

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

REGULAR MEETING AGENDA

Regular Meeting
October 30, 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 16, 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 Custodian 5
2. **RATIFY** job announcement bulletin for HVAC Technician 6-7
3. **RATIFY** job announcement bulletin for Instructional Aide - Special 8-9
4. **RATIFY** job announcement bulletin for Maintenance Team Lead 10-11
5. **RATIFY** job announcement bulletin for Senior Accounting Assistant 12-13
6. **RATIFY** job announcement bulletin for Senior Food Production Utility Worker 14-15
7. **RATIFY** job announcement bulletin for Senior Health Assistant 16-17

8. **APPROVE** the certification of ASB Financial Technician eligibility list 26-0250-0751 established 10/27/2025 18
9. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW26-5258 established 6/5/2025 18
10. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW27-5258 established 6/17/2025 18
11. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW1-5258 established 7/10/2025 18
12. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW2-5258 established 7/31/2025 18
13. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW3-5258 established 8/7/2025 18
14. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW4-5258 established 8/21/2025 18
15. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW5-5258 established 9/4/2025 19
16. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW6-5258 established 9/18/2025 19
17. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW7-5258 established 10/2/2025 19
18. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW8-5258 established 10/16/2025 19
19. **APPROVE** the certification of Intermediate Accounting Assistant eligibility list 25-0241-0755 established 10/30/2025 19
20. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0058-5068 established 10/24/2025 19
21. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0067-5068 established 10/24/2025 19
22. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0080-5068 established 10/30/2025 19
23. **APPROVE** the certification of Payroll Manager eligibility list 26-0010-5134 established 10/21/2025 19

24. **APPROVE** the certification of Recreation Aide eligibility list 26-0085-5255 established 10/23/2025 20
25. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0086-5317 established 10/27/2025 20
26. **APPROVE** the certification of Senior Health Assistant eligibility list 26-0050-5174 established 10/22/2025 20

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Revision to the Rules and Regulations of the Classified Service, Chapter 11 DISCIPLINARY ACTIONS, APPEALS, AND HEARINGS (Second Reading) 21-27
2. **APPROVE** the Abolishment of Classifications – Coordinator – Research Information Systems and Supervising Research Office Technician 28-36
3. **APPROVE** the Revision of a Classification – Supervising Food Production Equipment Technician 37-44

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

November 13, 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 16, 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 16, 2025 at 8:19 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; Oralía Leyva, Certification Services Manager; Monica Gaytan, *Interim Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Virginia Agredano Perez, Senior Administrative Secretary; Joanna Guzman, Employment Services Supervisor; Mari Rojas, Employment Services Supervisor; Yessika Aguirre, Human Resources Technician; 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 Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of October 2, 2025.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Dr. Rebecca Lee, Executive Officer, shared that the Personnel Commission held its first of several bi-weekly all staff meetings, designed to bring the full team together to collaborate on goals and foster a unified, collaborative environment. She explained that this effort follows the recent "Change of Leadership" workshop facilitated by external consultant Eve Gordon. As part of the workshop, 69 respondents, including site administrators, District staff, and Personnel

Commission employees, completed a survey providing feedback and recommendations on departmental goals and opportunities to enhance services. Ten Personnel Commission staff members attended the workshop, along with representatives from the Information Technology Department and the Association of Long Beach Education Managers (ALBEM). The group identified several short and long-term goals. Dr. Lee stated that Personnel Commission staff will continue to meet regularly to develop strategies to address these goals, and she will report on progress and new initiatives during future Executive Officer reports.

Dr. Lee also announced that the Long Beach College and Career Expo will take place on Tuesday, October 21, from 3:00 to 8:00 p.m. at the Long Beach Arena. Shuttles will be available from Cabrillo, Jordan, Lakewood, Millikan, Polytechnic, and Wilson High Schools at various times throughout the afternoon and evening. The Personnel Commission will staff an informational booth to promote employment opportunities within the District and raise awareness of the upcoming Personnel Commission Job Fair on October 24.

Maria Lynn Alvarez, Personnel Analyst, stated that 45 recruitments are currently in progress. She shared that several additional recruitments are set to open by the end of the week or early next week, including Senior Food Production Utility Worker, Senior Accounting Assistant, HVAC Technician, Maintenance Team Lead, and Custodian. She noted that several eligibility lists have been recently exhausted due to successful promotions and appointments, making it necessary to reopen some recruitments to ensure continued coverage for key classifications. Ms. Alvarez also reported that Personnel Commission staff will visit the Long Beach School for Adults' new location today to assist students enrolled in the Building Maintenance Worker class with job applications and to present an informational workshop on employment opportunities within LBUSD. She emphasized the importance of these visits in helping participants understand career pathways available to classified employees and supporting the District's workforce pipeline. She also highlighted a recent Application Workshop conducted in collaboration with Employee Relations and CSEA's Professional Development team. The workshop was designed to help classified employees strengthen their applications and better understand the selection process.

Ms. Alvarez announced that the Personnel Commission will host a focused Job Fair for Instructional Aides and Expanded Learning positions on October 24. She expressed appreciation to the Recruitment, Testing, and Certification teams for their collaboration in preparing for the event, noting that interviews have already been scheduled in advance. She recognized Judy Beauchamp, Human Resource Technician, for her dedicated work supporting the Instructional Aide–Special classification. The goal is to provide same-day hiring opportunities for qualified candidates.

Virginia Agredano Perez, Senior Administrative Secretary, shared her experience attending the Harvest Your Future Job Fair, noting that the Personnel Commission received a certificate of appreciation for participation. She read a portion of a letter from the event organizers, which expressed gratitude for the Commission's efforts to connect with job seekers, share opportunities, and empower individuals in the community to pursue career goals. Ms. Agredano Perez described the event as one of her favorite job fairs, citing the enthusiasm and appreciation of attendees, as well as the strong community presence and supportive environment. The fair featured employment resources, and clothing donations to assist participants in preparing for job interviews.

Oralia Leyva, Certification Manager, presented personnel actions from the October 7, 2025, Board of Education meeting. Probationary appointments included classifications such as Accounting Technician, Administrative Secretary, Production Center Supervisor, Senior

Accounting Assistant, and Speech Language Pathology Assistant. Additionally, 33 substitute appointments were approved in classifications including Child Care Worker, Custodian, Intermediate Office Assistant, Nutrition Services Worker, and Recreation Aide. Twenty-seven exempt appointments were also processed for classifications such as Cafeteria Student Assistant, Student Stage Assistant, Student Store Assistant, Student Tutor, and 13 coaching appointments for Arts Walk-On Coaches and Athletic Coaches.

Ms. Leyva expressed appreciation to the Certification staff for their dedication and teamwork, noting that Silaue Taeleifi, Human Resources Technician and Elizabeth Morales-Torres, Human Resource Technician, are currently supporting the substitute desk until the arrival of the new Jazmin Salgado who will be transferring into that role.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Emergency Preparedness Program Supervisor
2. **RATIFY** job announcement bulletin for Head Start Instructional Aide - Bilingual Spanish
3. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning (Catalina Island)
4. **RATIFY** job announcement bulletin for Nutrition Services Assistant Director
5. **RATIFY** job announcement bulletin for Nutrition Services Worker (Catalina Island)
6. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker (Catalina Island)
7. **APPROVE** the certification of Contract Analyst eligibility list 25-0248-0624 established 10/6/2025
8. **APPROVE** the certification of Contract Analyst *Revised eligibility list 25-0248-0624 established 10/6/2025
9. **APPROVE** the certification of Facilities Project Manager - Construction eligibility list 26-0018-5189 established 10/16/2025
10. **APPROVE** the certification of Facilities Project Manager - Planning eligibility list 26-0008-5190 established 10/15/2025
11. **APPROVE** the certification of Food Production Equipment Technician eligibility list 25-0212-0476 established 10/8/2025
12. **APPROVE** the certification of Head Start Instructional Aide - BL Spanish eligibility list 26-0035-5235 established 10/15/2025
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0056-0448 established 10/9/2025
14. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0059-0448 established 10/13/2025
15. **APPROVE** the certification of Pool Lifeguard eligibility list 25-0246-5327 established 10/6/2025

16. **APPROVE** the certification of Purchasing and Contracts Director eligibility list 26-0012-0767 established 10/10/2025
17. **APPROVE** the certification of Recreation Aide eligibility list 26-0066-5255 established 10/8/2025
18. **APPROVE** the certification of Recreation Aide eligibility list 26-0081-5255 established 10/16/2025
19. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0065-5317 established 10/14/2025
20. **APPROVE** the certification of Translator-Interpreter BL - Spanish eligibility list 26-0006-5079 established 10/15/2025

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-6 approve items 7-20.

<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. DISCUSS the following: Revision to the Rules and Regulations of the Classified Service, Chapter 11 DISCIPLINARY ACTIONS, APPEALS, AND HEARINGS (First Reading)
OTHER ITEMS	Dr. Lee acknowledged the recent passing of staff member Judith Alonso's mother, and requested the Commission adjourn today's meeting in her memory.
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 30, 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 8:41 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:02 a.m. with no reportable actions.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:03 a.m.

LONG BEACH

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CUSTODIAN

FINAL FILING DATE:

4:30 p.m., Monday, November 10, 2025

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Completion of the eighth grade.

OR

EXPERIENCE:

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

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

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

SPECIAL REQUIREMENTS:

(1) Positions assigned to a cleaning crew at Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule.

WORKING ENVIRONMENT:

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

SALARY RANGE HOURLY:

START:	\$22.68
6 MONTHS:	\$23.93
1 ½ YEARS:	\$25.24
2 ½ YEARS:	\$26.63
3 ½ YEARS:	\$28.09



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.

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MERIT SYSTEM EMPLOYER

OPEN EXAM 26-0093-0139 JB

PERSONNEL COMMISSION

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HVAC TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Wednesday, November 12, 2025.

JOB INFORMATION:

Permanent 10 or 12-month position. Position is a 100% FTE.

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

JOB SUMMARY:

Under general supervision, perform skilled journey-level work in the installation, repair and maintenance of heating, ventilation, refrigeration and air conditioning equipment systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school and completion of a recognized four-year apprenticeship program, degree or certificate program in the HVAC trade.

OR

EXPERIENCE:

Four-years experience installing, repairing and maintaining heating, ventilation, refrigeration and air conditioning equipment systems.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) May be required to travel from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal). (5) Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list. (6) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

SALARY RANGE HOURLY:

START: \$39.02

6 MONTHS: \$41.17

1 ½ YEARS: \$43.43

2 ½ YEARS: \$45.84

3 ½ YEARS: \$48.35



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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.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 26-0096-5103 MG

LBUSD employees, please see reverse for important information.

Maria Lynn Alvarez

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

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INSTRUCTIONAL AIDE - SPECIAL

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

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

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

EXPERIENCE:

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

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

START: \$21.49

6 MONTHS: \$22.67

1 ½ YEARS: \$23.92

2 ½ YEARS: \$25.23

3 ½ YEARS: \$26.62



Apply Here

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MERIT SYSTEM EMPLOYER

Dual Continuous 26-0448 JB

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Amy Van Dyke

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

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

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LONG BEACH

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CLASSIFIED PROMOTIONAL OPPORTUNITY

MAINTENANCE TEAM LEAD

FINAL FILING DATE:

4:30 p.m., Friday, November 7, 2025

REQUIREMENTS TO APPLY:

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

JOB INFORMATION:

Permanent 12-month 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 supervision, serve as a lead and participate in the activities of assigned crews or individual staff engaged in the construction, repair and maintenance of District equipment, facilities and properties; 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 and completion of an approved apprenticeship program in one of the building maintenance trades.

OR

EXPERIENCE:

Four years of journey level trade experience in the construction, repair and maintenance of equipment, facilities and properties. Experience in a lead or supervisory capacity is desirable. Any other combination of training and experience which is likely to provide the desired knowledge and abilities may be considered.

SPECIAL REQUIREMENTS:

Positions in this classification require a valid California Class C driver's license. 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 standards. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

SALARY RANGE HOURLY:

START:	\$42.34
6 MONTHS:	\$44.67
1 ½ YEARS:	\$47.13
2 ½ YEARS:	\$49.71
3 ½ YEARS:	\$52.45



Apply Here

APPLICATION:

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

SELECTION PROCEDURE:

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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

Promo Exam 26-0097-5283 VB

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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10

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

SENIOR ACCOUNTING ASSISTANT

FINAL FILING DATE:

4:30 p.m., Friday, November 7, 2025

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, take the lead and/or perform difficult and specialized clerical accounting, financial and statistical work in identifying discrepancies and correcting accounting records, documents and reports; make journal entries and reports and reconcile and balance accounts; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

Three years of full-time financial or statistical record keeping work one of which is preferably in a public agency.

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

WORKING ENVIRONMENT:

Office environment.
Frequent interruptions.

PHYSICAL DEMANDS:

Seeing to read, review and assure accuracy of financial statements and reports.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Hearing and speaking to exchange information in person or telephonically.

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.

SALARY RANGE HOURLY:

START: \$28.11
6 MONTHS: \$29.74
1 ½ YEARS: \$31.37
2 ½ YEARS: \$33.09
3 ½ YEARS: \$34.92



Apply Here

APPLICATION:

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SELECTION PROCEDURE:

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

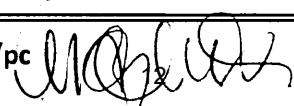
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WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER
Dual Exam 26-0095-0760 YA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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.

CLASSIFIED EMPLOYMENT OPPORTUNITY

Senior Food Production Utility Worker

FINAL FILING DATE:

4:30 PM, Friday, November 7, 2025

JOB INFORMATION:

Permanent 12-month position. Position is a 100% FTE.
Current vacancy is located at the Nutrition Center
Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, lead a small crew and perform a variety of general grounds maintenance and complex cleaning and sanitation activities in support of the Nutrition Center; maintain grounds and Nutrition Center facilities in a clean, orderly and secure 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. Coursework or on the job training in large scale kitchen sanitation methods or equipment operation is desirable.

EXPERIENCE:

Two years of experience performing custodial work involving specialized sanitation and cleaning requirements in a large commercial setting. Experience serving in a lead or supervisory capacity is preferred. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to noise, fumes, dust and odors. Exposure to cleaning agents and chemicals. Working at heights. Working around and with machinery having moving parts. Heat from ovens and cold from refrigerators or freezers. Working with slicers or other sharp objects. Driving a vehicle to conduct work.

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



Apply Here

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SELECTION PROCEDURE:

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

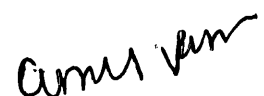
This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 26-0077-0478 WH

LBUSD employees, please see reverse for important information.



PERSONNEL COMMISSION

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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Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR HEALTH ASSISTANT

FINAL FILING DATE:

Open until filled

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and standard health instruments. Hearing and speaking to exchange information in person and on the telephone. Sitting or standing for extended periods of time. Seeing to read a variety of materials and screen health conditions. Bending at the waist, kneeling or crouching to assist students. Lifting and carrying light objects such as medical supplies and health files.

SALARY RANGE HOURLY:

START: \$29.75

6 MONTHS: \$31.39

1 ½ YEARS: \$33.12

2 ½ YEARS: \$34.93

3 ½ YEARS: \$36.86



Apply Here

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Continuous 5174 JA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 18 - 20

Date: October 30, 2025

Reason for Consideration: Approval

ASB FINANCIAL TECHNICIAN

DUAL

26-0250-0751

List Valid: **10/27/2025 - 10/27/2026**

Total Applications Received: 58

Passed: 10 Failed: 17

Total Invited to Exam: 46

Withdrew: 19 Screened Out: 12

CHILD CARE WORKER

OPEN

25-CCW26-5258

List Valid: **06/05/2025 - 12/05/2025**

Total Applications Received: 11

Passed: 9 Failed: 0

Total Invited to Exam: 11

Withdrew: 0 Screened Out: 2

CHILD CARE WORKER

OPEN

25-CCW27-5258

List Valid: **06/17/2025 - 12/17/2025**

Total Applications Received: 12

Passed: 11 Failed: 0

Total Invited to Exam: 12

Withdrew: 0 Screened Out: 1

CHILD CARE WORKER

OPEN

26-CCW1-5258

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

Total Applications Received: 5

Passed: 5 Failed: 0

Total Invited to Exam: 5

Withdrew: 0 Screened Out: 0

CHILD CARE WORKER

OPEN

26-CCW2-5258

List Valid: **07/31/2025 - 01/31/2026**

Total Applications Received: 7

Passed: 7 Failed: 0

Total Invited to Exam: 7

Withdrew: 0 Screened Out: 0

CHILD CARE WORKER

OPEN

26-CCW3-5258

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

Total Applications Received: 24

Passed: 21 Failed: 0

Total Invited to Exam: 23

Withdrew: 1 Screened Out: 2

CHILD CARE WORKER

OPEN

26-CCW4-5258

List Valid: **08/21/2025 - 02/21/2026**

Total Applications Received: 11

Passed: 10 Failed: 0

Total Invited to Exam: 11

Withdrew: 0 Screened Out: 1

CHILD CARE WORKER

List Valid: **09/04/2025 - 03/04/2026**
Total Applications Received: 18
Passed: 16 Failed: 0

OPEN**26-CCW5-5258**

Total Invited to Exam: 18
Withdrew: 0 Screened Out: 2

CHILD CARE WORKER

List Valid: **09/18/2025 - 03/18/2026**
Total Applications Received: 17
Passed: 17 Failed: 0

OPEN**26-CCW6-5258**

Total Invited to Exam: 17
Withdrew: 0 Screened Out: 0

CHILD CARE WORKER

List Valid: **10/02/2025 - 04/02/2026**
Total Applications Received: 12
Passed: 11 Failed: 0

OPEN**26-CCW7-5258**

Total Invited to Exam: 12
Withdrew: 0 Screened Out: 1

CHILD CARE WORKER

List Valid: **10/16/2025 - 04/16/2026**
Total Applications Received: 13
Passed: 10 Failed: 1

OPEN**26-CCW8-5258**

Total Invited to Exam: 13
Withdrew: 0 Screened Out: 2

INTERMEDIATE ACCOUNTING ASSISTANT

List Valid: **10/30/2025 - 10/30/2026**
Total Applications Received: 108
Passed: 13 Failed: 34

DUAL**25-0241-0755**

Total Invited to Exam: 81
Withdrew: 34 Screened Out: 27

NUTRITION SERVICES WORKER

List Valid: **10/24/2025 - 04/24/2026**
Total Applications Received: 36
Passed: 8 Failed: 3

OPEN CONTINUOUS**26-0058-5068**

Total Invited to Exam: 31
Withdrew: 19 Screened Out: 6

NUTRITION SERVICES WORKER

List Valid: **10/24/2025 - 04/24/2025**
Total Applications Received: 51
Passed: 14 Failed: 6

OPEN CONTINUOUS**26-0067-5068**

Total Invited to Exam: 46
Withdrew: 26 Screened Out: 5

NUTRITION SERVICES WORKER

List Valid: **10/30/2025 - 04/30/2026**
Total Applications Received: 39
Passed: 8 Failed: 0

OPEN CONTINUOUS**26-0080-5068**

Total Invited to Exam: 37
Withdrew: 28 Screened Out: 3

PAYROLL MANAGER

List Valid: **10/21/2025 - 04/21/2026**
Total Applications Received: 40
Passed: 4 Failed: 3

DUAL**26-0010-5134**

Total Invited to Exam: 15
Withdrew: 8 Screened Out: 25

RECREATION AIDE**OPEN CONTINUOUS****26-0085-5255**List Valid: **10/23/2025 - 04/23/2026**

Total Applications Received: 28

Passed: 23

Failed: 0

Total Invited to Exam: 23

Withdrew: 0

Screened Out: 5

RECREATION AIDE - EXPANDED LEARNING**OPEN CONTINUOUS****26-0086-5317**List Valid: **10/27/2025 - 04/27/2026**

Total Applications Received: 15

Passed: 13

Failed: 0

Total Invited to Exam: 13

Withdrew: 0

Screened Out: 2

SENIOR HEALTH ASSISTANT**DUAL CONTINUOUS****26-0050-5174**List Valid: **10/22/2025 - 10/22/2026**

Total Applications Received: 14

Passed: 1

Failed: 0

Total Invited to Exam: 4

Withdrew: 3

Screened Out: 10

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: October 30, 2025

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

October 17, 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 second reading for approval with the following rationale:

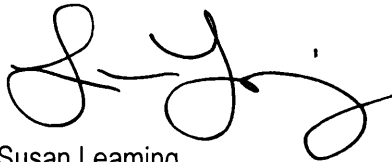
Chapter 11 DISCIPLINARY ACTIONS, APPEALS, AND HEARINGS: This chapter is being modified to extend the timeframes for filing subpoenas and witness lists with the Commission, add new sections regarding waiver of a hearing due to non-response or non-attendance, failure to appear at a hearing, and reinstatement 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 approve these rule revisions.

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.

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

October 22, 2025

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of Classifications

Background and Findings

In December 2024, oversight and responsibility for the District's student information systems, along with the classified positions that support this work, were transferred from the Office of Research and Student Outcomes to the Technology and Information Services Branch (TISB). Recently, staff met with the Director of Research and Student Outcomes to review the classifications still in use within that department. Any proposed modifications to classifications now utilized by TISB will be presented to the Commission in a separate report.

The classification of Supervising Research Office Technician (salary range 27 S1) was created in 2010, filled once, and has been vacant since 2016 when the last incumbent promoted. The classification of Coordinator–Research Information Systems (salary range 46 M2) was created in 1996 and has been vacant since the resignation of the last incumbent in 2023.

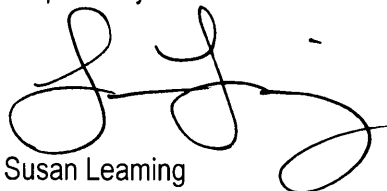
The Director of Research and Student Outcomes supports the abolishment of these classifications and does not anticipate a need for them in the future. There are no reemployment lists in place for these classifications and no staff will be impacted by this action.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classifications of:
 - Supervising Research Office Technician
 - Coordinator – Research Information Systems

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



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



PERSONNEL COMMISSION

Class Code: 05244
Salary Range: 46 (M2)

COORDINATOR - RESEARCH INFORMATION SYSTEMS

JOB SUMMARY

Under administrative direction, plan, develop, and coordinate and the use of technology products and information systems within the Research, Planning, Evaluation and School Improvement department; recommend computer systems hardware and software acquisitions; supervise and evaluate the performance of assigned staff; 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.

- Oversee and manage daily operations and activities related to assigned departmental information systems; monitor and verify documentation; document procedures; provide training to staff for the implementation of new systems and technologies. **E**
- Plan, design, implement, coordinate and modify information systems; develop and maintain data processing and collection procedures; analyze existing systems and define issues; design and implement system enhancements and corrections. **E**
- Monitor the performance of information systems; resolve performance issues and Design and oversee the production of programs to automate reports for a variety of purposes and stakeholder groups. **E**
- Plan and implement the automation of recurring administrative studies such as California Basic Educational Data Survey (CBEDS), racial-ethnic, Ryan ratio and enrollment projections. **E**
- Recommend and participate in the development of policies and procedures related to information systems; assure that development procedures comply with accepted accounting principles and local, State and federal requirements. **E**
- Consult with District staff, administrators and school personnel on data analyses and interpretation. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Facilitate trainings and focus groups for District staff in the operation of information systems; coordinate regular meetings of site users to provide updates regarding system information and architectural changes. **E**

- Work with the Assistant Superintendent to identify policy implications in the reports and quality of data produced by the department. *E*
- Participate in the production and distribution of data used in a variety of school and District publications. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging technology trends; make presentations as requested. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. *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

An incumbent plans and coordinates the management and maintenance of the Research, Planning, Evaluation and School Improvement's information systems and assures mandated data confidentiality, audit and archiving requirements are met. An incumbent trains and supervises assigned staff and provides technical assistance and training to District staff in the use of information systems and other related applications. An incumbent also has both a broad and in-depth knowledge of computer systems including network systems, databases, and software applications for inputting and manipulating data and producing reports.

EMPLOYMENT STANDARDS

Knowledge of:

General principles of management and organization.
School district organization and organizational relationships
Computer systems design and networks.
Database management including mainframe, midrange and personal computer systems.
Computer programming languages such as SQL.
Operation of a computer and assigned software.
Descriptive and inferential statistics.
Principles of supervision and training.
Strategic planning and project management techniques.
Public speaking techniques.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.

Ability to:

Oversee and manage the daily operations and activities related to departmental information systems.

Analyze research information system needs and collaborate with internal and external agencies to maintain the integrity and reliability of applications and data systems.

Plan, design, implement, coordinate and modify information systems.

Design and prepare assessment and evaluation reports of quantitative data.

Design and implement computer systems for inputting, retrieving and reporting data.

Interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Adapt to changing priorities and work assignments.

Work on multiple projects simultaneously.

Establish and maintain cooperative and effective working relationships with others.

Maintain confidentiality of sensitive and privileged information.

Train, supervise and evaluate the performance of assigned personnel.

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

Communicate effectively both orally and in writing.

Work independently with little direction.

Prepare and deliver oral presentations.

Maintain current knowledge of technological advances in the field.

Education and Training:

Bachelor's degree in education, psychology, information systems, behavioral or social science or a related field with course work in statistics, research methodology and psychological testing is required.

A Master's degree or beyond is desirable.

Experience:

Four years of management or supervisory experience in the research design and analysis of administrative and evaluation studies utilizing computer technology systems in a school system, university or other institution conducting social science research.

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

WORKING ENVIRONMENT

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.

Seeing to read a variety of materials.

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

Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

06/13/1996

Revised: 05/25/2017



PERSONNEL COMMISSION

Class Code: 5157
Salary Range: 27 (S1)

SUPERVISING RESEARCH OFFICE TECHNICIAN

JOB SUMMARY

Under general direction, plan, oversee and participate in providing varied and complex technical and clerical office support services to the Office of Research, Planning and Evaluation including the preparation, processing and gathering of information for a variety of District educational research reports; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, oversee and participate in providing varied and complex technical and clerical office support services to the Office of Research, Planning and Evaluation including the preparation, processing and gathering of information for a variety of District educational research reports in accordance with established procedures and timelines. **E**
- Oversee and organize technical and clerical office activities and flow of communications for the office; resolve issues as appropriate; maintain confidentiality of sensitive and privileged information. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee the compilation of data from school sites, District offices and outside agencies for special reports and statistical analysis; collect, correct and analyze data; develop advanced queries on the assigned student information system to gather and extract data and to generate reports. **E**
- Compute descriptive statistical operations and tests such as frequencies, means, medians, standard deviations, on testing data and demographic data to complete reports for school personnel and state and federal agencies. **E**
- Plan, organize and participate in the pre-code and distribution of test and survey answer sheets; oversee the distribution and review of questionnaires, surveys and reports for accuracy and completeness. **E**
- Coordinate the submission of various federal, State and District reports; assure compliance with data collection time lines, data verification procedures and applicable laws and regulations. **E**

- Maintain office budgets and monitor and control expenditures in accordance with established limitations; initiate purchase requisitions and budget transfers; maintain petty cash fund. *E*
- Answer telephones and receive visitors; provide detailed and technical information concerning policies and procedures; develop and implement office procedures to assure smooth and efficient technical and clerical operations. *E*
- Compose a variety of materials independently or from oral direction including memoranda, requisitions, forms, letters, contracts, special projects and other materials. *E*
- Coordinate, schedule and attend a variety of meetings; compile information and prepare materials for meetings. *E*
- Maintain a variety of complex records, lists and files; administer payroll for the office including completion and submission of time sheets. *E*
- Monitor and maintain inventory levels of supplies and equipment; estimate and order appropriate amounts of supplies necessary for smooth office operations. *E*
- Oversee or participate in the receipt, sorting and distribution of office mail; oversee and participate in the preparation of bulk mailings. *E*
- Operate a variety of office equipment including a computer and assigned software; assist in resolving issues related to office and student data systems. *E*
- Participate in and coordinate various special projects for the office. *E*
- Attend and participate in a variety of in-service trainings, seminars and workshops.

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

DISTINGUISHING CHARACTERISTICS

A Supervising Research Office Technician plans, oversees and participates in providing varied and complex technical and clerical office support services to the Office of Research, Planning and Evaluation. Incumbents train and supervise technical and clerical support staff and seasonal testing staff, and are expected to exercise independent judgment and discretion to assure smooth and efficient office operations.

EMPLOYMENT STANDARDS

Knowledge of:

State, Federal and District requirements relating to reporting data and statistics.
Operation of a computer and assigned software applications such as Excel, or similar spreadsheet applications, including the student information software system.
District testing procedures, practices and the proper security of test materials.
Principles of supervision and training.
Basic budgeting practices regarding monitoring and control.
Record-keeping and report preparation techniques.

Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Mathematical computations, including general statistics and probabilities math.

Ability to:

Plan, oversee and participate in providing varied and complex technical and clerical office support services including test distribution, scoring, inventory, security and control.
Oversee and organize technical and clerical office activities and flow of communications.
Oversee the compilation of data from school sites, District offices and outside agencies for special reports and statistical analysis.
Develop queries to gather and extract data and to generate reports.
Coordinate the submission of various federal, State and District reports.
Train and supervise assigned staff.
Understand and resolve issues, complaints or problems.
Work independently with little direction.
Monitor and control expenditures.
Communicate effectively both orally and in writing.
Make mathematical and statistical computations with speed and accuracy.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Prioritize and schedule work.
Operate a variety of office equipment including a computer and assigned software applications.
Complete work with many interruptions.

Education and Training:

Associate's degree with coursework in business, statistics, research design or a related field.

Experience:

Three years of experience performing testing, statistical computations and data compilation work in a social research or educational institution including some experience in a lead or supervisory capacity.

OR

One year of experience as a Senior Research Office Technician or two years of experience as a Research Office Technician with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS

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

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

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

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Lifting, carrying, pushing or pulling carts and boxes weighing approximately 25 pounds.
Bending at the waist, kneeling or crouching to retrieve files.
Reaching overhead, above the shoulders or horizontally to retrieve files.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

October 20, 2025

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification – Supervising Food Production Equipment Technician

Background and Findings

The Nutrition Services Director reviewed the Supervising Food Production Equipment Technician (salary range 38 S1) classification specification in anticipation of upcoming recruitment activities. The classification was established in 1995 and revised in 2002 and 2009, with the 2009 revision adding the safe driving standard.

The title is proposed to be modified to Food Production Equipment Supervisor and the intent of the classification continues to be that of a working supervisor. Duty statements were consolidated to eliminate redundancy and standardized duty statements and language were utilized throughout.

In addition, the Universal Section 608 certification has been added as a special requirement to reflect current standards for handling refrigerants and the outdated Refrigerant Transition and Recovery certification has been removed. Lastly, a standard statement regarding the use of District-provided personal protective equipment has been incorporated to align with current safety protocols and assure consistency across classification specifications.

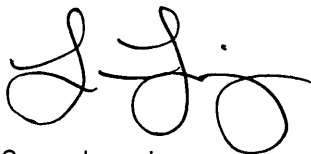
The Nutrition Services Director has reviewed and is in agreement with the proposed title and revised class description. A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification and title of Food Production Equipment Supervisor and direct all positions and employment lists be reclassified for the purpose of title change only.

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



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

SUPERVISING FOOD PRODUCTION EQUIPMENT SUPERVISOR TECHNICIAN

JOB SUMMARY

Under general supervision, ~~to plan~~, organize, ~~supervise~~ ~~oversee~~ and participate in the highly-skilled work entailed in the installation, repair and maintenance of commercial food production, handling, refrigeration, storage, packaging and related equipment and appliances; train and supervise the performance of assigned staff; ~~and to perform~~ related duties as required 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 routinely performed in this classification.

- Plan, organize, oversee and participate in the highly-skilled work entailed in the installation, repair and maintenance of commercial food production, handling, refrigeration, storage, packaging and related equipment and appliances. E
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. Organize and supervise assigned personnel. E
- Make up Create work schedules for assigned personnel; ~~and~~ inspect and/or monitor cafeterias and consult with site administrators and others to determine work needs; ensure that work is done in accordance with established safety and work standards. E
- ~~Assign, train, and evaluate personnel in the proper performance of duties, safe and efficient work, materials, methods and practices, and appropriate care and use of equipment. E~~
- Set up Develop and maintain appropriate routine programs, or required and approved programs of lubrication, testing or preventative maintenance of buildings, grounds and food service equipment. E
- Determine and estimate time and material costs and equipment and personnel resources to complete tasks or projects; complete repairs, tasks and projects independently as necessary to assure smooth and efficient operations. E
- Prepare planned survey reports that include costs recommendations for the Nutrition Services Facilities and Equipment Manager and Department budget; submit work order requests and the order in which the work is to be accomplished. E
- Schedule and coordinate contract maintenance and repairs on service equipment; confer with vendors to coordinate activities, including verifying quality and adherence to approved specifications; monitor and update administration of work in progress. E
- ~~Work with, learn from and monitor the work of vendors performing service contract and warranty work; schedule and assign personnel to inspect contractor provided services. E~~
- Maintain a variety of records and files related to assigned activities including materials, part usage, time, and history of equipment service and repair. E
- Estimate and requisition supplies and equipment; monitor and maintain supply inventory to assure timely availability for ongoing work; recommend equipment and

- ~~appliance replacements as appropriate. *E* quantity and cost of supplies and equipment, prepare and submit requisitions in a timely manner to insure on-hand inventory needed to accomplish work, and receive, account for, and distribute same as needed. *E*~~
- ~~• Comply with and ensure safety requirements are always followed and observed. *E*~~
 - ~~• Recommend equipment and appliance replacements as appropriate. *E*~~
 - Develop and recommend equipment or building structural alterations at school cafeterias or the Nutrition Center. *E*
 - Instruct-Train assigned food production, cleaning, and maintenance personnel in proper equipment operation, safety standards, cleaning procedures, and minor trouble shooting, adjustments or repairs for equipment including such items as stoves, hoods, ranges, large kettle valves, ~~small-refrigeration~~or equipment, hand and power tools, etc. *E*
 - ~~• Prepare job specifications for contract work for materials and equipment.~~
 - Confer with the Nutrition Services Facilities and Equipment Manager to prepare specifications for contracted work as requested. *E*
 - Keep abreast~~Maintain~~ current knowledge of trends and developments in the technology of food service equipment; evaluate and recommend materials, equipment, procedures and layouts that will enhance production and service. *E*
 - Communicate with District departments and staff, administrators, outside agencies and vendors to coordinate activities and schedules, resolve issues and exchange information. *E*
 - ~~• Coordinate work schedules with Maintenance Branch personnel on common jobs. *E*~~
 - ~~• Coordinate activities of external maintenance personnel to ensure that services requested and provided meet the specifications of the Food Service Branch and applicable codes. *E*~~
 - Accompany gas, water, fire, health inspectors, or contract service personnel as needed; provide direct support and independently address inspection findings and report findings to the Nutrition Services Facilities and Equipment Manager. *E*
 - Set up and maintain a repair shop and inventory storage for parts, materials and supplies at the Nutrition Center. *E*
 - Travel to various sites to perform required duties; operate a District vehicle. *E*
 - Work with ~~food-service~~Nutrition Services managers in the specification of large quantity food service appliances and equipment. *E*
 - Set up or direct the establishment of files that record work hours, supplies and materials and historical files for maintenance of systems and equipment at the Nutrition Center and at the sites. *E*
 - Operate a computer and assigned software; O~~o~~perate and communicate on a two-way radio as required. *E*
 - ~~• Adjust employee grievances. *E*~~
 - May open and close Nutrition Services ~~facility~~ies.
 - ~~• May do the work of a journey-level technician.~~
 - Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

The ~~Supervising~~ Food Production Equipment ~~Supervisor Technician~~ supervises skilled trades employees and participates in the installation, maintenance, repair and

replacement of large-quantity food production equipment, refrigeration and appliances at the Nutrition Center and ~~at d~~District sites. An incumbent will oversee and participate in servicing and preventative maintenance for a large inventory of commercial refrigeration units, refrigeration systems, ovens, ranges, warming cabinets and steam tables. The ongoing requirements for servicing and preventive maintenance include a large inventory of reach-in refrigeration equipment, convection ovens, commercial gas ranges, warming cabinets and steam tables. An incumbent acquires and applies a knowledge of the efficient operation of a large school food preparation and packaging facility producing in excess of 75,000 meals a day, and personnel engaged in general cleaning and upkeep activities of the food service facilities. This position requires knowledge of large-scale food preparation, packaging, refrigeration, storage and general cleaning and upkeep of commercial food service facilities and equipment. An incumbent must communicate effectively within a team environment, demonstrate self-reliance and initiative, and maintain clear communications with Nutrition Services administration regarding facilities and equipment including inspection findings and financial approvals.

EMPLOYMENT STANDARDS

Knowledge of:

Building and safety codes and procedures applicable to a large-scale food production, handling and packaging facility.

Basic sanitation standards followed in a large-scale food center in accordance with United States Department of Agriculture (USDA) and Food and Drug Administration (FDA) regulations or other regulatory agencies.

Proper procedures, methods, and tools used in pipe fitting, electrical work, electronic controls, plumbing, heating, refrigeration, hydraulics and pneumatics as it relates to the maintenance and repair of varied commercial food production equipment and ancillary systems.

Electronic, electrical, refrigeration, heating, plumbing, mechanical, gas and arc welding principles and procedures applicable to the job functions of this classification.

Operation of heating, ventilating and refrigeration systems, including high pressure boilers.

Estimating job costs and control procedures.

Preventive maintenance including cost effective maintenance practices.

Safety precautions and procedures.

Mathematics used in refrigeration, air conditioning and stationary engineering.

General principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Safety precautions and procedures.

Operation of a computer and assigned software.

Computerized integrated maintenance software system.

Ability to:

Plan, organize, oversee and participate in the installation, repair and maintenance of commercial food production, handling, storage, packaging and related equipment and appliances.

Train and supervise the performance of assigned personnel.

Plan, direct, supervise and evaluate the work of assigned personnel.

Organize and establish priorities and schedules for assigned workerspersonnel.

~~Train and instruct others.~~

Estimate quantity and types of materials needed and costs of materials and labor.

Recognize and correct safety hazards.

Inspect food service equipment to determine adequacy and maintenance requirements or replacement.

Write specifications for contract work for the Nutrition Center and recommend contract work for site cafeterias as needed.

Establish and monitor use and control of material and labor resources.

Plan and implement preventive maintenance program for the Nutrition Center and site cafeterias.

~~Demonstrate skilled work in the maintenance~~ Maintain and repair of a wide range of quantity food handling, preparation, packaging, cleaning, storage equipment, spaces and ancillary plumbing, electrical, electronic, heating and refrigeration systems and equipment components, steam pressure vessels, boilers, chillers, and conveyor systems.

~~Demonstrate the skill to i~~Install, remove, replace and/or repair such components as valves, fans, motors, gaskets, packing glands, filters, belts, blades, fuses, controls, thermostats, thermocouple, switches, gauges, tubing wiring, plugs connectors, sensors, pipes, compressors, and control panels, including touch up or preservation painting.

Test, inspect and observe functioning of installed equipment, parts or system in operation to detect hazards needed for adjustments, or to locate causes of trouble.

Analyze, interpret and apply complex and technical manuals, schematic diagrams, blueprints, plans, specifications, and instructions.

Troubleshoot, plan and lay out electrical, electronic, refrigeration, heating, pneumatic, hydraulic, mechanical and plumbing work problems.

Read and interpret electrical, pressure or vacuum gauges, meters, automatic recording devices, or other indicator lights or devices, and adjust controls to ensure efficient operation, or record data.

Maintain accurate records, files and documentation.

Keep Maintain current knowledge of skilled trades and technology developments and recommend appropriate changes to work procedures and acquisition of tools and equipment.

Order supplies, tools and equipment.

~~Demonstrate the skill to use s~~Safely and effectively utilize a variety of power equipment, test equipment, hand tools, and precision measuring and testing instruments ~~in the performance of assigned tasks.~~

Analyze situations carefully and adopt effective courses of actions.

Operate a ~~d~~District vehicle observing safe and defensive driving practices.

Understand and carry out oral and written instructions.

Operate a variety of test equipment and meters.

~~Demonstrate the skill to a~~Arc, mig and gas weld.

~~Demonstrate the skill to do~~ Perform light carpentry and touch-up painting work.

~~Demonstrate the skill to do touch-up painting.~~

Work under difficult time deadlines, and focus on multiple tasks simultaneously.

Maintain ~~related record, files and~~ documentation related to assigned activities, records.

Write clear and concise reports.

Communicate effectively orally and in writing.

Operate a computer and assigned software. ~~personal computer and terminal with word processing and software associated with computerized maintenance equipment inventory program.~~

Establish and maintain cooperative working relationships with those contacted in the course of work.

Education and Training:

~~Equivalent to~~ Graduation from high school or equivalent.

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

Experience:

One year in a lead or supervisory capacity over journey-level trade personnel performing plant facilities maintenance, with at least one year of specific work involving the trouble shooting, repair and maintenance of large quantity commercial food production and related equipment and systems, including mechanical, electronic, electrical, plumbing, heating, refrigeration and steam system repairs.

OR

Four years performing the listed specialized work, preferably including some experience in a lead or supervisory capacity.

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

Valid California Class C driver's license. ~~Possession of a valid class C California drivers license.~~

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

Incumbents in the classification must possess and maintain valid Environmental Protection Agency (EPA) Section 608 Universal Certification throughout employment in this classification.

~~Refrigerant Transition and Recovery certification program approved by the Federal Environment Protection Agency is desirable.~~

Steam Engineer license of 500 horsepower or higher is desirable.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, hazardous refrigerants. Incumbents in

this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

~~Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.~~

WORKING ENVIRONMENT

Indoor and outdoor work environment.

Regular exposure to noise, fumes, dust and odors.

Working at heights.

Working around and with machinery having moving parts.

Exposure to chemicals and hazardous refrigerants.

Heat from ovens and boilers and cold from refrigerators and freezers.

Driving a District vehicle to conduct work.

Emergency call out.

~~An incumbent in this class will be assigned to the Nutrition Center facility and primarily will work there. Tasks at individual school sites may also be required in support of the food service mission.~~

~~Environmental conditions range from exposure to extreme cold in the large commercial refrigeration units to the heat of the boiler room. Noise levels are usually high, along with humidity and moisture. There are many hazards including proximity to moving, mechanical parts, exposure to electrical shock, toxic chemicals, gases under pressure, etc.~~

~~Subject to emergency call out.~~

PHYSICAL DEMANDS

Standing and walking for extended periods of time.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate commercial kitchen equipment.

Heavy physical labor.

Lifting, carrying, pushing and pulling heavy objects weighing approximately 50 pounds and occasionally up to 100 pounds.

Climbing ladders, ramps and stairs.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling, crouching and crawling.

Seeing to read a variety of materials, perform assigned duties and observe health and safety hazards.

~~Work in this classification involves very heavy work, exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently. Ascending or descending ladders, stairs, ramps, stooping, kneeling, crouching, crawling, reaching handling, fingering, feeling, hearing, talking and good general visual acuity are all necessary to repair, install or monitor operating equipment and systems.~~

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.

Established 9/7/~~1995~~
Revised 3/2/~~2000~~
Revised: 9/24/Sept 24, 2009
Revised: