

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

REGULAR MEETING AGENDA

Regular Meeting
August 7, 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 July 10, 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 Behavior Intervention Assistant 5-6
2. **RATIFY** job announcement bulletin for Carpenter 7-8
3. **RATIFY** job announcement bulletin for Elementary School Office Supervisor 9-10
4. **RATIFY** job announcement bulletin for Facilities Project Manager - Construction 11-12
5. **RATIFY** job announcement bulletin for Facilities Project Manager - Planning 13-14
6. **RATIFY** job announcement bulletin for Food Production Equipment Technician *Recruitment Extended 15-16
7. **RATIFY** job announcement bulletin for Grounds Equipment Operator II 17-18

8. RATIFY job announcement bulletin for Groundskeeper	19-20
9. RATIFY job announcement bulletin for Head Start Family Services Liaison - Bilingual Spanish	21-22
10. RATIFY job announcement bulletin for Head Start Instructional Aide - Bilingual Spanish	23-24
11. RATIFY job announcement bulletin for Heavy Truck Driver	25-26
12. RATIFY job announcement bulletin for High School Office Supervisor	27-28
13. RATIFY job announcement bulletin for Human Resources Assistant	29-30
14. RATIFY job announcement bulletin for Intermediate Office Assistant & Intermediate Office Assistant - BL Spanish	31-32
15. RATIFY job announcement bulletin for Internal Investigator	33-34
16. RATIFY job announcement bulletin for Maintenance Laborer	35-36
17. RATIFY job announcement bulletin for Middle School Office Supervisor	37-38
18. RATIFY job announcement bulletin for Nutrition Services Worker	39
19. RATIFY job announcement bulletin for Payroll Manager	40-41
20. RATIFY job announcement bulletin for Purchasing and Contracts Director	42-43
21. RATIFY job announcement bulletin for School Safety Officer	44-45
22. RATIFY job announcement bulletin for Senior Health Assistant	46-47
23. RATIFY job announcement bulletin for Senior Human Resources Analyst - HRS	48-49
24. RATIFY job announcement bulletin for Stage Technician	50-51
25. APPROVE the certification of Accounting Technician eligibility list 25-0224-0750 established 7/23/2025	52
26. APPROVE the certification of Campus Staff Assistant eligibility list 25-0189-5288 established 7/16/2025	52
27. APPROVE the certification of Custodial Crew Supervisor eligibility list 25-0195-5245 established 7/29/2025	52
28. APPROVE the certification of Custodian eligibility list 25-0221-0139 established 8/6/2025	52
29. APPROVE the certification of Custodian eligibility list 25-0230-0139 established 8/6/2025	52

30. APPROVE the certification of HVAC Technician eligibility list 25-0233-5103 established 7/31/2025	52
31. APPROVE the certification of Instructional Aide - Expanded Learning eligibility list 26-0019-5319 established 8/7/2025	52
32. APPROVE the certification of Instructional Aide - Special eligibility list 25-0236-0448 established 7/14/2025	53
33. APPROVE the certification of Instructional Aide - Special eligibility list 25-0245-0448 established 7/14/2025	53
34. APPROVE the certification of Instructional Aide - Special eligibility list 26-0003-0448 established 7/30/2025	53
35. APPROVE the certification of Nutrition Services Supervisor I eligibility list 25-0205-5064 established 8/5/2025	53
36. APPROVE the certification of Nutrition Services Supervisor II eligibility list 25-0206-5065 established 8/5/2025	53
37. APPROVE the certification of Nutrition Services Supervisor III eligibility list 25-0207-5066 established 8/5/2025	53
38. APPROVE the certification of Nutrition Services Worker eligibility list 26-0007-5068 established 8/6/2025	53
39. APPROVE the certification of Pool Lifeguard eligibility list 25-0202-5327 established 8/7/2025	53
40. APPROVE the certification of Recreation Aide eligibility list 26-0002-5255 established 7/23/2025	53
41. APPROVE the certification of Recreation Aide eligibility list 26-0015-5255 established 7/31/2025	54
42. APPROVE the certification of Recreation Aide eligibility list 26-0027-5255 established 8/6/2025	54
43. APPROVE the certification of Recreation Aide (Catalina Island) eligibility list 25-0200-5255 established 7/16/2025	54
44. APPROVE the certification of Recreation Aide- Expanded Learning eligibility list 26-0001-5317 established 8/5/2025	54
45. APPROVE the certification of Recreation Aide- Expanded Learning eligibility list 26-0030-5255 established 8/6/2025	54
46. APPROVE the certification of Salary Services Supervisor eligibility list 25-0218-5009 established 8/5/2025	54

47. **APPROVE** the certification of School Safety Officer eligibility list 25-0238-5014 established 8/6/2025 54
48. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 25-0161-5071 established 7/17/2025 54
49. **APPROVE** the certification of Senior Systems Analyst eligibility list 25-0190-5120 established 7/16/2025 54
50. **APPROVE** the certification of Senior Systems Analyst eligibility list 25-0190-5150 established 7/16/2025 55
51. **APPROVE** the certification of Speech-Language Pathology Assistant eligibility list 25-0216-5024 established 7/25/2025 55

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Extension of an Eligibility List – Senior Office Assistant – Bilingual Spanish eligibility list 24-0256-5089 56
2. **APPROVE** the Abolishment of a Classification - Custodian Assistant 57-60
3. **APPROVE** the Revision of Classifications - Custodian and Custodial Crew Supervisor 61-69
4. **APPROVE** the Reestablishment and Revision of a Classification - Credential Services Manager 70-74
5. **APPROVE** the Reclassification of an Employee - Employee ID #E00192724 75-84
6. **ANNOUNCE** the Personnel Commission Employee of the Year
7. **APPROVE** the Request for Hearing in a Disciplinary Matter Employee ID # E00695182 85-148

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

August 21, 2025 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII CLOSED SESSION

Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

VIII ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).

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

MINUTES
Regular Meeting

July 10, 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, July 10, 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; 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; Judith Beauchamp, Human Resources Technician; Wendy Bell, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Veronica Bustamante, Human Resources Technician; Monica Gaytan, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; Jazmin Salgado, 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; Martin Maldonado, Plant Supervisor I; and Jessica Valderrama, Intermediate Office Assistant – Bilingual Spanish

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 26, 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, provided an update on paraprofessional hiring standards in compliance with Title I regulations. To be eligible for instructional aide positions, applicants must either have completed two years of higher education, possess an associate degree or higher, or pass a local academic assessment demonstrating the knowledge and ability to assist in instruction. The District administers the No Child Left Behind Examination for candidates

who do not meet the educational criteria. A new study guide has been developed to help applicants prepare for the assessment. The guide outlines topics and competency areas that may be covered by this assessment.

Maria Lynn Alvarez, Personnel Analyst, introduced Judith Beauchamp as the newest Human Resources Technician to join the team. Ms. Beauchamp shared that she began her career in Human Resources in the private sector and later worked in the certification department for the County of Los Angeles. Most recently, she joined the District as an Intermediate Office Assistant at Newcomb TK-8.

Ms. Alvarez also shared details of the upcoming Classified Job Fair, scheduled for July 25, 2025, at the Personnel Commission. The event will include multiple open recruitments, on-site interviews, and potential same-day offers for positions such as Recreation Aide – Expanded Learning and Instructional Aide – Special. Collaboration with various departments is underway to ensure a successful event.

Oralia Leyva, Certification Services Manager, expressed appreciation for the staff. She acknowledged the ongoing summer program staffing and thanked the team for their adaptability, dedication, and contributions throughout a challenging year. She shared her excitement for the upcoming school year and thanked all team members for their continued support.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Instructional Aide - Special
2. **RATIFY** job announcement bulletin for Translator-Interpreter BL - Spanish
3. **APPROVE** the certification of Grounds Equipment Operator I eligibility list 25-0219-0175 established 7/9/2025
4. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0209-5319 established 7/3/2025
5. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0226AA-5319 established 7/7/2025
6. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0232-5319 established 7/10/2025
7. **APPROVE** the certification of Instructional Aide - Special eligibility list 25-0210-0448 established 7/9/2025
8. **APPROVE** the certification of Nutrition Services Manager eligibility list 25-0181-5061 established 7/9/2025
9. **APPROVE** the certification of Pool Lifeguard eligibility list 25-0163-5327 established 7/3/2025
10. **APPROVE** the certification of Recreation Aide eligibility list 25-0243-5255 established 7/1/2025
11. **APPROVE** the certification of Recreation Aide eligibility list 25-0249-5255 established 7/11/2025

12. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 25-0239-5317 established 7/2/2025
13. **APPROVE** the certification of Translator - Interpreter BL Spanish eligibility list 25-0208-5079 established 7/3/2025

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-2 and approve items 3-13.

<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 Classifications (School Support Assistant & School Support Assistant BL Spanish) and Revision of Class Specifications (Office Assistant and Office Assistant BL Spanish)

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 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 Revision of a Classification – Senior Human Resources Analyst

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 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. **ANNOUNCE** the Personnel Commission Staff Years of Service

Dr. Rebecca Lee presented service pins to several Commission employees in recognition of their years of service milestones with the Long Beach Unified School District. The Commissioners congratulated Silaue Taeleifi, Human Resources Technician for 25 years of service, along with Martin Maldonado, Plant Supervisor I; and Jazmin Salgado, Human Resources Technician for 10 years of service, and Ashleigh Fernando, Human Resource Technician for 5 years of service

OTHER ITEMS	NONE
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 7, 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 8:37 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 8:58 a.m. with the following reportable action: 1. RECEIVE and TAKE ACTION on Hearing Officer's report on Employee E00541054 to Employee and the District

The Commission heard comments from the appellant, reviewed the Hearing Officer's report and unanimously voted to sustain the Hearing Officer's recommendation to uphold the Board of Education's action to suspend and demote to a previous classification, classified employee E00541054. The Commission directed the Executive Officer to send copies of the decision to the District and the employee in accordance with Personnel Commission Rule 11.5.D.

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

ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:01 a.m.
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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

BEHAVIOR INTERVENTION ASSISTANT

FINAL FILING DATE:

4:30 p.m., Tuesday, August 12, 2025

JOB INFORMATION:

Permanent 10-month position. Position is a 75% FTE. (30 hrs/wk)
Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, provide Applied Behavior Analysis (ABA) and/or Positive Behavior Interventions and Support (PBIS) strategies as well as other evidence based behavior intervention strategies to assist in the implementation of behavior intervention plans with designated students in a variety of educational settings including the community and classroom; observe and manage behavior of students according to approved procedures; assist students with and demonstrate desired behaviors; 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 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:

One year of experience implementing Applied Behavior Analysis programs. **OR** One year of experience at the level of LBUSD Instructional Aide-Special working with students with autism.

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) Positions in this classification require the use of a personal automobile and possession of a valid California Class C Driver's license.
- 2) May be required to travel from one location to another.
- 3) Incumbents must obtain a valid First Aid and CPR certificate within the designated probationary period for this classification.
- 4) Incumbents will be provided non-violent crisis intervention training within one year of employment in this classification.

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:

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 26-0025-5216 --

LBUSD employees, please see reverse for important information.

Maria Lynn Alvarez

PERSONNEL COMMISSION

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

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

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

Guidelines:

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

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

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

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

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

CARPENTER

FINAL FILING DATE:

4:30 p.m., Monday, August 18, 2025

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, to perform journey-level rough and finish carpentry in the construction, installation, alteration and repair of District facilities; to perform a variety of related installation, alteration and repair work at District facilities and on District structures; to fabricate, assemble and repair school and office furniture and cabinets in the carpenter shop; and to perform related duties as required.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school supplemented by completion of a recognized carpenter apprentice training program of four years duration.

EXPERIENCE:

Four years of experience in carpentry installation, alteration and repair work, three at the journey level.

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

SPECIAL REQUIREMENTS:

1) Possession of a valid Class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. Some employees in this class may be required to take training in order to obtain at District expense a valid class B driver's license after appointment. 2) May be required to travel from one location to another. 3) Under federal law those employees required to possess a class B drivers license shall be subject to alcohol and controlled substance testing. 4) 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. 5) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

SALARY RANGE HOURLY:

START:	\$35.97
6 MONTHS:	\$37.95
1 ½ YEARS:	\$40.05
2 ½ YEARS:	\$42.25
3 ½ YEARS:	\$44.57



Apply Here

APPLICATION:

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SELECTION PROCEDURE:

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

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 26-0037-0114 VB

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

Maria Lynn Stacey

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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 ELEMENTARY SCHOOL OFFICE SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, August 25, 2025

JOB INFORMATION:

Permanent 10-month position. Position is a 100% FTE. (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur

JOB SUMMARY:

Under the direction of a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Vice-Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned elementary school; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 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.

SALARY RANGE HOURLY:

START: \$29.93

1 YEAR: \$31.57

2 YEARS: \$33.31

3 YEARS: \$35.15



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:

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MERIT SYSTEM EMPLOYER

Dual Exam 26-0021-3345 YA

LBUSD employees, please see reverse for important information.

Maria Lynn Alonzo

PERSONNEL COMMISSION

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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.

ABOUT OUR DISTRICT

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

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

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

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

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

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

Dual Exam 26-0018-5189 MG

Maria Lynn Alvarado

LONG BEACH
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SCHOOL DISTRICT**

**FACILITIES PROJECT MANAGER -
CONSTRUCTION**

\$119,392 – \$140,171 Annually



www.lbschools.net/jobs

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

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Facilities Project Manager - Construction. This position performs a variety of administrative and professional duties related to the District's facilities construction program; planning and coordinating the improvement, modernization and new construction of District facilities; serving as a liaison between District personnel and outside agencies; supervising and evaluating the performance of assigned personnel; perform related duties as assigned.

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

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in construction management, architecture or a related field. Licensure as a professional architect, general contractor or engineer is desirable. Additionally, candidates will have three years of construction management experience. Experience in educational construction is preferred. Additional construction management experience may substitute for the required education on a basis of two years of additional experience for one year of 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 classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment, as driving from one location from another may be required. In addition, an applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. Furthermore, an incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

SALARY AND BENEFITS:

The annual salary Facilities Project Manager - Construction is \$119,392 to \$140,171 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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HOW TO APPLY

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

Application Deadline: 4:30 PM PT on Tuesday, July 29, 2025

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Long Beach Unified School District
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Maria Lynn Alvarez

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\$119,392 - \$140,171 Annually



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

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Facilities Project Manager - Planning. This position performs a variety of administrative and professional duties related to the District's facilities planning and construction programs. Responsibilities include planning and coordinating facility improvements, modernization projects, and new construction; serving as a liaison between District personnel and external agencies; and conducting analytical studies and preparing related reports.

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

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in planning, architecture or a related field. Licensure as an architect or engineer is desirable. Additionally, candidates will have three years of professional experience in facilities planning. Experience in educational facility planning is preferred.

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 classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment, as driving from one location from another may be required. In addition, an applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. Furthermore, an incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

SALARY AND BENEFITS:

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-RECRUITMENT EXTENDED-

FOOD PRODUCTION EQUIPMENT TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, August 8, 2025

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, to perform work in the installation, repair and maintenance of commercial food production, handling, storage, packaging and related equipment and appliances; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

Completion of a recognized apprentice training program in at least one of the skilled trades areas such as electrician, electronic, refrigeration, plumbing or equivalent.

EXPERIENCE:

Three years experience in the field of plant facilities maintenance with at least one year of specific work involving the trouble shooting, repair and maintenance of large quantity commercial food production and related equipment and systems, including mechanical, electronic, electrical, plumbing, heating, refrigeration and steam system repairs.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment. (2) An Applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Some positions in this class may be required to obtain "Universal Refrigerant Technician Certification" at the time of appointment or following employment, Type I and Type II or Universal, in accordance with Environmental Protection Agency Regulations. (4) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law. (5) Maybe required to travel from one location to another.

SALARY RANGE HOURLY:

START:	\$39.02
6 MONTHS:	\$41.17
1 ½ YEARS:	\$43.43
2 ½ YEARS:	\$45.84
3 ½ YEARS:	\$48.35



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WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER
Dual Exam 25-0212-0476 ABF

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PERSONNEL COMMISSION

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

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

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LONG BEACH

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GROUNDS EQUIPMENT OPERATOR II

FINAL FILING DATE:

4:30 p.m., Friday, August 8, 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 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.

MINIMUM QUALIFICATIONS**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:

1) Incumbents in this classification must obtain a valid California Class B driver's license with air brake endorsement within six months of employment. 2) May be required to travel from one location to another. 3) Under Federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing. 4) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

SALARY RANGE HOURLY:

START: \$28.18

6 MONTHS: \$29.74

1 ½ YEARS: \$ 31.37

2 ½ YEARS: \$ 33.09

3 ½ YEARS: \$ 34.92



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WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Dual Exam 26-0011-0176 VB

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDSKEEPER

FINAL FILING DATE:

4:30 p.m., Friday, August 8, 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. List will also be used for substitutes.

JOB SUMMARY:

Under immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Completion of the eighth grade.

EXPERIENCE:

Six months of paid residential or commercial gardening or landscaping work.

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.

PHYSICAL DEMANDS:

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

SALARY RANGE HOURLY:

START: \$23.95

6 MONTHS: \$25.27

1 ½ YEARS: \$26.66

2 ½ YEARS: \$28.12

3 ½ YEARS: \$29.67



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APPLICATION:

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MERIT SYSTEM EMPLOYER

Dual Exam 26-0029-0172

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PERSONNEL COMMISSION

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Amy Van
19

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.

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LONG BEACH

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HEAD START FAMILY SERVICES LIAISON – BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Tuesday, August 12, 2025

JOB INFORMATION:

Permanent 10-month flex position. Position is a 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, provide case management support services to assigned families to improve living conditions and quality of life for children and families; refer families to community agencies and District services to meet educational, health care and other specialized needs; promote and encourage parent involvement, activities and training in the Head Start program; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school.

A credential or certification in social services, human services, family services, counseling or a related field or completion of a certified nurse's aide, medical assistant or related health care program is highly desirable.

EXPERIENCE:

One year of experience working with children and families in a school, community or structured human service environment.

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 possession of a valid California Class C Driver's license. (2) May be required to travel from one location to another. (3) Incumbents must obtain a valid First Aid and CPR certificate within six months of employment and maintain certification throughout employment in this classification. (4) Positions in the Head Start Family Services Liaison – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/biliterate test. (5) Incumbents in this classification must complete District-provided Family Development Credential training within eighteen months of hire in order to provide quality integrated health, nutrition and social services including parent involvement, to children and families.

SALARY RANGE HOURLY:

START:	\$23.30
6 MONTHS:	\$24.59
1 ½ YEARS:	\$25.94
2 ½ YEARS:	\$27.36
3 ½ YEARS:	\$28.86



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MERIT SYSTEM EMPLOYER

Dual Exam 26-0036-5233 JA

Maria Lynn Shores
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

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HEAD START INSTRUCTIONAL AIDE – BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Tuesday, August 12, 2025

JOB INFORMATION:

Permanent 10-month positions. Positions are 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

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

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

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



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MERIT SYSTEM EMPLOYER

Dual Exam 26-0035-5235/A

Maria Lynn Alvarez

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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HEAVY TRUCK DRIVER

FINAL FILING DATE:

4:30 p.m., Wednesday, July 30, 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 the direction of an assigned supervisor, drive a District vehicle to provide Districtwide service for the delivery, transfer and placement of food, supplies, furniture, mail, trash and equipment; transport freight in a safe and efficient manner; maintain records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school.

EXPERIENCE:

One year of recent experience driving trucks of at least 26,001 pounds gross vehicular weight in delivery work or in a warehouse environment.

OR

One year of recent experience serving as a regular or substitute Truck Driver with Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

1) Valid California Class B driver's license with airbrake endorsement. 2) Some positions in this classification may require forklift certification within six months of employment. 3) Some positions assigned to the Transportation Branch may be required to qualify for a California Special Driver certificate for school bus operation by completion of the probationary period or after six months if transferring from another department. 4) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing. 5) Under federal law, those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing. 6) May be required to travel from one position to another.

SALARY RANGE HOURLY:

START: \$29.75

6 MONTHS: \$31.39

1 ½ YEARS: \$33.12

2 ½ YEARS: \$34.93

3 ½ YEARS: \$36.86



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MERIT SYSTEM EMPLOYER

Dual Exam 26-0014-0187 VB

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

Maria Lynn Alvarez

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HIGH SCHOOL OFFICE SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, August 25, 2025

JOB INFORMATION:

Permanent 10-month position. Position is a 100% FTE. (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur

JOB SUMMARY:

Under the direction of a Co-Principal or Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the administrator of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned high school or a special school such as adult school or the Avalon school site; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

EXPERIENCE:

Four years of secretarial experience including two years in a supervisory capacity or two years of experience at the level of Middle School Office Supervisor with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 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.

SALARY RANGE HOURLY:

START: \$33.37

1 YEAR: \$35.19

2 YEARS: \$37.14

3 YEARS: \$39.18



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MERIT SYSTEM EMPLOYER

Dual Exam 26-0028-3349 YA

LBUSD employees, please see reverse for important information.

Maria Lynn Alvarez

PERSONNEL COMMISSION

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HUMAN RESOURCES ASSISTANT

FINAL FILING DATE:

4:30 p.m., Friday, August 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 the direction of an assigned supervisor, perform a variety of responsible personnel and clerical duties related to certificated and classified staff; prepare and maintain personnel records and files; provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, District policies and procedures; maintain confidentiality of sensitive and privileged information.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school is required. College coursework in human resources, English, sociology, business or related field is desirable.

EXPERIENCE:

A minimum of one year of clerical experience, including 6 months working in a Human Resources or Personnel office, involving extensive public contact, or one year of experience with LBUSD at the level of Intermediate Office Assistant / Intermediate Office Assistant - Schools is required.

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

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

START: \$23.95

6 MONTHS: \$25.27

1 ½ YEARS: \$26.66

2 ½ YEARS: \$28.12

3 ½ YEARS: \$29.67



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MERIT SYSTEM EMPLOYER

Dual Exam 26-0009-3350 MG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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

Guidelines:

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

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

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

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

LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE OFFICE ASSISTANT INTERMEDIATE OFFICE ASSISTANT – BL SPANISH

FINAL FILING DATE:

4:30 p.m., Wednesday, July 30, 2025

4:30 p.m., Wednesday, July 30, 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 the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned school, District office or program; serve as receptionist answering phones and greeting and assisting students, parents and visitors; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

One year of clerical experience involving public contact.

Or

One year of experience as an Office Assistant with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Positions in the Intermediate Office Assistant - BL 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. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (3) 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.

SALARY RANGE HOURLY:

START: \$23.30

6 MONTHS: \$24.59

1 ½ YEARS: \$25.94

2 ½ YEARS: \$27.36

3 ½ YEARS: \$28.86



Apply Here

APPLICATION:

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

SELECTION PROCEDURE:

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

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Dual Exam 26-0016-0673 & 25-0017-5050 YA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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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.**
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ABOUT OUR DISTRICT

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

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

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

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

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

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

Dual Exam 26-0031-5331

Maria Lynn Alvarez

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

INTERNAL INVESTIGATOR

\$113,068 – \$132,787 Annually



www.lbschools.net/jobs

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

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Internal Investigator. Under general direction, will conduct and report on complex and highly sensitive investigations regarding alleged employee, student and contractor misconduct and allegations related to student safety. Will also prepare comprehensive reports of findings, conclusions, and recommendations as well as perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Human Resource Services and Personnel Commission, then Internal Investigator.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in human resources, criminology, legal studies, law enforcement, education, English, social sciences or a related field, including coursework, workshops, seminars or similar training in conducting workplace and/or child welfare investigations.

Additionally, candidates will have at least three years of experience conducting workplace and/or child welfare investigations. Experience in a public, K-12 school district is desirable.

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:

Positions in this class require the use of personal automobile and possession of a valid California class C driver's license, as traveling from one location to another may be required.

SALARY AND BENEFITS:

The annual salary for Internal Investigator is \$113,068 to \$132,787 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: [http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel%20Commission/) The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday - Friday, 8:00 a.m. - 4:30 p.m.

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

Application Deadline: 4:30 PM PT on Friday, August 08, 2025

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

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

www.lbschools.net/jobs

[http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel%20Commission/)
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

CLASSIFIED EMPLOYMENT OPPORTUNITY

MAINTENANCE LABORER

FINAL FILING DATE:

4:30 p.m., Tuesday, August 12, 2025

JOB INFORMATION:

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

JOB SUMMARY:

Under immediate supervision, perform a variety of unskilled and manual labor work in the construction, repair and maintenance of District property; safely operate a variety of hand and power tools and equipment; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to completion of eighth grade.

EXPERIENCE:

Six months of general maintenance, custodial or grounds experience involving heavy physical labor.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. (2) May be required to travel from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Some positions in this classification may require valid Forklift Operator Certification within six months of employment. Certification will be provided by the District. (5) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

SALARY RANGE HOURLY:

START:	\$25.28
6 MONTHS:	\$26.67
1 ½ YEARS:	\$28.15
2 ½ YEARS:	\$29.69
3 ½ YEARS:	\$31.32



Apply Here

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SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER
Dual Exam 26-0037-5275

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

Maria Lynn Alvarez

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

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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.**
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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

MIDDLE SCHOOL OFFICE SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, August 25, 2025

JOB INFORMATION:

Permanent 10-month position. Position is a 100% FTE. (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur

JOB SUMMARY:

Under the direction of a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Assistant Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned middle or K-8 school; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

Three years of secretarial experience including one year of experience in a supervisory capacity or one year of experience at the level of Elementary School Office Supervisor with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 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.

SALARY RANGE HOURLY:

START:	\$31.60
1 YEAR:	\$33.34
2 YEARS:	\$35.18
3 YEARS:	\$37.11



Apply Here

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 26-0022-3357 YA

LBUSD employees, please see reverse for important information.

Maria Lynn Alvarez

PERSONNEL COMMISSION

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

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

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LONG BEACH

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Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES WORKER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Part Time 10-months (less than 20 hours/week no benefits)

Eligibility list may be used for substitutes and to fill future vacancies as they occur.

JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Completion of the eighth grade.

EXPERIENCE:

Sufficient 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:

Valid Food Handler's certificate is desirable.

WORKING ENVIRONMENT:

Kitchen and cafeteria environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals.

PHYSICAL DEMANDS:

Standing for extended periods of time. Hearing and speaking to exchange information. Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds. Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment. Reaching overhead, above the shoulders and horizontally. Bending at the waist, kneeling or crouching. Seeing to monitor food quality and quantity and count money.

SALARY RANGE HOURLY:

START: \$17.77

6 MONTHS: \$18.75

1 ½ YEARS: \$19.78

2 ½ YEARS: \$20.87

3 ½ YEARS: \$22.02



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WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER
Open Continuous Exam 5068 AF

PERSONNEL COMMISSION

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

ABOUT OUR DISTRICT

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

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

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

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

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

Dual Exam 26-0010-5134 JA

Marina Lynn Henry

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

PAYROLL MANAGER

\$107,120 – \$125,777 Annually



www.lbschools.net/jobs

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

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Payroll Manager. Under general direction, will participate in planning, managing and overseeing the operations and activities of the Payroll department. Will also oversee and manage the processing, auditing, approval, maintenance and completion of payroll and related fiscal documents, as well as, supervise and evaluate the performance of assigned personnel and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Accounting and Budgeting, then Payroll Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in accounting, finance, business administration or a related field. Additionally, candidates will have three years of automated payroll accounting experience including at least one year in a supervisory capacity. Experience in a public sector 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:

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license, as driving from one location to another may be required.

SALARY AND BENEFITS:

The annual salary for Payroll Manager is \$107,120 to \$125,777 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: [http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel%20Commission/) The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday - Friday, 8:00 a.m. - 4:30 p.m.

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

Application Deadline: 4:30 PM PT on Friday, August 01, 2025

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

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

www.lbschools.net/jobs

[http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel%20Commission/)
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

ABOUT OUR DISTRICT

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

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

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

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

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

Dual Exam 26-0012-0767 JA

Maria Lynn Henry

LONG BEACH
UNIFIED SCHOOL DISTRICT

Excellence & Equity

**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**PURCHASING AND CONTRACTS
DIRECTOR**

\$152,401 – \$178,963 Annually



www.lbschools.net/jobs

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

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Purchasing and Contracts Director. Under administrative direction, will plan, organize, direct and manage the Purchasing Branch in the purchase, storage, and distribution of a wide variety of supplies, furniture and equipment, the negotiation, preparation and administration of contracts, bidding and management of Public Works Contracts. In addition, will manage the operation of the district's duplicating services unit, the Civic Center use and rental of district facilities, the operation of the district's furniture replacement program, the coordination of the district's recycling program and do related work as required.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Purchasing, Stores and Reprographics; then Purchasing and Contracts Director.

IDEAL CANDIDATE

Successful candidates will have graduated from a recognized four-year college with a major in public or business administration, or a closely related field. Additionally, candidates will have five years of increasingly responsible experience in contract administration and the purchasing of a wide variety of equipment, furniture and supplies using prepared specifications as a basis for formal bidding, and including at least three years directing employees in diverse and complex purchasing, contractual agreements and warehouse functions.

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:

Positions in this classification require the use of a personal automobile and possession of a current California Driver's License and have a safe driving record at the time of appointment, as driving from one location to another may be required.

SALARY AND BENEFITS:

The annual salary for Purchasing and Contracts Director is \$152,401 to \$178,963 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

Application Deadline: 4:30 PM PT on Monday, August 11, 2025

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

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

www.lbschools.net/jobs

[http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel%20Commission/)
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL SAFETY OFFICER

FINAL FILING DATE:

4:30 p.m., Wednesday, August 13, 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, patrol District sites and adjacent areas to provide safety and protection for students, staff, equipment and property; assure compliance with applicable laws, codes, rules and regulations; respond to fire and intrusion alarms and calls for service at District sites; provide assistance to staff, students, parents, citizens and public agencies; model and promote a positive, productive and safe campus climate; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

Graduation from or enrollment in a California Peace Officer Standards and Training (P.O.S.T.) basic academy. Successful completion within one year from the date of appointment to the position is required.

Associate's degree including coursework in criminal justice, psychology, law, or a related field is desirable.

EXPERIENCE:

Security or law enforcement experience in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Experience working with adolescents is highly desirable.

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

SPECIAL REQUIREMENTS:

(1) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (2) May be required to travel from one location to another. (3) Valid California Class C driver's license. (4) 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. (5) Incumbents must complete 24 hours of accredited training per calendar year. Training is at the District's expense. (6) Incumbents must provide and service their own firearm subject to District approval and qualify periodically with the approved firearm at a specified police or sheriff's range. (7) Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and swing shifts.

SALARY RANGE HOURLY:

START: \$35.97

6 MONTHS: \$37.95

1 ½ YEARS: \$40.05

2 ½ YEARS: \$42.25

3 ½ YEARS: \$44.57



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. *The eligibility list for this classification will remain in effect for a period of 6 months.

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

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 26-0039-5014 MG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Amy Van der
44

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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Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR HEALTH ASSISTANT

FINAL FILING DATE:

Open until filled

JOB INFORMATION:

Part-time, 10-month positions. Positions are 47.5% FTE (3.8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general direction, provide a variety of specialized health services to students at assigned school sites; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school supplemented at a minimum by completion of a Licensed Vocational Nurse program approved by the California Board of Vocational Nursing and Psychiatric Technicians.

EXPERIENCE:

One year of experience working in a health care service environment. Experience working with school-aged children is highly desirable.

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

SPECIAL REQUIREMENTS:

(1) Incumbents in this classification at a minimum must possess and maintain licensure to practice in California as a Licensed Vocational Nurse throughout employment in this classification. (2) Incumbents in this classification must possess and maintain a valid CPR Card issued by an authorized agency throughout employment in this classification. (3) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (4) May be required to travel from one location to another.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and standard health instruments. 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 screen health conditions. Bending at the waist, kneeling or crouching to assist students. Lifting and carrying light objects such as medical supplies and health files.

SALARY RANGE HOURLY:

START:	\$29.75
6 MONTHS:	\$31.39
1 ½ YEARS:	\$33.12
2 ½ YEARS:	\$34.93
3 ½ YEARS:	\$36.86



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 5174 JA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Amy Iannuzzi
46

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

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

Guidelines:

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

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

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

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LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED PROMOTIONAL OPPORTUNITY

SENIOR HUMAN RESOURCES ANALYST - HRS

FINAL FILING DATE:

4:30 p.m., Thursday, August 7, 2025

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory," who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

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

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.

MINIMUM QUALIFICATIONS**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:

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

SALARY RANGE HOURLY:

START:	\$54.36
6 MONTHS:	\$57.36
1 ½ YEARS:	\$60.51
2 ½ YEARS:	\$63.84



Apply Here

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Promo Exam 26-0024-5330 JA

LBUSD employees, please see reverse for important information.

Maria Lynn Alvarez

PERSONNEL COMMISSION

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

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

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Guidelines:

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

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

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

LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

STAGE TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, August 1, 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. Current vacancy is located at Cabrillo High School.

JOB SUMMARY:

Under general supervision, perform a variety of technical duties in the planning, design, construction, operation and maintenance of theater sets, materials and equipment including stage, sound and lighting systems; train and provide work direction and guidance to students in the technical operation of the theater and equipment; 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 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. In addition to the above standards, applicants must provide proof of completion of coursework, training or certification in various aspects of theater production and staging such as scenic design, construction, art, lighting and carpentry.

EXPERIENCE:

Two years of experience in stage design and operation.

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:

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

SALARY RANGE HOURLY:

START: \$28.18

6 MONTHS: \$29.74

1 ½ YEARS: \$31.37

2 ½ YEARS: \$33.09

3 ½ YEARS: \$34.92



Apply Here

APPLICATION:

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

SELECTION PROCEDURE:

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

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 26-0013-0379 YA

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: 52-55

Date: August 7, 2025

Reason for Consideration: Approval

ACCOUNTING TECHNICIAN

DUAL

25-0224-0750

List Valid: **07/23/2025 - 07/23/2026**

Total Applications Received: 50

Passed: 6 Failed: 19

Total Invited to Exam: 32

Withdrew: 7 Screened Out: 18

CAMPUS STAFF ASSISTANT

DUAL

25-0189-5288

List Valid: **07/16/2025 - 07/16/2026**

Total Applications Received: 122

Passed: 21 Failed: 8

Total Invited to Exam: 37

Withdrew: 9 Screened Out: 84

CUSTODIAL CREW SUPERVISOR

DUAL

25-0195-5245

List Valid: **07/29/2025 - 07/29/2026**

Total Applications Received: 61

Passed: 8 Failed: 12

Total Invited to Exam: 36

Withdrew: 15 Screened Out: 26

CUSTODIAN

OPEN

25-0221-0139

List Valid: **08/06/2025 - 08/06/2026**

Total Applications Received: 106

Passed: 32 Failed: 7

Total Invited to Exam: 67

Withdrew: 23 Screened Out: 44

CUSTODIAN

OPEN

25-0230-0139

List Valid: **08/06/2025 - 08/06/2026**

Total Applications Received: 120

Passed: 38 Failed: 12

Total Invited to Exam: 75

Withdrew: 24 Screened Out: 46

HVAC TECHNICIAN

DUAL

25-0233-5103

List Valid: **07/31/2025 - 07/31/2026**

Total Applications Received: 50

Passed: 4 Failed: 12

Total Invited to Exam: 24

Withdrew: 7 Screened Out: 27

INSTRUCTIONAL AIDE - EXPANDED LEARNING

DUAL CONTINUOUS

26-0019-5319

List Valid: **08/07/2025 - 02/07/2026**

Total Applications Received: 25

Passed: 10 Failed: 0

Total Invited to Exam: 14

Withdrew: 4 Screened Out: 11

INSTRUCTIONAL AIDE - SPECIAL

List Valid: **07/17/2025 - 07/14/2026**
Total Applications Received: 44
Passed: 4 Failed: 0

INSTRUCTIONAL AIDE - SPECIAL

List Valid: **07/14/2025 - 07/14/2026**
Total Applications Received: 30
Passed: 3 Failed: 0

INSTRUCTIONAL AIDE - SPECIAL

List Valid: **07/30/2025 - 07/30/2026**
Total Applications Received: 24
Passed: 9 Failed: 0

NUTRITION SERVICES SUPERVISOR I

List Valid: **08/05/2025 - 08/05/2026**
Total Applications Received: 33
Passed: 10 Failed: 4

NUTRITION SERVICES SUPERVISOR II

List Valid: **08/05/2025 - 08/05/2026**
Total Applications Received: 34
Passed: 13 Failed: 9

NUTRITION SERVICES SUPERVISOR III

List Valid: **08/05/2025 - 08/05/2026**
Total Applications Received: 26
Passed: 8 Failed: 9

NUTRITION SERVICES WORKER

List Valid: **08/06/2025 - 02/06/2026**
Total Applications Received: 38
Passed: 11 Failed: 2

POOL LIFEGUARD

List Valid: **08/07/2025 - 08/07/2026**
Total Applications Received: 11
Passed: 0 Failed: 1

RECREATION AIDE

List Valid: **07/23/2025 - 01/23/2026**
Total Applications Received: 25
Passed: 21 Failed: 0

OPEN CONTINUOUS 25-0236-0448

Total Invited to Exam: 8
Withdrew: 4 Screened Out: 36

OPEN CONTINUOUS 25-0245-0448

Total Invited to Exam: 5
Withdrew: 2 Screened Out: 25

DUAL 26-0003-0448

Total Invited to Exam: 12
Withdrew: 3 Screened Out: 12

DUAL 25-0205-5064

Total Invited to Exam: 16
Withdrew: 2 Screened Out: 17

DUAL 25-0206-5065

Total Invited to Exam: 25
Withdrew: 3 Screened Out: 9

DUAL 25-0207-5066

Total Invited to Exam: 19
Withdrew: 2 Screened Out: 7

OPEN CONTINUOUS 26-0007-5068

Total Invited to Exam: 30
Withdrew: 17 Screened Out: 8

25-0202-5327

Total Invited to Exam: 6
Withdrew: 5 Screened Out: 5

OPEN CONTINUOUS 26-0002-5255

Total Invited to Exam: 21
Withdrew: 0 Screened Out: 4

RECREATION AIDE

List Valid: **07/31/2025 - 01/31/2026**
Total Applications Received: 30
Passed: 24 Failed: 0

RECREATION AIDE

List Valid: **08/06/2025 - 02/06/2026**
Total Applications Received: 25
Passed: 21 Failed: 0

RECREATION AIDE (CATALINA ISLAND)

List Valid: **07/16/2025 - 01/16/2026**
Total Applications Received: 5
Passed: 1 Failed: 0

RECREATION AIDE- EXPANDED LEARNING

List Valid: **08/05/2025 - 02/05/2026**
Total Applications Received: 27
Passed: 22 Failed: 0

RECREATION AIDE- EXPANDED LEARNING

List Valid: **08/06/2025 - 02/06/2026**
Total Applications Received: 3
Passed: 3 Failed: 0

SALARY SERVICES SUPERVISOR

List Valid: **08/05/2025 - 08/05/2026**
Total Applications Received: 17
Passed: 8 Failed: 3

SCHOOL SAFETY OFFICER

List Valid: **08/06/2025 - 02/06/2026**
Total Applications Received: 19
Passed: 5 Failed: 0

SENIOR NUTRITION SERVICES WORKER

List Valid: **07/17/2025 - 07/17/2026**
Total Applications Received: 38
Passed: 8 Failed: 5

SENIOR SYSTEMS ANALYST

List Valid: **07/16/2025 - 01/16/2026**
Total Applications Received: 1
Passed: 1 Failed: 0

OPEN CONTINUOUS**26-0015-5255**

Total Invited to Exam: 24
Withdrew: 0 Screened Out: 6

OPEN CONTINUOUS**26-0027-5255**

Total Invited to Exam: 21
Withdrew: 0 Screened Out: 4

OPEN CONTINUOUS**25-0200-5255**

Total Invited to Exam: 1
Withdrew: 0 Screened Out: 4

OPEN CONTINUOUS**26-0001-5317**

Total Invited to Exam: 22
Withdrew: 0 Screened Out: 5

OPEN CONTINUOUS**26-0030-5255**

Total Invited to Exam: 3
Withdrew: 0 Screened Out: 0

PROMOTIONAL**25-0218-5009**

Total Invited to Exam: 12
Withdrew: 1 Screened Out: 5

DUAL CONTINUOUS**25-0238-5014**

Total Invited to Exam: 6
Withdrew: 2 Screened Out: 12

DUAL**25-0161-5071**

Total Invited to Exam: 19
Withdrew: 6 Screened Out: 19

PROMOTIONAL**25-0190-5120**

Total Invited to Exam: 1
Withdrew: 0 Screened Out: 0

SENIOR SYSTEMS ANALYST**PROMOTIONAL****25-0190-5150**List Valid: **07/16/2025 - 01/16/2026**

Total Applications Received: 1

Passed: 1

Failed: 0

Total Invited to Exam: 1

Withdrew: 0

Screened Out: 0

SPEECH-LANGUAGE PATHOLOGY ASSISTANT**DUAL****25-0216-5024**List Valid: **07/25/2025 - 07/25/2026**

Total Applications Received: 20

Passed: 10

Failed: 2

Total Invited to Exam: 17

Withdrew: 5

Screened Out: 3

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: August 7, 2025

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility List Extension

PAGE: 56

Date: August 7, 2025

Reason for Consideration: Approval

**SENIOR OFFICE ASSISTANT – BILINGUAL
SPANISH**

OPEN & PROMOTIONAL

24-0256-5089

Extended List Expiration Date: 8/28/2025

Extended List Period: 6 Months

Total Applications on List: 16

Number of Current Eligible: 4

Number of waivers or removals: 10

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: August 7, 2025

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

July 11, 2025

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification – Custodian Assistant

Background and Findings

The Custodian Assistant classification (salary range 12 C1), formerly titled Housekeeper, was established in 1963 and has been vacant since the last incumbent promoted to Custodian in February 2023.

Incumbents performed “light duty cleaning or clean-up work” within the Child Development Centers (CDC). Due to the narrow scope of work performed by Custodian Assistants, the CDC began phasing out these positions through attrition. As a result, these responsibilities have been reassigned to Custodians, whose broader classification more effectively meets the current custodial needs of the CDC.

The Director of Early Learning and Expanded Learning Opportunities Programs 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 Custodian Assistant

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



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



PERSONNEL COMMISSION

Class Code: 5025
Salary Range: 05 (C1)

CUSTODIAN ASSISTANT

JOB SUMMARY

Under close supervision, perform routine custodial tasks in a program or site such as a Child Development Center; maintain buildings and adjacent grounds areas in a clean, and orderly condition; 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 routine custodial activities in an assigned program or site such as a child development center; sweep, scrub, mop, wax, and otherwise clean floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean carpets. ***E***
- Clean and disinfect play areas and toys as assigned; empty and wash waste receptacles; carry or haul trash or garbage to dumpsters; clean kitchen areas; spot mop spills; remove gum and debris as needed. ***E***
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets, and urinals; mix cleaning chemicals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, walls and tile. ***E***
- Pick up paper and other debris from grounds, walkways and areas adjacent to facilities; sweep concrete surfaces adjacent to building. ***E***
- Replace light bulbs; clean tables, chairs, shelves, walls, windows, windowsills, blinds and floors. ***E***
- Operate custodial equipment such as vacuum cleaners, mops, and dollies. ***E***
- Report safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs and stock supplies to appropriate authority. ***E***
- Move and arrange furniture, supplies, and equipment; dust and polish furniture and woodwork.. ***E***
- Assist Custodians in the thorough cleaning of facilities during vacation periods. ***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 Custodian Assistant is assigned employment in a special district program or at a special site such as a Child Development Center to perform light duty cleaning or clean-up work. An incumbent may be supervised by a District administrator or a coordinating teacher in charge. Most Custodian Assistants usually work at more than one site on rotating schedules. Positions require working in both girls' and boys' restrooms. A Custodian performs heavier cleaning of greater scope than a Custodian Assistant in a variety of District facilities. An incumbent operates heavy equipment such as floor scrubbers, extractors, and blowers; strips and waxes floors; prepare set-ups for special events; and secures the buildings/sites.

EMPLOYMENT STANDARDS

Knowledge of:

Proper methods, materials, tools and equipment used in modern custodial work.
Basic modern cleaning procedures for cleaning floors, carpets, furniture, walls and fixtures.
Pre-determined requirements of maintaining sites in a safe, clean and orderly condition.
Appropriate sanitary practices and personal hygiene.
Proper lifting techniques.

Ability to:

Perform routine custodial tasks.
Maintain buildings and adjacent grounds in a clean, and orderly condition.
Use cleaning materials, equipment, and methods, according to standards. and in a safe and efficient manner.
Maintain assigned tools and equipment in clean working order and provide proper storage.
Move and arrange furniture, supplies, and equipment.
Observe and report safety hazards and need for maintenance and repair.
Understand and follow oral and written directions.
Observe health and safety regulations.
Meet schedules and time lines.
Coordinate work with others.
Establish and maintain effective relationships with those contacted in the course of work.

Training:

Equivalent to completion of eighth grade.

Experience:

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

SPECIAL REQUIREMENTS

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

Some 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; regular exposure to fumes, dust and odors; exposure to cleaning agents and chemicals.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate custodial equipment; walking or standing for extended periods of time; seeing to perform custodial aide duties; lifting, carrying, pushing, or pulling moderately heavy objects as assigned by position; bending at the waist, kneeling or crouching; reaching overhead, above the shoulders and horizontally; and lifting up to 50 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.

Rev 10/24/02

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

July 17, 2025

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of Classifications

Background and Findings

Expanded Learning Opportunities Program (ELOP) administration recently reviewed the Custodial Crew Supervisor and Custodian class descriptions in anticipation of upcoming recruitment activities. The Custodian class description was last revised in 2018 and the Custodial Crew Supervisor was created in 2017 and has not been revised.

Specifically, both class descriptions have been modified to reflect that incumbents may be assigned to ELOP and Custodians assigned to ELOP will require personal transportation, a valid driver's license, and must meet the District's safe driving standard as they will be expected to drive a District van when needed.

The Director of Early Learning and Expanded Learning Opportunities Programs and the Operations Director support the proposed revisions.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specifications of:

- Custodian
- Custodial Crew Supervisor

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



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

CUSTODIAN

JOB SUMMARY

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; 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.

- Sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets. **E**
- Clean classrooms, restrooms, cafeterias, kitchens, lounges, offices and other facilities as assigned; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed. **E**
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors and tile; unclog drains and toilets. **E**
- Assist with picking up paper and other debris from school grounds, walkways and areas adjacent to school facilities; inspect roof tops and rain gutters as assigned; sweep concrete surfaces adjacent to school building; water landscaped areas as assigned. **E**
- Replace light bulbs and tubes, clean chalkboards and erasers and empty pencil sharpeners; clean tables, chairs, walls, windows, blinds and floors. **E**
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; turn boilers and heaters on and off as necessary; set alarms as appropriate. **E**
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned. **E**
- Report safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs to appropriate authority. **E**
- Perform emergency shut off of major utility services; operate emergency generators as necessary. **E**
- Prepare classrooms, multi-purpose rooms and other facilities or areas for special events or meetings as assigned; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; clean up furniture, equipment and debris following these events. **E**

- Move and arrange furniture and equipment; dust and polish furniture and woodwork; perform minor repairs to furniture and equipment as needed. *E*
- Participate in the thorough cleaning and restoration of campus facilities during vacation periods. *E*
- Drive a personal or District vehicle to conduct work as assigned by the position. *E*
- Remain on call for emergency custodial needs as assigned.
- 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

Custodians work most assignments at night. Positions working in boys' or men's locker or shower rooms may be filled only by male employees; those in girls' or women's locker or shower rooms may be filled only by female employees.

EMPLOYMENT STANDARDS

Knowledge of:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.

Appropriate safety and sanitary precautions and procedures.

Proper lifting techniques.

Ability to:

Perform routine custodial activities at assigned school site(s) or other assigned District facilities.

Maintain District buildings and adjacent grounds in a clean, orderly and secure condition.

Use cleaning materials and equipment in a safe and efficient manner.

Operate a variety of custodial equipment.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.

Perform minor non-technical repairs.

Understand and follow oral and written directions.

Observe health and safety regulations.

Meet schedules and time lines.

Education and Training:

Completion of the eighth grade.

Experience:

Six months of recent full-time paid janitorial or custodial experience.

OR

Proof of enrollment in or successful completion of the Building Maintenance/Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and experience.

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

SPECIAL REQUIREMENTS

Positions assigned to a cleaning crew at the Expanded Learning Opportunities Program (ELOP) and the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license.

Positions assigned to the Expanded Learning Opportunities Program (ELOP) may drive a District vehicle and are required to obtain and submit, at their own expense, their 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.

Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule.

WORKING ENVIRONMENT

Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors.
Exposure to cleaning agents and chemicals.
Working on ladders.

Driving a personal or District vehicle to conduct work as assigned by the position.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.

Seeing to perform custodial duties.

Lifting, carrying, moderately heavy objects (15 to 38 pounds).

Pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by the position.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders and working from heights to replace light bulbs.

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: 4/17/2008

Revised: 9/10/2009

Revised: 7/10/2014

Revised: 6/08/2017

Revised: 3/15/2018

Revised:

CUSTODIAL CREW SUPERVISOR

JOB SUMMARY

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

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.

- Train, schedule, supervise and evaluate the performance of an assigned custodial crew; prepare cleaning schedules; inspect completed work for accuracy and compliance with instructions and established standards; interview and select employees; prepare required evaluation forms; recommend employee disciplinary actions as appropriate. **E**
- Inspect custodial runs, grounds, and buildings, check for potential safety hazards and maintenance needs; inspect rooftops, rain gutters and downspouts for obstructions; inspect site for fire safety and report wear or damage to the appropriate department or personnel. **E**
- Supervise and participate in cleaning classrooms, cafeterias, kitchens, auditoriums, offices and other facilities as assigned; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed; oversee the cleanup of assigned facilities. **E**
- Oversee and participate in the cleaning and disinfecting of drinking fountains and restroom facilities including sinks, toilets and urinals; install and fill dispensers with towels, soap, toilet paper and other items; clean mirrors and tile. **E**
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; report security issues to appropriate school administrators and District School Safety Branch; set alarms as appropriate. **E**
- Participate in and direct the cleaning and sweeping of campus buildings and grounds; pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; wash windows and walls. **E**
- Move and arrange furniture and equipment; dust and polish furniture and woodwork; assemble and perform minor repairs to furniture and equipment as needed. **E**
- Participate in the thorough cleaning and restoration of facilities during vacation periods. **-E**

- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; operate a computer and assigned software, two-way radio and other office equipment; drive a personal or District vehicle to conduct work. *E*
- Replace light bulbs and tubes, clean chalkboards and erasers and empty pencil sharpeners; clean tables, chairs, walls, windows, blinds and floors; turn boilers and heaters on and off and add chemicals as necessary. *E*
- Prepare classrooms, multi-purpose rooms and other facilities or areas for special events or meetings as assigned; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; may set up, operate and maintain audio-visual equipment; clean up furniture, equipment and debris following these events. *E*
- Confer with assigned supervisor regarding custodial and maintenance needs of school buildings, grounds and facilities. *E*
- Prepare and maintain a variety of records and reports related to personnel, safety and assigned activities. *E*
- Monitor inventory levels of custodial supplies, materials and equipment; order, receive and maintain inventory of supplies, materials and equipment; monitor emergency containers to assure proper water, food and supply inventory. *E*
- Communicate with local law enforcement and public safety personnel to provide information and directions to specific campus locations; participate in disaster drills; perform emergency shut off for major utility services; operate emergency generators as necessary. *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:

Custodial Crew Supervisors plan, supervise and participate in the custodial crew activities of an assigned custodial crew at a comprehensive high school in the evenings, Expanded Learning Opportunities Program (ELOP), or may be assigned to a roving restroom or kitchen crew. Incumbents prepare cleaning schedules and train, supervise and evaluate the performance of custodial staff. Positions assigned to the high schools are supervised by the Plant Supervisor – High School and the site Principal. The work assignment is usually on a swing or graveyard shift or may include a weekend schedule.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of supervision and training.

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.
Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.
Preventive maintenance for custodial and plant equipment.
Laws, codes, regulations, policies and procedures related to custodial activities.
Appropriate safety and sanitary precautions and procedures.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Proper lifting techniques.
Operation of office equipment including a computer.

Ability to:

Plan, supervise and participate in assigned custodial crew activities ~~at an assigned comprehensive high school or a restroom or kitchen crew.~~
Assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition.
Train, schedule, supervise and evaluate the performance of a custodial crew.
Use cleaning materials and equipment in a safe and efficient manner.
Operate a variety of custodial equipment.
Estimate and order required custodial supplies and equipment.
Maintain tools and equipment in clean working order.
Move and arrange furniture and equipment.
Observe and report safety hazards and need for maintenance and repair.
Perform minor non-technical repairs.
Observe safety and sanitary precautions and procedures.
Plan and organize work.
Prioritize and schedule work.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Operate a computer, two-way radios and assigned office equipment.

Education and Training:

Graduation from high school or equivalent.

Experience:

Two years of custodial experience or one year of experience as a Lead Custodian in the Long Beach Unified School District.

Any other combination of 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 possession of a valid California Class C driver's license and are required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

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

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights to replace light bulbs.

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.

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

July 17, 2025

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Reestablishment and Revision of a Classification

Background and Findings

The classification of Credential Services Manager salary range 42 (M2) was created in 2001, filled once, and abolished in August 2023. The Assistant Superintendent, Human Resource Services requested the reestablishment of this classification as the department continues to reorganize and evaluate the delivery of services.

At the request of the department, duty statements related to monitoring of credentials and ongoing, direct credentials advisement at school sites were added. Also, staff made minor revisions to the class specification including placing the working environment and physical demands in a "menu" or listing format and consolidated two duty statements regarding the operation of computers, software, and other office equipment.

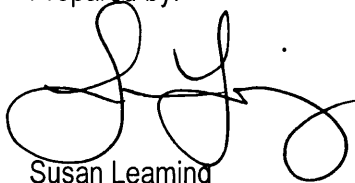
The Assistant Superintendent, Human Resource Services has reviewed and is in support of the proposed recommendations. A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Reestablish the classification of Credential Services Manager at salary range 42 (M2)
2. Adopt the revised classification specification of Credential Services Manager

Prepared by:



Susan Learning
Personnel Analyst

Approved and Recommended:



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

CREDENTIAL SERVICES MANAGER

JOB SUMMARY

Under administrative direction, ~~of a Human Resource Services certificated administrator,~~ plan, organize and manage the daily activities of the Credential Services technical and supervisory staff; monitor and assure District compliance with Education Code credentialing requirements; perform ~~other~~ 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.

- Interview, counsel, and advise applicants and employees regarding credential requirements. **E**
- Interpret and explain rules, regulations, policies, procedures, provide technical expertise, solve a variety of credential problems and respond to questions or complaints from employees regarding interpretation of laws, rules and District regulations governing credentialing. **E**
- ~~Serve as a resource, meet and communicate with management, administrators, and other dDistrict staff to provide information, respond to questions, and explain certificated employment credentialing processes and procedures; discuss multifaceted technical issues relating to the Ccredentia~~ling process, resolve complex technical issues, and offer innovative and creative solutions to complex matters. **E**
- Develop procedures for Administrative Services Credential (ASC) participants including credential evaluation and advisement; monitor credential compliance. **E**
- Evaluate viability of certificated applicant pool; coordinate with other management the initiation of recruitment process. **E**
- Manage support staff, including selection, evaluation, discipline, and training; review work for compliance with laws, regulations, policies and procedures; monitor workloads, and assign and prioritize work accordingly to ensure accuracy, completeness and timeliness of operations. **E**
- ~~Conduct routine and extensive audit of internal credentialing processes and certificated employee files to assure compliance with California credentialing laws and in preparation of mandated external audits required by the California Commission on Teacher Credentialing.~~ **E**
- Develop a Credential Services semi-annual site visit schedule to provide progress reports, credential advisement to staff, and support development of the master schedule. **E**

- Work with other management personnel to develop and/or change policies and procedures for the efficient and cost-effective delivery of credential services. *E*
- Review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements; recommend new and revised policies and procedures, and implement modifications for work simplification regarding credentialing. *E*
- Coordinate, supervise and evaluate the work of assigned personnel engaged in such activities as receiving and processing credential applications; reviewing transcripts and credentials; making appointments; employment processing of certificated employees; coding of documents; maintaining records and files; and providing assistance or information to employees or prospective employees. *E*
- Analyze and develop staff training and development manuals with procedures and schedules. *E*
- Maintain various forms, correspondence; prepare letters, memos, and reports to administration regarding a variety of matters in certificated employment credentialing; create and revise credentials and employment forms for dDistrict wide distribution. *E*
- Write such materials as correspondence, brochures, and procedure manuals for the Credentials unit; participate in the development, design, or revision of Human Resource Services forms; prepare written communications requiring complex explanations, in a clear, concise, and professional manner. *E*
- Serve as a representative of Human Resource Services on committees and at meetings as directed; attend and participate in District and County Office meetings to keep current on credential reporting requirements. *E*
- Plan, organize, coordinate, direct, and participate in the preparation, review, and processing of documents in such areas as legal audits, consultants, workshops, and in-service training sessions. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
- ~~Operate personal computer related software programs such as: Applicant Tracking System, Microsoft Word, Windows 95, Internet access/web page/email, Microsoft Excel, district main frame access, and related software. *E*~~
- ~~Operate office equipment such as personal computers, printers, scanner, photocopiers, adding machines, and multi-line phones. *E*~~
- Assist in routine administrative functions of the Human Resource Services as directed. *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 Disability Act.

DISTINGUISHING CHARACTERISTICS

This position manages the daily activities of technical staff in Human Resource Services in order to insure the efficient delivery of personnel support services. An incumbent will serve as an administrative liaison between the Assistant Superintendent, Human Resource Services, site administrators, California Commission on Teacher Credentialing, County Offices of Education, institutions of higher education, community colleges and other dDistrict management. An incumbent, Aas assigned, may be given full authority to pursue certain credentialing and/or salary matters to full conclusion.

EMPLOYMENT STANDARDS

Knowledge of:

Current laws, codes, regulations and rules related to credentialing and compensation.
 Practices and procedures related to certificated personnel.
 Organization and functions of the California Commission on Teacher Credentialing.
 Principles and practices of management, supervision and training.
 Correct English usage, grammar, spelling, punctuation and vocabulary.
 Oral and written communication skills.
 Bargaining unit contracts and salary schedules.
 Public school districts—organization, operations, policies and objectives.
 Record-keeping and report preparation techniques.
 Modern office practices, procedures and equipment.
 Personal computers, software and hardware.

Ability to:

Plan, manage and oversee technical and supervisory staff involved in the review and processing of documents relating to the credentialing and salary placement of certificated personnel.
 Provide technical information and assistance regarding employment policies and personnel transactions related to credentials and other related human resources matters.
 Maintain current knowledge of applicable K-12 public schools credentialing laws, codes, rules and regulations.
 Conduct internal audits of certificated personnel files for legal compliance with California K-12 credentialing laws.
 Monitor credential status of certificated personnel.
 Train, monitor and oversee staff involved in investigation and resolution of complex credentialing and salary placement issues.
 Read, interpret, apply and explain applicable laws, codes, rules, regulations and policies related to credentialing and salary placement.
 Train, supervise and evaluate personnel.
 Assign and review work.
 Communicate effectively both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.
 Maintain records and prepare oral and written reports.
 Understand and follow oral and written instructions.
 Analyze situations accurately and adopt an effective course of action.
 Maintain confidentiality of sensitive and privileged information.
 Operate a variety of office equipment including a computer and assigned software.

Education and Training:

Bachelor's degree in education, human resources, organizational management, business administration or a related field. ~~is required.~~

Experience:

Three years of experience performing K—12 public school or University credential analysis, including one year of experience in a supervisory capacity. a minimum of one year at the supervisory or management level, is required.

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 class require the use of personal automobile and possession of a valid California class C Driver's license at the time of appointment.

Positions in this class may routinely require ~~e~~District paid travel within California, with varied and extended work hours.

WORKING ENVIRONMENT

Office environment.

;~~e~~Constant interruptions.

;~~h~~High volume, continuous deadlines, multiple tasks.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.

Seeing to read hand written documents and other records or reports.

;~~h~~Hearing and speaking to exchange information in person or on the telephone.

;~~s~~Sitting for extended periods of time.

;~~s~~Some light lifting and carrying.

;~~attendance at meetings.~~

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 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: 1/4/2001

Revised:

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

July 11, 2025

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Reclassification of an Employee – Employee ID #E00192724

Background and Findings

In April 2025 a reclassification request was submitted by Employee ID #E00192724, who is currently serving as a Student Intervention Specialist (salary range 20 C1) at the California Academy of Mathematics and Science (CAMS). The incumbent, with the support of the site Principal, requested that their title be changed to Campus Staff Assistant, which more appropriately reflects the duties the incumbent has been performing for many years.

The incumbent previously held permanent status in the classification of Staff Assistant (now titled Campus Staff Assistant) at salary range 20 C1. In August 2002, they were laterally reclassified to School Safety/Security Specialist (also at salary range 20 C1) due to the fact they were driving a van for the District's Truancy Center and were not assigned to a school site. Following the closure of the Truancy Center circa 2013, the incumbent was moved to the Office of School Safety, assigned to Hughes Middle School, and the classification was eventually retitled to the current title, School Intervention Specialist.

During fiscal year 2018-2019, the funding for the incumbent's position was transferred from the Office of School Safety to Hughes Middle School. In fiscal year 2021-2022, the position location was also changed from the Office of School Safety to Hughes Middle School. In August 2023, the incumbent was administratively transferred from Hughes to CAMS where they continue to perform duties consistent with a Campus Staff Assistant.

Therefore, now that the position no longer reports to nor is funded by the Office of School Safety, it is recommended that the incumbent be reclassified from the classification of School Intervention Specialist (salary range 20 C1) to the grandpersoned classification of Campus Staff Assistant (class code 05289), also at salary range 20 C1.

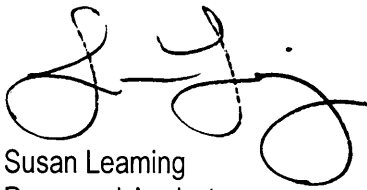
The Director of Employee Relations and Ethics is in agreement with the proposed recommendation.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the reclassification of Employee ID #E00192724 from the classification of School Intervention Specialist to the grandpersoned classification of Campus Staff Assistant (class code 05289)

Prepared by:

A handwritten signature in black ink, appearing to read 'S. Leaming', with a large loop at the end.

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read 'R. Lee', with a long horizontal stroke at the end.

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



PERSONNEL COMMISSION

Class Code: 5290
Salary Range: 20 (C1)

SCHOOL INTERVENTION SPECIALIST

JOB SUMMARY

Under general supervision, perform a variety of specialized duties to assist campus administrators in promoting positive, productive and safe campus climates and appropriate student behaviors on campus; provide guidance to students regarding appropriate standards of behavior and the importance of following school rules; 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.

- Respond to dispatcher calls for assistance from school sites or referrals from administrators, counselors and staff at assigned school site(s); assess situations and determine appropriate response; intervene in confrontations and assist in emergency situations; prepare incident reports. **E**
- Serve as a role model and provide guidance to students regarding appropriate behaviors and the importance of following school rules; build rapport with students and assist in promoting a positive, productive and safe campus climate. **E**
- Identify and resolve conflicts between individual and groups of students and de-escalate situations; assist students to problem-solve issues and resolve conflicts in a positive and constructive manner; maintain a high level of visibility on campus. **E**
- Conduct follow-up observations on campus following incidents; refer students to counseling staff as appropriate; report inappropriate behaviors and rule infractions to school administration. **E**
- Communicate with students, administrators, staff, law enforcement, and others to exchange information, coordinate activities and resolve issues or concerns; advise school administration and School Safety personnel of causes and effects of student tension on campus. **E**
- Hold individual or group meetings with students to discuss personal, social and school related issues; provide positive examples of student behavior, general guidance, and support; assist students to improve self-awareness and respect while encouraging positive relationships with adults and peers. **E**
- Initiate contact with parents and guardians to discuss student behaviors and preventative measures; provide information and refer parents to appropriate identified community services, local agencies and District resources. **E**
- Encourage and promote parent education and involvement in a variety of school activities and events; promote attendance at parenting workshops; prepare and

present information, presentations and materials; facilitate at workshops as requested. *E*

- Monitor student behavior in alternative classroom environments; maintain sign in logs and input records of student attendance and behavior; communicate with certificated staff regarding students and related activities in the center. *E*
- Screen student and visitor entry to campus; issue passes; escort and direct students and visitors to campus destinations; identify and address unauthorized visitors; report unauthorized visitors to school administration and contact School Safety as needed. *E*
- Secure building and gates as directed by school administrators; assist administration with searches of student lockers and property; confiscate inappropriate items; inform students of dress code infractions and provide or arrange for temporary clothing. *E*
- Observe and monitor campus buildings, gates, restrooms, lunch areas, grounds and parking lots to assure the well-being and safety of students, staff and visitors; monitor student activities during passing and meal periods; verify hall passes. *E*
- Perform a variety of campus support activities as assigned by the position such as maintaining records and files, receiving, storing and issuing supplies and equipment; answering phones, completing forms and distributing textbooks or other learning materials; set up furniture and audio-visual equipment in classrooms or for a variety of special events. *E*
- Monitor and assist in controlling crowds at special and athletic events; observe and report misuse of facilities, vandalism or other unauthorized activities; direct traffic. *E*
- Operate a variety of office equipment including a computer and assigned software; operate a two-way radio; drive a District or personal vehicle to conduct work and pick up supplies and equipment. *E*
- Accompany site administrators on home visits as assigned; participate in parent conferences as requested. *E*
- Attend and participate in a variety of meetings, trainings, events and conferences. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A School Intervention Specialist, assigned by the Office of School Safety and Emergency Preparedness, performs a variety of specialized duties to assist administrators in promoting a positive, productive and safe campus climate and appropriate student behaviors on campus. Incumbents may be assigned in the field to respond to calls for assistance from school sites or are assigned to a school site or a group of school sites. Incumbents may be assigned to campuses on a rotating schedule which can change as circumstances dictate. Incumbents often work extensively with at-risk and special education students.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of adolescent behavior and development.
Behavioral management strategies and techniques.

Diverse needs of students from varying socioeconomic and cultural backgrounds.
Applicable laws, codes, rules and regulations related to assigned activities.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Conflict resolution techniques.
Operation of a variety of office equipment including a computer and assigned software.
Operation of a two-way radio.
Record-keeping and filing techniques.
Basic first aid procedures.

Ability to:

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

Education and Training:

Graduation from high school or equivalent supplemented by college-level coursework in education, psychology, child development, counseling or a related field.

Experience:

Two years of experience working with adolescents or young adults in a structured environment or community-based organization including some experience working with at-risk youth. Non-violent crisis intervention experience is desirable.

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

SPECIAL REQUIREMENTS

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

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

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

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

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

WORKING ENVIRONMENT

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

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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



PERSONNEL COMMISSION

Class Code: 5289
Salary Range: 20 (C1)

CAMPUS STAFF ASSISTANT (GRANDPERSONED)

JOB SUMMARY

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

EXAMPLES OF DUTIES

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

- Serve as a role model and provide guidance to students regarding appropriate behaviors and the importance of following school rules; build rapport with students and assist in promoting a positive, productive and safe campus climate. **E**
- Screen student and visitor entry to campus; issue passes; escort and direct students and visitors to campus destinations; identify and address unauthorized visitors; report unauthorized visitors to school administration and contact School Safety as needed. **E**
- Observe and monitor campus buildings, gates, restrooms, lunch areas, grounds and parking lots to assure the well-being and safety of students, staff and visitors; monitor student activities during passing and meal periods; verify hall passes. **E**
- Identify and intervene in conflicts between individual or groups of students and de-escalate situations; assist students to problem-solve issues and resolve conflicts in a positive and constructive manner; maintain a high level of visibility on campus. **E**
- Conduct follow-up observations of student interactions on campus and in learning environments; refer students to counseling staff as appropriate; report inappropriate behaviors and rule infractions to school administration; prepare incident reports. **E**
- Communicate with students, administrators, staff and others to exchange information, coordinate activities and resolve issues or concerns; advise school administration and School Safety personnel of causes and effects of student tension on campus. **E**
- Monitor student behavior in alternative classroom environments; maintain sign in logs and input records of student attendance and behavior; communicate with certificated staff regarding students and related activities in the center. **E**
- Secure building and gates as directed by school administrators; assist administration with searches of student lockers and property; confiscate inappropriate items; inform students of dress code infractions and provide or arrange for temporary clothing. **E**

- Assist site administration and public agencies during emergency situations such as lockdowns or evacuations; escort students and staff to identified safe areas; administer first aid or necessary physical assistance to ill or distressed individuals. *E*
- Perform a variety of campus support activities such as maintaining records and files, receiving, storing and issuing supplies and equipment; answering phones, completing forms and distributing textbooks or other learning materials; set up furniture and audio-visual equipment in classrooms or for a variety of special events. *E*
- Monitor and assist in controlling crowds at special and athletic events; observe and report misuse of facilities, vandalism or other unauthorized activities; direct traffic. *E*
- Operate a variety of office equipment including a computer and assigned software; operate a two-way radio; drive a District or personal vehicle to conduct work and pick up supplies and equipment. *E*
- Accompany site administrators on home visits as assigned; participate in parent conferences as requested. *E*
- Attend and participate in a variety of meetings, trainings and conferences. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A Campus Staff Assistant, working closely with site administrators and staff, actively monitors student activities and campus buildings, gates, restrooms, lunch areas, grounds and parking lots to assure the well-being and safety of students, staff and visitors at an assigned school site. The Campus Staff Assistant assists school site administration in promoting a positive, productive and safe campus climate and appropriate student behaviors on campus.

EMPLOYMENT STANDARDS

Knowledge of:

General principles of adolescent behavior and development.
General behavioral management strategies and techniques.
Diverse needs of students from varying socioeconomic and cultural backgrounds.
Applicable laws, codes, rules and regulations related to assigned activities.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
General conflict resolution techniques.
Operation of a variety of office equipment including a computer and assigned software.
Operation of a two-way radio.
Record-keeping and filing techniques.
Basic first aid procedures.

Ability to:

Model a relational approach to interacting with students, staff and the public.
Demonstrate understanding and patience toward students.

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

Education and Training:

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

Experience:

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

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

SPECIAL REQUIREMENTS

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

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

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

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

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

WORKING ENVIRONMENT

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

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 06/17/2021

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Request for Hearing in a Disciplinary Matter –
Employee ID # E00695182

PAGE: 85-148

Date: August 7, 2025

Reason for Consideration: Restricted Action

Personnel Commission Rule 11.5. is an Appeal of Disciplinary Action:

11.5.B – “An appeal shall be presented to the Personnel Commission at the next regularly scheduled meeting. The Commission shall coordinate the hearing of said charges within a reasonable length of time from the receipt of the appeal. The investigation and hearing shall be confined to the reasons for action as charged by the Board of Education or its assignee and the relevant defenses set forth in the appeal and answer.”

Enclosed for the consideration of the Commission is an appeal filed by a permanent employee from the classified service by the Board of Education in accordance with the rules, and related material.

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

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