

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

REGULAR MEETING AGENDA

Regular Meeting  
October 16, 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 October 2, 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 Emergency Preparedness Program Supervisor 5-6
2. **RATIFY** job announcement bulletin for Head Start Instructional Aide - Bilingual Spanish 7-8
3. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning (Catalina Island) 9-10
4. **RATIFY** job announcement bulletin for Nutrition Services Assistant Director 11-12
5. **RATIFY** job announcement bulletin for Nutrition Services Worker (Catalina Island) 13
6. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker (Catalina Island) 14-15
7. **APPROVE** the certification of Contract Analyst eligibility list 25-0248-0624 established 10/6/2025 16

8. **APPROVE** the certification of Contract Analyst \*Revised eligibility list 25-0248-0624 established 10/6/2025 16
9. **APPROVE** the certification of Facilities Project Manager - Construction eligibility list 26-0018-5189 established 10/16/2025 16
10. **APPROVE** the certification of Facilities Project Manager - Planning eligibility list 26-0008-5190 established 10/15/2025 16
11. **APPROVE** the certification of Food Production Equipment Technician eligibility list 25-0212-0476 established 10/8/2025 16
12. **APPROVE** the certification of Head Start Instructional Aide - BL Spanish eligibility list 26-0035-5235 established 10/15/2025 16
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0056-0448 established 10/9/2025 16
14. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0059-0448 established 10/13/2025 17
15. **APPROVE** the certification of Pool Lifeguard eligibility list 25-0246-5327 established 10/6/2025 17
16. **APPROVE** the certification of Purchasing and Contracts Director eligibility list 26-0012-0767 established 10/10/2025 17
17. **APPROVE** the certification of Recreation Aide eligibility list 26-0066-5255 established 10/8/2025 17
18. **APPROVE** the certification of Recreation Aide eligibility list 26-0081-5255 established 10/16/2025 17
19. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0065-5317 established 10/14/2025 17
20. **APPROVE** the certification of Translator-Interpreter BL - Spanish eligibility list 26-0006-5079 established 10/15/2025 17

### III OLD BUSINESS

1. None

### IV NEW BUSINESS

1. **DISCUSS** the following: Revision to the Rules and Regulations of the Classified Service, 18-24 Chapter 11 DISCIPLINARY ACTIONS, APPEALS, AND HEARINGS (First Reading)

## V OTHER ITEMS

1. None

## VI NEXT REGULAR MEETING

October 30, 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

October 2, 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, October 2, 2025 at 8:18 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; Susan Leaming, Personnel Analyst; Oralia Leyva, Certification Services Manager; Monica Gaytan, \*Interim Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Virginia Agredano Perez, Senior Administrative Secretary; Judith Beauchamp, Human Resources Technician; Wendy Bell, Human Resources Technician; Veronica Bustamante, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Warren Hornberger, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician and Silaue Tauleifi, Human Resources Technician.

GUESTS PRESENT

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 September 18, 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 Personnel Commission held a "Change of Leadership" workshop on September 25th, facilitated by consultant Eve Gordon. Dr. Lee expressed appreciation to the Personnel Commission staff who participated and provided valuable input, along with representatives from the Information Technology Department and a member of the Association of Long Beach Education Managers (ALBEM) Board who shared perspectives on behalf of site administrators. The four-hour session focused on identifying departmental strengths, challenges, and both short- and long-term goals for improvement. Dr.

Lee noted that short-term priorities include enhancing communication with school sites regarding systems and procedures, increasing team-building opportunities within the department, and addressing staffing needs. A summary of findings will be prepared by the facilitator and shared with the Superintendent and the Personnel Commission upon completion.

Dr. Lee also shared that she attended the Personnel Commissioners Association of Southern California (PCASC) "Value of Merit" Conference with Commissioners Linda Vaughan and Sheryl Bender. Dr. Lee noted that the event provided an opportunity to connect with peers from other districts and to highlight the work of the Long Beach Unified School District Personnel Commission.

Elizabeth Morales-Torres, Human Resources Technician, shared her experience attending the Latino Heritage Celebration for the first time. She noted a strong community turnout and the opportunity to connect with staff from multiple departments. Ms. Morales-Torres described the event as vibrant and engaging, highlighting the participation of families, students, and vendors, many of whom provided free items and educational resources. Virginia Agredano Perez, Senior Administrative Secretary, reported that the Personnel Commission's table was well attended throughout the event. She described expanded participation from local organizations, and continuous cultural performances, including Aztec dancers and folklórico groups from both elementary and high schools. She noted the positive reception from attendees who enjoyed interactive activities and treats, and expressed gratitude for the opportunity to represent the Commission in the community.

Amy Van Fossen, Associate Personnel Analyst, reported that 61 recruitments are currently in progress, with 14 open for applications and 16 in the testing stage. She commended staff for their continued efficiency in moving recruitments forward. Ms. Van Fossen also announced an upcoming job fair scheduled for October 24th, focused on Instructional Aide – Special and Expanded Learning positions, and expressed optimism for another successful event.

Oralia Leyva, Certification Services Manager, reported that at the October 2nd Board of Education meeting, 40 probationary appointments and 27 substitute assignments were approved in classifications including Campus Staff Assistant, Instructional Aide – Special, Instructional Aide – Expanded Learning, Child Care Worker, Custodian, and Recreation Aide. Additionally, 31 exempt employment assignments were processed, including Cafeteria Student Assistant, Student Tutor, and Coach positions. Ms. Leyva commended the Certification Services team for their dedication and teamwork in ensuring all assignments are processed accurately and efficiently.

Susan Leaming, Personnel Analyst, reported that the CPR and First Aid training flyers and registration forms have been updated and redesigned, and thanked Ms. Agredano Perez for her support in completing the revisions. Ms. Leaming noted that registration for Classified Staff to attend the trainings will open this week.

#### CONSENT AGENDA

1. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 26-0011-0176 established 10/3/2025
2. **APPROVE** the certification of Groundskeeper eligibility list 26-0029-0172 established 9/29/2025
3. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0049-5068 established 9/24/2025

4. **APPROVE** the certification of Recreation Aide eligibility list 26-0060-5255 established 9/22/2025
5. **APPROVE** the certification of Recreation Aide eligibility list 26-0062-5255 established 9/26/2025
6. **APPROVE** the certification of Recreation Aide eligibility list 26-0063-5255 established 10/1/2025
7. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0061-5317 established 9/26/2025
8. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0064-5317 established 10/1/2025
9. **APPROVE** the certification of Senior ASB Financial Technician eligibility list 26-0251-0761 established 9/22/2025
10. **APPROVE** the certification of Small Engine Mechanic eligibility list 25-0247-0573 established 9/29/2025
11. **APPROVE** the certification of Stage Technician eligibility list 26-0013-0379 established 9/25/2025
12. **APPROVE** the certification of Translator-Interpreter - BL Spanish eligibility list 25-0235-5079 established 9/25/2025

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 1-12.

| <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 Request for Hearing in a Disciplinary Matter Employee ID # E 00526535

New Business Item 1 was moved into closed session.

OTHER ITEMS                      None

NEXT REGULAR MEETING                      The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 16, 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 8:32 a.m.

OPEN SESSION                      The Personnel Commission returned to open session at 8:50 a.m. with the following reportable action:

1. **APPROVE** the Request for Hearing in a Disciplinary Matter Employee ID # E 00526535

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous roll-call vote of those present to approve New Business Item 1, and grant a hearing in a disciplinary matter regarding Employee E 00526535.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:52 a.m.

# LONG BEACH

UNIFIED • SCHOOL • DISTRICT

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## CLASSIFIED PROMOTIONAL OPPORTUNITY

### EMERGENCY PREPAREDNESS PROGRAM SUPERVISOR

#### FINAL FILING DATE:

4:30 p.m., Thursday, October 23, 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 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 general direction, oversee a comprehensive District emergency preparedness and disaster program; organize and conduct emergency preparedness training of District personnel; serve as liaison for emergency planning activities and services with other governmental agencies and local private community organizations; train and supervise the performance of assigned staff; and perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### EDUCATION AND TRAINING:

Associate of Arts degree in social sciences, business administration, public administration or a related field.

Completion of Federal Emergency Management Agency (FEMA) courses ICS100, ICS200, ICS700, and ICS800 is desired.

##### EXPERIENCE:

Two years of professional experience in administrative analysis, operations planning, or developing and conducting training programs, one year of which must have been assisting in the administration or coordination of emergency operations programs or activities.

Two years of additional emergency operations experience may be substituted for one year of the required education.

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:

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. May be required to travel from one location to another. 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. Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification and Automated External Defibrillator (AED) certification throughout employment in this classification. An applicant must complete FEMA training courses ICS100, ICS200, ICS700, and ICS800 within one year of employment.

#### SALARY RANGE HOURLY:

START: \$42.58

6 MONTHS: \$44.94

1 ½ YEARS: \$47.41

2 ½ YEARS: \$50.01



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#### APPLICATION:

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

#### SELECTION PROCEDURE:

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

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

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

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MERIT SYSTEM EMPLOYER

Promo Exam 26-0072-5010 VB

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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*Ann Van*

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

### HEAD START INSTRUCTIONAL AIDE – BILINGUAL SPANISH

**FINAL FILING DATE:**

Open until filled

**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 |



Apply Here

**APPLICATION:**

All applications must be submitted online via the Personnel Commission website at: [lbschools.net/jobs](https://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 Exam 5235 JA

LBUSD employees, please see reverse for important information.

**PERSONNEL COMMISSION**

4400 Ladoga Avenue, Lakewood, CA 90713 • (562) 435-5708 • [lbschools.net/pc](https://lbschools.net/pc) *Amey Van Der*

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

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

**Guidelines:**

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

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

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# LONG BEACH

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

### INSTRUCTIONAL AIDE- EXPANDED LEARNING (CATALINA ISLAND)

#### FINAL FILING DATE:

Wednesday, October 29, 2025 at 12:00 p.m.

#### JOB INFORMATION:

##### **PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.**

Eligibility list is being created to fill current and future vacancies as they occur. Current vacancy is a 75% FTE (6 hours per day), 10-month position and is located at Avalon School. Avalon School is located on Catalina Island, 22 miles Southwest of the Los Angeles Harbor breakwater. Employees must live on the island, and/or arrange for their own transportation to and from the island.

#### JOB SUMMARY:

Under general supervision, assist in the planning and implementation of Expanded Learning Opportunities Programs (ELO-P) which meet the needs of individual students; participate in and monitor students in program activities; perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### **EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

##### **EXPERIENCE:**

Six months of experience working with students in an instructional, extended day care or similar recreation program.

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) Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license. (3) May be required to travel from one location to another.

##### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching to assist students. Reaching overhead, above the shoulders and horizontally. Seeing to read a variety of materials and monitor activities. Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds. Hearing and speaking to exchange information in person and on the telephone. May include lifting, pushing, pulling or crawling on the floor. Walking.

#### SALARY RANGE HOURLY:

START: \$20.35

6 MONTHS: \$21.48

1 ½ YEARS: \$22.66

2 ½ YEARS: \$23.89

3 ½ YEARS: \$25.21



Apply Here

**Catalina Island employees receive an additional \$4.22 per hour.**

#### APPLICATION:

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#### SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual 26-0081-5319 JS

LBUSD employees, please see reverse for important information.

#### PERSONNEL COMMISSION

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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.*

## CLASSIFIED EMPLOYMENT OPPORTUNITY

# NUTRITION SERVICES ASSISTANT DIRECTOR

**FINAL FILING DATE:**

4:30 PM, Monday, November 3, 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 the Nutrition Services Director, assist in planning and directing the operations and activities of the District's Nutrition Services department; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Bachelor's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.

A master's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field is preferred. Coursework in food service management or nutritional sciences is preferred.

**EXPERIENCE:**

Four years of experience at a supervisory or management level in an institutional food service organization. Experience within a K-12 educational agency is preferred.

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

**SPECIAL REQUIREMENTS:**

(1) 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. (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 of the applicant regardless of any other standing. (4) Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification. (5) At the time of appointment, an incumbent must certify in writing they have completed eight hours of food safety training within five years of their employment start date or will complete eight hours of food safety training within 30 days of employment to this class. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

**SALARY RANGE HOURLY:**

The annual salary is

\$136,754 to \$160,578

With excellent benefits

And retirement package



Apply Here

All applications must be submitted online via the Personnel Commission website at: [lbschools.net/jobs](https://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 26-0084-5059 WH

LBUSD employees, please see reverse for important information.

*Amy Van der*

**PERSONNEL COMMISSION**

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

### NUTRITION SERVICES WORKER – (CATALINA ISLAND)

**FINAL FILING DATE:**

12:00 p.m., Wednesday, October 29, 2025

**JOB INFORMATION:**

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

This position is located at Avalon School. Avalon School is located on Catalina Island, 22 miles Southwest of the Los Angeles Harbor breakwater. **Employees must live on the island, and/or arrange for their own transportation to and from the island.**

**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



Apply Here

Catalina Island employees receive an additional \$4.22 per hour for the Branch Assignment Premium (BAP).

**APPLICATION:**

All applications must be submitted online via the Personnel Commission website at: [lbschools.net/jobs](https://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 12 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

Open Exam 26-0082-5068 WH

# LONG BEACH

UNIFIED • SCHOOL • DISTRICT

*Excellence and Equity*

## CLASSIFIED EMPLOYMENT OPPORTUNITY

### SENIOR NUTRITION SERVICES WORKER – (CATALINA ISLAND)

**FINAL FILING DATE:**

12:00 p.m., Wednesday, October 29, 2025

**JOB INFORMATION:**

To fill future vacancies as they occur.

This position is located at Avalon School. Avalon School is located on Catalina Island, 22 miles Southwest of the Los Angeles Harbor breakwater. **Employees must live on the island, and/or arrange for their own transportation to and from the island.**

**JOB SUMMARY:**

Under general supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

**EXPERIENCE:**

One year of food service experience or six months of experience at the level of Intermediate Nutrition Service Worker.

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 a valid California Class C driver's license and the use of a personal automobile. Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

**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 and fumes.

**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:     | \$20.91 |
| 6 MONTHS:  | \$22.07 |
| 1 ½ YEARS: | \$23.27 |
| 2 ½ YEARS: | \$24.55 |
| 3 ½ YEARS: | \$25.90 |



Apply Here

**Catalina Island employees receive an additional \$4.22 per hour for the Branch Assignment Premium (BAP).**

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/  
MERIT SYSTEM EMPLOYER

Dual Exam 26-0083-5071 WH

LBUSD employees, please see reverse for important information.

**PERSONNEL COMMISSION**

4400 Ladoga Avenue, Lakewood, CA 90713 • (562) 435-5708 • [lbschools.net/pc](https://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.**
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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 16-17

Date: October 16, 2025

Reason for Consideration: Approval

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**CONTRACT ANALYST**

**DUAL**

**25-0248-0624**

List Valid: **10/06/2025 - 10/06/2026**

Total Applications Received: 30

Passed: 3

Failed: 2

Total Invited to Exam: 13

Withdrew: 8

Screened Out: 17

**CONTRACT ANALYST \*REVISED**

**DUAL**

**25-0248-0624**

List Valid: **10/06/2025 - 10/06/2026**

Total Applications Received: 30

Passed: 4

Failed: 2

Total Invited to Exam: 13

Withdrew: 7

Screened Out: 17

**FACILITIES PROJECT MANAGER - CONSTRUCTION DUAL**

**26-0018-5189**

List Valid: **10/16/2025 - 04/16/2026**

Total Applications Received: 26

Passed: 6

Failed: 2

Total Invited to Exam: 14

Withdrew: 6

Screened Out: 12

**FACILITIES PROJECT MANAGER - PLANNING**

**DUAL**

**26-0008-5190**

List Valid: **10/15/2025 - 04/15/2026**

Total Applications Received: 10

Passed: 4

Failed: 1

Total Invited to Exam: 7

Withdrew: 2

Screened Out: 3

**FOOD PRODUCTION EQUIPMENT TECHNICIAN**

**DUAL**

**25-0212-0476**

List Valid: **10/08/2025 - 10/08/2026**

Total Applications Received: 29

Passed: 4

Failed: 4

Total Invited to Exam: 8

Withdrew: 0

Screened Out: 21

**HEAD START INSTRUCTIONAL AIDE - BL SPANISH DUAL**

**26-0035-5235**

List Valid: **10/15/2025 - 10/15/2026**

Total Applications Received: 9

Passed: 1

Failed: 1

Total Invited to Exam: 3

Withdrew: 1

Screened Out: 6

**INSTRUCTIONAL AIDE - SPECIAL**

**DUAL CONTINUOUS**

**26-0056-0448**

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

Total Applications Received: 48

Passed: 18

Failed: 2

Total Invited to Exam: 36

Withdrew: 16

Screened Out: 12

**INSTRUCTIONAL AIDE - SPECIAL**

List Valid: 10/13/2025 - 10/13/2026  
Total Applications Received: 48  
Passed: 14 Failed: 1

**POOL LIFEGUARD**

List Valid: 10/06/2025 - 10/06/2026  
Total Applications Received: 25  
Passed: 4 Failed: 1

**PURCHASING AND CONTRACTS DIRECTOR**

List Valid: 10/10/2025 - 04/10/2026  
Total Applications Received: 44  
Passed: 3 Failed: 1

**RECREATION AIDE**

List Valid: 10/08/2025 - 04/08/2026  
Total Applications Received: 25  
Passed: 24 Failed: 0

**RECREATION AIDE**

List Valid: 10/16/2025 - 10/16/2025  
Total Applications Received: 21  
Passed: 19 Failed: 0

**RECREATION AIDE - EXPANDED LEARNING**

List Valid: 10/14/2025 - 04/14/2026  
Total Applications Received: 10  
Passed: 8 Failed: 0

**TRANSLATOR-INTERPRETER BL - SPANISH**

List Valid: 10/15/2025 - 10/15/2026  
Total Applications Received: 39  
Passed: 2 Failed: 6

**DUAL CONTINUOUS****26-0059-0448**

Total Invited to Exam: 32  
Withdrew: 17

Screened Out: 16

**DUAL****25-0246-5327**

Total Invited to Exam: 18  
Withdrew: 13

Screened Out: 7

**DUAL****26-0012-0767**

Total Invited to Exam: 4  
Withdrew: 0

Screened Out: 40

**OPEN CONTINUOUS****26-0066-5255**

Total Invited to Exam: 24  
Withdrew: 0

Screened Out: 1

**OPEN CONTINUOUS****26-0081-5255**

Total Invited to Exam: 19  
Withdrew: 0

Screened Out: 2

**OPEN CONTINUOUS****26-0065-5317**

Total Invited to Exam: 8  
Withdrew: 0

Screened Out: 2

**DUAL CONTINUOUS****26-0006-5079**

Total Invited to Exam: 15  
Withdrew: 7

Screened Out: 24

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: October 16, 2025

# PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

October 2, 2025

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revisions to the *Rules and Regulations of the Classified Service*

## Background and Findings

California Education Code 45260 Rules; Standards; Authority of Commission states, in part,

*"The Commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness".*

The attached rules are being submitted for a first reading for revision with the following rationale:

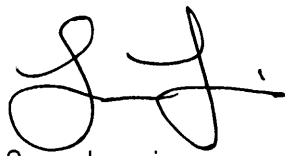
Chapter 11 DISCIPLINARY ACTIONS, APPEALS, AND HEARINGS: This chapter is being modified to extend the timeframes for filing subpoenas and witness lists with the Commission, add new sections regarding waiver of a hearing due to non-response or non-attendance, failure to appear at a hearing, and reinstatement of a hearing. In addition, gender-specific terminology has been removed throughout. The District's legal counsel has reviewed and is in support of the proposed revisions.

Deletions to the rules are annotated with ~~strikethroughs~~ and additions underlined.

## Recommendations

Staff recommends the Personnel Commission support these rule revisions for further consideration and a second reading.

Prepared by:



Susan Leaming  
Personnel Analyst

Approved, and Recommended by:



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

## CHAPTER XI DISCIPLINARY ACTIONS, APPEALS, AND HEARINGS

### 11.1 CAUSES FOR SUSPENSION, DEMOTION, DISMISSAL

Persons employed in the classified service may be dismissed, demoted, suspended, or otherwise disciplined for any of the following items which the Commission has determined to be reasonable causes depending upon the circumstances of each case:

1. Dishonesty, as defined in Rule 4.2.
2. Immoral or disgraceful conduct as defined in Rule 4.2.
3. Reporting to work with alcoholic beverage, marijuana, or controlled substance in the employee's system; possessing or using any amount of alcoholic beverage, marijuana, or controlled substance during work hours; conducting work duties impaired as a result of either the on or off-duty use of alcoholic beverage, marijuana, or controlled substance; being under the influence of any alcoholic beverage, marijuana, or controlled substance during work hours; failing to notify the employee's supervisor or school district physician when taking any medication(s) which may interfere with the safe and effective performance of duties or operation of ~~d~~District equipment.
4. Consecutive performance ratings of "Unsatisfactory" or "Needs to Improve" in a factor or a group of factors in which the employee was rated, provided the ratings are supported by documentation on which they are based.
5. Political or private business activities engaged in-by an employee during ~~his/her~~their assigned hours of employment.
6. Conviction of a serious crime by a court of law, or a record of one or more convictions which indicate that the person is a poor employment risk, or an overall criminal record indicating he/she is unsuited for working with or around students or in the operating unit in which the employee is assigned.
7. A record of frequent absences or a pattern of casual absences, which results in a disruption of service by and/or loss of efficiency in the operating unit in which the employee is assigned.
8. Incompetency, inefficiency, insubordination, inattention to or dereliction of duty.
9. Discourteous treatment of, or illegal, unwelcome, or inappropriate conduct or behavior toward the public, students, or fellow employees, or any other willful failure of good conduct tending to injure the public service.

10. Any willful or persistent violation of the provisions of the Education Code or Board of Education, Personnel Commission, or administration approved policies, rules, regulations, procedures, or established practices.
11. Use of fraud, deception, misrepresentation, misstatement or omission of material fact(s), whether intentional, unintentional, or negligently, in obtaining employment, or a place on an employment eligibility list.
12. Causes specified in Education Code Section 45303, 44010, 44011, and 45124.
13. Evidence of the advocacy of the overthrow or disruption of governments of the United States, the State of California, or other public bodies, by force, violence, or unlawful means.
14. Violation of state or federal law or regulation, or Board of Education policy regarding the prohibition of unlawful discrimination in employment practices or toward individuals or groups.
15. Failure to meet job requirements such as loss of licenses or expiration of required certificates or licenses.

References: California Education Code: 45302, 45303

## **11.2 CHARGES BY THE PUBLIC**

The public, for proper cause, may file complaints against an employee in the classified service by filing written charges with the Board of Education's authorized agent. The authorized agent may make such investigation and shall take such action as it deems proper. If its decision results in suspension, demotion, or dismissal, the procedures set forth in Rule 11.5 shall be followed.

## **11.3 DISMISSAL DURING PROBATIONARY PERIOD**

The Board of Education may dismiss an employee at any time during ~~his~~their period of probation, but the Commission must be notified in writing within seven days from the date of dismissal.

## **11.4 PROCEDURE TO BE FOLLOWED IN SUSPENSION, DEMOTION OR DISMISSAL**

### **A. -ACTION BY THE BOARD OF EDUCATION**

The Board of Education or its authorized agent may suspend an employee for not more than 30 days without pay or may dismiss, demote, or take other disciplinary action for any of the items enumerated in Rule 11.1.

Reference: California Education Code 45304

B. -FILING OF WRITTEN CHARGES

The Board of Education or its authorized agent shall file written charges in clear and concise language with the Commission within seven days following the effective date of disciplinary action. The Executive Officer shall, within ten days of the date of disciplinary action, furnish the employee with a copy of the charges filed against ~~them~~him/her. The intent of this provision shall be deemed to have been carried out if a certified letter has been mailed to the last mailing address given by employee to the ~~d~~District on official address change forms provided by the ~~d~~District.

Reference: California Education Code: 45304

C. IMMEDIATE SUSPENSION

Any employee whose services are unsatisfactory for any of the items enumerated in Rule 11.1 may be immediately suspended.

Reference: California Education Code 45304

## 11.5 APPEAL OF DISCIPLINARY ACTION

A. An appeal under Education Code Section 45305 can only be made on the following grounds:

1. That the procedures set forth in these rules have not been followed.
2. That the removal was made because of affiliations, political or religious beliefs or opinions, race, color, or marital status.
3. That the charges made do not constitute sufficient cause for the action taken.
4. That the action taken was not in accord with the facts.
5. That there has been an abuse of discretion.

Reference: California Education Code: 45305, 45306

B. -TIME AND CONDUCT OF HEARING

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. The Board of Education or its assignee shall first present evidence in support of the charges to the Commission. The

appealing employee or ~~his/her~~their representative shall then have the right to present evidence.

Witnesses desired by either side shall be subpoenaed by the Commission as provided in the Act, but requests for subpoenas must be filed with the Commission at least ~~five working~~ fourteen (14) calendar days prior to the date of the hearing. A list of witnesses shall be submitted to the Commission at least ~~five~~ fourteen (14) calendar ~~working~~ days prior to the date of the hearing. At the conclusion of the hearing, the matter shall be given consideration, either in open or executive session after which a decision shall be made. The ~~accused employee-appellant~~ may waive ~~his~~ their rights to a public hearing.

Testimony of all witnesses shall be presented orally at the hearing. If, in the opinion of the Commission, a witness has good and sufficient reason for being unable to be present, written testimony will be accepted under the following conditions:

1. Such evidence must be submitted by sworn affidavit of the witness. The affidavit shall be confined to a statement of facts bearing on the case and within the knowledge of the witness, and shall not contain any conclusions of the witness, except that a witness who qualifies as an expert may express ~~his~~their opinion based upon the facts which ~~he~~ they have ~~has~~ recited.
2. Copies of all such affidavits must be filed with the Commission at least three days prior to the date of the hearing, and may be inspected by the other party to the hearing, who shall be notified of the filing of such affidavits.
3. The Commission may reject any such affidavit submitted which fails to comply with any of the foregoing conditions.

Reference: California Education Code 45311

C. ~~-TECHNICAL RULES OF EVIDENCE NOT FOLLOWED~~

All hearings before the Commission shall be governed by the Rules and Regulations of the Classified Service. Neither the Commission nor any Commissioner, nor the Personnel Commission Executive Officer nor other authorized agent of the Commission shall be bound by the technical rules of evidence. No informality in any proceeding or in the manner of taking testimony before the Commission or any Commissioner, or the Personnel Commission Executive Officer or any authorized agent of the Board shall invalidate any order, division or rule or regulation made, approved, or confirmed by the Commission.

D. ~~-HEARING OFFICER'S REPORT~~

Whenever the Commission appoints a hearing officer to conduct an appeal hearing, the hearing officer shall submit a written report of findings and recommendations to the Commission within a reasonable period of time after the hearing is completed. Soon after the receipt and review of the hearing officer's report of findings and recommendations, the

Commission shall provide a copy of such hearing officer's report to the appealing employee and to ~~his~~their/~~her~~ designee and to the representative of the Board of Education. Before making a final decision regarding the hearing officer's recommendations, the Commission shall provide both parties an opportunity to address the Commission in open or closed session regarding the hearing officer's recommendations.

Reference: California Education Code 45312

E. ~~-FINDINGS AND JUDGMENT OF THE COMMISSION~~

The findings and judgment of the Commission, arrived at by majority action, shall be rendered in written form within 30 days from receipt of the hearing officer's report. Copies shall be sent to Board of Education and the employee concerned and or their ~~his~~/~~her~~ representative.

F. ~~-FAILURE TO APPEAL OR ANSWER~~

If the ~~accused employee appellant~~ fails to appeal within the time provided herein, or if the ~~accused employee appellant~~ files written notice of appeal, but does not file ~~his~~their written answer as herein provided, the order of disciplinary action shall be final without any action of the Commission.

G. WAIVER OF HEARING DUE TO NON-RESPONSE OR NON-ATTENDANCE

If the appellant fails to respond to official correspondence from the Commission regarding a disciplinary hearing or affirmatively indicates they will not attend or participate in the scheduled hearing, such conduct shall constitute a waiver of the employee's right to a hearing. In such cases, the Commission shall not proceed with a hearing, and the disciplinary action imposed by the Board of Education shall be final and binding. Written notice of such determination shall be provided to the employee and the District.

For purposes of this section, "failure to respond" shall include, but is not limited to, the employee's failure to acknowledge, reply to, or otherwise act upon any written or electronic notice, or other official communication from the Commission related to the scheduling or conduct of the hearing within seven (7) calendar days from the date such notice or communication is sent.

Any expression, whether written or oral, made by the employee or their representative that indicates an unwillingness or intent not to appear at the scheduled hearing shall, at the discretion of the Executive Officer, be sufficient to establish waiver under this section.

Nothing in this section shall preclude the Commission from reinstating a hearing upon good cause shown, provided that such request for reinstatement is made in writing and received by the Commission prior to the date of the scheduled hearing.

H. FAILURE TO APPEAR AT HEARING

Failure of the appellant to appear at the hearing shall be deemed a withdrawal of the appeal, and the disciplinary action imposed by the Board of Education shall be final and binding. Written notice of such determination shall be provided to the employee and the District.

Nothing in this section shall prohibit the appellant from submitting a written request to the Executive Officer to consider reinstatement of the appeal, provided that such a request is made within three (3) calendar days after the scheduled hearing date and includes a showing of good cause.

#### I. REINSTATEMENT OF HEARING

Following Commission action to reinstate a hearing, notice of the reinstated hearing shall be provided to all parties in accordance with the procedures set forth in Rule 11.5.B.

### **11.6 COMPENSATION UPON SUSTAINING THE APPEAL**

REINSTATEMENT AND COMPENSATION UPON SUSTAINING THE EMPLOYEE. If the Commission sustains the employee, it may order all or part of ~~his-their~~ full compensation from the time of suspension, demotion, or dismissal, and it shall order ~~his-their~~ reinstatement upon such terms and conditions as it may determine appropriate. The Commission may modify the disciplinary action, but may not make the action more stringent than that approved by the Board. In addition, the Commission may direct such other action as it may find necessary to effect a just settlement of the appeal, including, but not limited to, compensation for all or part of the legitimate expenses incurred in pursuit of the appeal, seniority credit for off-duty time pending reinstatement, transfer or change of location of the employee, and expunction from the employee's personnel record of disciplinary actions, cause, and charges which were not sustained by the Commission. Upon receipt of the Commission's written decision the Board shall forthwith comply with the provisions thereof. When the Board has fully complied with the Commission's decision it shall so notify the Commission in writing.

Reference: California Education Code 45307

### **11.7 DISMISSED OR CONVICTED EMPLOYEES NOT ELIGIBLE FOR RE-EMPLOYMENT**

Any classified employee dismissed from employment with the ~~d~~District shall be removed forthwith from all eligibility lists and may not take examinations thereafter without specific consent of the Board of Education or designee.

### **11.8 APPLICANT, CANDIDATE OR ELIGIBLES DISQUALIFIED FROM PARTICIPATION IN EXAMINATIONS OR CERTIFICATION ON ELIGIBILITY LISTS**

Any applicant, candidate or eligible, rejected, refused examination or certification, disqualified from an examination or removed from an eligibility list, shall be removed forthwith from all other eligibility lists and may not take examinations thereafter without specific consent of the Personnel Commission.