

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

REGULAR MEETING AGENDA

Regular Meeting
September 18, 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 September 4, 2025 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accompanist 4-5
2. **RATIFY** job announcement bulletin for Credential Services Manager 6-7
3. **RATIFY** job announcement bulletin for Expanded Learning Supervisor 8-9
4. **RATIFY** job announcement bulletin for Lead Campus Staff Assistant 10-11
5. **RATIFY** job announcement bulletin for Nutrition Service Worker 12
6. **RATIFY** job announcement bulletin for Senior Office Assistant 13-14
7. **RATIFY** job announcement bulletin for Senior Office Assistant - Bilingual Spanish 15-16
8. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0052-0448 established 9/10/2025 17

9. **APPROVE** the certification of Nutrition Services Worker (Revised) eligibility list 26-0026-5068 established 9/3/2025 17
10. **APPROVE** the certification of Recreation Aide eligibility list 26-0057-5255 established 9/17/2025 17
11. **APPROVE** the certification of Recreation Aide - Catalina Island eligibility list 26-0004-5255 established 9/9/2025 17
12. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0054-5317 established 9/18/2025 17
13. **APPROVE** the certification of Senior Accounting Assistant eligibility list 25-0242-0760 established 9/11/2025 17
14. **APPROVE** the certification of Senior Human Resources Analyst - HRS eligibility list 25-0154-5330 established 9/10/2025 17
15. **APPROVE** the certification of Senior Human Resources Analyst - HRS eligibility list 26-0024-5330 established 9/10/2025 18

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Revision of a Classification – Custodial Crew Supervisor. 19-23

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

September 18, 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

September 4, 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, September 4, 2025 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Linda Vaughan.

ROLL

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

Present: Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS
PRESENT

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

GUESTS PRESENT

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

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of August 21, 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, reported that the new school year began for students on August 26, 2025 and Personnel Commission staff participated in welcoming students on the first day. Commission staff visited MacArthur Elementary, greeting students at the valet zone and distributing first-day bracelets, and supported Cleveland Elementary during lunch, assisting students beginning Transitional Kindergarten. Dr. Lee noted the excitement of engaging directly with students and emphasized the importance of being present at school sites.

Monica Gaytan, Human Resources Technician, reflected on her visit to Cleveland Elementary. Ms. Gaytan remarked on the rewarding experience of seeing students and observing staff in action, including Nutrition Service Workers, Instructional Aides, Custodians, Recreational Aides, and clerical staff. She noted the value of seeing firsthand the work of employees recruited and onboarded through the Personnel Commission, describing it as a full-circle moment.

Dr. Lee also reported on a meeting with Nicole Lopez, Principal of the Long Beach School for Adults. The school offers Custodian and Campus Staff Assistant training programs, and it is developing an Instructional Aide – Special course in partnership with the department of Special Education. These programs create pipelines that support Personnel Commission recruitments and provide opportunities for community members. Dr. Lee stated that the Commission looks forward to supporting and collaborating with the school to expand these offerings to help address ongoing staffing needs.

Amy Van Fossen, Associate Personnel Analyst, reported that since August 25, 2025, the Commission administered 16 examination components, both in person and online, including virtual interview briefings. She noted that September’s calendar is filling quickly, with 21 recruitments currently in the screening phase.

Oralia Leyva reported on personnel actions from the September 3, 2025 Board of Education meeting. A total of 53 probationary appointments were approved in classifications including Building Maintenance Worker, Child Care Worker, and Grounds Equipment Operator. Twenty-three exempt appointments were also approved in classifications including Student Stage Assistant, Student Tutor, Work Experience Student, Arts Walk-on Coach, and Athletic Coach. Additionally, 24 Child Care Worker and Instructional Aide – Expanded Learning substitute appointments were approved.

Ms. Leyva expressed appreciation to the certification team for their dedication and efficiency in processing employment appointments and packets, emphasizing that their efforts are vital to school operations and greatly valued.

CONSENT AGENDA

1. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0026-5068 established 9/3/2025
2. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0044-5068 established 9/3/2025
3. **APPROVE** the certification of Recreation Aide eligibility list 26-0053-5255 established 8/27/2025
4. **APPROVE** the certification of Recreation Aide eligibility list 26-0055-5255 established 8/28/2025

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

<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	None
OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 18, 2025 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.
CLOSED SESSION	The Personnel Commission retired into closed session at 8:28 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 8:45 a.m. with no reportable actions.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 8:46 a.m.

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

ACCOMPANIST

FINAL FILING DATE:

4:30 p.m., Wednesday, October 1, 2025

JOB INFORMATION:

Permanent 10-month position, 19 hours per week.

Current vacancy is for Lakewood High School. Eligibility list being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, provide piano accompaniment for soloists and dance or choral groups at a variety of performances and special events including rehearsals, graduations, festivals and competitions; 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 college-level coursework or advanced private training in piano and music theory.

EXPERIENCE:

One year of experience as an accompanist. 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.

WORKING ENVIRONMENT

Classroom and theater environment.

Indoor and outdoor locations.

Evening, weekend and varied hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to play the piano.

Seeing to read music and observe performances.

Hearing and speaking to listen to music and exchange information.

Sitting for extended periods of time.

Lifting, carrying, pushing and pulling instruments weighing up to

25 pounds.

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 26-0078-5213 VB

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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

Guidelines:

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

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

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

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

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.

Promo Exam 26-0070-0077 MG

Maria Lynn Henry



**An Exciting Promotional
Career Opportunity
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CREDENTIAL SERVICES 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 Credential Services Manager. Under administrative direction, 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, and 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 Credential Services Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in education, human resources, organizational management, business administration or a related field. Additionally, candidates will have three years of experience performing K-12 public school or university credential analysis, including one year of experience in a supervisory capacity.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge, 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 at the time of appointment, as driving from one location to another may be required.

In addition, an applicant for this classification may routinely require District paid travel within California, with varied and extended work hours.

SALARY AND BENEFITS:

The annual salary for Credential Services 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 in order of their relative merit as determined by these competitive examinations.

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: lbschools.net/jobs 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 Thursday, October 2, 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/PC/>

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

EXPANDED LEARNING SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Thursday, October 2, 2025

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, plan, organize, oversee and participate in the activities and operations of an Expanded Learning Opportunities Program (ELO-P) site; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Sixty units of college level coursework including 12 units of college-level coursework in early childhood education, social sciences, recreation or child development.

-OR-

One of the following valid Child Development Permits issued by the California Commission on Teacher Credentialing:

- Child Development Site Supervisor Permit
- Child Development Program Director Permit

EXPERIENCE:

Two years of experience working with children in an extended day care or similar recreation program with comprehensive theme-based activities. Lead or supervisory experience is preferred.

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

SPECIAL REQUIREMENTS:

- (1) Positions in these classifications may 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 school location to another.
- (3) Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.
- (4) Incumbents must obtain a valid California Food Handlers Card within six months of employment in this classification.

SALARY RANGE HOURLY:

START:	\$28.35
6 MONTHS:	\$29.90
1 ½ YEARS:	\$31.55
2 ½ YEARS:	\$33.29



Apply Here

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MERIT SYSTEM EMPLOYER
Dual Exam 26-0075-5320 JS

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Ann Van Dyke

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LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED PROMOTIONAL OPPORTUNITY

LEAD CAMPUS STAFF ASSISTANT

FINAL FILING DATE:

4:30 p.m., Thursday, October 2, 2025

REQUIREMENTS TO APPLY:

Current LBUUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory," who meet the education and experience requirements; AND former LBUUSD 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 10-month positions. Positions are 100% FTE.

Eligibility list is being created to fill current and future vacancies as they occur. Current vacancy is located at Poly High School.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

Two years of experience observing and monitoring school campus activities and facilities to assure the well-being and safety of students, staff and visitors. Experience in a lead or supervisory role is desirable.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. (2) 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) 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. (4) Incumbents may be required to work adjustable schedules including evenings and weekend assignments. (7) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

SALARY RANGE HOURLY:

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



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APPLICATION:

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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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Promo Exam 26-0069-5344 YA

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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.

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LONG BEACH

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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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APPLICATION:

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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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Open Continuous Exam 5068 WH

PERSONNEL COMMISSION

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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR OFFICE ASSISTANT

FINAL FILING DATE:

4:30 p.m., Thursday, October 2, 2025

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of an assigned supervisor, perform complex and varied clerical support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at an assigned school, District office or program; greet and assist visitors; assist in assuring smooth and efficient office operations; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school

EXPERIENCE:

Either two years of clerical experience involving public contact or one year of experience at the level of Intermediate Office Assistant.

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

WORKING ENVIRONMENT:

Office environment.

Constant interruptions.

Potential for contact with blood and other body fluids.

Potential for exposure to bloodborne pathogens and communicable diseases.

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 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: \$25.98

6 MONTHS: \$27.40

1 ½ YEARS: \$28.92

2 ½ YEARS: \$30.51

3 ½ YEARS: \$32.18



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Dual Exam 26-0074-0677 JA

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PERSONNEL COMMISSION

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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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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR OFFICE ASSISTANT – BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Thursday, October 2, 2025

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of an assigned supervisor, perform complex and varied clerical support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at an assigned school, District office or program; greet and assist visitors; assist in assuring smooth and efficient office operations; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school

EXPERIENCE:

Either two years of clerical experience involving public contact or one year of experience at the level of Intermediate Office Assistant.

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

WORKING ENVIRONMENT:

Office environment. Constant interruptions. Potential for contact with blood and other body fluids. Potential for exposure to bloodborne pathogens and communicable diseases.

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) Positions in the Senior 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. (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.

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Dual Exam 26-0073-5089 JA

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 17-18

Date: September 18, 2025

Reason for Consideration: Approval

INSTRUCTIONAL AIDE - SPECIAL

DUAL CONTINUOUS

26-0052-0448

List Valid: **09/10/2025 - 09/10/2026**

Total Applications Received: 26

Passed: 7 Failed: 2

Total Invited to Exam: 20

Withdrew: 10 Screened Out: 7

NUTRITION SERVICES WORKER (REVISED)

OPEN CONTINUOUS

26-0026-5068

List Valid: **09/03/2025 - 03/03/2026**

Total Applications Received: 37

Passed: 10 Failed: 3

Total Invited to Exam: 31

Withdrew: 18 Screened Out: 6

RECREATION AIDE

OPEN CONTINUOUS

26-0057-5255

List Valid: **09/17/2025 - 03/13/2026**

Total Applications Received: 70

Passed: 58 Failed: 0

Total Invited to Exam: 58

Withdrew: 0 Screened Out: 12

RECREATION AIDE - CATALINA ISLAND

OPEN CONTINUOUS

26-0004-5255

List Valid: **09/17/2025 - 03/17/2026**

Total Applications Received: 3

Passed: 1 Failed: 0

Total Invited to Exam: 1

Withdrew: 0 Screened Out: 2

RECREATION AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

26-0054-5317

List Valid: **09/18/2025 - 03/18/2026**

Total Applications Received: 30

Passed: 26 Failed: 0

Total Invited to Exam: 26

Withdrew: 0 Screened Out: 4

SENIOR ACCOUNTING ASSISTANT

DUAL

25-0242-0760

List Valid: **09/11/2025 - 09/11/2026**

Total Applications Received: 28

Passed: 4 Failed: 7

Total Invited to Exam: 20

Withdrew: 9 Screened Out: 8

SENIOR HUMAN RESOURCES ANALYST - HRS

PROMOTIONAL

25-0154-5330

List Valid: **09/10/2025 - 03/10/2026**

Total Applications Received: 9

Passed: 1 Failed: 2

Total Invited to Exam: 4

Withdrew: 1 Screened Out: 5

SENIOR HUMAN RESOURCES ANALYST - HRS**PROMOTIONAL****26-0024-5330**List Valid: **09/10/2025 - 03/10/2026**

Total Applications Received: 16

Total Invited to Exam: 8

Passed: 1

Failed: 7

Withdrew: 0

Screened Out: 8

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: September 18, 2025

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

September 10, 2025

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification

Background and Findings

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

Specifically, the class description has been modified to reflect that incumbents may be assigned to the Expanded Learning Opportunities Program.

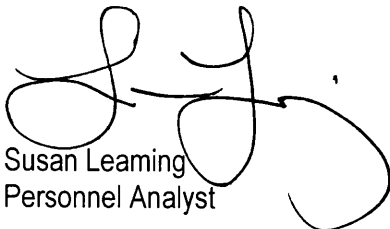
The Director of Early Learning and Expanded Learning Opportunities Programs and the Operations Director support the proposed revisions.

Recommendations

Staff recommends the Personnel Commission:

- Adopt the revised classification specification of Custodial Crew Supervisor

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



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

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.