

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

REGULAR MEETING AGENDA

Regular Meeting
March 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 February 19, 2026 1-3
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 Associate Research Data Analyst 4-5
2. **RATIFY** job announcement bulletin for Carpenter 6-7
3. **RATIFY** job announcement bulletin for Custodian 8
4. **RATIFY** job announcement bulletin for Custodian (Catalina Island) 9
5. **RATIFY** job announcement bulletin for District Security Officer 10-11
6. **RATIFY** job announcement bulletin for Educational Research Analyst I 12-13
7. **RATIFY** job announcement bulletin for Educational Research Analyst II 14-15
8. **RATIFY** job announcement bulletin for Expanded Learning Supervisor 16-17

9. RATIFY job announcement bulletin for Intermediate Nutrition Services Worker	18-19
10. RATIFY job announcement bulletin for Intermediate Payroll Accounting Technician	20-21
11. RATIFY job announcement bulletin for Senior Nutrition Services Worker	22-23
12. APPROVE the certification of Assistant Director, Fiscal Services eligibility list 26-0135-5136 established 03/02/2026	24
13. APPROVE the certification of Campus Staff Assistant eligibility list 26-0113-5288 established 02/26/2026	24
14. APPROVE the certification of Fence Erector eligibility list 26-0123-0367 established 02/27/2026	24
15. APPROVE the certification of Head Start Instructional Aide – BL Spanish eligibility list 26-0102-5235 established 02/24/2026	24
16. APPROVE the certification of Instructional Aide - Expanded Learning eligibility list 26-0160-5319 established 02/27/2026	24
17. APPROVE the certification of Instructional Aide – Special eligibility list 26-0145-0448 established 02/25/2026	24
18. APPROVE the certification of Instructional Aide – Special eligibility list 26-0157-0448 established 03/04/2026	24
19. APPROVE the certification of Nutrition Services Worker eligibility list 26-0156-5068 established 02/25/2026	25
20. APPROVE the certification of Nutrition Services Worker eligibility list 26-0163-5068 established 03/05/2026	25
21. APPROVE the certification of Recreation Aide eligibility list 26-0164-5255 established 03/03/2026	25
22. APPROVE the certification of Senior Office Assistant eligibility list 26-0074-0677 established 03/06/2026	25

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. APPEAL of Examination Protest – Candidate ID 29394989	26-42
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2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 32445314 43-58
3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 63360217 59-72
4. **APPROVE** the Abolishment of Classifications: Cyber Security Manager, Administrator, Network and Information Systems, and Supervising Software Applications Engineer, Research, Planning and Evaluation. 73-93

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

April 2, 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 19, 2026

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Vice-Chairperson, on Thursday, February 19, 2026, at 8:17 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 Vice-Chairperson, Terence Ulaszewski.

ROLL

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

Present: Sheryl Bender
 Terence Ulaszewski

Absent: Linda Vaughan

STAFF MEMBERS
PRESENT

Dr. Rebecca Lee, Executive Officer; 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; Mari Rojas, Employment Services Supervisor; Yessika Aguirre, Human Resources Technician; 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; Warren Hornberger, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; and Keidy Garcia, Human Resources Assistant.

GUESTS PRESENT

Tai Felder, CSEA Chapter 2 1st Vice President.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of February 5, 2026.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Dr. Rebecca Lee, Executive Officer, reported that at the recent Board of Education meeting on February 18, 2026, the Board approved Resolution 021826 - D, which is the preliminary resolution for layoff of classified employees due to lack of work and/or lack of funds. This resolution identifies statutory guidelines for the layoff notification of classified employees. Dr. Lee stated that approximately 54 positions representing 22 classifications were identified in this process. These positions represent employees who will be impacted in the layoff process, meaning there were no equivalent vacancies to place them in. Dr. Lee mentioned the decision by the board regarding the classified layoffs may result in displacing least senior employees in the classification, returning them to a former classification, and/or laying them off completely and being placed on a 39-month re-employment list. Dr. Lee indicated that the Personnel Commission's role in the process is to ensure that legal notification of timelines is met and that Education Code, governing documents, and Personnel Commission rules and regulations are adhered to in the bumping, displacement, and layoff process. Finally, Dr. Lee mentioned the Personnel Commission will be busy in the next few weeks, ensuring that the March 15, 2026, timeline is met.

Andrea Fonseca, Associate Personnel Analyst, reported that Recruitment and Testing is currently working on 40 recruitments in various stages, with 13 accepting applications, and 10 testing. Ms. Fonseca shared that application assistance for the Custodial classification will begin next month at the Long Beach School for Adults, which will also be in alignment with the opening of a Custodial recruitment. Ms. Fonseca mentioned the Long Beach School for Adults will also open an Instructional Aide – Special class, and Recruitment and Testing will be offering application workshops.

Mari Rojas, Employment Services Supervisor, reported that 584 summer school applications have been received. Ms. Rojas shared the personnel actions from the most recent Board of Education meeting. A total of 15 probationary appointments were approved in classifications including Child Care Worker, Human Resources Assistant, Instructional Aide, Payroll Manager, and Senior Food Production Utility Worker. Additionally, 17 day-to-day limited-term employee appointments were approved in classifications including Custodian, Instructional Aide, Nutrition Services Worker, and Recreation Aides. Twelve exempt assignments were also processed. Ms. Rojas also thanked staff for their hard work and willingness to help each other.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Building Maintenance Worker
2. **RATIFY** job announcement bulletin for Building Maintenance Worker/Driver
3. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning
4. **RATIFY** job announcement bulletin for Senior Payroll Accounting Technician
5. **RATIFY** job announcement bulletin for Sign Language Interpreter
6. **APPROVE** the certification of Accounting Manager eligibility list 26-0124-0346 established 02/17/2026
7. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0153-5319 established 02/17/2026
8. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0150-5068 established 02/13/2026

9. **APPROVE** the certification of Recreation Aide eligibility list 26-0151-5255 established 02/20/2026
10. **APPROVE** the certification of Recreation Aide eligibility list 26-0155-5255 established 02/20/2026
11. **APPROVE** the certification of Recreation Aide eligibility list 26-0161-5255 established 02/20/2026
12. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0154-5317 established 02/20/2026

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-5 and approve items 6-12.

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

OLD BUSINESS None

NEW BUSINESS None

OTHER ITEMS Terence Ulaszewski, Commissioner, acknowledged the District layoffs and the Personnel Commission staff's role. Commission Ulaszewski thanked the Personnel Commission staff for always being upfront, incredibly supportive, compassionate, and helpful towards their fellow coworkers and employees during a challenging time.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 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 8:28 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:37 a.m. with no reportable actions.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:38 a.m.

ABOUT OUR DISTRICT

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

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

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

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

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

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

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

An Exciting Promotional Career Opportunity Awaits You

ASSOCIATE RESEARCH DATA ANALYST

\$88,566 - \$104,020
Annually



www.lbschools.net/jobs

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

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Associate Research Data Analyst. Under immediate supervision, assist in the development and performance of a variety of complex and technical educational research related duties, with increasing requirements of initiative and independence of action; assist in the evaluation and reporting of District, State and federal academic or assessment programs; perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Research and Student Outcomes then Associate Research Data Analyst.

IDEAL CANDIDATE

Successful candidates will have graduated from an accredited four-year college or university with a bachelor's degree in computer science, education, psychology, behavioral or social science or a related field. Upper division course work in statistics, research methodology and/or psychological testing is desired. Additionally, candidates will have one year of experience participating in the development, administration and analysis of data, tests, research methodologies or behavioral research utilizing Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).

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

SALARY AND BENEFITS:

The annual salary for Associate Research Data Analyst is \$88,566 - \$104,020 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory," who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

HOW TO APPLY

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

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

Application Deadline: 4:30 PM PT on Wednesday, March 18, 2026

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

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

CARPENTER

FINAL FILING DATE:

4:30 p.m., Tuesday, March 17, 2026

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, to perform journey-level rough and finish carpentry in the construction, installation, alteration and repair of District facilities; to perform a variety of related installation, alteration and repair work at District facilities and on District structures; to fabricate, assemble and repair school and office furniture and cabinets in the carpenter shop; and to perform related duties as required.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school supplemented by completion of a recognized carpenter apprentice training program of four years duration.

EXPERIENCE:

Four years of experience in carpentry installation, alteration and repair work, three at the journey level.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges 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. Some employees in this class may be required to take training in order to obtain at District expense a valid class B driver's license after appointment. 2) May be required to travel from one location to another. 3) Under federal law those employees required to possess a class B drivers license shall be subject to alcohol and controlled substance testing. 4) 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. 5) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

SALARY RANGE HOURLY:

START:	\$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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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 26-0173-0114 VB

LBUSD employees, please see reverse for important

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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CUSTODIAN

FINAL FILING DATE:

4:30 p.m., Friday, March 27, 2026.

Applications Accepted March 12 through March 27, 2026.

JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur. Current need is for substitutes.

JOB SUMMARY:

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Completion of the eighth grade.

EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience.

OR

Proof of enrollment in or successful completion of the Building Maintenance/Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and experience.

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

SPECIAL REQUIREMENTS:

(1) Positions assigned to a cleaning crew at Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule.

WORKING ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

SALARY RANGE HOURLY:

START: \$22.68

6 MONTHS: \$23.93

1 ½ YEARS: \$25.24

2 ½ YEARS: \$26.63

3 ½ YEARS: \$28.09



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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DUAL EXAM 26-0171-0139 YA

PERSONNEL COMMISSION

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CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN (CATALINA ISLAND)

FINAL FILING DATE:

Continuous

JOB INFORMATION:

Current vacancy is a 100% FTE (8 hours per day), 12-month position and is located at Avalon TK-12 School. Eligibility list is being created to fill current and future vacancies as they occur.

Avalon is located on Catalina Island, 22 miles southwest of Los Angeles Harbor Breakwater. Employees must live on the Island and/or arrange for their own transportation to and from the Island.

JOB SUMMARY:

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Completion of the eighth grade.

EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience.

OR

Proof of enrollment in or successful completion of the Building Maintenance/ Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and experience.

Any other 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.
Regular exposure to fumes, dust and odors.
Exposure to cleaning agents and chemicals.
Working on ladders.

SALARY RANGE HOURLY:

START:	\$22.68
6 MONTHS:	\$23.93
1 ½ YEARS:	\$25.24
2 ½ YEARS:	\$26.63
3 ½ YEARS:	\$28.09



Apply Here

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

APPLICATION:

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

SELECTION PROCEDURE:

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

THE EXAMINATION FOR THIS POSITION WILL BE HELD AT AVALON TK-12 SCHOOL ON CATALINA

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER
OPEN CONTINUOUS 26-0170-0139 JB

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DISTRICT SECURITY OFFICER

FINAL FILING DATE:

4:30 p.m., Tuesday, March 17, 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 direction, patrol and monitor District properties to protect District property against vandalism, illegal entry, fire, and theft; enforce laws and regulations; respond to emergency situations and non-emergency dispatcher calls for service; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent. College-level coursework in criminal justice or a related field is desirable.

Incumbents in this class must possess and maintain throughout employment in this classification a valid:

PC 832 Arrest and Firearms Certification. OR

California Security Guard Registration Card with an Exposed Firearm Permit issued by the Bureau of Security and Investigative Services (BSIS). OR

PC 832 Arrest Certification with an Exposed Firearm Permit issued by the Bureau of Security and Investigative Services (BSIS). OR

PC 832 Firearms Certification with a California Security Guard Registration Card issued by the Bureau of Security and Investigative Services (BSIS).

EXPERIENCE:

Some experience performing security work involving patrolling buildings and property to protect against vandalism, illegal entry, fire and theft.

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) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (2) Incumbents must obtain a certificate of completion of a school security guard training course within six months of employment. (3) Possession of a valid California Class C Driver's License is required at the time of appointment. (4) May be required to travel from one location to another. (5) 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. (6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (7) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range. (8) Incumbents will be required to work evenings, swing shifts, weekend assignments and graveyard shifts.

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:

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 26-0177-5202 MG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Curran

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

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

Guidelines:

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

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

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

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

ABOUT OUR DISTRICT

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

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

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

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

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

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

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

**An Exciting Career
Opportunity Awaits You**

EDUCATIONAL RESEARCH ANALYST I

**\$96,075 - \$112,819
Annually**



www.lbschools.net/jobs

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

Dual Exam 26-0180-3301 YA

Ann Van Dyke

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Educational Research Analyst I. Under direction, will perform a variety of logistical, technical, analytical and internal user support related to the maintenance and implementation of the District's student information systems, assessment platforms and other student data management systems will also coordinate and provide technical assistance and training to District staff and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Research and Student Outcomes then Educational Research Analyst I.

IDEAL CANDIDATE

Successful candidates will have graduated from an accredited four-year college or university with a bachelor's degree in education, psychology, behavioral or social science or a related field with course work in statistics, research methodology or psychological testing. A master's degree or higher is desirable. Additionally, candidates will have two years of technical/professional experience in the development, administration and analysis of tests or behavioral research in a school system, university or other institution conducting social science research. A master's or doctorate degree may substitute for one year of the required experience.

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

SALARY AND BENEFITS:

The annual salary for Educational Research Analyst I is \$96,075 - \$112,819 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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HOW TO APPLY

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

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

Application Deadline: 4:30 PM PT on Wednesday, March 18, 2026

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

ABOUT OUR DISTRICT

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

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LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

**An Exciting Promotional Career
Opportunity Awaits You**

EDUCATIONAL RESEARCH ANALYST II

**\$113,068 - \$132,787
Annually**



www.lbschools.net/jobs

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

Promo Exam 26-0179-3302 VA

Anna Van der

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Educational Research Analyst II. Under direction, will design, conduct and analyze a variety of sophisticated educational research studies, surveys, demographic reports, program evaluations and similar studies, will also report findings using complex, multi-dimensional psychometric statistical tools and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Research and Student Outcomes then Educational Research Analyst II.

IDEAL CANDIDATE

Successful candidates will have graduated from an accredited four-year college or university with a bachelor's degree in education, psychology, behavioral or social science or a related field with course work in statistics, research methodology or psychological testing. A master's degree or higher is desirable. Additionally, candidates will have three years of technical/professional experience in the development, administration and analysis of tests or behavioral research, utilizing SQL and SSRS, in a school system, university or other institution conducting social science research. A master's or doctorate degree in one of the designated fields may substitute for one year of the required experience.

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

SALARY AND BENEFITS:

The annual salary for Educational Research Analyst II is \$113,068- \$132,787 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

5

OUR QUALIFYING PROCESS

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Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory," who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

HOW TO APPLY

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

EXPANDED LEARNING SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, March 16, 2026.

JOB INFORMATION:

Permanent 10-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, plan, organize, oversee and participate in the activities and operations of an Expanded Learning Opportunities Program (ELO-P) site; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

OR

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

Child Development Site Supervisor Permit
Child Development Program Director Permit

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

START: \$28.35

6 MONTHS: \$29.90

1 ½ YEARS: \$31.55

2 ½ YEARS: \$33.29



Apply Here

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Dual Exam 26-0176-5320 MG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Amey Van

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.*

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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE NUTRITION SERVICES WORKER

FINAL FILING DATE:

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

JOB INFORMATION:

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

JOB SUMMARY:

Under close supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain 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:

Six months of food service experience or three months at the level of Nutrition Service Worker.

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

SPECIAL REQUIREMENTS:

Valid Food Safety Manager 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: \$19.27

6 MONTHS: \$20.34

1 ½ YEARS: \$21.45

2 ½ YEARS: \$22.63

3 ½ YEARS: \$23.88



Apply Here

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 26-0158-5058 WH

LBUSD employees, please see reverse
for important information.

PERSONNEL COMMISSION

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

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

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LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE PAYROLL ACCOUNTING TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Tuesday, March 10, 2026.

JOB INFORMATION:

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

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

JOB SUMMARY:

Under general supervision, perform the full range of payroll transactions of moderate difficulty for all District employees; 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:

Two years of full-time financial record keeping work, preferably including payroll systems.

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

PHYSICAL DEMANDS:

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

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Hearing and speaking to exchange information about payroll matters in person or telephonically.

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

SALARY RANGE HOURLY:

START: \$25.98

6 MONTHS: \$27.40

1 ½ YEARS: \$28.92

2 ½ YEARS: \$30.51

3 ½ YEARS: \$32.18



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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Dual Exam 26-0172-0756 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

SENIOR NUTRITION SERVICES WORKER

FINAL FILING DATE:

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

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

One year of food service experience or six months of experience at the level of Intermediate Nutrition Service Worker.

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:

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

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

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: \$20.91

6 MONTHS: \$22.07

1 ½ YEARS: \$23.27

2 ½ YEARS: \$24.55

3 ½ YEARS: \$25.90



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.

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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WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Exam 26-0159-5071 WH

LBUSD employees, please see reverse
for important information.

PERSONNEL COMMISSION

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:

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 24-25

Date: March 5, 2026

Reason for Consideration: Approval

Assistant Director, Fiscal Services

DUAL

26-0135-5136

List Valid: **03/02/2026-09/02/2026**

Total Applications Received: 15

Passed: 7 Failed: 3

Total Invited to Exam: 12

Withdrew: 2 Screened Out: 3

Campus Staff Assistant

DUAL

26-0113-5288

List Valid: **02/26/2026-02/26/2027**

Total Applications Received: 102

Passed: 17 Failed: 9

Total Invited to Exam: 29

Withdrew: 3 Screened Out: 73

Fence Erector

DUAL

26-0123-0367

List Valid: **02/27/2026-02/27/2027**

Total Applications Received: 34

Passed: 2 Failed: 2

Total Invited to Exam: 8

Withdrew: 4 Screened Out: 26

Head Start Instructional Aide - BL Spanish

DUAL CONTINUOUS

26-0102-5235

List Valid: **02/24/2026-02/24/2027**

Total Applications Received: 12

Passed: 2 Failed: 0

Total Invited to Exam: 2

Withdrew: 0 Screened Out: 10

Instructional Aide - Expanded Learning

OPEN CONTINUOUS

26-0160-5319

List Valid: **02/27/2026-08/27/2026**

Total Applications Received: 34

Passed: 17 Failed: 0

Total Invited to Exam: 22

Withdrew: 5 Screened Out: 12

Instructional Aide - Special

DUAL

26-0145-0448

List Valid: **02/25/2026-02/25/2027**

Total Applications Received: 20

Passed: 7 Failed: 0

Total Invited to Exam: 10

Withdrew: 3 Screened Out: 10

Instructional Aide - Special

DUAL

26-0157-0448

List Valid: **03/04/2026-03/04/2027**

Total Applications Received: 21

Passed: 8 Failed: 0

Total Invited to Exam: 10

Withdrew: 2 Screened Out: 11

Nutrition Services Worker**OPEN CONTINUOUS****26-0156-5068**List Valid: **02/25/2026-08/25/2026**

Total Applications Received: 23

Passed: 5 Failed: 1

Total Invited to Exam: 20

Withdrew: 14 Screened Out: 3

Nutrition Services Worker**OPEN CONTINUOUS****26-0163-5068**List Valid: **03/05/2026-09/05/2026**

Total Applications Received: 20

Passed: 5 Failed: 1

Total Invited to Exam: 19

Withdrew: 13 Screened Out: 1

Recreation Aide**OPEN CONTINUOUS****26-0164-5255**List Valid: **03/03/2026-09/03/2026**

Total Applications Received: 22

Passed: 15 Failed: 0

Total Invited to Exam: 15

Withdrew: 0 Screened Out: 7

Senior Office Assistant**DUAL****26-0074-0677**List Valid: **03/06/2026-03/06/2027**

Total Applications Received: 163

Passed: 20 Failed: 60

Total Invited to Exam: *132

Withdrew: 51 Screened Out: *32

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Appeal of Examination Protest - Candidate ID
29394989

PAGE: 26-42

Date: March 5, 2026

Reason for Consideration: Restricted Action

Personnel Commission Rule 4.9(E) provides that any applicant who remains dissatisfied with the Executive Officer's administrative review of an examination protest may appeal to the Personnel Commission within five working days after notice of the decision was mailed or given. The appeal must be in writing and must state the specific examination parts or items protested, the basis for the protest, and the remedy sought.

The Commission has received a timely written appeal from Applicant ID 29394989 regarding the examination referenced in the enclosed materials. The matter is presented for Commission review and determination in accordance with Rule 4.9(E).

The appellant was provided notice of the date, time, and location of this agenda item by regular mail and electronic mail. If the appellant is present and requests that the matter be discussed in closed session pursuant to applicable law, the Commission may consider such request.

It is recommended that the Commission consider the appeal and take action as it deems appropriate.

Due to the confidential nature of examination records under Rule 4.9(A), distribution of supporting materials has been limited to the Personnel Commission and authorized Personnel Commission staff.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 32445314

PAGE: 43-58

Date: March 5, 2026

Reason for Consideration: Restricted Action

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

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 63360217

PAGE: 59-72

Date: March 5, 2026

Reason for Consideration: Restricted Action

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

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

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

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

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

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

February 17, 2026

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of Classifications

Background and Findings

In December 2024, oversight of the District's student information systems, along with the classified positions that support this work, was transferred from the Office of Research and Student Outcomes to the Technology and Information Services Branch (TISB). Recently, staff consulted with the Chief Technology Officer to review the classifications in use within TISB and identify classifications that will no longer be utilized.

The classification of Cyber Security Manager (salary range 46 M2) was created in 2023, four recruitments were conducted, and the position was never filled. The classification of Administrator, Network and Information Systems (salary range 51 M2) was created in 2012 and has been vacant since 2017. The classification of Supervising Software Applications Engineer, Research, Planning and Evaluation (salary range 49 M2) was created in 2004 and has been vacant since 2017.

The Chief Technology Officer supports the abolishment of these classifications and does not anticipate a need for them in the future. There are no reemployment lists in place for these classifications, and no staff will be impacted by this action.

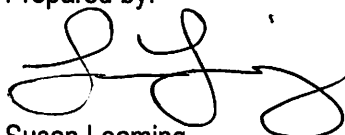
Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classifications of:

- Cyber Security Manager
- Administrator, Network and Information Systems
- Supervising Software Applications Engineer, Research, Planning and Evaluation

Prepared by:



Susan Leaming
Senior Personnel Analyst

Approved and Recommended:



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



PERSONNEL COMMISSION

Class Spec: 5310
Salary Range: 46 (M2)

CYBER SECURITY MANAGER

JOB SUMMARY

Under administrative direction, performs lead duties in the design, installation, configuration, and operation of cyber security solutions to protect all physical and digital assets; monitors, troubleshoots, and responds to incidents of hardware and software related to cyber security solutions, and end-point client protection systems; provides lead technical support to other technology staff regarding cybersecurity concerns.

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.

- Perform a variety of specialized duties in the installation, configuration, maintenance and operation of the District's cyber-security prevention, on-premise and cloud network, firewalls, access control permission, and related equipment; assure compliance with applicable laws, codes, rules and regulations. **E**
- Lead projects and collaborate with team members and clients to review and assess Information Technology (IT) environments, internal and external risks, and controls and provide relevant cybersecurity and IT security subject matter advice, findings, and recommendations. **E**
- Research, evaluate, demonstrate, recommend and implement cybersecurity systems, processes and products such as VPN, IDS/IPS and Endpoint security. **E**
- Work in collaboration with county specialists in cyber security and information technology departments, District consulting partners, and immediate supervisor to implement security and network best-practices. **E**
- Assist in a coordinated response to cyber-incidents; identify threats and develop suitable defense measures; respond immediately to emergencies; evaluate system changes for security implications, and recommend enhancements. **E**
- Provide advisory assessments in relation to cybersecurity breach prevention. **E**
- Lead or assist in the development of District-wide privacy program governance components, including policies, procedures, standards, frameworks, and notices, for customers and support staff. **E**
- Perform vulnerability, risk, and penetration assessment tests of District's hardware, software, and cloud solutions that are aligned to industry security framework standards (i.e. CIS, NIST, ISO, etc.). **E**
- Assess and implement 24/7 monitoring and security alerting tools including aggregation of system logs regarding network infrastructure and software services. **E**
- Perform gap assessments of application/system disaster recovery plans. **E**

- Train and assist District staff on cyber security prevention, software applications, hardware systems, and cloud solutions to support district-wide instructional and business operations. *E*
- Assess Business Continuity Preparedness and as needed assist in the preparation of Tabletop Exercises. *E*
- Investigate, assess, and report findings of daily cybersecurity events and incidents. *E*
- Create and document practices and procedures to address cyber security issues. *E*
- Provide operational support for security technologies implemented. *E*
- Lead project meetings, status updates, training sessions and other events as needed. *E*
- Transports small equipment to and from various district locations. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A Cyber Security Manager designs, installs, configures, and manages the District-wide cyber security system and policies to protect all physical and digital assets. Incumbents are expected to investigate, assess, and document any threats or breaches of data and formally report incidents to departments or administrators as needed. The position is expected to also be responsible for the training and support to District staff regarding any cyber security software applications or hardware as necessary.

Incumbents in this class perform a wide scope of complex duties and responsibilities in the establishment and monitoring of a District-wide cyber security system which involves the exercise of independent judgement and a combination of implementing policies and procedures, project management, interpersonal skills, and systems analysis.

EMPLOYMENT STANDARDS

Knowledge of:

Cybersecurity concepts, threats, proactive principles, strategies, and best practices. Techniques, frameworks and methodologies of cyber security including: Data protection and DLP, MFA, NIST or similar Framework assessment and recommendations working with vCISO.

MS-ISAC MDBR implementation and MS-ISAC NSCR Reviews.

Incident response plan design and testing.

Intrusion Detection Systems and Intrusion Prevention Systems (IDS/IPS).

Internal and External PEN testing.

Ransomware prevention.

Compromised workstation identification methods and mitigation protocols.

Microsoft 365 suite products and capabilities.

Fulfilling litigation requests/holds and responding to Public Records Act requests.

Methods and techniques of developing cyber security process models and determining best practices.

Principles and practices of providing quality customer service.
Principles and practices of supervision and training.
Principles of financial analysis and accounting including budget preparation and control.
Governmental procurement policies and purchasing services.
Writing skills to prepare clear and concise specifications.
Interpersonal skills using tact, patience and courtesy.
Applicable laws, codes, rules and regulations.
Record-keeping techniques.
Public speaking techniques.
Oral and written communication skills.

Ability to:

Plan, manage and oversee the District-wide cyber security systems, processes and products.
Establish cyber security policies and procedures based on industry best practices and standards, including systems, documentation, procedures, checklists and forms.
Determine and assign activities and resources for successful completion of projects.
Establish and maintain effective controls over financial, material and labor resources.
Analyze situations accurately and adopt an effective course of action.
Prepare and present oral and written reports and recommendations clearly, concisely and logically.
Prepare detailed project plans and documentation.
Prepare and interpret statistical computations, charts and graphs.
Conduct investigations, determine methodologies and obtain the data necessary to evaluate complex issues and recommend solutions.
Train, supervise and evaluate personnel.
Develop and prepare preliminary budgets.
Monitor and control expenditures.
Assure compliance with applicable laws, codes, rules and regulations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Plan and organize work.
Operate a variety of office equipment including a computer and assigned software.
Work independently with little direction.
Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in computer science, information technology, business administration or a related field.

Experience:

Four years of information technology cyber security experience. Experience in an educational environment is preferred.

Two years additional experience may be substituted for two years of the required education.

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

SPECIAL REQUIREMENTS

Applicants must provide proof of certification in two or more industry recognized security standards issued by an authorized agency at the time of application and maintain certification throughout employment in this classification

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

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.
Occasional evening and variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and make presentations.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling and crouching to inspect work.

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 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.

PCA: 03/23/2023



PERSONNEL COMMISSION

Class Spec: 5310
Salary Range: 46 (M2)

CYBER SECURITY MANAGER

JOB SUMMARY

Under administrative direction, performs lead duties in the design, installation, configuration, and operation of cyber security solutions to protect all physical and digital assets; monitors, troubleshoots, and responds to incidents of hardware and software related to cyber security solutions, and end-point client protection systems; provides lead technical support to other technology staff regarding cybersecurity concerns.

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- Lead projects and collaborate with team members and clients to review and assess Information Technology (IT) environments, internal and external risks, and controls and provide relevant cybersecurity and IT security subject matter advice, findings, and recommendations. **E**
- Research, evaluate, demonstrate, recommend and implement cybersecurity systems, processes and products such as VPN, IDS/IPS and Endpoint security. **E**
- Work in collaboration with county specialists in cyber security and information technology departments, District consulting partners, and immediate supervisor to implement security and network best-practices. **E**
- Assist in a coordinated response to cyber-incidents; identify threats and develop suitable defense measures; respond immediately to emergencies; evaluate system changes for security implications, and recommend enhancements. **E**
- Provide advisory assessments in relation to cybersecurity breach prevention. **E**
- Lead or assist in the development of District-wide privacy program governance components, including policies, procedures, standards, frameworks, and notices, for customers and support staff. **E**
- Perform vulnerability, risk, and penetration assessment tests of District's hardware, software, and cloud solutions that are aligned to industry security framework standards (i.e. CIS, NIST, ISO, etc.). **E**
- Assess and implement 24/7 monitoring and security alerting tools including aggregation of system logs regarding network infrastructure and software services. **E**
- Perform gap assessments of application/system disaster recovery plans. **E**

- Train and assist District staff on cyber security prevention, software applications, hardware systems, and cloud solutions to support district-wide instructional and business operations. *E*
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DISTINGUISHING CHARACTERISTICS

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EMPLOYMENT STANDARDS

Knowledge of:

Cybersecurity concepts, threats, proactive principles, strategies, and best practices.
 Techniques, frameworks and methodologies of cyber security including: Data protection and DLP, MFA, NIST or similar Framework assessment and recommendations working with vCISO.
 MS-ISAC MDBR implementation and MS-ISAC NSCR Reviews.
 Incident response plan design and testing.
 Intrusion Detection Systems and Intrusion Prevention Systems (IDS/IPS).
 Internal and External PEN testing.
 Ransomware prevention.
 Compromised workstation identification methods and mitigation protocols.
 Microsoft 365 suite products and capabilities.
 Fulfilling litigation requests/holds and responding to Public Records Act requests.
 Methods and techniques of developing cyber security process models and determining best practices.

Principles and practices of providing quality customer service.
Principles and practices of supervision and training.
Principles of financial analysis and accounting including budget preparation and control.
Governmental procurement policies and purchasing services.
Writing skills to prepare clear and concise specifications.
Interpersonal skills using tact, patience and courtesy.
Applicable laws, codes, rules and regulations.
Record-keeping techniques.
Public speaking techniques.
Oral and written communication skills.

Ability to:

Plan, manage and oversee the District-wide cyber security systems, processes and products.
Establish cyber security policies and procedures based on industry best practices and standards, including systems, documentation, procedures, checklists and forms.
Determine and assign activities and resources for successful completion of projects.
Establish and maintain effective controls over financial, material and labor resources.
Analyze situations accurately and adopt an effective course of action.
Prepare and present oral and written reports and recommendations clearly, concisely and logically.
Prepare detailed project plans and documentation.
Prepare and interpret statistical computations, charts and graphs.
Conduct investigations, determine methodologies and obtain the data necessary to evaluate complex issues and recommend solutions.
Train, supervise and evaluate personnel.
Develop and prepare preliminary budgets.
Monitor and control expenditures.
Assure compliance with applicable laws, codes, rules and regulations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Plan and organize work.
Operate a variety of office equipment including a computer and assigned software.
Work independently with little direction.
Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in computer science, information technology, business administration or a related field.

Experience:

Four years of information technology cyber security experience. Experience in an educational environment is preferred.

Two years additional experience may be substituted for two years of the required education.

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

SPECIAL REQUIREMENTS

Applicants must provide proof of certification in two or more industry recognized security standards issued by an authorized agency at the time of application and maintain certification throughout employment in this classification

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

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.
Occasional evening and variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and make presentations.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling and crouching to inspect work.

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 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.

PCA: 03/23/2023



PERSONNEL COMMISSION

Class Code: 5165
Salary Range: 51 (M2)

ADMINISTRATOR, NETWORK AND INFORMATION SYSTEMS

JOB SUMMARY

Under administrative direction, plan, organize, control and administer the District's technology infrastructure, data center operations and major business application systems; serve as the District's network administrator, supervise and evaluate the performance of assigned staff; 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, organize, control and administer the District's technology infrastructure, data center operations and major business application systems; assure compliance with applicable laws, codes, rules and regulations. **E**
- Direct the work procedures of relational Database Administrators (DBA's) and application systems analysts including the work of project groups engaged in designing, programming, accessing and implementing the District's business software application systems. **E**
- Oversee the administration of major District business application systems; define and oversee work related to development, modification, testing and installation of such systems. **E**
- Serve as the District's network administrator; manage the development, preparation and issuance of policies and procedures relating to network operations, security and controls such as user access and re-routing; implement new network strategies. **E**
- Review critical network system logs; troubleshoot and resolve firewall configuration and performance issues; create and apply new firewall rules or modify existing rules to accomplish new business or instructional requirements. **E**
- Oversee the development and implementation of methods to assure the security and integrity of privileged and sensitive data that is stored and retrieved online including student data, budget, payroll, personnel, and financial information. **E**
- Develop technical and operational procedures to implement and support hardware and software components of the District's network including instructional software, custom applications, workstations, servers and infrastructure components. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Test, evaluate and recommend new and emerging technologies for consideration and adoption into District technology systems; direct the implementation of new technologies and procedures for technology systems. **E**

- Plan, write and maintain documentation for data standards, procedures and definitions and application system procedures and guidelines. *E*
- Direct the design of application systems and databases requiring innovative and diversified approaches to the resolution of issues in the areas of data collection, data coding, system controls, connectivity, auditing, processing cycles and reporting. *E*
- Oversee the implementation of software and hardware updates; oversee the design and implementation of in-house requests for new system functionalities; assure minimal levels of production downtime. *E*
- Direct quality assurance and acceptance test plans for modified, enhanced and new forms, reports and database objects such as functions, procedures, packages, tables, views and indexes to assure application functionality and accuracy. *E*
- Oversee and review system specifications, bids and Requests for Proposals to assure technical requirements and standards are met; make presentations and provide recommendations to management regarding the purchase of new applications and databases. *E*
- Communicate with administrators, vendors, service providers, staff and other outside organizations to coordinate activities and programs, schedule work, resolve issues and exchange information; provide work direction to contractors; review completed work and work in progress for accuracy. *E*
- Prepare or direct the preparation and maintenance of a variety of records and files and prepare reports related to assigned activities; prepare data for a variety of reports. *E*
- Participate in the preparation of E-Rate proposals to obtain funding for projects; identify scope of proposed work; direct activities to complete scheduled work; approve invoices for payment. *E*
- Provide technical expertise and information to the Executive Director, Information and Technology Systems regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Executive Director of unusual trends or problems and recommend appropriate corrective action. *E*
- Develop and prepare preliminary budgets for assigned functions; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Participate in developing the District's long-range, technology, strategic plans; serve on assigned steering committees. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging technological trends; make presentations regarding Information Services objectives, plans and achievements. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work and visit sites; remain on call for after-hours emergencies. *E*

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

DISTINGUISHING CHARACTERISTICS

An Administrator, Network and Information Systems plans, organizes, controls and administers the District's technology infrastructure, data center operations and major business application systems. An incumbent serves as the District's network administrator and manages the development, preparation and issuance of policies and procedures relating to network operations, data security and controls. An incumbent participates in long-range planning of Information Services goals and objectives and devising measurements of achievement and effectiveness. An incumbent has ongoing working relationships with District administration regarding technology support, projects and strategic planning and is expected to foster a culture of responsiveness to client needs.

EMPLOYMENT STANDARDS**Knowledge of:**

Principles and practices relating to the management, administration and design of large, multi-platform, multi-location Local and Wide Area computer networks.

Network server systems such as Novell Netware, Apple, Microsoft Windows or UNIX.

Firewall system design and implementation.

Principles and practices of System Design Life Cycle (SDLC) management, design, implementation and administration.

Principles and practices of data security for auditing and authorization.

Principles of administration, supervision and training.

General principles and practices of government purchasing and contract administration.

Applicable laws, codes, rules and regulations.

Strategic planning and project management techniques.

Public speaking techniques.

Operation of a computer and assigned software.

Budget preparation and control.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize, control and administer the District's technology infrastructure, data center operations and major business application systems.

Manage the work of project groups engaged in analyzing, designing, accessing and implementing the District's business software application systems.

Test, evaluate and recommend new and emerging technologies.

Manage the development, preparation and issuance of policies and procedures relating to network operations, data security and controls.

Develop and maintain technical and operational procedures to implement and support hardware and software components of the District's network.

Troubleshoot and resolve firewall configuration and performance issues.

Supervise and evaluate the performance of assigned personnel.

Assure compliance with applicable laws, codes, rules and regulations.

Analyze situations accurately and adopt an effective course of action.
Develop and prepare preliminary budgets.
Monitor and control expenditures.
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 computer science, information technology, management information systems or a related field.

Experience:

Five years of supervisory or management experience involving network and application systems support in a large, multi-server, multi-location environment. Experience in an educational environment is preferred.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.
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 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.

PCA: 5/24/12



PERSONNEL COMMISSION

Class Code: 5074
Salary Range: 49 (M2)

SUPERVISING SOFTWARE APPLICATIONS ENGINEER, **RESEARCH, PLANNING & EVALUATION**

JOB SUMMARY

Under administrative direction, perform the work of, and manage professional staff involved in providing technical expertise in the conceptualization, design, development and deployment of a variety of complex software applications used in online data collection and reporting; 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.

- Design, implement, administer and maintain complex secure relational databases, and supervise staff involved in performing similar technical activities. **E**
- Direct and control activities for reorganization of databases and back-up recovery. **E**
- Oversee preparation of and prepare technical reports, summaries, protocols and quantitative analyses related to software development and applications; present findings to management, technical and non-technical users and customers. **E**
- Design, implement, deploy, monitor and supervise projects involving database programming and analysis using web tools to create interfaces. **E**
- Provide scientific and technical support of complex database software and web development initiatives including assessment, integration and data conversion; provide oversight and consultative services to subordinate staff involved in similar activities. **E**
- Develop advanced data mining tools and interface with existing online applications. **E**
- Recommend and develop processes and procedures for software documentation, ongoing maintenance, upgrading and administration of databases, servers and other hardware and software systems; present recommendations to management. **E**
- Review and analyze information technology systems capacity for existing software and hardware requirements and make recommendations for future needs. **E**
- Oversee, set-up and maintain databases on complex, large-scale projects; consult on reported software problems and assure database performance resolves problems. **E**
- Create, maintain and improve systems to monitor website users and analyze a variety of data such as number of user visits, paths utilized, time spent on each site;

evaluate user trends; recommend and implement modifications to provide ongoing improvement of data collection/reporting websites. *E*

- Update and confer with department management status of projects and programs; inform department leadership of the need for additional materials and equipment. *E*
- Oversee the daily activities of department software engineering staff; assign and monitor projects; status progress and problems, reporting updates to department management. *E*
- Recommend and prepare District policy as it relates to information access. *E*
- Provide technical training and assistance to assigned department staff; conduct training in data access, input and interpretation. *E*
- Train, supervise and evaluate the performance of assigned technical and support staff; interview and recommend selection of employees; recommend transfers, reassignment, termination and disciplinary actions. *E*
- Attend a variety of meetings, conferences and workshops to maintain current knowledge of and assist in the development and implementation of complex web based software development applications and related matters. *E*
- Assess new industry standards, technologies and trends and formulate strategies for enhancing district sites by promoting uniform fonts, formatting, icons, images, layout techniques and modularization. *E*

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

The Supervising Software Applications Engineer, Research, Planning & Evaluation, provides overall leadership and is the advanced technical level classification in a professional series of web application development engineers. Incumbents in this class provide supervision to professional technical staff and hands-on support in the design, development, implementation and upgrading of software applications for the more advanced and complex computer database programming functions, while overseeing related quality control efforts. An incumbent in this class is expected to exercise significant independence and discretion to perform the more intricate multiple computer database programming functions, including data manipulation and conversion. In addition to the technical aspects of the position, incumbents focus on leadership and training of professional technical staff. Incumbents are expected to foster a culture of responsiveness to client needs.

EMPLOYMENT STANDARDS

Knowledge of:

SQL, ASP.Net, C/C+, C++ programming languages, HTML, JavaScript, Visual Basic,

VB Script, Active Server Page and related software.
FTP-HTTP concepts and technologies.
Database indexes, primary and foreign keys, validation and logic flow.
User interface issues, navigation and computer software architecture.
Troubleshooting strategies for PC platforms and various Internet browsers and versions
Accepted design concepts, graphical user interfaces and W3C standards.
Entity/Relationship diagram technique for data modeling.
Relational database design and implementation, database query design, interface design, web-multimedia design.
Principles and practices of supervision and training.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Write stored procedures, write complex queries, create and apply sequential query language and database triggers.
Perform complex and routine unit integration and load test code or application to meet quality assurance standards.
Apply version control for written code.
Update application models or entity relationship diagrams and apply object-oriented programming.
Develop complex code in a clean and consistent manner while providing proper supporting documentation.
Understand and apply the principles of the software development life cycle, follow the methodology of iterative development and be skilled in writing technical application documentation or prepare outline help facilities.
Validate use cases, prepare functional requirements and recommend application system security models.
Create and use forms for data collection.
Learn and transition to new technologies quickly and easily.
Apply varied web programming languages and technologies.
Conduct training programs for users and department staff on web-based applications, concepts and techniques.
Train and evaluate the performance of assigned staff.
Analyze situations accurately and adopt an effective course of action.
Identify and analyze customer business requirements in order to write system technical requirements.
Analyze, interpret, evaluate and summarize complex data to produce reports.
Adapt to changing priorities and work assignments.
Work on multiple projects simultaneously.
Work independently with little direction.
Communicate effectively with technical and non-technical users, both orally and in writing.

Provide excellent customer service to District personnel.
Work within a team environment, following and maintaining the specifications, guidelines and standards set by the department.

Education and Training:

Bachelors degree in computer science, engineering or a related field.

Experience:

Two years of experience with relational databases, primarily using SQL or Oracle, including experience in software development, web applications, or online applications and including one year supervising technical staff involved in web software applications development.

A Master's degree in one of the above fields may substitute for one year of the required experience.

OR

One year in satisfactory employment standing as a LBUSD Senior Software Applications Engineer will fulfill the Education, Training and Experience requirement.

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

WORKING ENVIRONMENT

Office environment.
Constant interruptions.
Extended viewing of a computer monitor.

PHYSICAL DEMANDS

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.

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 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.

PCA: 7/15/2004