

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

REGULAR MEETING AGENDA

Regular Meeting
July 10, 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 26, 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 Instructional Aide - Special 5-6
2. **RATIFY** job announcement bulletin for Translator-Interpreter BL - Spanish 7-8
3. **APPROVE** the certification of Grounds Equipment Operator I eligibility list 25-0219-0175 established 7/9/2025 9
4. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0209-5319 established 7/3/2025 9
5. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0226AA-5319 established 7/7/2025 9
6. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0232-5319 established 7/10/2025 9

7. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0210-0448 established 7/9/2025 9
8. **APPROVE** the certification of Nutrition Services Manager eligibility list 25-0181-5061 established 7/9/2025 9
9. **APPROVE** the certification of Pool Lifeguard eligibility list 25-0163-5327 established 7/3/2025 9
10. **APPROVE** the certification of Recreation Aide eligibility list 25-0243-5255 established 7/1/2025 10
11. **APPROVE** the certification of Recreation Aide eligibility list 25-0249-5255 established 7/11/2025 10
12. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0239-5317 established 7/2/2025 10
13. **APPROVE** the certification of Translator - Interpreter BL Spanish eligibility list 25-0208-5079 established 7/3/2025 10

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Abolishment of Classifications (School Support Assistant & School Support Assistant BL Spanish) and Revision of Class Specifications (Office Assistant and Office Assistant BL Spanish) 11-19
2. **APPROVE** the Revision of a Classification – Senior Human Resources Analyst 20-25
3. **ANNOUNCE** Personnel Commission Staff Years of Service

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

July 24, 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 on the Hearing Officer's report regarding the disciplinary action of Employee E00541054 26-39

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 26, 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 26, 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: Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS
PRESENT

Dr. Rebecca Lee, Executive Officer; Maria Lynn Alvarez, Personnel Analyst; Susan Leaming, Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Oralia Leyva, Certification Services Manager; Virginia Agredano Perez, Senior Administrative Secretary; Joanna Guzman, Employment Services Supervisor; Mari Rojas, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Veronica Bustamante, Human Resources Technician; Monica Gaytan, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Silaue Taeleifi, Human Resources Technician.

GUESTS PRESENT

Dallas Emerle, CSEA Chapter 2 Labor Relations Representative; Tai Felder, CSEA Chapter 2 1st Vice President; and Viola Mae Bledsoe, Instructional Aide - Special (Retired).

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 June 12, 2025.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Dr. Rebecca Lee, Executive Officer, shared that she continues to familiarize herself with ongoing projects in the District. She announced that on July 15th, the Resource Planning Modernization (RPM) team will visit the Personnel Commission to provide an update on their three-year implementation project. Dr. Lee also met with the California School Personnel Commissioners Association (CSPCA) Board and Training Committee this week. She will serve as Chair of Program Planning for the annual CSPCA conference, scheduled for March 15–17 at the Westin San Diego Bayview Hotel. Dr. Lee also congratulated Maria Lynn Alvarez on her

election to the Board of the Cooperative Organization for the Development of Employee Selection Procedures (CODESP). This is a significant achievement, as CODESP develops testing materials used by many school districts. Dr. Lee emphasized the importance of having a Long Beach Unified voice on this board.

Maria Alvarez, Personnel Analyst, reported that Recruitment and Testing is currently managing 61 recruitments. At the last Commission meeting, she shared that the team was conducting interviews to fill three vacancies. She is pleased to report that selections have been made. Veronica Bustamante has been officially promoted to Human Resources Technician. Yessika Aguirre has transferred from a dual role with Nutrition Services into a permanent Recruitment and Testing position. Additionally, Judith Beauchamp has been promoted from a school site role to join the HR Technician team. The team will now begin recruitment to fill the Human Relations Assistant position, as it is vacant. One team member remains on leave, but the department is nearly fully staffed and ready to move recruitment processes forward. Ms. Alvarez also noted that team members attended the Personnel Testing Council (PTC) conference, which provided valuable insights into innovations being implemented by other agencies.

Joanna Guzman, Certification Services Supervisor, reported 12 probationary appointments in various classifications, including Assistant Purchasing and Contracts Director, Information Security Officer, and Locksmith. Additionally, they processed 13 substitute appointments across classifications such as Childcare Worker, Nutrition Services Worker, and Recreation Aide. The team expressed deep appreciation for their technicians, who have been diligently processing VA packets to support the staffing of all vacancies ahead of the new school year. This work has been particularly important given the large number of coach and student packets received in recent weeks. Certification staff also welcomed Margarita Paiz, who transitioned from Recruitment and Testing to a dedicated role within Certification. Her acceptance of this position was acknowledged with gratitude by the team.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for ASB Financial Technician
2. **RATIFY** job announcement bulletin for Contract Analyst
3. **RATIFY** job announcement bulletin for Senior ASB Financial Technician
4. **RATIFY** job announcement bulletin for Small Engine Mechanic
5. **APPROVE** the certification of Associate Producer eligibility list 25-0183-5302 established 6/18/2025
6. **APPROVE** the certification of Credential Services Specialist eligibility list 25-0217-3343 established 6/24/2025
7. **APPROVE** the certification of Custodian (Catalina Island) eligibility list 25-0135-0139 established 6/26/2025
8. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0225AA-0448 established 6/12/2025
9. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0197-0448 established 6/12/2025

10. **APPROVE** the certification of Nutrition Services Assistant Director eligibility list 25-0176-5059 established 6/26/2025
11. **APPROVE** the certification of Sign Language Interpreter eligibility list 25-0220-5214 established 6/26/2025

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-4 and approve items 5-11.

<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 Abolishment of a Classification – Instructional Aide – Mobile Classroom

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, 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 Abolishment of a Classification – Nutrition Services Technology Coordinator

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, 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		

3. **APPROVE** the Revision of a Classification – Grounds Equipment Operator II

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, the motion was carried with a unanimous vote of those present to approve New Business Item 3.

<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, July 10, 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 8:26 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:35 a.m. with the following reportable action:

1. Receive and take action to distribute Hearing Officer’s report on Employee E00541054 to Employee and the District

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to distribute the Hearing Officer’s Report.

<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 8:37 a.m.

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE - SPECIAL

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

EXPERIENCE:

Six (6) months of paid or volunteer experience working with children in a structured environment. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered; however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

START:	\$21.49
6 MONTHS:	\$22.67
1 ½ YEARS:	\$23.92
2 ½ YEARS:	\$25.23
3 ½ YEARS:	\$26.62



Apply Here

APPLICATION:

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

SELECTION PROCEDURE:

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

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Dual Continuous 26-0003-0448 JB

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Wm Van Horn

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

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

Guidelines:

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

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

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

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

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

TRANSLATOR-INTERPRETER BL - SPANISH

FINAL FILING DATE:

Open 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 general supervision, provide District-wide oral and written translation services for school sites and District departments; serve as an interpreter for a variety of meetings, workshops, conferences and special events; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school supplemented by college-level coursework in a designated second language. An Associate's degree in a designated second language is preferred.

EXPERIENCE:

One year of experience translating written documents and providing simultaneous oral interpretation services. Experience in a school district is preferred.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license and use of a personal automobile. (2) May be required to travel from one location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 40 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information. Seeing to read a variety of materials. Sitting or standing for extended periods of time. Dexterity of hands and fingers to operate a computer keyboard. Lifting and carrying translation equipment weighing up to 40 pounds. Bending at the waist, kneeling or crouching to reach translation equipment. Pushing or pulling carts with translation equipment.

SALARY RANGE HOURLY:

START:	\$26.69
6 MONTHS:	\$28.16
1 ½ YEARS:	\$29.71
2 ½ YEARS:	\$31.35
3 ½ YEARS:	\$33.08



Apply Here

APPLICATION:

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

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Dual Continuous 26-0006-5079 MG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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Army Van der

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 9-10

Date: July 10, 2025

Reason for Consideration: Approval

GROUND'S EQUIPMENT OPERATOR I

DUAL

25-0219-0175

List Valid: **07/09/2025 - 07/09/2026**

Total Applications Received: 72

Passed: 10

Failed: 8

Total Invited to Exam: 27

Withdrew: 9

Screened Out: 45

INSTRUCTIONAL AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

25-0209-5319

List Valid: **07/03/2025 - 01/03/2026**

Total Applications Received: 38

Passed: 17

Failed: 0

Total Invited to Exam: 28

Withdrew: 11

Screened Out: 10

INSTRUCTIONAL AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

25-0226AA-5319

List Valid: **07/07/2025 - 01/07/2026**

Total Applications Received: 4

Passed: 3

Failed: 0

Total Invited to Exam: 3

Withdrew: 0

Screened Out: 1

INSTRUCTIONAL AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

25-0232-5319

List Valid: **07/10/2025 - 01/10/2026**

Total Applications Received: 53

Passed: 18

Failed: 0

Total Invited to Exam: 38

Withdrew: 20

Screened Out: 15

INSTRUCTIONAL AIDE - SPECIAL

OPEN CONTINUOUS

25-0210-0448

List Valid: **07/09/2025 - 07/09/2026**

Total Applications Received: 25

Passed: 5

Failed: 0

Total Invited to Exam: 5

Withdrew: 0

Screened Out: 20

NUTRITION SERVICES MANAGER

DUAL

25-0181-5061

List Valid: **07/09/2025 - 07/09/2026**

Total Applications Received: 30

Passed: 5

Failed: 10

Total Invited to Exam: 20

Withdrew: 5

Screened Out: 10

POOL LIFEGUARD

DUAL

25-0163-5327

List Valid: **07/03/2025 - 07/03/2026**

Total Applications Received: 9

Passed: 2

Failed: 0

Total Invited to Exam: 8

Withdrew: 6

Screened Out: 1

RECREATION AIDE

List Valid: **07/01/2025 - 01/01/2026**
Total Applications Received: 40
Passed: 28 Failed: 0

OPEN CONTINUOUS**25-0243-5255**

Total Invited to Exam: 28
Withdrew: 0 Screened Out: 12

RECREATION AIDE

List Valid: **07/11/2025 - 01/11/2026**
Total Applications Received: 39
Passed: 34 Failed: 0

OPEN CONTINUOUS**25-0249-5255**

Total Invited to Exam: 34
Withdrew: 0 Screened Out: 5

RECREATION AIDE - EXPANDED LEARNING

List Valid: **07/02/2025 - 01/02/2026**
Total Applications Received: 28
Passed: 22 Failed: 0

OPEN CONTINUOUS**25-0239-5317**

Total Invited to Exam: 22
Withdrew: 0 Screened Out: 6

TRANSLATOR - INTERPRETER BL SPANISH

List Valid: **07/03/2025 - 07/03/2026**
Total Applications Received: 36
Passed: 1 Failed: 9

DUAL CONTINUOUS**25-0208-5079**

Total Invited to Exam: 18
Withdrew: 8 Screened Out: 18

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: July 10, 2025

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

June 30, 2025

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of Classifications and Revision of a Class Specification

Background and Findings

In July of 2020, the “school” and “non-schools” Intermediate Office Assistant and Senior Office Assistant classifications at each level were merged as a review of the duties, knowledge, abilities, education and experience demonstrated that the classes were similar in scope, employment examinations were similarly constructed, and a recruitment would yield a similar pool of applicants.

At the entry level of the clerical series, the classes of School Support Assistant and Office Assistant separately provide support to a school site or District office. A review of the duties, knowledge, abilities, education and experience also demonstrates that the classes are similar in scope, employment examinations are similarly constructed, and a recruitment would yield a similar pool of applicants. As a result of the similarity in duties, the classes are interchangeable, and not differentiated enough to warrant separate classifications.

The chart below provides an overview of the current classifications and the proposed classifications:

<u>CURRENT CLASSES</u>	<u>PROPOSED CLASSES</u>
Office Assistant	Office Assistant
School Support Assistant	
Office Assistant – Bilingual Spanish	Office Assistant – Bilingual Spanish
School Support Assistant – Bilingual	

It is recommended the bilingual classification remain separate as there is a defined need at District sites to provide bilingual services. The bilingual capabilities are formally assessed and ranked based on the relative merit of overall performance.

The classifications of Office Assistant, School Support Assistant, and School Support Assistant – Bilingual are currently vacant. The School Support Assistant class has been vacant since 2019, the School Support Assistant – Bilingual has been vacant since 2011, and the Office Assistant class has been vacant since 2024 when the last

incumbent retired. There is currently one incumbent in the Office Assistant – BL Spanish classification and the proposed changes have been shared with the incumbent.

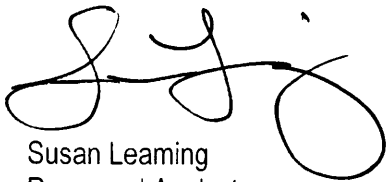
Attached is a copy of the revised Office Assistant classification, which adds language relating to working at school sites and removes the statement regarding some positions may require a driver's license as there are no duties listed in the class specification that would require driving a vehicle to conduct work. Also attached is a copy of the School Office Assistant, Bilingual classification for review.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the following classifications:
 - School Support Assistant
 - School Support Assistant – Bilingual
2. Adopt the revised class specification for Office Assistant and Office Assistant - Bilingual Spanish

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Rebecca Lee, Ed.D.
Executive Officer

<u>CLASS CODE</u>	<u>TITLE</u>
3359	OFFICE ASSISTANT
5158	OFFICE ASSISTANT – BL SPANISH

JOB SUMMARY

Under the direction of an assigned supervisor, perform receptionist and routine clerical duties in support of an assigned school or District office; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate. *E*
- Receive, greet and direct visitors; respond to inquiries and provide a variety of routine information to staff, students, parents and the general public related to standards, procedures and programs. *E*
- Perform a variety of routine clerical duties including typing, filing, duplicating, laminating, updating calendars, computer input, and distributing materials. *E*
- Prepare billings and collect fees for assigned office; update and maintain assigned database and files of paid invoices. *E*
- Compile information and prepare and maintain logs, files and records; review and verify the accuracy and completeness of various documents; prepare routine reports as directed. *E*
- Receive, sort and distribute internal and external mail. *E*
- Operate a variety of office equipment, such as a computer, copier and calculator. *E*
- Assist school personnel in various activities such as plays, assemblies, field trips, boarding and disembarking buses, recess periods, snack programs and set up and preparation of materials for special events.
- Observe and monitor student behavior; escort students to and from campus locations. *E*
- Assist with office functions such as enrollment, attendance, fee collection and payroll. *E*
- Administer routine first aid to distressed, ill or injured students. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

The Office Assistant classification is the entry-level class in the Office Assistant series. Positions in this classification do not generally require any prior related work experience but applicants and employees must meet the minimum training and skill requirements. The work performed is of a routine and repetitive nature and provides an opportunity to learn the terminology, processes and equipment of the office. The assignments are made on the basis of specific instructions and the work is subject to review for accuracy and completeness. Incumbents in the Office Assistant – BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary to assure smooth and efficient office operations.

EMPLOYMENT STANDARDS**Knowledge of:**

Basic record-keeping and filing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of standard office equipment including a computer.
Telephone techniques and etiquette.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Perform routine clerical duties such as filing, typing, duplicating and maintaining routine records.
Learn modern office practices, procedures and equipment.
Answer telephones and greet the public courteously.
Operate a variety of standard office equipment including a computer.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Perform routine and repetitive tasks.
Complete work with many interruptions.
Receive, sort and distribute mail.

Education and Training:

Graduation from high school or equivalent.

Experience:

Sufficient training and experience to demonstrate the knowledge and abilities listed above.

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

SPECIAL REQUIREMENTS

Positions in the Office Assistant - Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.

~~Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.~~

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.

PHYSICAL DEMANDS

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

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 6/22/2000

PCA (BL-Spanish): 10/14/2010

Revised:



PERSONNEL COMMISSION

**Class Specification
Salary Range: 10 (C1)**

CLASS CODE

TITLE

5099

SCHOOL SUPPORT ASSISTANT

5100

SCHOOL SUPPORT ASSISTANT - BL

JOB SUMMARY

Under immediate supervision, perform a variety of duties in support of an assigned school site; assist school personnel with various activities and office functions including plays, snack programs, enrollment, counseling, attendance, inventory, health office and fee collection; observe and control student behavior on the playground, during recess and lunch periods, assemblies and boarding and disembarking buses; 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.

- Perform a variety of duties in support of an assigned school site; assist school staff with various activities such as plays, snack programs, enrollment, counseling, attendance, inventory, health office and fee collection. *E*
- Assist ill and injured students in the nurse's office; provide routine first aid and CPR; dispense medication in accordance with District policy; take temperatures; apply bandages, ice and compresses as needed. *E*
- Assist with compiling information and preparing and maintaining a variety of logs, files and records; assist with preparing materials for special events. *E*
- Observe and control student behavior on the playground, during recess and lunch periods, assemblies, field trips and boarding and disembarking buses; escort students to and from campus locations. *E*
- Answer telephone calls and direct calls to appropriate personnel; take and relay messages as appropriate. *E*
- Receive, greet and direct visitors; respond to inquiries and provide a variety of routine information to staff, students, parents and the general public. *E*
- Perform a variety of routine clerical duties including typing, filing, computer input, laminating, collecting fees, updating calendars, duplicating and distributing materials. *E*
- Receive, sort and distribute internal and external mail. *E*
- Operate a variety of office equipment including a computer, copier and calculator. *E*

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

DISTINGUISHING CHARACTERISTICS

The School Support Assistant classification is an entry-level class intended to provide general support to school sites. Positions in this classification do not require any prior related work experience but applicants must meet the minimum training and skill requirements. The work performed is of a routine and repetitive nature and provides an opportunity to learn the terminology, processes and equipment of a school site. Incumbents in this classification do not have responsibility for a dedicated office function such as attendance, enrollment, nursing or counseling, but rather provide general support to higher-level office staff and certificated staff, and are typically assigned to a combination of these functions. Assignments are made on the basis of specific instructions and the work is subject to review for accuracy and completeness. Positions in this classification are often funded through grants or discretionary funds. Program continuation is subject to receipt of reimbursement funds and the implementation of new grants.

EMPLOYMENT STANDARDS**Knowledge of:**

Basic record-keeping and filing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of standard office equipment.
Basic computer operation.
Telephone techniques and etiquette.
Basic school procedures and appropriate student conduct.
Oral and written communication skills.
Basic health and safety principles.
Interpersonal skills using tact, patience and courtesy.
Basic math.

Ability to:

Perform a variety of duties in support of an assigned school site.
Perform routine clerical duties such as filing, typing, duplicating and maintaining routine records.
Learn school office practices, procedures and equipment.
Answer telephones and greet the public courteously.
Operate a variety of standard office equipment including a computer.
Understand and follow oral and written directions.
Type at an acceptable rate of speed.
Add, subtract, multiply and divide accurately.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

Perform routine and repetitive tasks.
Complete work with many interruptions.
Learn to administer first aid and CPR.

Education and Training:

Graduation from high school.

Experience:

Sufficient training and experience to demonstrate the knowledge and abilities listed above.

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

SPECIAL REQUIREMENTS

Incumbents in this classification must obtain a valid First Aid Certificate and CPR Card issued by an authorized agency within six months of employment and maintain certification throughout employment in this classification.

Positions in the School Support Assistant - Bilingual classification require the ability to communicate effectively, both orally and in writing, in a designated second language. Incumbents must successfully pass the District's bilingual/biliterate test.

WORKING ENVIRONMENT

School office and outdoor environment.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials and observe student behavior.
Bending at the waist, kneeling or crouching to file materials.

HAZARDS:

Potential for contact with blood and other body fluids.
Exposure to bloodborne pathogens and communicable diseases.

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: 5/18/06

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

June 23, 2025

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification – Senior Human Resources Analyst - HRS

Background and Findings

The Senior Human Resources Analyst – HRS (salary range 44 M2) classification was established in April 2024. The Assistant Superintendent – Human Resource Services requested staff revise the class specification to include other human resources management functions as the department has reorganized over the last year. Specifically, a duty statement was added regarding providing consultation to District and site administrators, managers, and supervisors regarding personnel matters such as the development and implementation of employee performance coaching and improvement plans and the analysis of investigative findings.

In addition, some minor revisions were made throughout the class specification and the option of substituting a master's degree for one year of the required experience was added to the Experience section.

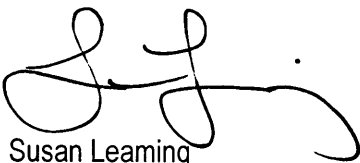
The Assistant Superintendent – Human Resource Services has reviewed and is in support of the proposed revisions.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification of Senior Human Resources Analyst - HRS

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



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

SENIOR HUMAN RESOURCES ANALYST - HRS

JOB SUMMARY

Under general direction, plan, develop, administer and manage major recruitment functions of the Human Resource Services department for the certificated service of the District; provide consultation to District and site administrators, managers, and supervisors regarding personnel matters; assure compliance with applicable laws, contracts, codes, rules 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.

- Plan, organize and supervise Human Resources Services staff performing the recruitment and selection processes of District certificated positions; determine the appropriate recruitment sources and scope of advertising for vacant positions. **E**
- Coordinate, direct, and supervise the work of assigned personnel engaged in such activities as reviewing transcripts and credentials; employment processing of certificated employees; posting of personnel information; coding of documents; maintaining records and files; providing assistance or information to employees or prospective employees and other functional areas within the Human Resources Services Department. **E**
- Direct and participate in application screening, examination planning; prepare and/or supervise the preparation of examination materials; conduct and supervise the selection and training of interviewers and/or interview panels members; schedule and maintain a master schedule of a high volume of ongoing recruitment and selection processes. **E**
- ~~Provide technical personnel expertise to District and site administrators, managers, and supervisors regarding personnel matters; .~~ **E**
- Provide consultation to District and site administrators, managers, and supervisors regarding personnel matters including the development and implementation of employee performance coaching and improvement plans and the analysis of investigative findings. **E**
- Administer an online applicant tracking system; authorize and create user accounts; provide internal and external end user technical support; research and resolve online application issues; maintain and update certificated recruitment web page. **E**
- Provide information to applicants regarding certificated opportunities within the District, requirements for employment and application status; review personnel files and prepare recommendations regarding reemployment. **E**
- Schedule and conduct initial District interviews with substitute and credentialed applicants; utilize established teacher interview protocols to conduct initial District interviews with credentialed applicants. **E**
- Review and sign letters of regret; serve as first-level of appeal for regretted applicants;

- review and respond to applicant appeals; organize appeal committees as necessary. **E**
- Research, compile and prepare a variety of statistical and narrative reports related to assigned functions; create and maintain a variety of auditable records and files; compose a wide variety of formal correspondence and other written materials.
- Oversee compilation of applicant and staffing information for inclusion in the Human Resource Services Annual Report, EEOC documents, Public Records Requests and other reports. **E**
- Design and conduct a variety of surveys related to certificated staffing practices, policies, regulations, and procedures; prepare related recommendations for administrative review. **E**
- Research, compile and provide a variety of information for reports, special projects, Board of Education meetings and contract negotiations; make recommendations to administration regarding ~~certificated~~ personnel matters as requested. **E**
- Attend a variety of meetings including Board of Education, Principal and School Site meetings to observe actions, speak publicly about complex ~~certificated~~ personnel issues; respond to questions, and make official presentations as requested. **E**
- Participate in the development and preparation of recruitment budgets; control and authorize expenditures in accordance with established guidelines and limitations. **E**
- Review and approve vacancy assignments as assigned by the position; serve as an alternate approver for senior management as assigned. **E**
- Conduct research and analyze a variety of studies, such as occupational data, physical, mental and training requirements of jobs and employees to be utilized in the development of employment selection methods. **E**
- Work with designated staff to develop and/or change policies and procedures for the efficient and cost-effective delivery of human resource services. **E**
- Review, evaluate, and conduct procedural studies of existing work methods and operations, recommend proposals for improvements, and implement modifications for work simplification. **E**
- Communicate with District employees, administrators and outside agencies to coordinate activities, resolve issues and exchange information. Communicate with principals and site administrators regarding the staffing needs at their sites; provide status updates on recruitment and selection efforts. **E**
- Interpret and explain rules, regulations, policies, procedures, unit contracts, and fringe benefits, and assist in solving unique issues of ~~certificated~~ employees, management, and the public. **E**
- Participate in the development, design, or revision of Human Resource Services forms and personnel/payroll and other human resources automated information systems. **E**
- Develop and prepare procedures and manuals for Human Resource Services and assist in formulating and preparing personnel related materials for District employees. **E**
- Attend a variety of meetings, workshops and conferences to maintain current knowledge of laws, contracts, codes, rules and regulations related to assigned activities. **E**
- ~~Keep current of changes and trends in human resource administration; attend conferences and workshops and make presentations at same.~~ **E**
- ~~Administer the computerized applicant tracking system; train subordinates on use of same; work with vendor on the development of a data base to obtain, store and retrieve testing and ethnic data; prepare or direct the preparation of mandated reports on applicant flow, gender, ethnicity, etc.; perform database operations internal software programming and updating of codes and data fields creating custom data entry screens, help screens,~~

~~macros, form letters, etc.~~ ***E***

- Interpret rules and policies in response to inquiries and advise employees and management. ***E***
- Compile, analyze data and prepare a variety of reports on recruitment and selection activities, including those to meet Equal Employment Opportunity Commission and Fair Employment and Housing Practices requirements. ***E***
- Research, analyze and evaluate, and develop new selection methods in order to meet changing, developing or future recruitment and retention needs of the District for skilled, talented and motivated quality teachers and other certificated personnel. ***E***
- Represent the District at career days and job fairs to promote employment opportunities. ***E***
- Select, train, assign, and evaluate the performance of professional, paraprofessional and clerical staff. ***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 Senior Human Resources Analyst - HRS has specialized subject matter expertise in specified areas of personnel administration in the District's ~~certificated~~ human resources activities. Such expertise is applied to assigned functional areas within the Human Resources Services department related to the recruitment, retention and support of professional educators and administrators. An incumbent performs complex and sensitive personnel functions and has ongoing contact with administrators, professional staff, directors and professional staff of other agencies. A Senior ~~Personnel Human Resources~~ Analyst – ~~HRS~~ recommends new or modified rules and strategies to accomplish the District's work and justifies and defends decisions and issues in assigned areas of responsibility. An incumbent directly supervises a staff of professional, paraprofessional, technical and/or clerical personnel.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices and techniques of public personnel administration, including recruitment, selection, retention, employee performance coaching and improvement plans, salary administration, and professional educator and administrator credentialing.

Research, analysis and evaluation methodologies and techniques.

Software programs such as Windows-Microsoft 365, Office Suite Google Workplace, and computerized applicant tracking systems.

Local, State and federal laws, rules, acts, regulations and guidelines governing employment discrimination.

Applicable sections of State codes, collective bargaining agreements and other laws related to personnel activities.

Report preparation and presentation methods and techniques.

School district organization and administration.

Organization, work flow management.

Effective personnel leadership and supervision techniques.

Ability to:

~~Interpret and apply appropriate laws, codes, rules and regulations.~~

~~Provide technical consultation to District and site administrators, managers, and supervisors regarding personnel matters.~~

~~Analyze situations accurately and adopt an effective course of action.~~

Organize, prepare and summarize data for Board agendas and meetings.

Plan, review, train and supervise the work of assigned staff.

Design and implement recruitment, examination and selection strategies and procedures.

Screen application materials for specific skills and certification requirements.

Maintain confidentiality of sensitive and privileged information.

Conduct research and studies, analyze data and prepare clear, concise oral and written reports.

Operate a variety of office equipment including a computer and assigned software.

Develop recruitment strategies for certificated vacancies and substitute positions.

Screen and evaluate certificated employment applications.

Interpret, apply and explain laws, regulations, policies, procedures and contract language.

Interview applicants utilizing established teacher interview protocols.

Meet schedules and timelines.

Make presentations before groups.

Communicate with others with tact and sensitivity.

Establish and maintain effective working relationships with others.

Education and Training:

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

Experience:

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

A master's degree in public, business, or human resources administration, psychology or a closely related field may be substituted for one year of the required experience.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office environment.
Occasional travel to District sites and offsite meetings.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 04/18/2024

Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Receive and take action on the Hearing Officer's report PAGE: 26-39
 regarding the disciplinary action of Employee E00541054

Date: July 10, 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.

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.