

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

REGULAR MEETING AGENDA

Regular Meeting
December 11, 2025

8:15 a.m.

ADDENDUM
PAGE NO.

I REMOTE PARTICIPATION

Commission Member Sheryl Bender will participate from a remote location: Hyatt at Northstar Lodge, 970 Northstar Drive, Truckee, CA 96161

II 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 November 13, 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

III CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accounting Manager 5-6
2. **RATIFY** job announcement bulletin for Campus Staff Assistant 7-8
3. **RATIFY** job announcement bulletin for Expanded Learning Supervisor 9-10
4. **RATIFY** job announcement bulletin for Food Production Equipment Supervisor 11-12
5. **RATIFY** job announcement bulletin for Health Assistant (Catalina Island) 13-14

6. RATIFY job announcement bulletin for Information Security Officer	15-16
7. RATIFY job announcement bulletin for Maintenance Materials Storekeeper	17-18
8. RATIFY job announcement bulletin for Maintenance Team Lead *Revised	19-20
9. RATIFY job announcement bulletin for Nutrition Services Worker	21
10. RATIFY job announcement bulletin for Senior Health Assistant	22-23
11. RATIFY job announcement bulletin for Stage Technician	24-25
12. APPROVE the certification of Carpenter eligibility list 26-0037-0114 established 12/10/2025	26
13. APPROVE the certification of Elementary School Office Supervisor eligibility list 26-0021-3345 established 11/24/2025	26
14. APPROVE the certification of Emergency Preparedness Program Supervisor eligibility list 26-0072-5010 established 12/1/2025	26
15. APPROVE the certification of Head Start Family Services Liaison - Bilingual Spanish eligibility list 26-0036-5233 established 12/1/2025	26
16. APPROVE the certification of Heavy Truck Driver eligibility list 26-0014-0187 established 11/17/2025	26
17. APPROVE the certification of High School Office Supervisor *Revised eligibility list 26-0028-3349 established 11/7/2025	26
18. APPROVE the certification of Instructional Aide - Expanded Learning eligibility list 26-0107-5319 established 11/26/2025	26
19. APPROVE the certification of Instructional Aide - Expanded Learning eligibility list 26-0115-5319 established 12/12/2025	27
20. APPROVE the certification of Instructional Aide - Expanded Learning (Catalina Island) eligibility list 26-0111-5319 established 12/3/2025	27
21. APPROVE the certification of Lead Campus Staff Assistant eligibility list 26-0064-5344 established 11/21/2025	27
22. APPROVE the certification of Middle School Office Supervisor eligibility list 26-0022-3357 established 11/24/2025	27
23. APPROVE the certification of Nutrition Services Worker eligibility list 26-0094-5068 established 11/21/2025	27
24. APPROVE the certification of Nutrition Services Worker (Catalina Island) eligibility list 26-0082-5068 established 12/4/2025	27

25. **APPROVE** the certification of Recreation Aide eligibility list 26-0090-5255 established 12/12/2025 27
26. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 26-0104-5255 established 12/12/2025 27
27. **APPROVE** the certification of Recreation Aide Expanded Learning eligibility list 26-0105-5317 established 12/12/2025 28
28. **APPROVE** the certification of School Safety Officer eligibility list 26-0039-5014 established 12/12/2025 28
29. **APPROVE** the certification of Senior Health Assistant eligibility list 26-0091-5174 established 12/10/2025 28
30. **APPROVE** the certification of Senior Nutrition Services Worker (Catalina Island) eligibility list 26-0108-5071 established 12/4/2025 28
31. **APPROVE** the certification of Van Driver (Catalina Island) eligibility list 25-0240-5280 established 12/5/2025 28

IV OLD BUSINESS

1. None

V NEW BUSINESS

1. **APPROVE** the Reclassification of Employee ID #E00630352 from the Classification of 29-31 Intermediate Office Assistant to the Classification of Staff Secretary
2. **APPROVE** the Reclassification of Employee ID #E00389024 from the Classification of 32-35 Personnel Analyst to the Classification of Senior Personnel Analyst
3. **APPROVE** the Reclassification of Employee ID #E00381963 from the Classification of 36-39 Personnel Analyst to the Classification of Senior Personnel Analyst
4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID E45815820 40-58

VI OTHER ITEMS

1. None

VII NEXT REGULAR MEETING

January 8, 2026 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VIII CLOSED SESSION

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

IX 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

November 13, 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, November 13, 2025 at 8:16 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 Alvarez, Personnel Analyst; Susan Leaming, Personnel Analyst; Oralia Leyva, Certification Services Manager; Andrea Fonseca, 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; Judy Alonso, Human Resources Technician; Wendy Bell, Human Resources Technician; Veronica Bustamante, Human Resources Technician; Monica Gaytan, Human Resources Technician; Warren Hornberger, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; and Jazmin Salgado, Human Resources Technician.

GUESTS PRESENT

Dallas Eberle CSEA Chapter 2 Labor Relations Representative; and Tai Felder, CSEA Chapter 2 1st Vice President.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of October 30, 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, opened her report by extending birthday wishes to Commissioner Bender. Dr. Lee expressed appreciation to the Personnel Commission staff for their continued dedication and hard work, noting the large number of eligibility lists on the consent agenda as a reflection of the team's efforts. She highlighted the significant increase

in applicant volume, particularly for clerical classifications such as Intermediate Office Assistant.

Maria Alvarez, Personnel Analyst, presented a highlight video of the recent Long Beach College and Career Fair, produced by Veronica Bustamante, Human Resources Technician. She extended her gratitude to each member of the Recruitment and Testing team for their individual contributions to the Personnel Commission.

Amy Van Fossen, Associate Personnel Analyst, reported that the department currently has 18 recruitments accepting applications and 10 in testing. Ms. Van Fossen also shared that she and Monica Gaytan, Human Resources Technician, will travel to Catalina Island on November 20, 2025, to conduct on-site testing for several classifications, including Van Driver, Instructional Aide – Expanded Learning, Senior Nutrition Services Worker, and Custodian. She added that Maria Alvarez recently visited the Long Beach School for Adults to assist with applications and present information to the Campus Staff Assistant class regarding recruitment and interview procedures.

Oralia Leyva, Certification Services Manager, reported that 39 probationary appointments were approved at the November 5, 2025, Board of Education meeting in classifications including Credential Services Specialist and HVAC Technician. Additionally, 25 substitute appointments were approved for positions such as Child Care Worker, Groundskeeper, and Nutrition Services Worker. Ms. Leyva stated that 88 exempt assignments were also processed in classifications including Cafeteria Student Assistant, Student Tutor, and Workability Student. She concluded by expressing sincere appreciation to all Personnel Commission staff for their teamwork, professionalism, and commitment to service excellence.

1. **RATIFY** job announcement bulletin for Head Start Instructional Aide - Bilingual Spanish
2. **RATIFY** job announcement bulletin for Human Resources Technician
3. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning
4. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning (Catalina Island)
5. **APPROVE** the certification of Accompanist eligibility list 26-0078-5213 established 11/6/2025
6. **APPROVE** the certification of Credential Services Manager eligibility list 26-0070-0077 established 11/4/2025
7. **APPROVE** the certification of Expanded Learning Supervisor eligibility list 26-0075-5320 established 11/4/2025
8. **APPROVE** the certification of High School Office Supervisor eligibility list 26-0028-3349 established 11/7/2025
9. **APPROVE** the certification of Human Resources Assistant eligibility list 26-0009-3350 established 11/7/2025
10. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 25-0244-5319 established 7/28/2025

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

A motion was made by Terence Ulaszewski, and seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-4 and approve items 5-22.

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

Dr. Rebecca Lee presented the report to the Commission for their review and consideration. Dr. Lee noted that Education Code requires the Personnel Commission to prepare an Annual

Report for the Board of Education. The report informs the Board of Education of the activities of the Personnel Commission during the preceding fiscal year.

<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, and seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve New Business Item 1.

OTHER ITEMS

None

NEXT REGULAR
MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, December 11, 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 8:52 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:15 a.m. with no reportable actions.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:16 a.m.

ABOUT OUR DISTRICT

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

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

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

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

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

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

Dual Exam 26-0124-0346 YA

LONG BEACH
UNIFIED SCHOOL DISTRICT

Excellence & Equity

**An Exciting Career
Opportunity Awaits You**

ACCOUNTING MANAGER

\$107,120 to \$125,777 Annually



www.lbschools.net/jobs

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



JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Accounting Manager. Under general direction will plan, organize and manage the accounting and financial reporting activities of an Accounting unit within Fiscal Services or Nutrition Services. Will also oversee and perform professional-level accounting and financial analyses, as well as supervise and evaluate the performance of assigned staff. Will perform related duties as assigned.

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

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in accounting, business administration, finance or a closely related field. Additionally, three years of professional-level accounting experience including some experience in a lead or supervisory capacity. Governmental accounting experience is preferred.

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

SPECIAL REQUIREMENTS:

Positions assigned to Nutrition Services require the use of a personal automobile and possession of a valid California Class C driver's license.

SALARY AND BENEFITS:

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

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

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

Application Deadline: 4:30 PM PT on Tuesday , December 23, 2025

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

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

<http://www.lbschools.net/PC/>

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

CAMPUS STAFF ASSISTANT

FINAL FILING DATE:

4:30 p.m., Tuesday, December 2, 2025.

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require use of a personal automobile and the possession of a 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) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (5) Incumbents may be required to work adjustable schedules including evenings and weekend assignments. (6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

SALARY RANGE HOURLY:

START:	\$23.95
6 MONTHS:	\$25.27
1 ½ YEARS:	\$26.66
2 ½ YEARS:	\$28.12
3 ½ YEARS:	\$29.67



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 Exam 26-0113-5288 MG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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

Guidelines:

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

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

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

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

LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

EXPANDED LEARNING SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, December 08, 2025

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

OR

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

Child Development Site Supervisor Permit

Child Development Program Director Permit

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Positions in these classifications require the use of a personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one location to another. (3) Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (4) Incumbents must obtain a valid California Food Handlers Card within six months of employment in this classification.

SALARY RANGE HOURLY:

START: \$28.35

6 MONTHS: \$29.90

1 ½ YEARS: \$31.55

2 ½ YEARS: \$33.29



Apply Here

APPLICATION:

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MERIT SYSTEM EMPLOYER

Dual Exam 26-0116-5320 VB

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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- ❖ **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

FOOD PRODUCTION EQUIPMENT SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, January 5, 2026

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, 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; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

Completion of a recognized apprentice training program in 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:

(1) Valid California Class C driver's license. (2) May be required to travel from one location to another. (3) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing. (4) Incumbents in the classification must possess and maintain valid Environmental Protection Agency (EPA) Section 608 Universal Certification throughout employment in this classification. (5) Steam Engineer license of 500 horsepower or higher is desirable. (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, hazardous refrigerants. 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: \$46.19

6 MONTHS: \$48.74

1 ½ YEARS: \$51.42

2 ½ YEARS: \$54.24



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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Dual Exam 26-0119-5345 WH

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.**
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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 EMPLOYMENT OPPORTUNITY

HEALTH ASSISTANT (CATALINA ISLAND)

FINAL FILING DATE:

Open until filled

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 part-time, 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 direction, provide a variety of health services to students at an assigned school site; 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. College-level coursework in the medical field or completion of a certified nurse's aide, medical assistant or related health care program is desirable.

EXPERIENCE:

One year of experience at the level of Office Assistant is required. Experience working in a health care service environment and with children is highly desired.

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 must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency throughout employment in this classification. (2) Positions in this class 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.

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SALARY RANGE HOURLY:

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



Apply Here

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

APPLICATION:

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SELECTION PROCEDURE:

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

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MERIT SYSTEM EMPLOYER

Dual Continuous Exam 5170 JA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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Amy
13

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

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

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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ABOUT OUR DISTRICT

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

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

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

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

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

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

Dual Exam 26-0114-5339 MG



LONG BEACH
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Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**INFORMATION SECURITY
OFFICER**

\$152,401 – \$178,963 Annually



www.lbschools.net/jobs

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

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Information Security Officer. Under administrative direction, will plan, organize, control and direct the District's cybersecurity and data privacy programs and operations; will also assure information assets, applications, systems, infrastructure, and processes are protected in the digital ecosystem in which the District operates and cybersecurity measures comply with statutory and regulatory requirements regarding information confidentiality, integrity, and availability as well as perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Information Services, then Information Security Officer.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in cybersecurity, computer science, engineering, information systems management, software engineering or a related field. A Master's degree is preferred. Additionally, candidates will have five years of cybersecurity management-level experience in a large user environment, including two years of experience providing cybersecurity services in a regulated industry with one or more of the following information security compliance objectives (FERPA, HIPAA, PCI-DSS, CJIS, CPPA). Experience in a public K-12 educational environment is preferred. Two years of additional experience may be substituted for two years of the required education.

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

SPECIAL REQUIREMENTS:

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment, as driving from one location from another may be required. The following certifications are desirable: Certified Information Security Manager (CISM), GIAC Information Security Officer (GISO) and GIAC Security Leadership Certification (GSLC).

SALARY AND BENEFITS:

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

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

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

Application Deadline: 4:30 PM PT on Tuesday, December 02, 2025

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

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

www.lbschools.net/jobs

[http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)
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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

MAINTENANCE MATERIALS STOREKEEPER

FINAL FILING DATE:

4:30 p.m., Tuesday, December 16, 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. Current vacancy is located at Maintenance Branch.

JOB SUMMARY:

Under general supervision, organize, oversee and lead the daily operations and activities of the Maintenance warehouse; oversee periodic and annual Maintenance warehouse inventory activities; prepare and maintain related records and files; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

Two years of warehouse experience receiving, inspecting, storing and issuing materials and supplies. Experience in a lead capacity or handling construction and maintenance materials and supplies is desirable.

Or

One year of experience as a Warehouse Materials Processor 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:

(1) Valid Forklift Operator Certification within six months of employment. Certification will be provided by the District.
(2) Valid California Class C driver's license. (3) May be required to travel from one location to another. (4) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT:

Warehouse environment.

Exposure to fumes, dust and odors.

Working around and with machinery having moving parts.

Driving a vehicle to conduct work.

Working at heights.

SALARY RANGE HOURLY:

START: \$31.41

6 MONTHS: \$33.14

1 ½ YEARS: \$34.96

2 ½ YEARS: \$36.89

3 ½ YEARS: \$38.91



Apply Here

APPLICATION:

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SELECTION PROCEDURE:

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

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 26-0120-5231 YA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the Lost Time Report, which is a payroll report that can be printed by your site payroll clerk. Only the three most recent fiscal years can be used to earn attendance incentive points.**
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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Revised * MAINTENANCE TEAM LEAD * Revised

FINAL FILING DATE *EXTENDED*:

4:30 p.m., Monday, November 17, 2025

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:

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MERIT SYSTEM EMPLOYER

Dual Exam 26-0097-5283 VB

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

Maria Lynn Alon

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

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- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES WORKER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

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

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

WORKING ENVIRONMENT:

Kitchen and cafeteria environment.

Subject to heat from ovens and cold from refrigerators or freezers.

Exposure to hot foods and equipment.

Working with knives, slicers or other sharp objects.

Exposure to cleaning chemicals.

PHYSICAL DEMANDS:

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

SALARY RANGE HOURLY:

START: \$17.77

6 MONTHS: \$18.75

1 ½ YEARS: \$19.78

2 ½ YEARS: \$20.87

3 ½ YEARS: \$22.02



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APPLICATION:

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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Open Continuous Exam 5068 WH

PERSONNEL COMMISSION

LONG BEACH

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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



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PERSONNEL COMMISSION

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

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

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

Guidelines:

- ❖ It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.
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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

STAGE TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Tuesday, December 16, 2025

JOB INFORMATION:

Permanent 10-month position. Position is 100% FTE.

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

JOB SUMMARY:

Under general supervision, perform a variety of technical duties in the planning, design, construction, operation and maintenance of theater sets, materials and equipment including stage, sound and lighting systems; train and provide work direction and guidance to students in the technical operation of the theater and equipment; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards: The equivalent of graduation from high school and one of the following: (1). Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; **Or** (2). Attainment of an Associate of Arts degree or higher degree; **Or** (3). Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics. In addition to the above standards, applicants must provide proof of completion of coursework, training or certification in various aspects of theater production and staging such as scenic design, construction, art, lighting and carpentry.

EXPERIENCE:

Two years of experience in stage design and operation.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

START:	\$28.18
6 MONTHS:	\$29.74
1 ½ YEARS:	\$31.37
2 ½ YEARS:	\$33.09
3 ½ YEARS:	\$34.92



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Dual Exam 26-0122-0379 VB

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PERSONNEL COMMISSION

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 26-28

Date: December 11, 2025

Reason for Consideration: Approval

CARPENTER

DUAL

26-0037-0114

List Valid: **12/10/2025 - 12/10/2026**

Total Applications Received: 64

Passed: 1 Failed: 11

Total Invited to Exam: 23

Withdrew: 11 Screened Out: 41

ELEMENTARY SCHOOL OFFICE SUPERVISOR

DUAL

26-0021-3345

List Valid: **11/24/2025 - 11/24/2026**

Total Applications Received: 272

Passed: 20 Failed: 82

Total Invited to Exam: 155

Withdrew: 53 Screened Out: 117

**EMERGENCY PREPAREDNESS PROGRAM
SUPERVISOR**

PROMOTIONAL

26-0072-5010

List Valid: **12/01/2025 - 06/01/2026**

Total Applications Received: 2

Passed: 1 Failed: 0

Total Invited to Exam: 1

Withdrew: 0 Screened Out: 1

**HEAD START FAMILY SERVICES LIAISON -
BILINGUAL SPANISH**

DUAL

26-0036-5233

List Valid: **12/01/2025 - 12/01/2026**

Total Applications Received: 60

Passed: 10 Failed: 11

Total Invited to Exam: 44

Withdrew: 23 Screened Out: 16

HEAVY TRUCK DRIVER

DUAL

26-0014-0187

List Valid: **11/17/2025 - 11/17/2026**

Total Applications Received: 103

Passed: 16 Failed: 13

Total Invited to Exam: 56

Withdrew: 27 Screened Out: 47

HIGH SCHOOL OFFICE SUPERVISOR *REVISED

DUAL

26-0028-3349

List Valid: **11/07/2025 - 11/07/2026**

Total Applications Received: 120

Passed: 20 Failed: 13

Total Invited to Exam: 46

Withdrew: 13 Screened Out: 74

INSTRUCTIONAL AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

26-0107-5319

List Valid: **11/26/2025 - 05/26/2026**

Total Applications Received: 38

Passed: 22 Failed: 0

Total Invited to Exam: 26

Withdrew: 3 Screened Out: 13

INSTRUCTIONAL AIDE - EXPANDED LEARNING

List Valid: 12/12/2025 - 06/12/2026
Total Applications Received: 34
Passed: 14 Failed: 0

OPEN CONTINUOUS**26-0115-5319**

Total Invited to Exam: 17
Withdrew: 3 Screened Out: 17

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

List Valid: 12/03/2025 - 06/03/2026
Total Applications Received: 14
Passed: 3 Failed: 0

OPEN CONTINUOUS**26-0111-5319**

Total Invited to Exam: 7
Withdrew: 4 Screened Out: 7

LEAD CAMPUS STAFF ASSISTANT

List Valid: 11/21/2025 - 11/21/2026
Total Applications Received: 17
Passed: 5 Failed: 2

PROMOTIONAL**26-0064-5344**

Total Invited to Exam: 7
Withdrew: 0 Screened Out: 10

MIDDLE SCHOOL OFFICE SUPERVISOR

List Valid: 11/24/2025 - 11/24/2026
Total Applications Received: 131
Passed: 14 Failed: 21

DUAL**26-0022-3357**

Total Invited to Exam: 53
Withdrew: 18 Screened Out: 78

NUTRITION SERVICES WORKER

List Valid: 11/21/2025 - 05/21/2026
Total Applications Received: 31
Passed: 11 Failed: 2

OPEN CONTINUOUS**26-0094-5068**

Total Invited to Exam: 27
Withdrew: 14 Screened Out: 4

**NUTRITION SERVICES WORKER (CATALINA
ISLAND)**

List Valid: 12/04/2025 - 06/04/2026
Total Applications Received: 4
Passed: 2 Failed: 0

DUAL**26-0082-5068**

Total Invited to Exam: 3
Withdrew: 1 Screened Out: 1

RECREATION AIDE

List Valid: 12/12/2025 - 06/12/2026
Total Applications Received: 25
Passed: 15 Failed: 0

OPEN CONTINUOUS**26-0090-5255**

Total Invited to Exam: 15
Withdrew: 0 Screened Out: 10

RECREATION AIDE (CATALINA ISLAND)

List Valid: 12/12/2025 - 06/12/2026
Total Applications Received: 3
Passed: 1 Failed: 0

OPEN CONTINUOUS**26-0104-5255**

Total Invited to Exam: 1
Withdrew: 0 Screened Out: 2

RECREATION AIDE EXPANDED LEARNING

List Valid: **12/12/2025 - 06/12/2026**
Total Applications Received: 17
Passed: 16 Failed: 0

OPEN CONTINUOUS**26-0105-5317**

Total Invited to Exam: 16
Withdrew: 0

Screened Out: 1

SCHOOL SAFETY OFFICER

List Valid: **12/12/2025 - 12/12/2026**
Total Applications Received: 33
Passed: 1 Failed: 0

DUAL**26-0039-5014**

Total Invited to Exam: 1
Withdrew: 1

Screened Out: 31

SENIOR HEALTH ASSISTANT

List Valid: **12/05/2025 - 12/10/2026**
Total Applications Received: 5
Passed: 1 Failed: 0

DUAL CONTINUOUS**26-0091-5174**

Total Invited to Exam: 3
Withdrew: 2

Screened Out: 2

**SENIOR NUTRITION SERVICES WORKER
(CATALINA ISLAND)**

List Valid: **12/04/2025 - 12/04/2026**
Total Applications Received: 4
Passed: 1 Failed: 2

DUAL**26-0108-5071**

Total Invited to Exam: 3
Withdrew: 0

Screened Out: 1

VAN DRIVER (CATALINA ISLAND)

List Valid: **12/05/2025 - 12/05/2026**
Total Applications Received: 63
Passed: 4 Failed: 0

OPEN CONTINUOUS**25-0240-5280**

Total Invited to Exam: 6
Withdrew: 24

Screened Out: 35

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: December 11, 2025

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

November 19, 2025

TO: Personnel Commission

FROM: Commission Staff

SUBJECT: Reclassification Request

INCUMBENT: Employee ID #E00630352

CURRENT CLASSIFICATION: Intermediate Office Assistant (salary range 15 C1)

LOCATION: Office of K-12 Sports & Recreation

Background

In June 2024, the Program Administrator at the Office of K-12 Sports & Recreation retired, and a new administrator was selected. In August 2024, Employee ID #E00630352 was selected for the 100% Intermediate Office Assistant vacancy that had previously been a 50% position under the prior administrator. As both were new to the office, they worked together to determine how the work of the office could be accomplished and created standard operating procedures to ensure consistency and efficiency. With the support of the Program Administrator, K-12 Sports & Recreation and the Deputy Superintendent of Schools, the incumbent submitted a reclassification request form to the Personnel Commission and completed a Position Description Questionnaire (PDQ). In October 2025, Commission staff reviewed the questionnaire and conducted a job audit interview with the incumbent to clarify job duties and responsibilities.

Findings

The incumbent provides sole clerical and secretarial support to the Office of K-12 Sports and Recreation and the Program Administrator who oversees the following District sports programs:

- 22 middle schools with 8 sports per year
- 6 comprehensive high schools with up to 20+ sports per school
- 2 small high schools (Avalon and CAMS)
- 3 small thematic high schools with limited sports programs (Browning, McBride and Sato)

In the PDQ and during the interview, the incumbent identified the main areas of their work:

- Planning and arranging all middle school bus transportation for sporting events
- Reviewing walk-on-coach employment packets to assure completeness
- Providing training to school site personnel regarding coach clearances
- Planning and arranging for Avalon's travel needs for sports competitions
- Coordination of middle school track and field events and middle school finals awards for eight sports
- Sole clerical and administrative support for the office and Program Administrator

Middle school bus transportation

The incumbent receives the middle school sports event schedule from the Program Administrator and plots the events on a District map to develop a master bus schedule that maximizes efficiency and minimizes costs within the established budget. The incumbent then enters the event schedules into Trip Finder and collaborates with a Transportation Supervisor to adjust and refine routes as needed.

Coach employment packets

Secretaries at school sites prepare coach employment packets in Google folders for classified, certificated, and new coaches, gathering all required documents, including employment applications, compliant coaching certificates, background checks, federal I-9 forms, and CPR/First Aid certifications. Once the packets are complete, the secretaries notify the incumbent, who reviews them for accuracy, completeness, and compliance before forwarding them to the Personnel Commission (for classified coaches) or Human Resources Services (for certificated coaches) for final processing and position assignment. The incumbent provides on-site coach clearance process training and support to site secretaries and ongoing guidance and training related to their sports-related responsibilities.

Avalon travel needs

The incumbent independently developed a Catalina Travel Plan for the office, coordinating travel and transportation for Avalon students and coaches traveling to the mainland as well as for schools traveling to the island for sporting events. The incumbent prepares a final travel roster and a detailed itinerary that includes meal options, directions, and bus information, which are then provided to the middle school site Principals and Avalon school site's Athletic Director.

Middle School Sports Administrative Support

The incumbent prepares for and attends all six middle school track and field events each year. Their responsibilities include set up/take down of events, tracking athlete results in real time, and coordination and presentation of awards at each event. In addition, the incumbent coordinates the middle school sports awards (ribbons and plaques) for the finals of eight different sports, including creating posters, flyers and QR codes to enhance the parent/spectator experience.

Additionally, as the sole clerical and administrative support in the office, the incumbent screens phone calls and visitors, independently responds to inquiries, drafts correspondence, and designs both manual and electronic record keeping and filing systems. The incumbent maintains a wide variety of records and files, organizes meetings, takes and transcribes meeting minutes including monthly Moore League and middle school coach meetings, and follows up on action items on behalf of the Program Administrator.

At the conclusion of the job audit interview, the incumbent indicated they believed staff had a clear understanding of the duties assigned to them. Before determining a classification recommendation, staff shared these findings with the incumbent who, along with the Program Administrator, agreed this was an accurate representation of the duties assigned to the position.

Conclusions

The incumbent is currently allocated to the Intermediate Office Assistant (Salary Range 15) classification which is intended to provide general clerical support to an assigned District office or program. Incumbents are expected to perform assigned duties following established procedures and work under immediate supervision. In their reclassification request, the incumbent indicated the classifications of School Support Secretary (salary range 22 S1) or Staff Secretary (salary range 19 C1) would be appropriate for the position.

After review, staff does not believe the School Support Secretary supervisory classification would be appropriate because the position, within the CSEA bargaining unit, does not and cannot directly supervise staff. In addition, the School Support Secretary classification is intended to provide support to an administrator at a school site. In the secretarial series, levels of secretaries are directly tied to the level of administrator they support. Staff Secretaries are assigned to administrators below the Director level including Program Administrators, Program Specialists, Assistant Directors, Classified managers, or in support of an office with a higher-level secretary.

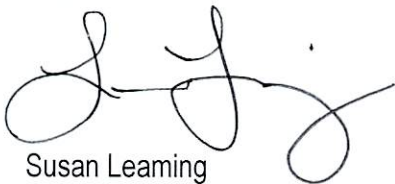
Therefore, staff has determined that this position most closely resembles the Staff Secretary classification as a result of the level of work performed without immediate supervision and the District's established management/secretarial organizational hierarchy. The incumbent has a high degree of responsible contacts, coordinates office communications including explaining detailed program policies and procedures to others, and compiles specialized program records, files and reports. They provide sole clerical and secretarial support to a District program administrator with oversight responsibilities for middle and high school sports across the District.

Recommendation

The California Education Code and LBUSD Rules and Regulations of the Classified Service provide specific guidelines for the reclassification of positions and employees. Staff has reviewed the requirements to reclassify employees within positions and has determined that the incumbent, Employee ID #E00630352, meets the established criteria. In accordance with Education Code 45285 and Personnel Commission Rule 3.3, section C, Staff recommends that the Personnel Commission:

1. Approve the reclassification of Employee ID #E00630352 from the classification of Intermediate Office Assistant to the classification of Staff Secretary

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



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

PERSONNEL COMMISSION



November 12, 2025

TO: Personnel Commission

FROM: Rebecca Lee, Ed.D
Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Reclassification Request: E# 00389024

Background

At the request of the Executive Officer, Personnel Commission and Classified Employment, staff was requested to review the position of employee E# 00389024 for the purpose of determining appropriate classification allocation. The incumbent has been employed with the District for approximately 23 years, serving in their current job classification for approximately 10 years, 10 months, identifying gradual accretion of higher level duties over time as rationale for a classification review study.

Methodology

Consistent with district and industry standards and best practices, on October 24, 2025, Personnel Commission (PC) staff met via video conference with the incumbent to review and answer questions related to the study processes, procedures, accountabilities, and timelines.

In advance of this meeting the employee was provided a Position Description Questionnaire (PDQ) to review prior to completion and submission to the Executive Officer for supervisory feedback. Once all information was completed, the PDQ was forwarded to Lisa Gardner, Administrative Coordinator, Personnel Commission, retired, ("reviewer") in advance of conducting a desk audit.

On November 7, 2025, Ms. Gardner conducted a one-on-one, on-site desk audit with the incumbent, reviewing the PDQ, asking questions, and assessing duties, roles, and responsibilities in relation to the Human Resources and Personnel Commission job family classifications and classification plan. Upon completion of the interview, staff confirmed with the subject employee a general understanding of the overall position and obtained affirmation from the employee that the subject position was accurately captured in the desk audit discussion. The reviewer then met with the employee's supervisor, the Executive Officer, Personnel Commission and Classified Employment, to discuss their insights and perspective into the position under review.

Findings

This position holds primary responsibility for direct management and oversight of the districtwide classified employment recruitment and testing program and staff, with the incumbent attributing approximately 75% of duties to this function. Specific duties of note within this 75% include:

- Scheduling, assigning, monitoring, and reviewing the work of eight (8) direct reports and two (2) indirect reports.
- Selecting, training, coaching, evaluating, and providing corrective counseling to assigned staff.
- Performing technical work in the development of examination plans, including job analysis, consulting with subject matter experts, principals, business operations and educational leaders and others throughout the district, as a function of developing, reviewing, evaluating and preparing comprehensive and appropriate job testing mechanisms.
- The incumbent distributes, assigns and schedules the full-cycle exam plans amongst herself and two Associate Personnel Analysts. Work is distributed to subordinate staff considering factors such as individuals' workloads, technical knowledge and experience, with the incumbent self-assigning completion of the most complex, higher level and challenging examination plans.

The incumbent attributes approximately 25% of duties to participation and leadership in overall PC department operations and districtwide administrative initiatives and functions. Specific duties of note within this 25% include:

- Providing support for special projects assigned by the department's Executive Officer, such as process and procedure studies, legislation impact analyses, advances in the development of public sector personnel administration and employment selection, and related projects of importance and necessity.
- Providing support for special projects assigned by district leadership, such as participation and leadership on the districtwide strategic plan initiatives and committees, serving as subject matter expert and tester/reviewer for new district ERP software, and similar activities.
- Collaborating with internal departments, schools and external agencies' outreach and partnerships, culminating in assisting in the development of classified employee training programs at the Long Beach School for Adults, district and city-wide job fairs for recruitment of classified employees, workforce development workshops, and similar activities.
- Serving as a districtwide resource for employees, schools, union leaders and district leaders in expanding understanding of merit system principles, practices and procedures, as well as answering questions and problem solving for a variety of unique, and/or site-specific classified employment issues.

Additional department operational responsibilities include serving as a backup approver for department payroll, Lynx VA approvals, signatory authority for RCF petty cash, and department bank accounts.

Classification Distinctions

The Associate Personnel Analyst is the entry level professional in the Personnel Analyst classification series. Under general supervision, incumbents in this class perform a variety of technical and professional personnel administration related duties with increasing requirements of initiative and independence of action and participate in test development, methods, and procedures for entry-level and selected classifications; train and supervise assigned staff; perform related duties as assigned. An Associate Personnel Analyst applies general personnel knowledge to a variety of duties and responsibilities which should develop into the qualifications required to become a Personnel Analyst.

The Personnel Analyst is the fully functioning, or “journey level” professional in the Personnel Analyst classification series. Under general direction, incumbents in this class perform highly responsible and professional personnel administration duties related to classification, compensation, recruitment, employment examination construction and selection of classified or certificated employees, serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations, trainings and supervises the performance of assigned staff, performing related duties as assigned. Employees within this class are distinguished from the Associate Personnel Analyst by the performance of the full range of duties and work, which when reviewed, is reviewed as a final product.

The Senior Personnel Analyst is the advanced professional level in the Personnel Analyst series. Incumbents in this class, under general direction, plan, develop, administer and manage major professional level personnel functions of the Personnel Commission and classified service of the District and perform related duties as assigned. The Senior Personnel Analyst has specialized subject matter expertise in a specified area of personnel administration of the Personnel Commission. Such expertise is applied to functional responsibilities in classified recruitment, examination, selection, classification, and compensation. Incumbents perform complex and sensitive personnel assignments and have ongoing contact with administrators, professional staff, directors and professional staff of other agencies. Positions in this class recommend new or modified rules and strategies to accomplish department work and justifies and defends decisions and issues in assigned areas of responsibility. Incumbents typically serve as a unit manager, and directly supervises staff of professional, paraprofessional, technical and/or clerical personnel.

Summary of Findings

Based on review and analysis of the provided documentation, PDQ, desk audit and supervisor feedback, the scope, depth, breadth and complexity of duties performed by the incumbent position aligns with the description and intent of the Senior Personnel Analyst job classification. As identified in the study findings analysis, the incumbent has demonstrated verifiable subject matter expertise in a functional area under the purview of the Personnel Commission, performing complex and sensitive assignments with ongoing contact with administrators, professional staff, directors and professional staff of other agencies. The incumbent position serves as a unit manager and recommends new and/or modified rules and strategies to accomplish both department and districtwide work, collaborating with stakeholders, while upholding appropriate decisions in areas of assigned responsibility. It is therefore confirmed

Staff Report – Classification Study – E# 00389024

and recommended that this position and incumbent be reclassified to Senior Personnel Analyst.

Recommendations

The Rules and Regulations of the Classified Service define the classification/reclassification process and impact. Consistent with Chapter 3 Sections 3.1A, 3.1F, 3.3A, 3.3B, 3.3C3 and 3.3C4 of the Rules and Regulations of the Classified Service staff recommends the Personnel Commission:

1. Reclassify Employee # 00389024 from Personnel Analyst, salary range 40 (M2) to Senior Personnel Analyst, salary range 44 on the (M2) Confidential, Supervisory, Management salary schedule, with an effective date of the first day of the pay period cycle following the Personnel Commission action.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:

A handwritten signature in black ink, appearing to read 'Rebecca Lee', with a stylized, cursive script.

Rebecca Lee, Ed.D.
Executive Officer

PERSONNEL COMMISSION



November 12, 2025

TO: Personnel Commission

FROM: Rebecca Lee, Ed.D
Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Reclassification Request: E# 00381963

Background

At the request of the Executive Officer, Personnel Commission and Classified Employment, staff was requested to review the position of employee E# 00381963 for the purpose of determining appropriate classification allocation. The incumbent has been employed with the District for approximately 23 years, serving in their current job classification for approximately 18 years, 11 months, identifying gradual accretion of duties over time as rationale for a classification review study.

Methodology

Consistent with district and industry standards and best practices, on October 24, 2025, Personnel Commission (PC) staff met via video conference with the incumbent to review and answer questions related to the study processes, procedures, accountabilities, and timelines.

In advance of this meeting the employee was provided a Position Description Questionnaire (PDQ) to review prior to completion and submission to the Executive Officer for supervisory feedback. Once all information was completed, the PDQ was forwarded to Lisa Gardner, Administrative Coordinator, Personnel Commission, retired, ("reviewer") in advance of conducting a desk audit.

On November 7, 2025, Ms. Gardner conducted a one-on-one, on-site desk audit with the incumbent, reviewing the PDQ, asking questions, and assessing duties, roles, and responsibilities in relation to the Human Resources and Personnel Commission job family classifications and classification plan. Upon completion of the interview, staff confirmed with the subject employee a general understanding of the overall position and obtained affirmation from the employee that the subject position was accurately captured in the desk audit discussion. The reviewer then met with the employee's supervisor, the Executive Officer, Personnel Commission and Classified Employment, to discuss their insights and perspective into the position under review.

Findings

This position holds primary responsibility for direct management and oversight of the districtwide classified employee classification and compensation program planning, staff, and implementation, with the incumbent attributing approximately 70% or more of duties to this function. Specific duties of note within this 70%+ role include:

- Performing technical work in the development of classification and compensation plans, including job and compensation analysis, consulting with employees, subject matter experts, principals, business operations, educational leaders and other professionals within and external to the district, as a function of developing, reviewing, evaluating, preparing and implementing comprehensive and appropriate job classifications, job families and hierarchies, compensation plans and salary schedules.
- Serving as the District's sole professional classification practitioner, conducting individual, group, and large, full-scale job family studies, both independently and with assistance or with direct oversight and management of professional consultants, contractors and/or additional, limited duration classification/compensation professional experts.
- Serving as the District's sole professional compensation practitioner, conducting individual to full-scale districtwide job family and special ad-hoc compensation studies, both independently and with assistance or with direct oversight and management of professional consultants, contractors and/or additional, limited duration classification/compensation professional experts.
- Administering the related class transfer determination program and VA approvals process related to new classifications, reclassifications, classification abolishment and multi-changes to classified positions.
- Scheduling, assigning, monitoring, and reviewing the work of assigned staff, contractors, and consultants.
- Selecting, training, coaching, evaluating, and providing corrective counseling to assigned staff.

The incumbent attributes up to 30% of duties to participation and leadership in overall PC department operations and districtwide administrative initiatives and functions. Specific duties of note within this 30% include:

- Providing support for special projects assigned by the department's Executive Officer, such as process and procedure studies, legislation impact analyses, advances in the development of public sector personnel administration, job architecture, and related projects of importance and necessity.
- Providing support for special projects assigned by district leadership, such as participation and leadership on the districtwide strategic plan initiatives and committees, serving as subject matter expert and tester/reviewer for new district ERP software, and similar activities.
- Serving as the department's applicant tracking system, web page, and annual report administrator.

Staff Report – Classification Study – E# 00381963

- Serving as a districtwide resource for employees, schools, union leaders and district leaders in expanding understanding of merit system principles, practices and procedures, job classification and compensation programs' development and implementation, as well as answering questions and problem solving for a variety of unique, and/or site-specific classified employment issues.

Additional department operational responsibilities include serving as a backup approver for department payroll, Lynx VA approvals, signatory authority for RCF petty cash, and department bank accounts.

Classification Distinctions

The Associate Personnel Analyst is the entry level professional in the Personnel Analyst classification series. Under general supervision, incumbents in this class perform a variety of technical and professional personnel administration related duties with increasing requirements of initiative and independence of action and participate in test development, methods, and procedures for entry-level and selected classifications; train and supervise assigned staff; perform related duties as assigned. An Associate Personnel Analyst applies general personnel knowledge to a variety of duties and responsibilities which should develop into the qualifications required to become a Personnel Analyst.

The Personnel Analyst is the fully functioning, or "journey level" professional in the Personnel Analyst classification series. Under general direction, incumbents in this class perform highly responsible and professional personnel administration duties related to classification, compensation, recruitment, employment examination construction and selection of classified or certificated employees, serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations, trainings and supervises the performance of assigned staff, performing related duties as assigned. Employees within this class are distinguished from the Associate Personnel Analyst by the performance of the full range of duties and work, which when reviewed, is reviewed as a final product.

The Senior Personnel Analyst is the advanced professional level in the Personnel Analyst series. Incumbents in this class, under general direction, plan, develop, administer and manage major professional level personnel functions of the Personnel Commission and classified service of the District and perform related duties as assigned. The Senior Personnel Analyst has specialized subject matter expertise in a specified area of personnel administration of the Personnel Commission. Such expertise is applied to functional responsibilities in classified recruitment, examination, selection, classification, and compensation. Incumbents perform complex and sensitive personnel assignments and have ongoing contact with administrators, professional staff, directors and professional staff of other agencies. Positions in this class recommend new or modified rules and strategies to accomplish department work and justifies and defends decisions and issues in assigned areas of responsibility. Incumbents typically serve as a unit manager, and directly supervises staff of professional, paraprofessional, technical and/or clerical personnel.

Summary of Findings

Based on review and analysis of the provided documentation, PDQ, desk audit and supervisor feedback, the scope, depth, breadth and complexity of duties performed by the incumbent position aligns with the description and intent of the Senior Personnel Analyst job classification. As identified in the study findings analysis, the incumbent has demonstrated verifiable subject matter expertise in a functional area under the purview of the Personnel Commission, performing complex and sensitive assignments with ongoing contact with administrators, professional staff, directors and professional staff of other agencies. The incumbent position serves as a unit manager and recommends new and/or modified rules and strategies to accomplish both department and districtwide work, collaborating with stakeholders, while upholding appropriate decisions in areas of assigned responsibility. It is therefore confirmed and recommended that this position and incumbent be reclassified to Senior Personnel Analyst.

Recommendations

The Rules and Regulations of the Classified Service define the classification/reclassification process and impact. Consistent with Chapter 3 Sections 3.1A, 3.1F, 3.3A, 3.3B, 3.3C3 and 3.3C4 of the Rules and Regulations of the Classified Service Staff recommends the Personnel Commission:

1. Reclassify Employee # 00381963 from Personnel Analyst, salary range 40 (M2) to Senior Personnel Analyst, salary range 44 on the (M2) Confidential, Supervisory, Management salary schedule, with an effective date of the first day of the pay period cycle following the Personnel Commission action.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:



Rebecca Lee, Ed.D.
Executive Officer

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID E45815820

PAGE: 40-58

Date: December 11, 2025

Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be disqualified for the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail and electronic mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

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

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