

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

REGULAR MEETING AGENDA

Regular Meeting
February 5, 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 22, 2026 1-5
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 Instructional Aide - Expanded Learning 6
2. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I 7-8
3. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II 9-10
4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III 11-12
5. **RATIFY** job announcement bulletin for Nutrition Services Worker 13
6. **RATIFY** job announcement bulletin for Recreation Aide 14
7. **RATIFY** job announcement bulletin for Nutrition Services Worker 15
8. **RATIFY** job announcement bulletin for Senior Health Assistant 16-17

9.	APPROVE the certification of Instructional Aide - Expanded Learning eligibility list 26-0141-5319 established 02/04/2026	18
10.	APPROVE the certification of Maintenance Materials Storekeeper eligibility list 26-0120-5231 established 02/06/2026	18
11.	APPROVE the certification of Maintenance Team Lead eligibility list 26-0097-5283 established 01/30/2026	18
12.	APPROVE the certification of Nutrition Services Worker eligibility list 26-0140-5068 established 01/30/2026	18
13.	APPROVE the certification of Nutrition Services Worker eligibility list 26-0146-5068 established 02/04/2026	18
14.	APPROVE the certification of Recreation Aide eligibility list 26-0143-5255 established 01/30/2026	18
15.	APPROVE the certification of Recreation Aide - Expanded Learning eligibility list 26-0132-5317 established 01/30/2026	18
16.	APPROVE the certification of Recreation Aide - Expanded Learning eligibility list 26-0142-5317 established 02/04/2026	19
17.	APPROVE the certification of Senior Health Assistant eligibility list 26-0126-5174 established 01/30/2026	19
18.	APPROVE the certification of Stage Technician eligibility list 26-0122-0379 established 02/04/2026	19
III OLD BUSINESS		
1.	CLARIFICATION OF PRIOR ACTION: Removal from Eligibility List - Applicant ID 30832064	20
2.	CLARIFICATION OF PRIOR ACTION: Removal from Eligibility List - Applicant ID 64563725	21
IV NEW BUSINESS		
1.	APPROVE the Creation of a New Classification – Information Security Engineer	22-27
V OTHER ITEMS		
1.	None	
VI NEXT REGULAR MEETING		

February 19, 2026, at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment
2. Receive and take action on the Hearing Officer's report regarding the disciplinary action of 28-39 Employee E00526535

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 22, 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 22, 2025, at 8:20 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, Senior Personnel Analyst; Susan Leaming, Senior Personnel Analyst; Oralia Leyva, Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Virginia Agredano Perez, Senior Administrative Secretary; Yessika Aguirre, Human Resources Technician; Wendy Bell, Human Resources Technician; Veronica Bustamante, Human Resources Technician; Warren Hornberger, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; and Gean Asayas, Human Resources Assistant.

GUESTS PRESENT

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

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of January 08, 2026.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Dr. Rebecca Lee, Executive Officer, reported that the District has received notice that Superintendent Dr. Jill Baker plans to retire at the end of the current school year. Dr. Lee expressed appreciation for Dr. Baker's support of the Personnel Commission and extended best wishes to her in retirement. Dr. Lee stated that no additional information is available at this time regarding the process of selecting a new superintendent. Dr. Lee also thanked Oralia Leyva and the Certification staff for their continued work addressing layoffs, seniority,

and displacement matters affecting employees at school sites. She noted that meetings with impacted departments are ongoing as part of this process.

Maria Lynn Alvarez, Personnel Analyst, reported on the continued use and importance of performance examinations. She shared feedback from exam raters indicating that districts which discontinued performance exams during the COVID-19 pandemic have experienced negative impacts, including increased supervisory challenges and performance concerns among employees. Ms. Alvarez stated that raters expressed strong support for the Personnel Commission's continued use of performance examinations as an effective screening tool. Ms. Alvarez also introduced Gean Asayas, Human Resources Assistant, who has joined the Personnel Commission front office reception team. Ms. Asayas shared that she is an alumna of Pasadena City College and California State University, Fullerton, and expressed enthusiasm about contributing to the Personnel Commission team.

Oralia Leyva, Certification Services Manager, reported on personnel actions from the January 14, 2026, Board of Education meeting. A total of 35 probationary appointments were approved in classifications including Behavior Intervention Assistant, Maintenance Laborer. Additionally, 23 substitute appointments were approved in classifications including Child Care Worker, Custodian, Instructional Aide – Special, and Recreation Aide. Ms. Leyva also reported that 18 exempt assignments for student workers and coaching positions were processed. She thanked the Certification team for ensuring timely processing of assignments and noted that preparation for summer school staffing is underway. Ms. Leyva stated that the summer school brochure will be distributed to sites, and that applications are scheduled to open on Monday, January 26.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accounting Technician
2. **RATIFY** job announcement bulletin for Assistant Director Fiscal Services
3. **RATIFY** job announcement bulletin for Head Start Instructional Aide - Bilingual Spanish
4. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning
5. **APPROVE** the certification of Behavior Intervention Assistant eligibility list 26-0025-5216 established 1/21/2026
6. **APPROVE** the certification of Custodian eligibility list 26-0093-0139 established 1/22/2026
7. **APPROVE** the certification of Expanded Learning Supervisor eligibility list 26-0116-5320 established 1/14/2026
8. **APPROVE** the certification of Instructional Aide - Deaf/ Hard of Hearing eligibility list 25-0214-3271 established 1/16/2026
9. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0133-5319 established 1/22/2026
10. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0125-0448 established 1/14/2026

11. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0136-0448 established 1/22/2026
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0117-5068 established 1/13/2026
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0130-5068 established 1/13/2026
14. **APPROVE** the certification of Recreation Aide eligibility list 26-0139-5255 established 1/20/2026
15. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0128-5317 established 1/14/2026

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 5-15.

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

OLD BUSINESS

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

Old Business Item 1 was moved into closed session.

NEW BUSINESS

1. **APPROVE** the Creation of a New Classification – School Intervention Supervisor

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 table New Business item 1.

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

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

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

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

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 25443360

New Business Item 3 was moved into closed session.

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 64563725

New Business Item 4 was moved into closed session.

5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 38684776

New Business Item 5 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 5, 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 8:31 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:15 a.m. with the following reportable actions:

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 roll-call vote of those present to sustain staff's recommendation to remove Applicant 30832064 from current eligibility lists.

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

2. **APPROVE** the Recommendation to Remove from Eligibility Lists - Applicant ID 25443360

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous roll-call vote of those present to sustain staff's recommendation to remove Applicant 25443360 from current eligibility lists.

3. **APPROVE** the Recommendation to Remove from Eligibility Lists - Applicant ID 64563725

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous roll-call vote of those present to sustain staff's recommendation to remove Applicant 64563725 from current eligibility lists.

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

Linda Vaughan

X

4. **APPROVE** the Recommendation to Remove from Eligibility Lists - Applicant ID 38684776

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous roll-call vote of those present to sustain staff's recommendation to remove Applicant 38684776 from current eligibility lists.

<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 9:17 a.m.

LONG BEACH

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INSTRUCTIONAL AIDE – EXPANDED LEARNING

FINAL FILING DATE:

Open until filled

JOB INFORMATION:

Permanent positions are typically 3.8 hours a day / 19 hours per week and 10 months. Current need is for part time and substitute positions. Eligibility list is being created to fill current and future vacancies as they occur.

Additional Work Hours Information:

- This position requires consistent availability, Monday-Friday for a designated AM or PM shift.
- AM shifts are scheduled between 6:30 a.m. – 10:30 a.m.
- PM shifts are scheduled between 2:00 p.m. – 6:30 p.m.
- Substitute employees' days and hours will vary based on program needs.

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.

SALARY RANGE HOURLY:

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



Apply Here

APPLICATION:

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

SELECTION PROCEDURE:

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

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

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

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Open Continuous 5319 JA

Maria Lynn Alvarez

PERSONNEL COMMISSION

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CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES SUPERVISOR I

FINAL FILING DATE:

4:30 p.m., Friday, February 13, 2026

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an elementary, small specialized secondary school site or a K-8 site with single line service; maintain the kitchen and serving area in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

Two years of quantity food preparation and service experience including one year in lead capacity or one year as a Senior Nutrition Services Worker. Supervisory experience is desirable.

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

SPECIAL REQUIREMENTS:

Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

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

WORKING ENVIRONMENT:

Kitchen and cafeteria environment.

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

Exposure to hot foods and equipment.

Working with knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

SALARY RANGE HOURLY:

START: \$25.43

6 MONTHS: \$26.83

1 ½ YEARS: \$28.31

2 ½ YEARS: \$29.86



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APPLICATION:

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SELECTION PROCEDURE:

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

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MERIT SYSTEM EMPLOYER

Dual Exam 26-0147-5064 WH

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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.

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NUTRITION SERVICES SUPERVISOR II

FINAL FILING DATE:

4:30 p.m., Friday, February 13, 2026

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at a middle, K-8, larger specialized secondary school site or Avalon school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

Three years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor I.

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

SPECIAL REQUIREMENTS:

Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

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

WORKING ENVIRONMENT:

Kitchen and cafeteria environment.

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

Exposure to hot foods and equipment.

Working with knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

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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SELECTION PROCEDURE:

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

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MERIT SYSTEM EMPLOYER

Dual Exam 26-0148-5065 WH

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

Guidelines:

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

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

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES SUPERVISOR III

FINAL FILING DATE:

4:30 p.m., Friday, February 13, 2026

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned comprehensive high school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

Four years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor II.

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

SPECIAL REQUIREMENTS:

Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

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

WORKING ENVIRONMENT:

Kitchen and cafeteria environment.

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

Exposure to hot foods and equipment.

Working with knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

SALARY RANGE HOURLY:

START: \$31.60

6 MONTHS: \$33.34

1 ½ YEARS: \$35.18

2 ½ YEARS: \$37.11



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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.

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 26-0149-5066 WH

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PERSONNEL COMMISSION

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11
AS

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

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

Guidelines:

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

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

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

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

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES WORKER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Eligibility list is being created to fill current and 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 and fumes.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.

Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to monitor food quality and quantity and count money.

SALARY RANGE HOURLY:

START: \$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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MERIT SYSTEM EMPLOYER

Open Continuous Exam 5068 WH

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AS 13

CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

RECREATION AIDE

FINAL FILING DATE:

Open Continuous

SALARY RANGE HOURLY:

START: \$18.78

JOB INFORMATION:

Part Time 10-months (less than 20 hrs/week no ben)

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

JOB SUMMARY:

Under the supervision of a Principal or designee, provide for and assure a safe, clean and secure environment for students participating in playground, physical education, meal periods and recreational activities; organize and oversee recreational and playground activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**TRAINING AND EXPERIENCE:**

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

WORKING ENVIRONMENT:

Indoor and outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Walking or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Lifting and carrying light objects weighing up to ten pounds.

Reaching overhead, above the shoulders and horizontally.

Twisting and turning to monitor student activities.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate playground equipment.

Seeing to monitor student activities.

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. 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 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 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.

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Continuous Exam 5255 GA



www.lbschools.net/jobs

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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RECREATION AIDE – EXPANDED LEARNING

FINAL FILING DATE:

Open Continuous

SALARY RANGE HOURLY:

START: \$18.78

JOB INFORMATION:

Part-time 10-month positions (less than 20 hours per week, no benefits). Eligibility list may be used to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for students enrolled in Expanded Learning Opportunities Program (ELO-P); organize and oversee recreational and playground activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**TRAINING AND EXPERIENCE:**

Experience working with children in an instructional, expanded learning or similar program is highly 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:

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

WORKING ENVIRONMENT:

Playground, indoor and outdoor environment. Evening and varied hours. Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Walking or standing for extended periods of time. Bending at the waist, kneeling or crouching. Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds. Twisting and turning to monitor activities of children. Hearing and speaking to exchange information in person and on the telephone. Dexterity of hands and fingers to operate playground and office equipment. Seeing to monitor activities of children.

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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APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Continuous Exam 5317 KG



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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 required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

PHYSICAL DEMANDS:

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

SALARY RANGE HOURLY:

START:	\$29.75
6 MONTHS:	\$31.39
1 ½ YEARS:	\$33.12
2 ½ YEARS:	\$34.93
3 ½ YEARS:	\$36.86



Apply Here

APPLICATION:

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16
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- ❖ **Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013**
- ❖ **On February 14, 2013, the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.**

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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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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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 18-19

Date: February 5, 2026

Reason for Consideration: Approval

INSTRUCTIONAL AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

26-0141-5319

List Valid: **02/04/2026 - 08/04/2026**

Total Applications Received: 28

Passed: 16

Failed: 0

Total Invited to Exam: 19

Withdrew: 3

Screened Out: 9

MAINTENANCE MATERIALS STOREKEEPER

DUAL

26-0120-5231

List Valid: **02/06/2026-02/06/2027**

Total Applications Received: 149

Passed: 10

Failed: 50

Total Invited to Exam: 80

Withdrew: 20

Screened Out: 69

MAINTENANCE TEAM LEAD

DUAL

26-0097-5283

List Valid: **01/30/2026 - 01/30/2027**

Total Applications Received: 45

Passed: 8

Failed: 18

Total Invited to Exam: 28

Withdrew: 2

Screened Out: 17

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

26-0140-5068

List Valid: **01/30/2026 - 07/30/2026**

Total Applications Received: 29

Passed: 4

Failed: 2

Total Invited to Exam: 19

Withdrew: 13

Screened Out: 10

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

26-0146-5068

List Valid: **02/04/2026 - 08/04/2026**

Total Applications Received: 20

Passed: 6

Failed: 2

Total Invited to Exam: 15

Withdrew: 7

Screened Out: 5

RECREATION AIDE

OPEN CONTINUOUS

26-0143-5255

List Valid: **01/30/2026 - 07/30/2026**

Total Applications Received: 33

Passed: 27

Failed: 0

Total Invited to Exam: 27

Withdrew: 0

Screened Out: 6

RECREATION AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

26-0132-5317

List Valid: **01/30/2026 - 07/30/2026**

Total Applications Received: 19

Passed: 14

Failed: 0

Total Invited to Exam: 14

Withdrew: 0

Screened Out: 5

RECREATION AIDE - EXPANDED LEARNINGList Valid: **02/04/2026 - 08/04/2026**

Total Applications Received: 17

Passed: 15 Failed: 0

OPEN CONTINUOUS**26-0142-5317**

Total Invited to Exam: 15

Withdrew: 0

Screened Out: 2

SENIOR HEALTH ASSISTANTList Valid: **01/30/2026 - 01/30/2027**

Total Applications Received: 9

Passed: 5 Failed: 0

DUAL CONTINUOUS**26-0126-5174**

Total Invited to Exam: 5

Withdrew: 0

Screened Out: 4

STAGE TECHNICIANList Valid: **02/04/2026 - 02/04/2027**

Total Applications Received: 23

Passed: 4 Failed: 2

DUAL**26-0122-0379**

Total Invited to Exam: 9

Withdrew: 3

Screened Out: 14

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: February 5, 2026

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Clarification of Prior Action - Applicant ID 30832064

PAGE: 20

Date: February 5, 2026

Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is 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.”

At its meeting on January 22, 2026, the Personnel Commission approved the recommendation to remove Applicant ID 30832064 from the eligibility list pursuant to Personnel Commission Rule 4.2.A.8.

Subsequent to that action, staff received additional legal guidance.

This item is being returned to the Commission for discussion only and to allow the Commission to determine whether it wishes to provide any direction or clarification regarding its prior action. No new evidence is being presented, and the merits of the original decision are not before the Commission.

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: Clarification of Prior Action - Applicant ID 64563725

PAGE: 21

Date: February 5, 2026

Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is 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.”

At its meeting on January 22, 2026, the Personnel Commission approved the recommendation to remove Applicant ID 64563725 from the eligibility list pursuant to Personnel Commission Rule 4.2.A.8.

Subsequent to that action, staff received additional legal guidance.

This item is being returned to the Commission for discussion only and to allow the Commission to determine whether it wishes to provide any direction or clarification regarding its prior action. No new evidence is being presented, and the merits of the original decision are not before the Commission.

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 20, 2026

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification - Information Security Engineer

Background and Findings

The District's Chief Technology Officer requested the creation of a new classification titled "Information Security Engineer" as part of the District's continued investment in advanced technologies and professional staff to maintain the highest standards of cybersecurity. An incumbent in this classification will, under the direction of the Information Security Officer, plan, implement, monitor, and manage cybersecurity incident response, security engineering and vulnerability management across the District.

Salary Placement

In determining salary placement for the proposed classification, staff conducted an external market salary survey and looked at internal alignment and parity within the LBUSD organization. While the salary survey results did not provide a clear guideline for salary placement, internal alignment comparisons find the new class to be comparable to existing Information Services management classifications at salary range 46 (M2). Therefore, staff recommends equitable placement at salary range 46 (M2) on the District's Classified Management Salary Schedule.

The Chief Technology Officer has reviewed and are in support of the proposed job classification and salary placement recommendations. The proposed classification specification is attached for review.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the new classification of Information Security Engineer
2. Allocate the classification of Information Security Engineer to salary range 46 (M2).

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



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

INFORMATION SECURITY ENGINEER

JOB SUMMARY

Under administrative direction, plan, implement, monitor and manage cybersecurity incident response, security engineering and vulnerability management across the District; research, develop, implement and maintain security standards across District systems; evaluate emerging threats, recommend mitigations, and determine acceptable levels of exposure; 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, implement, monitor and manage cybersecurity incident response, security engineering and vulnerability management across the District; assure operational activities align with broader security requirements and compliance obligations. **E**
- Research, develop, implement and enforce security standards across District systems, translate District-wide security objectives into actionable strategies with clear, defined action steps; manage the implementation of security technologies and controls. **E**
- Respond to security incidents by analyzing logs, threat intelligence, and other sources of information; analyze alerts generated by security tools to reduce false positives and increase alert effectiveness. **E**
- Conduct root cause analysis to identify process or technology gaps from security incidents; provide remediation recommendations and directly take action in the needed systems to mitigate risk. **E**
- Serve as a liaison with District departments to track and monitor incident response status updates; document and track security alerts and incidents using internal standard tracking processes and platforms. **E**
- Develop, document, and report business-level metrics for incident response progress; develop reports, dashboards, and data visualizations as requested for District leaders and others. **E**
- Serve as a risk advisor to IT leadership by identifying and evaluating emerging cybersecurity threats, vulnerabilities, and risks to critical systems and data; support District leadership in determining acceptable levels of risk. **E**
- Identify opportunities to improve security operations through process improvements and automation across vulnerability management, technology, incident response, and related areas; collaborate with technology partners and cross-functional teams to implement and operationalize improvements. **E**
- Proactively identify and integrate threat intelligence into vulnerability management and incident response technologies and processes to enhance detection, response, and mitigation capabilities. **E**

- Install, configure, and maintain security systems and technologies such as EDR, email, firewall, WAF, VPN, SIEM, DLP, and IAM; support infrastructure operations teams in the running of security tools deployed in the environment. *E*
- Create and oversee vulnerability scanning jobs and assessment tasks within a variety of security tools for infrastructure and application; identify and resolve false positive findings in assessment results. *E*
- Serve as a point of contact on issues, dependencies, and risks related to vulnerability scanning and threat intelligence alerts; support information security risk management activities, recommend security controls, corrective and preventative actions to mitigate vulnerability risks. *E*
- Report and track the vulnerability life cycle from discovery to closure; review vulnerabilities and work with infrastructure and business teams to remediate the findings. *E*
- Research and provide guidance for addressing vulnerabilities, including system patching, deployment of specialized controls, standards, or infrastructure changes, and changes in development processes. *E*
- Communicate with contractors, technology service providers, staff and other outside organizations to coordinate information security activities, resolve issues and exchange information. *E*
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions. *E*
- Prepare a variety of records and files and prepare narrative and statistical reports and documentation related to assigned activities; prepare data for a variety of reports; review and update incident response standard operating procedures and playbooks. *E*
- Participate in and attend a variety of meetings, workshops, conferences, and training to maintain current knowledge of emerging industry trends; make presentations regarding cybersecurity program objectives, plans, and achievements. *E*
- Participate in developing the District's long-range technology strategic plans; serve on assigned steering committees. *E*
- Operate a variety of office equipment including a computer and assigned software. *E*
- Respond to after-hours emergency calls and coordinate response. *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

Incumbents in the Information Security Engineer classification are responsible for defining, implementing, and maintaining the District's overall information security posture. This role requires expertise in multiple security domains including threat detection, vulnerability management, identify and access control and incident response. Incumbents exercise a high degree of initiative and independent judgment to safeguard District assets, ensure regulatory compliance, and maintain trust in the confidentiality, integrity, and availability of critical information systems.

EMPLOYMENT STANDARDS**Knowledge of:**

Security principles, frameworks, and best practices (e.g., NIST, ISO 27001, CIS Controls).
Threat modeling, risk assessment, and vulnerability management such as vulnerability scanner, network firewalls, cloud-native security and penetration testing frameworks.
Threat landscape and intelligence feeds to identify and triage threats and vulnerabilities.
Incident detection, response, investigation and forensics methods and techniques.
SIEM platforms (e.g., Splunk, ELK, Sentinel) and log analysis.
Endpoint protection, EDR/XDR tools, and malware analysis basics.
TCP/IP, DNS, HTTP/S, VPNs, firewalls, and IDS/IPS.
Securing cloud environments across AWS, Azure and GCP, including implementation of IAM, VPCs, and security groups.
Zero trust architecture and network segmentation.
PKI, TLS, and encryption technologies.
Web application security (OWASP Top 10, API security).
Secure coding practices and DevSecOps integration.
Linux/Unix and Windows hardening.
SSO, MFA, RBAC, and PAM solutions.
Conditional access policies.
Active Directory/Azure AD security configurations.
Principles of supervision and training.
Applicable laws, codes, rules and regulations.
Strategic planning and project management techniques.
Public speaking techniques.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, implement, monitor and manage cybersecurity incident response, security engineering and vulnerability management across the District.
Research, develop, implement and enforce security standards across District systems.
Present technical information effectively to both technical and non-technical audiences.
Apply cybersecurity tools and techniques to streamline incident response, improve detection, and strengthen overall security posture.
Design, configure and maintain information security systems and tools, including firewalls, EDR/XDR platforms, SIEM/SOAR platforms, IAM platforms, scanning tools, etc.
Conduct or support penetration testing and static/dynamic code analysis.
Become proficient in at least one scripting language (e.g., Python, PowerShell, or Perl) to automate security tasks and improve operational efficiency.
Supervise and evaluate the performance of assigned personnel.
Make sound decisions by evaluating risks, costs, and benefits to identify the most appropriate and effective course of action.
Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prepare and deliver oral presentations.

Maintain confidentiality of sensitive and privileged information.

Maintain current knowledge of technological advances in the field.

Plan and organize work.

Operate a computer and assigned software.

Education and Training:

Bachelor's degree in cybersecurity, computer science, computer engineering, information systems management, software engineering or a related field.

Experience:

Three years of experience in information security or information technology operations including responsibility for cybersecurity operations. Experience with scripting and automation tools such as PowerShell or Bash is desirable.

OR

Three years of experience as a Network Specialist with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS

Incumbents in this classification must possess and maintain throughout employment in this classification, at least one (1) of the following certifications:

- CompTIA Security+
- SSCP (Systems Security Certified Practitioner)

The following certifications are preferred:

- CISSP (Certified Information Systems Security Professional)
- CISA (Certified Information Security Auditor)
- SANS GIAC (Global Information Assurance Certification)
- AWS Certified Security (Amazon Web
- Cisco (CCNA or CCNP)
- Google Cloud
- Microsoft Azure

WORKING ENVIRONMENT

Office environment.
Evening and variable hours.
Emergency call out.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person and on the telephone.
Bending at the waist, kneeling, or crouching.
Reaching overhead, above the shoulders and horizontally.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

DATE

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Receive and take action on the Hearing Officer's report PAGE: 28-39
 regarding the disciplinary action of Employee E00526535

Date: February 5, 2026

Reason for Consideration: Restricted Action

The report of the Commission-assigned Hearing Officer, Patricia Barrett, in the disciplinary action appeal of Employee E00526535 is included for the Personnel Commission to receive and take action.

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.