

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

REGULAR MEETING AGENDA

Regular Meeting
November 13, 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 30, 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 Head Start Instructional Aide - Bilingual Spanish 5-6
2. **RATIFY** job announcement bulletin for Human Resources Technician 7-8
3. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning 9
4. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning (Catalina Island) 10
5. **APPROVE** the certification of Accompanist eligibility list 26-0078-5213 established 11/6/2025 11
6. **APPROVE** the certification of Credential Services Manager eligibility list 26-0070-0077 established 11/4/2025 11

7. **APPROVE** the certification of Expanded Learning Supervisor eligibility list 26-0075-5320 established 11/4/2025 11
8. **APPROVE** the certification of High School Office Supervisor eligibility list 26-0028-3349 established 11/7/2025 11
9. **APPROVE** the certification of Human Resources Assistant eligibility list 26-0009-3350 established 11/7/2025 11
10. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0244-5319 established 7/28/2025 11
11. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0100-5319 established 11/12/2025 11
12. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0079-0448 established 11/13/2025 12
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0099-0448 established 11/13/2025 12
14. **APPROVE** the certification of Intermediate Office Assistant eligibility list 26-0016-0673 established 11/4/2025 12
15. **APPROVE** the certification of Intermediate Office Assistant - Bilingual Spanish eligibility list 26-0017-5050 established 11/14/2025 12
16. **APPROVE** the certification of Internal Investigator eligibility list 26-0031-5331 established 11/5/2025 12
17. **APPROVE** the certification of Maintenance Laborer eligibility list 26-0038-5275 established 11/14/2025 12
18. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0087-5068 established 11/10/2025 12
19. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0092-5317 established 10/31/2025 12
20. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0098-5255 established 11/10/2025 13
21. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 26-0068-5255 established 11/10/2025 13
22. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 26-0083-5071 established 11/10/2025 13

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2024-2025

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

December 11, 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 30, 2025

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, October 30, 2025 at 8:18 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF
ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS
PRESENT

Dr. Rebecca Lee, Executive Officer; Maria Lynn Alvarez, Personnel Analyst; Susan Leaming, 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 Alonso, Human Resources Technician; Veronica Bustamante, Human Resources Technician; Warren Hornberger, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; and Silaue Tauleifi, Human Resources Technician.

GUESTS PRESENT

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

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of October 16, 2025.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Dr. Rebecca Lee, Executive Officer, reported that she now serves on the Classified Professional Development Committee alongside CSEA and District representatives, with a focus on expanding professional development opportunities for classified staff. She noted that the recent Application Support Workshop, met maximum enrollment within a week of advertising and received very positive feedback. Based on the strong interest, four additional

workshops will be scheduled this year, with potential offerings to include mock interviews, résumé support, and guided assistance with applications.

Amy Van Fossen, Associate Personnel Analyst, reported that 63 recruitments are in progress at various stages. She summarized results from the October 24th Personnel Commission job fair, which focused on Instructional Aide – Special, and Expanded Learning positions. Recruitments opened on October 23, 2025 and 240 applications were received from the combined online traffic and day of participation. Fifty-three applicants were directed to on-site examinations, with testing rooms operating at capacity throughout the event. Ms. Van Fossen noted that the application and testing process operated efficiently, allowing candidates to progress through multiple stages in a single day.

Veronica Bustamante, Human Resources Technician, reported on the Long Beach College and Career Expo, which served both daytime student groups and evening family attendees. Ms. Bustamante highlighted outreach to students exploring multiple post-graduation pathways and conversations with parents about District employment options, including college aide roles that accommodate academic schedules. She emphasized strong engagement at the Personnel Commission table, where interactive activities supported conversations about the spectrum of classified careers available in the District.

Joanna Guzman, Employment Services Supervisor, reported that, although there was no Board of Education meeting last night, Certification staff closed approximately 54 vacancy assignments over the past two weeks across multiple classifications.

Susan Leaming, Personnel Analyst, reminded attendees that CPR and First Aid training sessions are scheduled for December 5, 2025 at the Teacher Resource Center and that space remains available.

1. **RATIFY** job announcement bulletin for Custodian
2. **RATIFY** job announcement bulletin for HVAC Technician
3. **RATIFY** job announcement bulletin for Instructional Aide - Special
4. **RATIFY** job announcement bulletin for Maintenance Team Lead
5. **RATIFY** job announcement bulletin for Senior Accounting Assistant
6. **RATIFY** job announcement bulletin for Senior Food Production Utility Worker
7. **RATIFY** job announcement bulletin for Senior Health Assistant
8. **APPROVE** the certification of ASB Financial Technician eligibility list 26-0250-0751 established 10/27/2025
9. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW26-5258 established 6/5/2025
10. **APPROVE** the certification of Child Care Worker eligibility list 25-CCW27-5258 established 6/17/2025

11. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW1-5258 established 7/10/2025
12. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW2-5258 established 7/31/2025
13. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW3-5258 established 8/7/2025
14. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW4-5258 established 8/21/2025
15. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW5-5258 established 9/4/2025
16. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW6-5258 established 9/18/2025
17. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW7-5258 established 10/2/2025
18. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW8-5258 established 10/16/2025
19. **APPROVE** the certification of Intermediate Accounting Assistant eligibility list 25-0241-0755 established 10/30/2025
20. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0058-5068 established 10/24/2025
21. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0067-5068 established 10/24/2025
22. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0080-5068 established 10/30/2025
23. **APPROVE** the certification of Payroll Manager eligibility list 26-0010-5134 established 10/21/2025
24. **APPROVE** the certification of Recreation Aide eligibility list 26-0085-5255 established 10/23/2025
25. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0086-5317 established 10/27/2025
26. **APPROVE** the certification of Senior Health Assistant eligibility list 26-0050-5174 established 10/22/2025

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and following discussion the motion was carried with a unanimous vote of those present to ratify items 1-7 and approve items 8-26.

<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

1. **APPROVE** the following: Revision to the Rules and Regulations of the Classified Service, Chapter 11 DISCIPLINARY ACTIONS, APPEALS, AND HEARINGS (Second Reading)

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

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

NEW BUSINESS

1. **APPROVE** the Abolishment of Classifications – Coordinator – Research Information Systems and Supervising Research Office Technician.

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

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

2. **APPROVE** the Revision of a Classification – Supervising Food Production Equipment Technician.

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve New Business item 2.

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

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 13, 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 8:38 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:50 a.m. with no reportable actions.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:51 a.m.

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD START INSTRUCTIONAL AIDE – BILINGUAL SPANISH

FINAL FILING DATE:

Open until filled

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

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



Apply Here

APPLICATION:

All applications must be submitted online via the Personnel Commission website at: lbschools.net/jobs. 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

Dual Continuous Exam 5235 JA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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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HUMAN RESOURCES TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, November 21, 2025.

Applications accepted starting November 4, 2025.

JOB INFORMATION:

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

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

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of complex and technical personnel duties in support of the District's classified or certificated human resources program; coordinate and participate in one or more technical personnel functions; serve as a technical resource for assigned staff in specific functions within classified or certificated units.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school is required. College course work in human resources, business, English, social science or related field is highly desirable.

EXPERIENCE:

Three years of clerical experience in a Human Resources or Personnel office. Experience in a public agency Human Resources or Personnel office is desirable.

OR

One year of experience as a Human Resources Assistant with LBUSD.

OR

Three years of experience with LBUSD at the level of Intermediate Office Assistant.

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

SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) May be required to travel from one location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

SALARY RANGE HOURLY:

START: \$27.43

6 MONTHS: \$28.94

1 ½ YEARS: \$30.52

2 ½ YEARS: \$32.21

3 ½ YEARS: \$33.98



Apply Here

APPLICATION:

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

SELECTION PROCEDURE:

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

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

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

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MERIT SYSTEM EMPLOYER

Dual Exam 26-0109-3352 MG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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Guidelines:

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

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

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

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

LONG BEACH

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INSTRUCTIONAL AIDE – EXPANDED LEARNING

FINAL FILING DATE:

Open until filled

JOB INFORMATION:

Permanent 10-month positions. Positions are 45% FTE (3.6 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

PHYSICAL DEMANDS:

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

SALARY RANGE HOURLY:

START:	\$20.35
6 MONTHS:	\$21.48
1 ½ YEARS:	\$22.66
2 ½ YEARS:	\$23.89
3 ½ YEARS:	\$25.21



Apply Here

APPLICATION:

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

SELECTION PROCEDURE:

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

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

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

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Dual Continuous 5319 JA

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Jimmy Ben

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INSTRUCTIONAL AIDE – EXPANDED LEARNING (CATALINA ISLAND)

FINAL FILING DATE:

12:00 p.m., Thursday, November 20, 2025

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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.

SALARY RANGE HOURLY:

START:	\$20.35
6 MONTHS:	\$21.48
1 ½ YEARS:	\$22.66
2 ½ YEARS:	\$23.89
3 ½ YEARS:	\$25.21



Apply Here

Catalina Island employees receive an additional \$4.22 per hour

APPLICATION:

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

SELECTION PROCEDURE:

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

**THE EXAMINATION FOR THIS POSITION WILL BE AT
THE AVALON SCHOOL ON CATALINA ISLAND.**

WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 26-0111-5319 JA

Maria Lynn Alonzo

PERSONNEL COMMISSION

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 11-13

Date: November 13, 2025

Reason for Consideration: Approval

ACCOMPANIST

DUAL

26-0078-5213

List Valid: **11/06/25 - 11/06/26**

Total Applications Received: 6

Passed: 1 Failed: 1

Total Invited to Exam: 3

Withdrew: 1 Screened Out: 3

CREDENTIAL SERVICES MANAGER

PROMOTIONAL

26-0070-0077

List Valid: **11/04/25 - 11/04/26**

Total Applications Received: 6

Passed: 1 Failed: 0

Total Invited to Exam: 1

Withdrew: 0 Screened Out: 5

EXPANDED LEARNING SUPERVISOR

DUAL

26-0075-5320

List Valid: **11/04/25 - 11/04/26**

Total Applications Received: 46

Passed: 5 Failed: 14

Total Invited to Exam: 26

Withdrew: 7 Screened Out: 20

HIGH SCHOOL OFFICE SUPERVISOR

DUAL

26-0028-3349

List Valid: **11/07/25 - 11/07/26**

Total Applications Received: 120

Passed: 19 Failed: 13

Total Invited to Exam: 46

Withdrew: 14 Screened Out: 74

HUMAN RESOURCES ASSISTANT

DUAL

26-0009-3350

List Valid: **11/07/25 - 11/07/26**

Total Applications Received: 330

Passed: 23 Failed: 33

Total Invited to Exam: 104

Withdrew: 48 Screened Out: 226

INSTRUCTIONAL AIDE - EXPANDED LEARNING

DUAL CONTINUOUS

25-0244-5319

List Valid: **07/28/25 - 01/28/26**

Total Applications Received: 73

Passed: 24 Failed: 1

Total Invited to Exam: 49

Withdrew: 24 Screened Out: 24

INSTRUCTIONAL AIDE - EXPANDED LEARNING

DUAL CONTINUOUS

26-0100-5319

List Valid: **11/12/25 - 05/12/25**

Total Applications Received: 66

Passed: 36 Failed: 2

Total Invited to Exam: 44

Withdrew: 6 Screened Out: 22

INSTRUCTIONAL AIDE - SPECIAL

List Valid: 11/13/25 - 11/13/26
Total Applications Received: 54
Passed: 21 Failed: 1

DUAL**26-0079-0448**

Total Invited to Exam: 34
Withdrew: 12 Screened Out: 20

INSTRUCTIONAL AIDE - SPECIAL

List Valid: 11/13/25 - 11/13/26
Total Applications Received: 32
Passed: 16 Failed: 3

DUAL**26-0099-0448**

Total Invited to Exam: 25
Withdrew: 6 Screened Out: 7

INTERMEDIATE OFFICE ASSISTANT

List Valid: 11/04/25 - 11/04/26
Total Applications Received: 350
Passed: 107 Failed: 45

DUAL**26-0016-0673**

Total Invited to Exam: 269
Withdrew: 117 Screened Out: 81

INTERMEDIATE OFFICE ASSISTANT - BILINGUAL SPANISH

List Valid: 11/14/25 - 11/14/26
Total Applications Received: 174
Passed: 16 Failed: 39

DUAL**26-0017-5050**

Total Invited to Exam: 127
Withdrew: 72 Screened Out: 47

INTERNAL INVESTIGATOR

List Valid: 11/05/25 - 05/05/26
Total Applications Received: 72
Passed: 7 Failed: 8

DUAL**26-0031-5331**

Total Invited to Exam: 20
Withdrew: 5 Screened Out: 52

MAINTENANCE LABORER

List Valid: 11/14/25 - 11/14/26
Total Applications Received: 192
Passed: 18 Failed: 58

DUAL**26-0038-5275**

Total Invited to Exam: 138
Withdrew: 62 Screened Out: 54

NUTRITION SERVICES WORKER

List Valid: 11/10/25 - 05/11/26
Total Applications Received: 35
Passed: 7 Failed: 3

OPEN CONTINUOUS**26-0087-5068**

Total Invited to Exam: 30
Withdrew: 20 Screened Out: 5

RECREATION AIDE - EXPANDED LEARNING

List Valid: 11/31/25 - 05/01/26
Total Applications Received: 18
Passed: 14 Failed: 0

OPEN CONTINUOUS**26-0092-5317**

Total Invited to Exam: 14
Withdrew: 0 Screened Out: 4

RECREATION AIDE - EXPANDED LEARNING**OPEN CONTINUOUS****26-0098-5255**List Valid: **11/10/25 - 05/10/26**

Total Applications Received: 36

Passed: 27

Failed: 0

Total Invited to Exam: 27

Withdrew: 0

Screened Out: 9

RECREATION AIDE (CATALINA ISLAND)**OPEN CONTINUOUS****26-0068-5255**List Valid: **11/10/25 - 05/10/26**

Total Applications Received: 2

Passed: 1

Failed: 0

Total Invited to Exam: 1

Withdrew: 0

Screened Out: 1

SENIOR NUTRITION SERVICES WORKER**DUAL****26-0083-5071**List Valid: **11/10/25 - 05/10/25**

Total Applications Received: 2

Passed: 0

Failed: 0

Total Invited to Exam: 0

Withdrew: 0

Screened Out: 2

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: November 13, 2025