

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

REGULAR MEETING AGENDA

Regular Meeting
February 19, 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 February 5, 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 Building Maintenance Worker 6-7
2. **RATIFY** job announcement bulletin for Building Maintenance Worker/Driver 8-9
3. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning 10
4. **RATIFY** job announcement bulletin for Senior Payroll Accounting Technician 11-12
5. **RATIFY** job announcement bulletin for Sign Language Interpreter 13-14
6. **APPROVE** the certification of Accounting Manager eligibility list 26-0124-0346 established 02/17/2026 15
7. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0153-5319 established 02/17/2026 15

8. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0150-5068 established 02/13/2026 15
9. **APPROVE** the certification of Recreation Aide eligibility list 26-0151-5255 established 02/20/2026 15
10. **APPROVE** the certification of Recreation Aide eligibility list 26-0155-5255 established 02/20/2026 15
11. **APPROVE** the certification of Recreation Aide eligibility list 26-0161-5255 established 02/20/2026 15
12. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0154-5317 established 02/20/2026 15

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. None

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

March 5, 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

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

February 5, 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, February 5, 2025, at 8:21 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; Andrea Fonseca, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Ashleigh Fernando, Acting Senior Administrative Secretary; Joanna Guzman, Employment Services Supervisor; Judy Alonso, Human Resources Technician; Judy Beauchamp, Human Resources Technician; Wendy Bell, Human Resources Technician; Veronica Bustamante, Human Resources Technician; Monica Gaytan, Human Resources Technician; and Elizabeth Morales-Torres, Human Resources Technician.

GUESTS PRESENT

Tai Felder, CSEA Chapter 2 1st Vice President; Dallas Emerle, Labor Relations Representative; 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 22, 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 Personnel Commission teams have been actively engaged in a variety of community outreach and recruitment efforts over the past several weeks. She invited Recruitment and Testing staff to provide detailed updates on these activities.

Amy Van Fossen, Associate Personnel Analyst, reported that Recruitment and Testing is currently working on 34 recruitments in various stages, with an additional 13 recruitments pending opening in the coming weeks. She shared that Personnel Commission staff participated in mock interview panels at Lakewood High School, providing students with interview practice, résumé review, and constructive feedback.

Ms. Van Fossen also reported that Personnel Commission staff attended a job fair hosted by the Long Beach School for Adults. The event was well attended by community members and LBUSD students, and provided opportunities to promote classified employment pathways. Staff engaged with participants enrolled in Custodial and Instructional Aide – Special courses and provided guidance on application processes and career opportunities within the District.

Dr. Lee invited Ms. Van Fossen to share that she has joined Strategy 8.2 under the District's Vision 2035 strategic plan. Strategy 8.2 focuses on professional development for both classified and certificated staff, including the development of assessment tools to measure understanding and application of the Adult Portrait. Dr. Lee emphasized the importance of classified representation in this work to ensure professional development initiatives align with classified employee needs.

Maria Lynn Alvarez, Senior Personnel Analyst, reported that Expanded Learning and Special Education anticipate the addition of more than 100 Instructional Aide – Expanded Learning and Special Education positions due to state-mandated service requirements. She stated that a targeted hiring event is being planned to support the timely filling of these critical student-facing positions once approvals are finalized.

Joanna Guzman, Employment Services Supervisor, reported on personnel actions from the most recent Board of Education meeting. A total of 46 probationary appointments were approved in classifications including Elementary Office Supervisor, Instructional Aide – Expanded Learning, Instructional Aide – Special, and Nutrition Services Worker. Additionally, 35 day-to-day limited-term employee appointments were approved in classifications including Child Care Worker, Heavy Truck Driver, and Intermediate Office Assistant. Thirteen exempt assignments were also processed. Ms. Guzman reported that summer school staffing is underway, with applications accepted beginning January 26 and closing March 20 for the session running June 22 through July 24, 2026. As of the meeting date, 441 summer school applications have been received. She also thanked staff for their flexibility and collaboration in implementing new procedures related to SB 848.

Susan Leaming, Senior Personnel Analyst, announced that two CPR training sessions for classified staff are scheduled for March 27 at the Teacher Resource Center, with flyers to be distributed to school sites. She also reported that two CPR classes held in December resulted in the certification of 104 classified employees.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning
2. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I
3. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II
4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III
5. **RATIFY** job announcement bulletin for Nutrition Services Worker
6. **RATIFY** job announcement bulletin for Recreation Aide

7. **RATIFY** job announcement bulletin for Recreation Aide – Expanded Learning
8. **RATIFY** job announcement bulletin for Senior Health Assistant
9. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0141-5319 established 02/04/2026
10. **APPROVE** the certification of Maintenance Materials Storekeeper eligibility list 26-0120-5231 established 02/06/2026
11. **APPROVE** the certification of Maintenance Team Lead eligibility list 26-0097-5283 established 01/30/2026
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0140-5068 established 01/30/2026
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0146-5068 established 02/04/2026
14. **APPROVE** the certification of Recreation Aide eligibility list 26-0143-5255 established 01/30/2026
15. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0132-5317 established 01/30/2026
16. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0142-5317 established 02/04/2026
17. **APPROVE** the certification of Senior Health Assistant eligibility list 26-0126-5174 established 01/30/2026
18. **APPROVE** the certification of Stage Technician eligibility list 26-0122-0379 established 02/04/2026

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 1-8 and approve items 9-18, with a correction to item 7.

<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. **CLARIFICATION OF PRIOR ACTION:** Removal from Eligibility List - Applicant ID 30832064

Old Business Item 1 was moved into closed session.

2. **CLARIFICATION OF PRIOR ACTION:** Removal from Eligibility List - Applicant ID 64563725

Old Business Item 2 was moved into closed session.

NEW BUSINESS

1. **APPROVE** the Creation of a New Classification – Information Security Engineer

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		

OTHER ITEMS

None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 19, 2026, at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION

1. The Personnel Commission retired into closed session at 8:38 a.m.
2. Receive and take action on the Hearing Officer's report regarding the disciplinary action of Employee E00526535

OPEN SESSION

The Personnel Commission returned to open session at 9:01 a.m. with the following reportable actions:

1. **CLARIFICATION OF PRIOR ACTION:** Removal from Eligibility List - Applicant ID 30832064

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to clarify and affirm the Commission's prior action removing Applicant ID 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. **CLARIFICATION OF PRIOR ACTION:** Removal from Eligibility List - Applicant ID 64563725

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to clarify and affirm the Commission's prior action removing Applicant ID 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		

3. **RECEIVE and TAKE ACTION** on the Hearing Officer's report regarding the disciplinary action of Employee E00526535

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to sustain the Hearing Officer's recommendation to uphold the Board of Education's disciplinary action. The Commission directed the Executive Officer to send copies of the decision to the District and the employee in accordance with Personnel Commission Rule 11.5.D.

<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 9:03 a.m.

LONG BEACH

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BUILDING MAINTENANCE WORKER

FINAL FILING DATE:

4:30 p.m., Thursday, February 26, 2026

JOB INFORMATION:

Permanent 10-month and 12-month positions, 100% FTE (8 hours a day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to perform work in connection with the repair or maintenance of school properties or equipment; may assist carpenters, painters, plumbers, electricians or other mechanics; to perform more simple kinds of repair and maintenance work.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school.

EXPERIENCE:

At least two years of experience in which an incumbent has acquired the competence in performing building and related maintenance work. 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:

(1) Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. (2) May be required to travel from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District. (5) Some positions in this classification may require valid Forklift Operator Certification. Certification will be provided by the District.

SALARY RANGE HOURLY:

START:	\$ 28.96
6 MONTHS:	\$ 30.55
1 ½ YEARS:	\$ 32.24
2 ½ YEARS:	\$ 34.01
3 ½ YEARS:	\$ 35.87



Apply Here

APPLICATION:

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

SELECTION PROCEDURE:

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

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

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

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MERIT SYSTEM EMPLOYER

Dual Exam 26-0162-0625 VB

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

Ammy Van Jo

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

BUILDING MAINTENANCE WORKER/DRIVER

FINAL FILING DATE:

4:30 p.m., Thursday, February 26, 2026

JOB INFORMATION:

Permanent 10-month and 12-month positions, 100% FTE (8 hours a day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to perform work in connection with the repair or maintenance of school properties or equipment; may assist carpenters, painters, plumbers, electricians or other mechanics; to perform more simple kinds of repair and maintenance work; operate a truck to tow a trailer or heavy equipment; operate a mobile crane; and to perform related duties as required.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school.

EXPERIENCE:

At least two years of experience in which an incumbent has acquired the competence in performing building and related maintenance work. 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:

(1) Employees performing the work of the Building Maintenance Worker/Driver class must possess a valid Class A driver's license and valid Mobile Crane Operator Certification. Training to obtain the license and crane certification is at District expense. Under federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing. (2) 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. (3) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District. (4) May be required to travel from one location to another.

SALARY RANGE HOURLY:

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



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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 26-0163-0880 VB

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.

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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



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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 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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SENIOR PAYROLL ACCOUNTING TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Thursday, March 5, 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, take the lead and/or review verify and correct payroll and related transactions; identify and solve payroll problems; prepare summary payroll reports; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

EXPERIENCE:

Three years of full-time financial record keeping work, one year of which is preferably as a lead person in a public agency.

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 in person or telephonically to exchange information about payroll matters.

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: \$28.96

6 MONTHS: \$30.55

1 ½ YEARS: \$32.24

2 ½ YEARS: \$34.01

3 ½ YEARS: \$35.87



Apply Here

APPLICATION:

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SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Dual Exam 26-0167-0762 MG

LBUSD employees, please see reverse for important
information.

PERSONNEL COMMISSION

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

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

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

Guidelines:

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

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

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

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

LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

SIGN LANGUAGE INTERPRETER

FINAL FILING DATE:

4:30 p.m., Thursday, March 5, 2025

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, provide sign language interpreting services to deaf and hard of hearing individuals to facilitate communication between students, staff, parents, teachers and others; independently interpret complex subject matter, educational concepts and special events in a variety of settings; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards: The equivalent of graduation from high school and one of the following: 1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education;

Or

2. Attainment of an Associate of Arts degree or higher degree;

Or

3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics. Completion of course work in Deaf Studies, Early Child Education or a related field is preferred.

EXPERIENCE:

Valid certification issued by the Registry of Interpreters for the Deaf (RID) or equivalent. The following certifications are recognized by the State with a score of level 4.0 or above: 1. National Association of the Deaf (NAD) 2. American Consortium of Certified Interpreters (ACCI) 3. Educational Interpreters Performance Assessment (EIPA) 4. Educational Sign Skills Evaluation (ESSE)

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

START: \$35.97

6 MONTHS: \$37.95

1 ½ YEARS: \$40.05

2 ½ YEARS: \$42.25

3 ½ YEARS: \$44.57



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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 26-0071-5214 VB

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 15

Date: February 19, 2026

Reason for Consideration: Approval

Accounting Manager

DUAL

26-0124-0346

List Valid: **02/17/2026-08/17/2026**

Total Applications Received: 36

Passed: 2 Failed: 12

Total Invited to Exam: 24

Withdrew: 10 Screened Out: 12

Instructional Aide - Expanded Learning

OPEN CONTINUOUS

26-0153-5319

List Valid: **02/17/2026-08/17/2026**

Total Applications Received: 40

Passed: 19 Failed: 1

Total Invited to Exam: 23

Withdrew: 3 Screened Out: 17

Nutrition Services Worker

OPEN CONTINUOUS

26-0150-5068

List Valid: **02/13/2026-08/13/2026**

Total Applications Received: 22

Passed: 9 Failed: 1

Total Invited to Exam: 21

Withdrew: 11 Screened Out: 1

Recreation Aide

OPEN CONTINUOUS

26-0151-5255

List Valid: **02/20/2026-08/20/2026**

Total Applications Received: 20

Passed: 17 Failed: 0

Total Invited to Exam: 17

Withdrew: 0 Screened Out: 3

Recreation Aide

OPEN CONTINUOUS

26-0155-5255

List Valid: **02/20/2026-08/20/2026**

Total Applications Received: 29

Passed: 23 Failed: 0

Total Invited to Exam: 23

Withdrew: 0 Screened Out: 6

Recreation Aide

OPEN CONTINUOUS

26-0161-5255

List Valid: **02/20/2026-08/20/2026**

Total Applications Received: 25

Passed: 20 Failed: 0

Total Invited to Exam: 20

Withdrew: 0 Screened Out: 5

Recreation Aide - Expanded Learning

OPEN CONTINUOUS

26-0154-5317

List Valid: **02/20/2026-08/20/2026**

Total Applications Received: 20

Passed: 18 Failed: 0

Total Invited to Exam: 18

Withdrew: 0 Screened Out: 2

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: February 19, 2026