

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

REGULAR MEETING AGENDA

Regular Meeting
January 22, 2026

8:15 a.m.

ADDENDUM
PAGE NO.

I GENERAL COMMUNICATION FUNCTIONS

Pursuant to Government Code section 54954.3, section (b)(1) and Chaffee vs. San Francisco Public Library Commission (2005) 134 Cal App 4th 109, each speaker will be provided up to three (3) minutes to make their comments on an agenda item. You will be provided a one-minute and thirty second warning before your time to speak is up.

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of January 08, 2026 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accounting Technician 5-6
2. **RATIFY** job announcement bulletin for Assistant Director Fiscal Services 7-8
3. **RATIFY** job announcement bulletin for Head Start Instructional Aide - Bilingual Spanish 9-10
4. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning 11
5. **APPROVE** the certification of Behavior Intervention Assistant eligibility list 26-0025-5216 established 1/21/2026 12
6. **APPROVE** the certification of Custodian eligibility list 26-0093-0139 established 1/22/2026 12
7. **APPROVE** the certification of Expanded Learning Supervisor eligibility list 26-0116-5320 established 1/14/2026 12

8. **APPROVE** the certification of Instructional Aide - Deaf/ Hard of Hearing eligibility list 25-0214-3271 established 1/16/2026 12
9. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0133-5319 established 1/22/2026 12
10. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0125-0448 established 1/14/2026 12
11. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0136-0448 established 1/22/2026 12
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0117-5068 established 1/13/2026 13
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0130-5068 established 1/13/2026 13
14. **APPROVE** the certification of Recreation Aide eligibility list 26-0139-5255 established 1/20/2026 13
15. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0128-5317 established 1/14/2026 13

III OLD BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 30832064 14-50

IV NEW BUSINESS

1. **APPROVE** the Creation of a New Classification – School Intervention Supervisor 51-56
2. **APPROVE** the Revision of a Classification – Food Production Equipment Technician 57-62
3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 25443360 63-79
4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 64563725 80-94
5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 38684776 95-108

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

February 05, 2026 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII CLOSED SESSION

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

VIII ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

MINUTES
Regular Meeting

January 08, 2026

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, January 08, 2025, at 8:25 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; Ashleigh Fernando, Interim 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; Silaue Taeleifi, Human Resources Technician; and Keidy Garcia, Human Resources Assistant.

GUESTS PRESENT

Dallas Emerle, CSEA Chapter 2 Labor Relations Representative.

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 December 11, 2025.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Dr. Rebecca Lee, Executive Officer, reported on the implementation of Senate Bill 848, also known as the School Employee Misconduct and Child Safety Act, which became effective January 1, 2026. She explained that the law expands disclosure and verification requirements for all Local Education Agencies, including public school districts, charter schools, private schools, and county offices of education. Applicants are required to disclose all prior

employment with educational entities without time limitation, and refusal to authorize contact with former employers will result in removal from the hiring process. Dr. Lee noted that Personnel Commission staff must now verify whether applicants were subject to substantiated complaints, investigations, disciplinary action, or resignation during pending investigations related to misconduct. These requirements will affect both the application and onboarding processes, including supplemental questions and clearance procedures. She reported that a memo will be sent to principals and hiring managers to inform them of the anticipated impact on staffing timelines. Dr. Lee thanked Oralia Leyva and Maria Alvarez for assisting in developing the new supplemental questions and verification procedures, and noted that language is currently under review by General Counsel to ensure compliance with Education Code.

Dr. Lee also addressed the District's ongoing budget deficit and position eliminations. She explained that Personnel Commission staff are working to ensure compliance with collective bargaining agreements and Education Code requirements, including accurate application of seniority, displacement, and bumping rights. Dr. Lee thanked Oralia Leyva and the Certification team for preparing seniority lists and supporting affected employees. She reported that staff recently met with Library Media Assistants at the Teacher Resource Center and will conduct an additional meeting with employees at Hoover Middle School regarding impacts related to the school closure. Dr. Lee expressed appreciation for staff efforts in supporting employees during this transition period.

Maria Lynn Alvarez, Personnel Analyst, reported on continued efforts to improve departmental efficiency and announced the hiring of a new Human Resources Assistant. Ms. Alvarez introduced Keidy Garcia, who shared that she previously worked in Human Resources at the Los Angeles Regional Food Bank and expressed enthusiasm about joining the Personnel Commission team.

Oralia Leyva, Certification Services Manager, reported on personnel actions from the December 17, 2025, Board of Education meeting. A total of 27 probationary appointments were approved in classifications including Custodian, Facilities Project Manager – Planning, and Small Engine Mechanic. Additionally, 48 substitute appointments were approved in classifications including Child Care Worker, Custodian, Nutrition Services Worker, and Recreation Aide. Ms. Leyva also reported that 23 exempt assignments were processed in classifications including Cafeteria Student Assistant, Student Tutor, Walk-On Coach, and Athletic Coach.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accountant
2. **RATIFY** job announcement bulletin for Accounting Manager
3. **RATIFY** job announcement bulletin for Fence Erector
4. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning
5. **APPROVE** the certification of Custodian (Catalina Island) eligibility list 26-0023-0139 established 12/15/2025
6. **APPROVE** the certification of Head Start Instructional Aide - BL Spanish eligibility list 26-0089-5235 established 12/19/2025

7. **APPROVE** the certification of Human Resources Technician eligibility list 26-0109-3352 established 12/17/2025
8. **APPROVE** the certification of HVAC Technician eligibility list 26-0096-5103 established 12/29/2025
9. **APPROVE** the certification of Information Security Officer eligibility list 26-0114-5339 established 12/30/2025
10. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0046-5319 established 12/30/2025
11. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0127-5319 established 12/31/2025
12. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0088-0448 established 12/15/2025
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0118-0448 established 12/18/2025
14. **APPROVE** the certification of Nutrition Services Assistant Director eligibility list 26-0084-5059 established 12/18/2025
15. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0110-5068 established 12/22/2025
16. **APPROVE** the certification of Recreation Aide eligibility list 26-0101-5255 established 12/18/2025
17. **APPROVE** the certification of Recreation Aide eligibility list 26-0103-5255 established 12/18/2025
18. **APPROVE** the certification of Recreation Aide eligibility list 26-0131-5255 established 1/2/2026
19. **APPROVE** the certification of Senior Accounting Assistant eligibility list 26-0095-0760 established 12/29/2025
20. **APPROVE** the certification of Senior Food Production Utility Worker eligibility list 26-0077-0478 established 12/18/2025

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 5-20.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 30832064

New Business Item 1 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 22, 2026, at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:38 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:29 a.m. with the following reportable action:

1. **APPROVE** the Recommendation to Remove from Eligibility Lists - Applicant ID 30832064

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote to continue New Business Item 1 to the January 22, 2026, meeting to allow the applicant the opportunity to appear in person before the Commission.

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

2. **RECEIVE AND TAKE ACTION** to distribute Hearing Officer's report on Employee E00526535 to Employee and the District

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to distribute the Hearing Officer's Report.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:31 a.m.

LONG BEACH

UNIFIED • SCHOOL • DISTRICT

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CLASSIFIED EMPLOYMENT OPPORTUNITY

ACCOUNTING TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, January 30, 2026.

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, perform difficult and technical accounting work involving journal entries, reconciling accounts, posting to the General Ledger, identifying and solving problems in assigning account numbers and classifications; or perform technical and comprehensive accounting work for a District program or function; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to completion of two years from an accredited four-year college or university or community college with at least fifteen units in accounting and statistics.

EXPERIENCE:

Four years of financial or statistical record keeping work. Experience in a public agency is desirable.

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

PHYSICAL DEMANDS:

Seeing to read, review and assure accuracy of financial statements and reports.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Hearing and speaking to exchange information in person or telephonically.

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

SALARY RANGE HOURLY:

START:	\$32.28
6 MONTHS:	\$34.05
1 ½ YEARS:	\$35.93
2 ½ YEARS:	\$37.90
3 ½ YEARS:	\$39.98



Apply Here

APPLICATION:

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

SELECTION PROCEDURE:

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

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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MERIT SYSTEM EMPLOYER

Dual Exam 26-0137-0750 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.

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 26-0135-5138 VB

Maria Lynn Alvord

LONG BEACH
UNIFIED SCHOOL DISTRICT

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Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**ASSISTANT DIRECTOR,
FISCAL SERVICES**

\$136,739 - \$160,576 Annually



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"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 Assistant Director, Fiscal Services. Under the direction of the Executive Director, Fiscal Services, will assist in the planning, organization, coordination and direction of the District's accounting, budgeting, fiscal planning, financial reporting and payroll operations and activities. In addition, will supervise and evaluate the performance of assigned personnel and 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 Assistant Director, Fiscal Services.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in accounting, finance, business administration or a related field.

Additionally, candidates will have four years of financial management-level experience in a public or private organization. Financial management experience for an employer with an annual budget of at least \$150 million is highly desirable. Specific fiscal management experience in accounting, budgeting and payroll is highly 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 in this class require the use of personal automobile and possession of a valid California class C Driver's license, as driving from one location to another may be required.

SALARY AND BENEFITS

The annual salary for Assistant Director – Fiscal Services is \$136,739 to \$160,576 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/ 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 Friday, January 09, 2026

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.

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Office of Personnel Commission
4400 Ladoga Avenue, Lakewood, CA 90713
(562) 435-5708

www.lbschools.net/jobs

http://www.lbschools.net/Departments/Personnel_Commission/
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD START INSTRUCTIONAL AIDE – BILINGUAL SPANISH

FINAL FILING DATE:

Open until filled

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

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

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

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



Apply Here

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Dual Continuous Exam 5235 JA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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Amey Van

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

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

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

INSTRUCTIONAL AIDE – EXPANDED LEARNING

FINAL FILING DATE:

Open until filled

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

PHYSICAL DEMANDS:

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

SALARY RANGE HOURLY:

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



Apply Here

APPLICATION:

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

SELECTION PROCEDURE:

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

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER
Open Continuous 5319 JA

PERSONNEL COMMISSION

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 12-13

Date: January 22, 2026

Reason for Consideration: Approval

BEHAVIOR INTERVENTION ASSISTANT

DUAL

26-0025-5216

List Valid: **01/21/2026 - 01/21/2027**

Total Applications Received: 189

Passed: 10

Failed: 29

Total Invited to Exam: 85

Withdrew: 19

Screened Out: 131

CUSTODIAN

OPEN

26-0093-0139

List Valid: **01/22/2026 - 01/22/2027**

Total Applications Received: 260

Passed: 64

Failed: 28

Total Invited to Exam: 144

Withdrew: 51

Screened Out: 117

EXPANDED LEARNING SUPERVISOR

DUAL

26-0116-5320

List Valid: **01/14/2026 - 01/14/2027**

Total Applications Received: 37

Passed: 6

Failed: 4

Total Invited to Exam: 16

Withdrew: 5

Screened Out: 22

INSTRUCTIONAL AIDE - DEAF/ HARD OF HEARING DUAL

25-0214-3271

List Valid: **01/16/2026 - 01/16/2027**

Total Applications Received: 13

Passed: 1

Failed: 0

Total Invited to Exam: 8

Withdrew: 7

Screened Out: 5

INSTRUCTIONAL AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

26-0133-5319

List Valid: **01/22/2026 - 07/22/2026**

Total Applications Received: 42

Passed: 18

Failed: 0

Total Invited to Exam: 22

Withdrew: 4

Screened Out: 20

INSTRUCTIONAL AIDE - SPECIAL

DUAL

26-0125-0448

List Valid: **01/14/2026 - 01/14/2027**

Total Applications Received: 27

Passed: 7

Failed: 1

Total Invited to Exam: 16

Withdrew: 8

Screened Out: 11

INSTRUCTIONAL AIDE - SPECIAL

DUAL

26-0136-0448

List Valid: **01/22/2026 - 01/22/2027**

Total Applications Received: 25

Passed: 9

Failed: 1

Total Invited to Exam: 17

Withdrew: 7

Screened Out: 8

NUTRITION SERVICES WORKER

List Valid: **01/13/2026 - 07/13/2026**
Total Applications Received: 22
Passed: 8 Failed: 0

OPEN CONTINUOUS 26-0117-5068

Total Invited to Exam: 20
Withdrew: 12 Screened Out: 2

NUTRITION SERVICES WORKER

List Valid: **01/13/2026 - 07/13/2026**
Total Applications Received: 24
Passed: 4 Failed: 1

OPEN CONTINUOUS 26-0130-5068

Total Invited to Exam: 20
Withdrew: 15 Screened Out: 4

RECREATION AIDE

List Valid: **01/20/2026 - 07/20/2026**
Total Applications Received: 32
Passed: 23 Failed: 0

OPEN CONTINUOUS 26-0139-5255

Total Invited to Exam: 23
Withdrew: 0 Screened Out: 9

RECREATION AIDE - EXPANDED LEARNING

List Valid: **01/14/2026 - 07/14/2026**
Total Applications Received: 22
Passed: 19 Failed: 0

OPEN CONTINUOUS 26-0128-5317

Total Invited to Exam: 19
Withdrew: 0 Screened Out: 3

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: January 22, 2026

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 30832064

PAGE: 14 - 50

Date: January 22, 2026

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.

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

January 14, 2026

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification – School Intervention Supervisor

Background and Findings

The Director of School Safety requested the creation of a new classification titled "School Intervention Supervisor" as part of a continued review of the needs, roles and responsibilities within the department's organizational structure. This new role, reporting to the Office of School Safety, will supervise School Intervention Specialists and coordinate responses to calls for assistance from sites and referrals from administrators across the District.

Salary Placement

In reviewing salary placement for this newly proposed classification, staff looked to the Rules and Regulations of the Classified Service, Chapter 10.10 A, which states, in part, ".... Supervisory, confidential and management classifications shall be separated by a minimum of four (4) salary ranges above the highest-level subordinate....". As this new classification will supervise School Intervention Specialists at salary range 20 (C1), and consistent with these Rules and Regulations, staff recommends salary placement for this new supervisory classification at Salary Range 24 (S1).

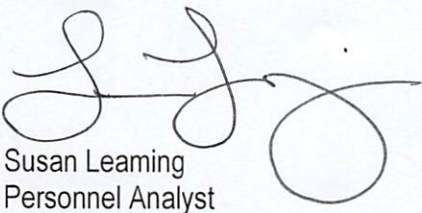
The Director of School Safety has reviewed and is in support of the proposed classification specification and salary placement recommendation. The proposed classification specification is attached for review.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the new classification of School Intervention Supervisor
2. Allocate the classification of School Intervention Supervisor to salary range 24 (S1)

Prepared by:


Susan Leaming
Personnel Analyst

Approved and Recommended:


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

SCHOOL INTERVENTION SUPERVISOR

JOB SUMMARY

Under general supervision, plan, oversee and participate in a variety of specialized duties to assist campus administrators and other staff in promoting positive, productive and safe campus climates and appropriate student behaviors on campus; coordinate the response of assigned personnel to calls for assistance from school sites or referrals from administrators; train and supervise the performance of assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, oversee and participate in a variety of specialized duties to assist campus administrators and other staff in promoting positive, productive and safe campus climates and appropriate student behaviors on campus. **E**
- Coordinate the response of assigned personnel to calls for assistance from school sites or referrals from administrators; assess situations and determine appropriate response; intervene in confrontations and assist in emergency situations; prepare incident reports. **E**
- Train and supervise the performance of assigned personnel; assign, schedule and review the work of personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Serve as a liaison with school administrators; conduct follow-up observations on campus following incidents; refer students to counseling staff as appropriate; report inappropriate behaviors and rule infractions to school administration. **E**
- Communicate with students, administrators, staff, law enforcement, and others to exchange information, coordinate activities and resolve issues or concerns; advise school administration and School Safety personnel of causes and effects of student tension on campus. **E**
- Conduct in-service training regarding student behavior, outreach and engagement, best practices, site protocols, and other related student intervention issues; encourage positive behaviors, interactions and relationship building with students. **E**
- Serve as a role model and provide guidance to staff and students regarding appropriate behaviors and the importance of following school rules; build rapport with students and assist in promoting a positive, productive and safe campus climate. **E**
- Identify and resolve conflicts between individual and groups of students and de-escalate situations; assist students to problem-solve issues and resolve conflicts in a positive and constructive manner; maintain a high level of visibility on campus. **E**

School Intervention Supervisor – Continued Page 2

- Hold individual or group meetings with students to discuss personal, social and school related issues; provide positive examples of student behavior, general guidance, and support; assist students to improve self-awareness and respect while encouraging positive relationships with adults and peers. *E*
- Initiate contact with parents and guardians to discuss student behaviors and preventative measures; provide information and refer parents to appropriate identified community services, local agencies and District resources. *E*
- Encourage and promote parent education and involvement in a variety of school activities and events; promote attendance at parenting workshops; prepare and present information, presentations and materials; facilitate at workshops as requested. *E*
- Secure buildings and gates as directed; assist administration with searches of student lockers and property; confiscate prohibited items; assist site administration and public agencies during emergencies such as lockdowns or evacuations. *E*
- Observe and monitor campus buildings, gates, restrooms, lunch areas, grounds and parking lots to assure the well-being and safety of students, staff and visitors; monitor student activities during passing and meal periods. *E*
- Monitor and assist in controlling crowds at special and athletic events; observe and report misuse of facilities, vandalism or other unauthorized activities. *E*
- Operate a variety of office equipment including a computer and assigned software; operate a two-way radio; drive a District vehicle to conduct work and pick up supplies and equipment. *E*
- Accompany site administrators on home visits and participate in parent conferences as requested. *E*
- Attend and participate in a variety of meetings, trainings, events and conferences. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A School Intervention Supervisor plans, oversees and participates in a variety of specialized duties to assist campus administrators, School Intervention Specialists and others in promoting a positive, productive and safe campus climate and appropriate student behaviors on campus. Incumbents train and supervise assigned Office of School Safety personnel and assign, schedule, and review the work of personnel.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of adolescent behavior and development.

Behavioral management strategies and techniques.

Diverse needs of students from varying socioeconomic and cultural backgrounds.

Applicable laws, codes, rules and regulations related to assigned activities.

Principles and practices of supervision and training.

School Intervention Supervisor – Continued Page 3

Nonviolent crisis intervention strategies.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Conflict resolution techniques.
Operation of a variety of office equipment including a computer and assigned software.
Operation of a two-way radio.
Record-keeping and filing techniques.
Basic first aid procedures.

Ability to:

Model a relational approach to interacting with students, staff and the public.
Demonstrate understanding and patience toward students.
Build positive relationships and strengthen student engagement.
Train and supervise the performance of assigned personnel.
Prepare and adjust work schedules.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Understand adolescent behavior and be a positive role model to adolescents.
Analyze situations accurately and adopt an effective course of action.
Implement nonviolent crisis intervention strategies.
Understand and work within scope of authority.
Work independently with little direction.
Interpret, apply, and explain applicable laws, codes, rules and regulations.
Intervene physically in confrontations and restrain students as needed.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Communicate effectively both orally and in writing.
Prepare and maintain a variety of records, reports and files.
Operate a variety of office equipment including a computer and assigned software.
Operate a two-way radio.
Administer first aid or necessary physical comfort to ill or distressed students.

Education and Training:

Graduation from high school or equivalent supplemented by college-level coursework in education, psychology, child development, counseling or a related field.

Experience:

Three years of experience working with adolescents, young adults, and at-risk youth in a structured environment or community-based organization including experience implementing nonviolent crisis intervention strategies. Experience in a lead or supervisory role is desirable.

OR

School Intervention Supervisor – Continued Page 4

One year of experience as a School Intervention Specialist with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

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.

In accordance with Education Code 38001.5, a school security guard training course must be completed within six months of employment.

Incumbents may be required to work adjustable schedules including evenings and weekend assignments.

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING ENVIRONMENT

Indoor and outdoor campus environment.

Seasonal heat and cold or adverse weather conditions.

Contact with dissatisfied or abusive individuals.

Exposure to physical confrontations.

Driving a District vehicle to conduct work.

PHYSICAL DEMANDS

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

Seeing to monitor campus activities and read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Standing and walking for extended periods of time.

Bending at the waist, kneeling or crouching to move supplies and equipment.

Sufficient strength to lift or restrain students.

Lifting, carrying, pushing or pulling objects weighing up to 25 pounds, and occasionally up to approximately 50 pounds with assistance.

School Intervention Supervisor – Continued Page 5

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

January 7, 2026

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification – Food Production Equipment Technician

Background and Findings

In October 2025, the Personnel Commission approved revisions to the Food Production Equipment Supervisor. After reviewing the Food Production Equipment Technician (salary range 34 C2) classification, the Nutrition Services Director has requested that similar revisions be incorporated to the Food Production Equipment Technician classification specification. The Food Production Equipment Technician classification was established in 1996 and last revised in 2000.

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

Lastly, the working conditions and physical demands were aligned with the updated Supervisor classification for consistency and reformatted into a menu-style list.

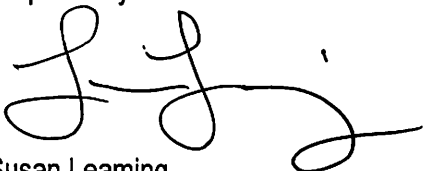
The Nutrition Services Director has reviewed and is in agreement with the proposed revisions to the class description. A copy of the revised description is attached showing proposed deletions to the description annotated with strikethroughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification of Food Production Equipment Technician

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



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

FOOD PRODUCTION EQUIPMENT TECHNICIAN

JOB SUMMARY

Under general supervision, to perform work in the installation, repair and maintenance of commercial food production, handling, storage, packaging and related equipment and appliances; ~~and to~~ perform related duties as ~~required~~assigned.

EXAMPLES OF DUTIES

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

- Install, set up, maintain, troubleshoot, repair, and service all types of commercial, large quantity food handling, preparation, packaging, cleaning and storage equipment and associated plumbing, electrical, electronic, heating and refrigeration system components and devices. **E**
- Install, remove, replace and/or repair such components as valves, fans, motors, gaskets, packing glands, filters, belts, blades, fuses, controls, thermostats, thermocouple, switches, gauges, tubing, wiring, plugs, connectors, sensors, pipes, compressors, and control panels. **E**
- Observes electrical, pressure or vacuum gauges, meters, automatic recording devices, or other indicator lights or devices and adjust controls to ensure efficient operation. **E**
- Observes functioning of installed equipment or system in operation to detect hazards, need for adjustments, or to locate causes of trouble. **E**
- Make repairs to steam pressure vessels, boilers and chillers except to the extent the technician is capable of performing repairs where there are apparent issues of food spoilage (health) and safety. **E**
- Repair and service conveyor systems. **E**
- Inspect and test equipment, parts and systems to ensure proper functioning. **E**
- Utilize a variety of power equipment, test equipment, hand tools, and precision measuring and testing instruments in the performance of assigned tasks. **E**
- Set up and maintain appropriate routine programs, or required and approved programs of lubrication, testing or preventative maintenance. **E**
- Travel to school sites to install, remove, inspect, diagnose and/or make repairs to appliances, refrigeration units, freezing units, steam units, cooking units, and related equipment as assigned in an emergency, if a minor repair, or within preventive maintenance. **E**
- Estimate time and material costs to complete tasks. **E**
- Monitor the work of vendors performing service contract and warranty work. **E**

- Maintain records of material, part usage, time, and history of equipment service and repair. *E*
- Requisition, order, and maintain a store of parts and materials needed to perform emergency repair and maintenance duties. *E*
- Perform varied repairs of a routine nature involving the Nutrition Center facility. *E*
- Comply with and ensure safety requirements are always followed and observed. *E*
- Recommend equipment and appliance replacement as appropriate. *E*
- Instruct food services personnel in proper use of equipment. *E*
- Operate a District vehicle. *E*
- May direct the work of assigned helpers.
- May open and close facility.
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

An incumbent in this class will perform installation, maintenance and repair tasks to a variety of equipment and systems at school sites and in the Nutrition Center necessary for the efficient operation of a large school food preparation and packaging facility producing in excess of 75,000 meals a day.

EMPLOYMENT STANDARDS

Knowledge of:

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

Basic sanitation standards followed in a large-scale food center.

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

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

Ability to:

Perform skilled work in the maintenance and repair of a wide range of food handling, preparation, packaging, and storage equipment, and ancillary equipment and systems. Analyze, interpret and apply complex and technical manuals, schematic diagrams, blueprints, plans specifications and instructions.

Troubleshoot, assist supervisor, in planning and laying out electrical, electronic, refrigeration, heating, pneumatic, hydraulic, mechanical and plumbing work problems.

Maintain accurate records.

Write clear and concise reports.

Repair and adjust computerized equipment located in the Nutrition Center.
Analyze situations carefully and adopt effective courses of actions.
Operate a District vehicle observing safe and defensive driving practices.
Understand and carry out oral and written instructions.
Use hand and power tools.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Operate a variety of test equipment and meters.
Arc, mig and gas weld.
Do light carpentry.
Do touch up painting.
Meet established deadlines.

Education and Training:

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

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

Experience:

Three years experience in the field of 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.

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:

~~Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment.~~

Valid California Class C driver's license.

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.

~~Some positions in this class may be required to obtain "Universal Refrigerant Technician Certification" at the time of appointment or following employment, Type I and Type II or Universal, in accordance with Environmental Protection Agency Regulations.~~

Incumbents in the classification must possess and maintain valid Environmental Protection Agency (EPA) Section 608 Universal Certification throughout employment in this classification. Certification must be provided at the time of application.

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

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.

WORKING ENVIRONMENT

Indoor and outdoor work environment.

Regular exposure to noise, fumes, dust and odors.

Working at heights.

Working around and with machinery having moving parts.

Exposure to chemicals and hazardous refrigerants.

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

Driving a District vehicle to conduct work.

Emergency call out.

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

PHYSICAL DEMANDS

Standing and walking for extended periods of time.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate commercial kitchen equipment.

Heavy physical labor.

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

Climbing ladders, ramps and stairs.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling, crouching and crawling.

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

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 9/12/1996
Revised: -3/2/2000
Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID E 25443360

PAGE: 63-79

Date: January 22, 2026

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID E64563725

PAGE: 80-94

Date: January 22, 2026

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID E38684776

PAGE: 95-108

Date: January 22, 2026

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.