INFORMATION:

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

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

JOB SUMMARY:

Under general supervision, perform a variety of analytical duties in support of District contract administration activities; analyze, write and review District contracts for goods and services, leasing and real estate documentation; prepare and maintain a variety of records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Bachelor's degree in contract management, public administration, business administration or a related field.

EXPERIENCE:

Two years of experience involving the writing of specifications and the processing of contracts, leases, real estate and purchasing documents. Experience within an educational or governmental agency is preferred.

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

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching to file materials.

Seeing to read a variety of materials.

Sitting for extended periods of time.

SALARY RANGE HOURLY:

START: \$41.20

6 MONTHS: \$43.48

1 ½ YEARS: \$45.86

2 ½ YEARS: \$48.38

3 ½ YEARS: \$51.03



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APPLICATION:

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SELECTION PROCEDURE:

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

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MERIT SYSTEM EMPLOYER

Dual Exam 25-0248-0624 VB

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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Army Van

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Guidelines:

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LONG BEACH

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SENIOR ASB FINANCIAL TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Tuesday, July 8, 2025

JOB INFORMATION:

Permanent 10-month position. Position is a 100% FTE.
Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, perform financial duties in accounting for the receipt and disbursement of student body monies at a large comprehensive high school; advise school administrators and student body officers on proper accounting policies and procedures of student body funds; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.

EXPERIENCE:

Three years of clerical accounting work preferably one of which is in a public agency.

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

SPECIAL REQUIREMENTS:

Some positions in this class require the use of personal automobile and possession of a valid California class C driver's license at the time of appointment.

WORKING ENVIRONMENT:

School office environment.
Frequent interruptions.

PHYSICAL DEMANDS:

Seeing to read, review and assure accuracy of financial statements and reports, hand written notes and receipts and documents of poorly printed quality. Communicate in a noisy environment.
Working at an open window. Dexterity of hands and fingers to operate a computer keyboard, handle cash and paper.
Sitting and standing for extended periods of time.
Hearing and speaking to exchange information in person and telephonically.

SALARY RANGE HOURLY:

START:	\$28.96
6 MONTHS:	\$30.55
1 ½ YEARS:	\$32.24
2 ½ YEARS:	\$34.01
3 ½ YEARS:	\$35.87



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APPLICATION:

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MERIT SYSTEM EMPLOYER

Dual Exam 26-0251-0761 VB

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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Danny Van der

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LONG BEACH

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SMALL ENGINE MECHANIC

FINAL FILING DATE:

4:30 p.m., Tuesday, July 1, 2025

JOB INFORMATION:

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

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

JOB SUMMARY:

Under general supervision, perform a variety of skilled involved in the mechanical maintenance and overhauling of grounds equipment and small gasoline or diesel powered equipment; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school.

EXPERIENCE:

One year experience in the repair and maintenance of fractional/small horsepower gasoline or diesel engines used in power garden or grounds keeping equipment such as tractors, lawn mowers, lawn sweepers, chain saws, blowers, and cutting, trimming, or pruning devices.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class 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.

WORKING ENVIRONMENT:

Indoor and outdoor work environment. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Exposure to chemical fumes and vapors. Working around and with machinery having moving parts.

SALARY RANGE HOURLY:

START: \$30.58

6 MONTHS: \$32.25

1 ½ YEARS: \$34.03

2 ½ YEARS: \$35.90

3 ½ YEARS: \$37.88



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APPLICATION:

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

SELECTION PROCEDURE:

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

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 25-0247-0573 VB

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 12

Date: June 26, 2025

Reason for Consideration: Approval

ASSOCIATE PRODUCER

PROMOTIONAL

25-0183-5302

List Valid: **06/18/2025 - 06/18/2026**

Total Applications Received: 3

Passed: 3 Failed: 0

Total Invited to Exam: 3

Withdrew: 0 Screened Out: 0

CREDENTIAL SERVICES SPECIALIST

PROMOTIONAL

25-0217-3343

List Valid: **06/24/2025 - 06/24/2026**

Total Applications Received: 15

Passed: 7 Failed: 3

Total Invited to Exam: 13

Withdrew: 3 Screened Out: 2

CUSTODIAN (CATALINA ISLAND)

OPEN CONTINUOUS

25-0135-0139

List Valid: **06/26/2025 - 06/26/2026**

Total Applications Received: 31

Passed: 1 Failed: 1

Total Invited to Exam: 16

Withdrew: 14 Screened Out: 15

INSTRUCTIONAL AIDE - SPECIAL

DUAL CONTINUOUS

25-0225AA-0448

List Valid: **06/12/2025 - 06/12/2026**

Total Applications Received: 5

Passed: 2 Failed: 0

Total Invited to Exam: 2

Withdrew: 0 Screened Out: 3

INSTRUCTIONAL AIDE - SPECIAL

DUAL CONTINUOUS

25-0197-0448

List Valid: **06/12/2025 - 06/12/2026**

Total Applications Received: 39

Passed: 4 Failed: 1

Total Invited to Exam: 6

Withdrew: 1 Screened Out: 33

NUTRITION SERVICES ASSISTANT DIRECTOR

OPEN CONTINUOUS

25-0176-5059

List Valid: **06/26/2025 - 12/26/2025**

Total Applications Received: 35

Passed: 2 Failed: 5

Total Invited to Exam: 11

Withdrew: 4 Screened Out: 24

SIGN LANGUAGE INTERPRETER

OPEN CONTINUOUS

25-0220-5214

List Valid: **06/26/2025 - 06/26/2026**

Total Applications Received: 0

Passed: 0 Failed: 0

Total Invited to Exam: 0

Withdrew: 0 Screened Out: 0

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: June 26, 2025

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

June 10, 2025

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification – Instructional Aide – Mobile Classroom

Background and Findings

The Instructional Aide – Mobile Classroom (salary range 12 C1) was created in 1986 and has been vacant since the last incumbent resigned in 2021. Incumbents drove a District vehicle (mobile classroom) to private school sites to provide literacy services for students in accordance with Title I, Part A federal funding regulations. While at a site, an incumbent worked as an instructional aide, assisting the certificated staff member providing services. The vehicles that were used by the District are no longer in operation and private school sites now provide space on their campuses for these services.

The Financial Services Officer supports the abolishment of the classification.

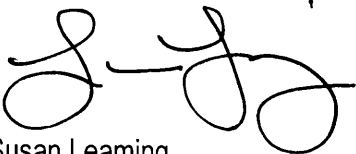
There is no reemployment list in place for this classification and no staff will be impacted by this action.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of Instructional Aide – Mobile Classroom

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Rebecca Lee, Ed.D.
Executive Officer, Personnel Commission



PERSONNEL COMMISSION

Class Code: 0601
Salary Range: 12 (C1)

INSTRUCTIONAL AIDE - MOBILE CLASSROOM

JOB SUMMARY

Under general supervision, drive a vehicle designed for use as a mobile classroom to various locations for instructional purposes; perform a variety of instructional and clerical duties to free the instructor from routine work related to the implementation of educational programs; reinforce lesson plans and assist students in reaching established educational goals and objectives; 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.

- Drive a vehicle designed for use as a mobile classroom to various locations for instructional purposes. **E**
- Conduct daily safety and mechanical inspection of mobile classroom vehicle(s) before use. **E**
- Refuel, service and prepare vehicle for operation including installed equipment on the auxiliary diesel, etc. **E**
- Maintain vehicle(s) in clean and safe operating order. **E**
- Keep records of vehicle(s) operating performance and complete required periodic reports on the operating condition and mechanical defects. **E**
- Report in a timely manner, operating, maintenance and/or mechanical problems to transportation authority. **E**
- Present routine instructional materials to individuals, small groups of students under the direct supervision of certificated staff. **E**
- Inform teacher or specialist of student progress and/or problems. **E**
- Observe and record information concerning student behavior and/or other significant data. **E**
- Oversee and monitor pupils while in attendance in the mobile classroom; and to and from their regular classroom. **E**
- Administer, score and record test results. **E**
- Prepare labels, charts, bulletin boards, and displays as requested. **E**
- Review and prepare requisition orders for supplies when inventory is low. **E**
- Move and transport equipment for use from one vehicle to another or from vehicle to site location. **E**
- Initiate contact with applicable individuals to provide for the installation and lock down of computers. **E**
- Set up and arrange supplies and equipment for student use. **E**

- Perform a variety of routine clerical and record keeping activities such as filing, taking attendance, filling out forms, correcting papers, keeping lesson plan booklets, operating a typewriter, duplicating equipment. *E*
- Compile lists and prepare reports from available data. *E*
- Oversee and perform clean up activities. *E*
- Establish, maintain and support standards for classroom cleanliness, and student personal conduct and discipline. *E*
- May participate in parent/teacher conferences.
- May participate in and assist in parent and staff training programs, meetings, workshops, etc.

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 Instructional Aide-Mobile Classroom is required to operate vehicles utilized within the mobile classroom program by driving from one site to another according to established schedules or instructions. Incumbents are not authorized to transport students or staff in these vehicles nor are the vehicles large enough to require a commercial driver's license. Therefore, incumbents are not required to be qualified as a bus driver or have any other special license qualifications beyond: a California Class C driver's license, a safe driving record, and possessing proof of continued insurability. While at their destination, the incumbent will function as an Instructional Aide. Some assignments may involve two or more work locations requiring the incumbent to travel between sites within the regular workday.

EMPLOYMENT STANDARDS

Knowledge of:

Safe driving practices.

Provisions of the California Motor Vehicle Code for Class C Driver's license certification and applicable travel laws.

Effective instructional and study techniques.

General classroom management techniques.

English usage, spelling, grammar and punctuation.

Basic math.

Basic record keeping.

Demonstrate a willingness to work collaboratively as an educational team member.

Ability to:

Operate a vehicle while continually observing legal and defensive driving practices.

Read and interpret instruments, meters, gauges, and maps.

Perform safety inspections on vehicles used in the mobile classroom program, such as fueling, service, etc. in a timely and appropriate manner.

Adhere to route(s) and time schedules.

Present prepared and approved classroom material to students.

Tutor and reinforce reading skills.

Perform basic math calculations.

Operate a variety of office equipment, such as a typewriter, duplicating machine, laminator, computer, etc.

Work well and adapt to situations while working with students.

Demonstrate and provide a positive role model to students in such areas as, reading, writing, speaking, personal development, etc.

Exhibit enthusiasm for the concept of learning in all areas within the approved instructional program.

Communicate effectively to understand student needs and concerns.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted during the course of work.

Demonstrate a willingness to work collaboratively as an educational team member.

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 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:

Experience working with children in a structured environment is desirable. Experience operating a passenger van, mobile home, recreational vehicle, large truck or bus is preferred.

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

Positions in this classification require possession of a valid California Class C driver's license and a driving record acceptable to the District for insurance purposes.

Successful completion of the District provided "Mobile Classroom Safety and Road Handling" course is required prior to the completion of probation.

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.

WORKING ENVIRONMENT

Mobile classroom located within a vehicle.

Office environment.

Driving a vehicle to conduct work.

Traffic hazards.

Driving a vehicle during adverse weather conditions.

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

Working at heights or on ladders while inspecting and cleaning the mobile classroom.

PHYSICAL DEMANDS

Sitting for extended periods of time.

Reaching, pulling and pushing to open mobile classroom doors.

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

Climbing ladders or steps.

Reaching overhead, above the shoulders or horizontally.

Seeing to operate a vehicle.

Hearing and speaking to exchange information.

Lift and carry supplies and equipment weighing up to 20 pounds.

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: 08/11/1994

Revised: 10/10/2002

Revised: 8/23/2007

Revised: 6/23/2016

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

June 16, 2025

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification – Nutrition Services Technology Coordinator

Background and Findings

When computers were introduced into the District, and the Technology and Information Services Branch (TISB) had not yet been established, some departments independently created technology-focused positions to meet their unique needs. One such position evolved into the Nutrition Services Technology Coordinator, a single-incumbent classification allocated to salary range 42 C1. This position has been vacant since March 2025 following the retirement of the incumbent.

Since the retirement of the incumbent, industry specific software-related responsibilities have been redistributed to a Business Services Analyst (salary range 42 C1), while general technology support functions are now assigned to a Computer Support Technician (salary range 38 C1). Although this Computer Support Technician is funded by Nutrition Services, the position is assigned to TISB, in alignment with the District's current centralized structure for managing technology services.

Nutrition Services no longer plans to utilize the Nutrition Services Technology Coordinator classification. Due to the reassignment of duties and the evolution of the District's technology infrastructure, the classification is being recommended for abolishment.

The Nutrition Services Director supports the abolishment of the classification.

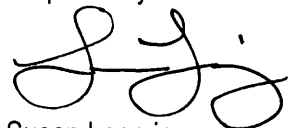
There is no reemployment list in place for this classification and no staff will be impacted by this action.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of Nutrition Services Technology Coordinator

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Rebecca Lee, Ed.D.
Executive Officer, Personnel Commission



PERSONNEL COMMISSION

Class Code: 5112
Salary Range: 42 (C1)

NUTRITION SERVICES TECHNOLOGY COORDINATOR

JOB SUMMARY

Under general supervision, plan, coordinate and implement technology and telecommunication systems for the Nutrition Services department and satellite sites; coordinate and participate in the installation, configuration and maintenance of computers and peripheral equipment; 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.

- Plan, coordinate and implement technology and telecommunication systems for the Nutrition Services department and satellite sites; assure compliance with applicable laws, codes, rules and regulations. **E**
- Coordinate and participate in the installation, configuration, repair and maintenance of computer hardware, software, networks and peripheral equipment including cables, printers, monitors and keyboards; assure user needs are met and technical support issues are resolved in a timely manner. **E**
- Provide assistance to department staff regarding computers, software applications and networking issues; identify issues requiring higher level technical resources; contact vendors to resolve issues as needed. **E**
- Maintain and troubleshoot specialized departmental software, databases, personal computers, servers, network infrastructure and peripheral equipment; run diagnostic programs; order and install replacement components. **E**
- Upgrade equipment and software; verify software licensing; clean, adjust and perform preventative maintenance on computers and peripheral equipment. **E**
- Install Point of Sale software and networks in cafeterias; install, maintain, repair, and upgrade point of sale terminals, multi-serial ports, keypads and barcode scanners. **E**
- Estimate materials, equipment and time requirements for computer support activities; maintain appropriate levels of inventory and order parts as needed; prepare preliminary annual technology budget for the department; maintain related records and files. **E**
- Maintain the Nutrition Center's computerized cafeteria management system; upgrade and modify network system software; assure connectivity with applications software; perform daily server backups. **E**

- Perform a variety of administration activities such as adding and changing user ID's, passwords and access rights; creating and deleting files and folders and troubleshooting network cabling and equipment to provide user connectivity. *E*
- Serve as a lead and train and provide work direction and guidance to assigned staff; assign and review the work of staff. *E*
- Maintain, configure and program telephone and voice mail system for Nutrition Services; move phone lines; monitor system performance; confer with District Telecommunications personnel regarding issues related to the system. *E*
- Design, publish and update new and existing web sites and pages for the department's web site; create and assure the functionality of web page links, online forms, surveys and scripts running behind the web site. *E*
- Provide training and technical user support assistance to end users in the proper operation and care of hardware, software and peripheral equipment; develop training manuals; provide technical information and perform demonstrations as requested. *E*
- Evaluate computers, software and peripheral equipment for use in the department; provide recommendations concerning the purchase of new computer systems, software and equipment; assure compliance with established District and department objectives and resources. *E*
- Provide technical expertise and information to the Nutrition Services Director regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Director of unusual trends or problems and recommend appropriate corrective action. *E*
- Prepare and maintain records of hardware, computer equipment, software licenses and work performed; prepare reports related to assigned activities. *E*
- Operate a variety of equipment and hand tools used in the maintenance, diagnosis and repair of network equipment. *E*
- Drive a personal or District vehicle to various District sites to conduct work; transport equipment from site to site; respond to after-hours emergency calls as assigned. *E*
- Attend and participate in meetings, conferences and seminars related to network technology to maintain current knowledge of technological advances in the field. *E*

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 Nutrition Services Technology Coordinator plans, coordinates and implements technology and telecommunication systems for the Nutrition Services department and satellite sites including the installation, configuration and maintenance of computer and network hardware, software and peripheral equipment to assure user needs and departmental technology goals are met. Incumbents have responsibility for estimating and monitoring technology expenditures and providing input concerning budget needs.

EMPLOYMENT STANDARDS

Knowledge of:

Plan, coordinate and implement technology and telecommunication systems for the Nutrition Services department and satellite sites.
Installation, configuration and maintenance of computer hardware, software, networks and peripheral equipment.
Computer languages, operating systems, hardware and software applications utilized by the District.
Capabilities of network server systems such as Novell and UNIX.
Components and capabilities of network hubs, switches, routers, servers and cabling.
Local and wide area network configurations and software.
Basic electronic principles, communication concepts and cabling standards.
Materials, methods and tools used in the operation, maintenance and repair of computer hardware, software and peripherals.
General principles and techniques of systems and network analysis.
Telephone and voice mail systems.
Record keeping and report preparation techniques.
Principles of training and providing work direction.
Basic budgeting practices regarding monitoring and control.
Technical aspects of field of specialty.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, coordinate and implement technology and telecommunication systems for the Nutrition Services department and satellite sites.
Provide assistance to department staff regarding computers, software applications and networking issues.
Analyze complex technical problems accurately, logically and quickly.
Evaluate user needs and advise on appropriate hardware and software configurations.
Change telephone programming and relocate telephones.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Operate a variety of tools and equipment utilized in the operation and repair of computer and network systems.
Plan and organize work.
Work independently with little direction.
Maintain current knowledge of technological advances in the field.
Train and provide work direction to assigned staff.
Establish and maintain cooperative and effective working relationships with others.

Education and Training:

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

A+ certification.

Professional network certification by a major vendor such as UNIX, Novell, Cisco or Microsoft is highly preferred.

Experience:

Three years of experience installing, maintaining and repairing computer and network hardware, software and peripheral equipment.

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

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

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a 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 and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Offices and school sites.

Driving a vehicle to conduct work.

Occasional evening and variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information in person and on the telephone.

Bending at the waist, kneeling or crouching.

Climbing ladders and working at heights.

Reaching overhead, above the shoulders and horizontally.
Lifting and carrying objects weighing up to 25 pounds.

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 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: 6/14/2007

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

June 16, 2025

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification: Grounds Equipment Operator II

Background and Findings

The Operations Director reviewed the class specification for Grounds Equipment Operator II as recent recruitment efforts yielded limited pools of qualified candidates. The class specification requires candidates submit their valid California Class B driver's license at the time of application. In order to expand the field of candidates, the Operations Director requested that the class specification be modified to allow candidates to obtain the Class B license during the six-month probationary period for the class. In addition, the standard statement regarding random alcohol and controlled substance testing for those employees possessing a commercial driver's license was added.

Staff also made minor formatting revisions which place the working environment and physical demands in a "menu" or listing format.

The Operations Director has reviewed and approved the revisions to the classification description.

A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strike throughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Grounds Equipment Operator II

Prepared by:


Susan Learning
Personnel Analyst

Approved and Recommended:


Rebecca Lee, Ed.D.
Executive Officer, Personnel Commission

GROUNDS EQUIPMENT OPERATOR II

JOB SUMMARY

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

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.

- Operate a variety of power driven and heavy equipment including boom trucks, stump grinders, chippers, chain saws, edgers, blowers, dump trucks, tractors, sweepers, skidloaders, water tank trucks and gang mowers; observe health and safety procedures and regulations. *E*
- Haul trees, stumps, cuttings, branches, leaves, dirt and other debris to designated locations utilizing appropriate District truck; sweep litter from walks and driveways, utilizing a power sweeper as necessary. *E*
- Perform tree trimming and removal activities utilizing a man lift and power chipper; pick up, grind, chop and dispose of cuttings, branches, leaves and other debris following assigned tasks; remove and replace trees and shrubs; utilize augers, trenchers, tractors or other equipment to dig holes as needed. *E*
- Check, adjust, lubricate and clean equipment; troubleshoot and repair assigned equipment; make adjustments and replace parts as necessary; arrange for overhauls and repairs of mechanical defects and other problems as needed. *E*
- Operate a gang mower and other power-driven mowers; mow and edge assigned athletic fields and other large areas; clean, sweep, drag and maintain artificial turf areas; operate related equipment. *E*
- Fill, level, roll, mound, smooth and prepare grounds for the planting of lawns and landscaping activities; fertilize, prepare and maintain soil. *E*
- Operate a variety of hand and power tools and equipment. *E*
- Load truck with materials and equipment, drive to and from destinations and unload and deliver materials and equipment. *E*
- Maintain vehicles and equipment in a clean, safe and organized fashion according to manufacturer's specifications and District policies. *E*
- Maintain routine records related to equipment, safety, repairs and assigned activities. *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 Grounds Equipment Operator II performs duties in the operation of a variety of heavy grounds equipment involved in District grounds construction and maintenance activities. The Grounds Equipment Operator I classification is responsible for operating a variety of power-driven grounds equipment such as large and small power mowers in the mowing, edging and maintenance of District grounds.

EMPLOYMENT STANDARDS**Knowledge of:**

Operation of a variety of heavy equipment used in grounds construction and maintenance including skidloaders, dump trucks, tractors, gang mowers and other related equipment.

Safe operation of heavy grounds equipment.

Methods, supplies and tools used in caring for landscaped areas.

Operation of hand and power tools and equipment.

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

Proper lifting techniques.

Oral and written communication skills.

Legal and defensive driving practices.

Basic record-keeping techniques.

Ability to:

Perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities.

Maintain heavy grounds equipment in a safe and operative condition.

Service and perform repairs on assigned equipment.

Haul trees, stumps, cuttings, branches, leaves, dirt and other debris to designated locations utilizing appropriate District truck.

Operate hand and power tools and equipment.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Perform heavy physical labor.

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

Understand and follow oral and written instructions.

Observe legal and defensive driving practices.

Maintain routine records.

Education and Training:

Graduation from high school or equivalent.

Experience:

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

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

SPECIAL REQUIREMENTS

Incumbents in this classification must obtain a valid California Class B driver's license with air brake endorsement within six months of employment.

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

Under Federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

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

WORKING ENVIRONMENT

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

PHYSICAL DEMANDS

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

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.

Revised: 10/24/2002

Revised: 3/16/2017

Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Receive and take action to distribute Hearing Officer's report regarding the disciplinary action of Employee E00541054 PAGE: 30-43

Date: June 26, 2025

Reason for Consideration: Restricted Action

The report of the Commission-assigned Hearing Officer, Patricia Barrett, in the disciplinary action appeal of Employee E00541054 is included for the Personnel Commission to receive and take action to distribute.

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.