

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

REGULAR MEETING AGENDA

Regular Meeting
April 2, 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 March 5, 2026 1-5
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant 6-7
2. **RATIFY** job announcement bulletin for Food Production Utility Worker 8-9
3. **RATIFY** job announcement bulletin for Groundskeeper 10-11
4. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning 12
5. **RATIFY** job announcement bulletin for School Intervention Specialist 13-14
6. **RATIFY** job announcement bulletin for School Safety Officer 15-16
7. **RATIFY** job announcement bulletin for Senior Health Assistant 17-18
8. **RATIFY** job announcement bulletin for Senior Personnel Analyst 19-20

9. RATIFY job announcement bulletin for Sign Language Interpreter	21-22
10. APPROVE the certification of Accountant eligibility list 26-0134-0358 established 3/19/2026	23
11. APPROVE the certification of Food Production Equipment Supervisor eligibility list 26-0119-5345 established 3/31/2026	23
12. APPROVE the certification of Head Start Instructional Aide - BL Spanish eligibility list 25-0201-5235 established 3/12/2026	23
13. APPROVE the certification of Head Start Instructional Aide - BL Spanish eligibility list 26-0144-5235 established 3/10/2026	23
14. APPROVE the certification of Instructional Aide - Educare eligibility list 25-0215-5205 established 3/23/2026	23
15. APPROVE the certification of Instructional Aide - Expanded Learning eligibility list 26-0169-5319 established 3/12/2026	23
16. APPROVE the certification of Instructional Aide - Expanded Learning eligibility list 26-0178-5319 established 3/19/2026	23
17. APPROVE the certification of Instructional Aide - Expanded Learning eligibility list 26-0186-5319 established 3/30/2026	24
18. APPROVE the certification of Instructional Aide - Special eligibility list 26-0166-0448 established 3/19/2026	24
19. APPROVE the certification of Instructional Aide - Special eligibility list 26-0182-0448 established 3/24/2026	24
20. APPROVE the certification of Nutrition Services Worker eligibility list 26-0168-5068 established 3/18/2026	24
21. APPROVE the certification of Nutrition Services Worker eligibility list 26-0175-5068 established 4/2/2026	24
22. APPROVE the certification of Recreation Aide eligibility list 26-0174-5255 established 3/16/2026	24
23. APPROVE the certification of Recreation Aide eligibility list 26-0185-5255 established 3/24/2026	24
24. APPROVE the certification of Recreation Aide eligibility list 26-0193-5255 established 4/1/2026	24
25. APPROVE the certification of Recreation Aide - Expanded Learning eligibility list 26-0165-5317 established 3/18/2026	25

26. **APPROVE** the certification of Senior Health Assistant eligibility list 26-0152-5174 established 4/2/2026 25
27. **APPROVE** the certification of Senior Office Assistant - Bilingual Spanish eligibility list 26-0073-5089 established 3/17/2026 25

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Reclassification of Employee ID E00259368 from the Classification of School Support Secretary to the Classification of High School Office Supervisor 26-29
2. **APPROVE** the Creation of a New Classification: Senior Program Manager – Building Liaison 30-35
3. **APPROVE** the Revision to the Rules and Regulations of the Classified Service, Chapter 4 Applications and Examination (First Reading) 36-49
4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID #60816472 50-66
5. **APPROVE** the Request for Hearing in a Disciplinary Matter - Employee ID #E00570269 67-116

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

April 16, 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

March 5, 2026

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, March 5, 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 Chairperson, Linda Vaughan.

ROLL

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

Present: Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS
PRESENT

Dr. Rebecca Lee, Executive Officer; 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; Judy Alonso, Human Resources Technician; Monica Gaytan, Human Resources Technician; Warren Hornberger, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; and Gean Asayas, Human Resources Assistant.

GUESTS PRESENT

Tai Felder, CSEA Chapter 2 1st Vice President; Dallas Emerle, Labor Relations Representative; Viola Mae Bledsoe, Instructional Aide - Special (Retired); and Appellant 29394989.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of February 19, 2026.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Dr. Rebecca Lee, Executive Officer, thanked Ashleigh Fernando, Human Resources Technician, for stepping in as Interim Senior Administrative Secretary. Dr. Lee shared her appreciation for her support in coordinating projects and keeping the office organized.

Dr. Lee shared she been busy finalizing the CSPCA conference titled “Riding the Wave of Change: Innovation, Growth, and Leadership” being held on March 15–17, 2026. Dr. Lee, stated as part of the Program Committee she will lead a workshop on Classification 101, *“Don’t Wipe Out: Staying Afloat in Classification and Compensation,”* and participating in a roundtable, *“When Decisions Are Challenged: Practical Approaches to Appeals.”* Dr. Lee acknowledged Susan Leaming, Senior Personnel Analyst, for helping refine the workshop title.

Amy Van Fossen, Associate Personnel Analyst, reported that Recruitment and Testing is currently managing 49 recruitments at various stages, with 21 actively accepting applications, as well as ongoing in-person and online testing. She also highlighted two upcoming community engagement events in which the Personnel Commission will be participating. On March 25, 2026, staff will attend a Career and Resource Fair at Compton College. In addition, Marshall Middle School has invited the Personnel Commission to participate in its Open House on April 23, 2026, where staff will host a table and engage with parents, students, and other attendees.

Oralia Leyva, Certification Services Manager, reported that on the February 18, 2026, Board of Education meeting, there were 13 probationary appointments approved in classifications such as Behavior Intervention Assistant, Instructional Aide – Special, Nutrition Services Director, Recreation Aide and Recreation Aide – Expanded Learning. Ms. Leyva mentioned 20 limited-term employee appointments were approved in classifications including Custodian, Instructional Aide – Expanded Learning, Recreation Aide, Intermediate Office Assistant, Nutrition Services Worker, and others. Ms. Leyva stated 12 exempt assignments were also processed, those titles include Cafeteria Student Assistants, Student Tutors, and coaches. Ms. Leyva shared as of March 5, 2026, a total of 734 summer school applications have been received. Lastly, Ms. Leyva thanked staff for their hard work and willingness to help each other.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Research Data Analyst
2. **RATIFY** job announcement bulletin for Carpenter
3. **RATIFY** job announcement bulletin for Custodian
4. **RATIFY** job announcement bulletin for Custodian (Catalina Island)
5. **RATIFY** job announcement bulletin for District Security Officer
6. **RATIFY** job announcement bulletin for Educational Research Analyst I
7. **RATIFY** job announcement bulletin for Educational Research Analyst II
8. **RATIFY** job announcement bulletin for Expanded Learning Supervisor
9. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker
10. **RATIFY** job announcement bulletin for Intermediate Payroll Accounting Technician

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

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-11 and approve items 12-22.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPEAL** of the Examination Protest – Candidate ID 29394989

New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 32445314

New Business Item 2 was moved into closed session.

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 63360217

New Business Item 3 was moved into closed session.

4. **APPROVE** the Abolishment of Classifications: Cyber Security Manager, Administrator, Network and Information Systems, and Supervising Software Applications Engineer, Research, Planning and Evaluation.

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve item 4.

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

OTHER ITEMS

None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 2, 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 8:29 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:05 a.m. with the following reportable actions:

1. **APPEAL** of the Examination Protest – Candidate ID 29394989

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation to deny the examination appeal of Candidate ID 29394989.

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

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 32445314

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation to remove Applicant 32445314 from current eligibility list.

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

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 63360217

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to deny staff's recommendation and allow Applicant 63360217 to remain on the eligibility list.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:07 a.m.

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

CAMPUS STAFF ASSISTANT

FINAL FILING DATE:

4:30 p.m., Wednesday, April 08, 2026

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. (2) May be required to travel from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (5) Incumbents may be required to work adjustable schedules including evenings and weekend assignments. (6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

SALARY RANGE HOURLY:

START: \$23.95

6 MONTHS: \$25.27

1 ½ YEARS: \$26.66

2 ½ YEARS: \$28.12

3 ½ YEARS: \$29.67



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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 26-0190-5288 JA

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PERSONNEL COMMISSION

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

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

Guidelines:

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

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

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

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

FOOD PRODUCTION UTILITY WORKER

FINAL FILING DATE:

4:30 p.m., Monday, March 23, 2026

JOB INFORMATION:

Permanent 12 & 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 close supervision, perform a variety of general grounds maintenance and complex cleaning and sanitation activities in support of the Nutrition Center; maintain grounds and Nutrition Center facilities in a clean, orderly and secure condition; clean, sanitize and perform preventative maintenance on commercial kitchen and cleaning and sanitation equipment; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent. Coursework or on the job training in largescale kitchen sanitation methods or equipment operation is desirable.

EXPERIENCE:

One year of experience performing custodial work. Experience performing custodial work in a large commercial setting involving specialized sanitation and cleaning requirements is preferred.

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

SPECIAL REQUIREMENTS:

Valid California Class C driver's license. Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to noise, fumes, dust and odors.

Exposure to cleaning agents and chemicals.

Working at heights.

Working around and with machinery having moving parts.

Heat from ovens and cold from refrigerators or freezers.

Working with slicers or other sharp objects.

Driving a vehicle to conduct work.

SALARY RANGE HOURLY:

START: \$23.95

6 MONTHS: \$25.27

1 ½ YEARS: \$26.66

2 ½ YEARS: \$28.12

3 ½ YEARS: \$29.67



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APPLICATION:

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SELECTION PROCEDURE:

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

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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Dual Exam 26-0184-0477 WH

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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDSKEEPER

FINAL FILING DATE:

4:30 p.m., Tuesday, March 24, 2026

JOB INFORMATION:

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

JOB SUMMARY:

Under immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Completion of the eighth grade.

EXPERIENCE:

Six months of paid residential or commercial gardening or landscaping work.

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

SPECIAL REQUIREMENTS:

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

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance equipment. Bending at the waist, kneeling, stooping or crouching. Walking or standing for extended periods of time. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Heavy physical labor. Seeing to perform grounds work. Digging.

SALARY RANGE HOURLY:

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



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Dual Exam 26-0183-0172 VB

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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.*

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LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE – EXPANDED LEARNING

FINAL FILING DATE:

Open until filled

JOB INFORMATION:

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

Additional Work Hours Information:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

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



Apply Here

APPLICATION:

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

SELECTION PROCEDURE:

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

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

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

Maria Lynn Alvarez
WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Open Continuous 5319 JA

PERSONNEL COMMISSION

LONG BEACH

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CLASSIFIED PROMOTIONAL OPPORTUNITY

SCHOOL INTERVENTION SPECIALIST

FINAL FILING DATE:

4:30 p.m., Thursday, April 16, 2026

REQUIREMENTS TO APPLY:

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.

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, perform a variety of specialized duties to assist campus administrators in promoting positive, productive and safe campus climates and appropriate student behaviors on campus; provide guidance to students regarding appropriate standards of behavior and the importance of following school rules; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

Two years of experience working with adolescents or young adults in a structured environment or community-based organization including some experience working with at-risk youth. Non-violent crisis intervention experience is desirable.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. (2) May be required to travel from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (5) Incumbents may be required to work adjustable schedules including evenings and weekend assignments. (6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

SALARY RANGE HOURLY:

START:	\$26.69
6 MONTHS:	\$28.16
1 ½ YEARS:	\$29.71
2 ½ YEARS:	\$31.35
3 ½ YEARS:	\$33.08



Apply Here

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Promo Exam 26-0200-5290 JA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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Guidelines:

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL SAFETY OFFICER

FINAL FILING DATE:

4:30 p.m., Friday, April 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, patrol District sites and adjacent areas to provide safety and protection for students, staff, equipment and property; assure compliance with applicable laws, codes, rules and regulations; respond to fire and intrusion alarms and calls for service at District sites; provide assistance to staff, students, parents, citizens and public agencies; model and promote a positive, productive and safe campus climate; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

Graduation from or enrollment in a California Peace Officer Standards and Training (P.O.S.T.) basic academy. Successful completion within one year from the date of appointment to the position is required.

Associate's degree including coursework in criminal justice, psychology, law, or a related field is desirable.

EXPERIENCE:

Security or law enforcement experience in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Experience working with adolescents is highly desirable.

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

SPECIAL REQUIREMENTS:

(1) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (2) Valid California Class C driver's license. (3) May be required to travel from one location to another. (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 must complete 24 hours of accredited training per calendar year. Training is at the District's expense. (6) Incumbents must provide and service their own firearm subject to District approval and qualify periodically with the approved firearm at a specified police or sheriff's range. (7) Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and swing shifts.

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



Apply Here

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Dual Exam 26-0195-5014 MG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR HEALTH ASSISTANT

FINAL FILING DATE:

Open until filled

JOB INFORMATION:

Part-time, 10-month positions. Positions are 47.5% FTE (3.8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general direction, provide a variety of specialized health services to students at assigned school sites; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as required.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

PHYSICAL DEMANDS:

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

SALARY RANGE HOURLY:

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



Apply Here

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER
Dual Continuous 5174 JA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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ABOUT OUR DISTRICT

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

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

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

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

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

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

Wendy

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

**An Exciting Career
Opportunity Awaits You**

**SENIOR PERSONNEL
ANALYST**

\$113,068 - \$132,787

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 Senior Personnel Analyst. Under general direction, will plan, develop, administer and manage major professional level personnel functions of the Personnel Commission and the classified service of the District, as well as perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Human Resource Services and Personnel Commission, then Senior Personnel Analyst.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree with course work in human resources, industrial/organizational psychology, education, business, public administration, or a related field.

Completion of the California School Personnel Commissioners Association Merit Academy is highly desirable.

Additionally, candidates will have four years of experience involving technical analysis and administration in classification and compensation, or recruitment and selection in a merit system or similar civil service organization, one year of which must have been at the management level.

A master's degree in public, business, or human resources administration, psychology or a closely related field may be substituted for one year of the required experience.

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:

Positions in this classification require the use of a personal automobile and possession of a valid California Class C Driver's license at the time of appointment, as driving from one location from another may be required.

SALARY/AND BENEFITS:

The annual salary for Senior Personnel Analyst is \$113,068 to \$132,787 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: lbschools.net/pc. 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.

Candidates are required to submit a letter of interest and resume with their application. Failure to include the letter of interest and resume at the time of application will result in the disqualification of your application. If you have questions about these items, please contact the Personnel Commission at 562-435-5708. Applications must be received no later than:

Application Deadline: 4:30 PM PT on Tuesday, April 07, 2026

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

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UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

-REVISED BULLETIN-

SIGN LANGUAGE INTERPRETER

FINAL FILING DATE:

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

Open Continuous

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

Or

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

Or

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

EXPERIENCE:

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

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

START: \$35.97

6 MONTHS: \$37.95

1 ½ YEARS: \$40.05

2 ½ YEARS: \$42.25

3 ½ YEARS: \$44.57



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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/

MERIT SYSTEM EMPLOYER

Dual Continuous 5214 VB

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

21

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 23-25

Date: April 2, 2026

Reason for Consideration: Approval

ACCOUNTANT

DUAL

26-0134-0358

List Valid: **03/19/2026-03/19/2027**

Total Applications Received: 73

Passed: 15

Failed: 20

Total Invited to Exam: 49

Withdrew: 14

Screened Out: 24

FOOD PRODUCTION EQUIPMENT SUPERVISOR

DUAL

26-0119-5345

List Valid: **03/31/2026-03/31/2027**

Total Applications Received: 23

Passed: 1

Failed: 1

Total Invited to Exam: 2

Withdrew: 0

Screened Out: 21

HEAD START INSTRUCTIONAL AIDE - BL SPANISH DUAL CONTINUOUS

25-0201-5235

List Valid: **03/12/2026-03/12/2027**

Total Applications Received: 21

Passed: 1

Failed: 3

Total Invited to Exam: 5

Withdrew: 1

Screened Out: 16

HEAD START INSTRUCTIONAL AIDE - BL SPANISH DUAL CONTINUOUS

26-0144-5235

List Valid: **03/10/2026-03/10/2027**

Total Applications Received: 10

Passed: 0

Failed: 3

Total Invited to Exam: 4

Withdrew: 1

Screened Out: 6

INSTRUCTIONAL AIDE - EDUCARE

DUAL

25-0215-5205

List Valid: **03/23/2026-03/23/2027**

Total Applications Received: 35

Passed: 3

Failed: 0

Total Invited to Exam: 6

Withdrew: 3

Screened Out: 29

INSTRUCTIONAL AIDE - EXPANDED LEARNING OPEN CONTINUOUS

26-0169-5319

List Valid: **03/12/2026-09/12/2026**

Total Applications Received: 27

Passed: 13

Failed: 0

Total Invited to Exam: 15

Withdrew: 2

Screened Out: 12

INSTRUCTIONAL AIDE - EXPANDED LEARNING OPEN CONTINUOUS

26-0178-5319

List Valid: **03/19/2026-09/19/2026**

Total Applications Received: 28

Passed: 18

Failed: 0

Total Invited to Exam: 19

Withdrew: 1

Screened Out: 9

INSTRUCTIONAL AIDE - EXPANDED LEARNINGList Valid: **03/30/2026-09/30/2026**

Total Applications Received: 30

Passed: 14 Failed: 2

INSTRUCTIONAL AIDE - SPECIALList Valid: **03/19/2026-03/19/2027**

Total Applications Received: 21

Passed: 9 Failed: 0

INSTRUCTIONAL AIDE - SPECIALList Valid: **03/24/2026-03/24/2027**

Total Applications Received: 11

Passed: 8 Failed: 0

NUTRITION SERVICES WORKERList Valid: **03/18/2026-09/18/2026**

Total Applications Received: 24

Passed: 12 Failed: 2

NUTRITION SERVICES WORKERList Valid: **04/02/2026-10/02/2026**

Total Applications Received: 22

Passed: 11 Failed: 0

RECREATION AIDEList Valid: **03/16/2026-09/16/2026**

Total Applications Received: 20

Passed: 15 Failed: 0

RECREATION AIDEList Valid: **03/24/2026-09/24/2026**

Total Applications Received: 20

Passed: 14 Failed: 0

RECREATION AIDEList Valid: **04/01/2026-10/01/2026**

Total Applications Received: 22

Passed: 15 Failed: 0

OPEN CONTINUOUS**26-0186-5319**

Total Invited to Exam: *19

Withdrew: 2 Screened Out: *12

DUAL**26-0166-0448**

Total Invited to Exam: 16

Withdrew: 7 Screened Out: 5

DUAL**26-0182-0448**

Total Invited to Exam: 9

Withdrew: 1 Screened Out: 2

OPEN CONTINUOUS**26-0168-5068**

Total Invited to Exam: 22

Withdrew: 0 Screened Out: *1

OPEN CONTINUOUS**26-0175-5068**

Total Invited to Exam: 19

Withdrew: 8 Screened Out: 3

OPEN CONTINUOUS**26-0174-5255**

Total Invited to Exam: 15

Withdrew: 0 Screened Out: 5

OPEN CONTINUOUS**26-0185-5255**

Total Invited to Exam: 14

Withdrew: 0 Screened Out: 6

OPEN CONTINUOUS**26-0193-5255**

Total Invited to Exam: 15

Withdrew: 0 Screened Out: 7

RECREATION AIDE - EXPANDED LEARNING**OPEN CONTINUOUS****26-0165-5317**List Valid: **03/18/2026-09/18/2026**

Total Applications Received: 10

Passed: 9

Failed: 0

Total Invited to Exam: 9

Withdrew: 0

Screened Out: 1

SENIOR HEALTH ASSISTANT**DUAL CONTINUOUS****26-0152-5174**List Valid: **04/02/2026-04/02/2027**

Total Applications Received: 11

Passed: 2

Failed: 0

Total Invited to Exam: 5

Withdrew: 3

Screened Out: 6

SENIOR OFFICE ASSISTANT - BILINGUAL SPANISH DUAL**26-0073-5089**List Valid: **03/17/2026-03/17/2027**

Total Applications Received: 105

Passed: 9

Failed: 37

Total Invited to Exam: 82

Withdrew: 36

Screened Out: 23

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: April 2, 2026

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

March 6, 2026

TO: Personnel Commission

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

SUBJECT: Reclassification Request: Employee #E00259368

Background

At the request of Employee #E00259368 and with the support of their direct supervisor, Commission staff was requested to review the incumbent's position of School Support Secretary for the purpose of determining appropriate classification allocation. The incumbent has been employed with the District for approximately 23 years, serving in their current job classification for approximately 10 years, 1 month, identifying a sudden reorganization of assignment as rationale for a classification review study.

Methodology

The incumbent submitted a completed Position Description Questionnaire (PDQ) with the supervisor feedback materials to the Personnel Commission staff in February 2026.

On February 26, 2026, Lisa Gardner, Administrative Coordinator, Personnel Commission (retired) conducted a one-on-one, remote video conference ("Zoom") desk audit with the incumbent, reviewing the PDQ, asking questions, and assessing duties, roles, and responsibilities in relation to the Clerical and Secretarial job family classifications and classification plan.

Findings

During the summer of 2025, as a result of District restructuring and reorganization within high school operations, this position assumed new and additional program and school duties, now serving as the primary clerical, secretarial and supervisory support to assigned staff, under direction of the assigned Senior High School Principal for the newly combined Educational Partnership High School, Reid High School, and Juvenile Day Reporting Center. This position serves as the highest-level clerical/secretarial support to the principal, school, programs and staff in this newly configured high school structure, as well as serving as direct supervisor to assigned classified support employees. Specific duties of note within this newly configured role include:

- Serve as primary clerical and secretarial support to the Principal, Head Counselor, teachers, classified staff, students, parents and the community by coordinating daily

Staff Report – Classification Study – E# 00259368

operations, managing attendance, purchasing and payroll processes, supporting enrollment and staffing needs, and serving as a central point of communication for the Educational Partnership High School (EPHS), including satellite campuses at Cabrillo, Jordan, Lakewood and Wilson High Schools; Reid High School and the Juvenile Day Reporting Center (JDRC).

- Monitor and verify employee attendance; request and call for substitute staff.
- Check in daily with Teachers on Special Assignment (TOSA's) regarding pending enrollments, site events, meetings and orientations.
- Regularly meet with the Head Counselor to discuss staffing needs, student placements, graduation verifications, and upcoming site events.
- Regularly meet with the Principal regarding daily tasks, graduation planning, purchase orders, site activities, attendance and a variety of required reports.
- Assist with JDRC placements and respond to probation officer requests, including documentation for court requirements.
- Directly supervises assigned staff, including providing training, signing performance evaluations and participating in the hiring and disciplinary process, while routinely providing work direction and guidance to other classified staff assigned to the Reid/EPHS High School and JDRC program in partnership with their assigned supervisors.
- Attend centralized High School Office clerical/secretarial support meetings and trainings as assigned.

Classification Distinctions

The School Support Secretary provides secretarial and clerical support to a Principal, Co-Principal or Assistant Principal at an assigned high school, K-8 school, special school such as adult school or school-based program and serves as the high school site's summer school secretary during the summer school session. Incumbents must apply a thorough knowledge of established procedures and functions, especially in summer school, which will sometimes be parallel to the regular support of the site.

The High School Office Supervisor incumbents are assigned to a high school or a special school such as adult school or the Avalon school site with a complex schedule, diverse programs, counseling activities and a larger staff. The Avalon school site incorporates four schools with students enrolled in grades K-12. Duties are assigned with only general instructions about procedures to be followed and results expected. School programs usually involve considerable diversity with students where discipline and interpersonal relationships are important and involve frequent and responsible public contacts. Senior schools are generally large, have a comprehensive curriculum, extensive athletic and student activity programs and are staffed by a large number of certificated and classified employees who work closely with the High School Office Supervisor. Incumbents train and supervise assigned staff.

Summary of Findings

Prior to the reconfiguration of the Reid/EPHS/JDRC schools and programs, the incumbent position was responsible to support a single high school site/program within the previous schools' configuration (Beach HS/Intensive Learning Program, serving grades 10 – 12 and Reid (Continuation) HS, then serving grades 11 & 12). Additionally, the previously configured program was allocated a High School Office Supervisor position which was transferred

Staff Report – Classification Study – E# 00259368

elsewhere in a subsequent reconfiguration of schools. Since the schools' restructure during the summer of 2025, the incumbent has served as the primary, point person for school office supervision and school/program support for two schools and a special program, which includes satellite offices across five campuses/learning centers, and a combined student population of approximately 690. Additionally, the newly configured high schools serve a more traditional high school population of grades 9 – 12. During the period in which the employee served the Beach/Reid schools, the student population varied, but averaged a total of approximately 310 students.

In the District organizational hierarchy, the Principal overseeing these schools and program is allocated at the Senior High School Principal level, with oversight of high school counselors, teachers, programs and staff. This is significant when considering classified staffing complement and leveling allocations.

Based on review and analysis of the high school organization structure, provided documentation, PDQ, desk audit and supervisor feedback form information, the scope, depth, breadth and complexity of duties performed by the incumbent position aligns with the description and intent of the High School Office Supervisor job classification. As identified in the study findings analysis, the incumbent has demonstrated that they serve as the primary school clerical/secretarial support over three diverse schools and programs, reporting to a High School Principal, and directly supervises subordinate staff.

It is therefore recommended that this position and incumbent be newly classified to High School Office Supervisor.

Recommendations

The Rules and Regulations of the Classified Service define the classification/newly classify process and impacts. The incumbent in the recommended newly classified position meets the requirements for advancing with the newly classified position, as defined in the Rules and Regulations of the Classified Service, Chapter 3, Section 3.3 E2, by having their name on an appropriate eligibility list established within three years of the effective date of the change in classification (Eligibility List 26-0028-3349, High School Office Supervisor, PC action/approval November 7, 2025)

Consistent with Chapter 3 Sections 3.1A, 3.1F, 3.1G, 3.3E, of the Rules and Regulations of the Classified Service Staff recommends the Personnel Commission:

1. Newly classify position #A18391 from School Support Secretary salary range 22 (S1) to High School Office Supervisor salary range 26 (S1) on the Confidential, Supervisory, Management salary schedule.
2. Newly classify employee #E00259368 from School Support Secretary, salary range 22 (S1) to High School Office Supervisor, salary range 26 on the (S1) Confidential, Supervisory, Management salary schedule, with an effective date of the first day of the pay period cycle following the Personnel Commission action.

Staff Report – Classification Study – E# 00259368

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:



Rebecca Lee, Ed.D.
Executive Officer

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

March 20, 2026

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification: Senior Program Manager – Building Liaison

Background and Findings

The Assistant Superintendent – Facilities and Operations requested the creation of a new classification titled “Senior Program Manager – Building Liaison” as part of the District’s ongoing efforts to support and communicate the strategic objectives of the District’s building programs and bond measures. An incumbent in this classification will, under the direction of the Executive Director, Facilities, Development and Planning, serve as a liaison and primary point of contact and communication between the Facilities Development and Planning department and site administrators regarding the building program and related activities. An incumbent will apply a thorough knowledge of educational facilities to represent the interests of site administrators during all phases of facilities development and planning.

Salary Placement

In determining salary placement for the proposed classification, staff conducted an external market salary survey and looked at internal alignment and parity. While the salary survey results did not provide a clear guideline for salary placement, internal alignment comparisons find the new class to be comparable to the existing management classification of Senior Program Manager – Facilities, Development and Planning at salary range 54 (M2). Therefore, staff recommends placement at salary range 54 (M2) on the District’s Classified Management Salary Schedule.

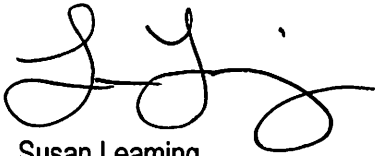
The Assistant Superintendent – Facilities and Operations has reviewed and is in support of the proposed job classification and salary placement recommendation. The proposed classification specification is attached for review.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the new classification of Senior Program Manager – Building Liaison
2. Allocate the classification of Senior Program Manager – Building Liaison to salary range 54 (M2).

Prepared by:

A handwritten signature in black ink, appearing to read 'S. Leaming', with a large loop at the end.

Susan Leaming
Senior Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to read 'R. Lee', with a large loop at the end.

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

SENIOR PROGRAM MANAGER – BUILDING LIAISON

JOB SUMMARY

Under administrative direction, serve as a liaison and primary point of contact and communication between the Facilities Development and Planning department and site administrators regarding the building program; assure projects and initiatives are aligned with the needs of individual sites and administrators are informed and engaged throughout the process; 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.

- Serve as a liaison and primary point of contact and communication between the Facilities Development and Planning department and site administrators regarding the building program. **E**
- Organize and facilitate regular meetings with site administrators to share project updates, gather feedback and address concerns; serve as a neutral and trusted party to mediate discussions and resolve potential issues between project teams and site leadership. **E**
- Oversee and represent the interests of site administrators and surrounding communities in building program planning meetings including design charrettes, project scope development and construction phasing; evaluate equipment, materials, and facilities from an educational perspective. **E**
- Collaborate with the building program team to forecast operational risks and issues and implement preventative solutions; advocate for project solutions that minimize disruption to business operations, instructional time, school events, and student safety. **E**
- Collaborate with project managers to develop detailed site-specific communication and logistics plans for each project phase from design to closeout; assure project plans reflect the unique needs and priorities of each site, recognizing that a "one-size-fits-all" approach is not effective. **E**
- Assist site administrators to navigate the building program process, provide guidance on topics such as site-level design input, furniture and equipment procurement, and moving procedures. **E**
- Contribute to the development of building program policies and procedures from a school site or business office perspective; identify opportunities to align future building program goal and activities with existing and emerging educational programs. **E**
- Plan for and assist in coordinating site-level logistics such as temporary classroom placement, access for construction crews and utility shutdowns; conduct regular site

visits to stay informed of project progress, observe potential issues firsthand and maintain a visible presence for site administrators. *E*

- Develop and distribute user-friendly communication materials, including project summaries, Frequently Asked Questions (FAQ's), and progress reports tailored to the needs of site leaders and staff. *E*
- Assist in developing, preparing and monitoring the annual preliminary budgets for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*
- Communicate with District administrators, personnel, vendors, contractors and other outside organizations to coordinate activities and programs, resolve issues and exchange information. *E*
- Provide technical expertise, information and assistance to the Executive Director regarding assigned functions; advise the Executive Director of unusual trends and recommend appropriate corrective action *E*
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*
- Supervise the performance of assigned personnel; coordinate and assign work; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Operate a computer and assigned software including project management software; drive a vehicle to conduct work and regularly visit sites. *E*
- Attend and represent the District in a variety of meetings, conferences and workshops; maintain current knowledge of laws, codes, rules and regulations related to assigned activities; prepare and deliver oral presentations as requested. *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 Senior Program Manager – Building Liaison will serve as a liaison and primary point of contact and communication between the Facilities Development and Planning department and school principals and site administrators regarding the building program. Incumbents will collaborate with project managers to develop detailed site-specific communications and logistics plans for each project phase, from design to closeout to assure project plans reflect the unique needs and priorities of each site. Incumbents apply a thorough knowledge of school sites as well as school business administration principles.

EMPLOYMENT STANDARDS

Knowledge of:

School district organization and organizational relationships.
Principles of administration, supervision and training.
Project management theory and techniques.

Terms, procedures and equipment used in the design, construction, maintenance, and operation of school buildings and facilities.

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

Fiscal accountability and budget preparation and control.

Record-keeping and report preparation techniques.

Public speaking techniques.

Operation of a computer and assigned software including project management software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Serve as a liaison and primary point of contact and communication between the Facilities Development and Planning department and site administrators regarding the building program.

Collaborate with project managers to develop detailed site-specific communications and logistics plans for each project phase.

Assure project plans reflect the unique needs and priorities of each site.

Assist in coordinating site-level logistics such as temporary classroom placement, access for construction crews and utility shutdowns.

Develop and distribute user-friendly communication materials related to the building program.

Convey complex information clearly to varied audiences.

Interpret, explain and apply applicable laws, codes, rules and regulations related to assigned activities.

Prepare and deliver oral presentations.

Communicate effectively both orally and in writing.

Blend analysis, knowledge, and insight to assess and enhance the building program experience for sites.

Analyze situations accurately and recommend an effective course of action.

Establish and maintain cooperative and effective working relationships with others.

Supervise and evaluate the performance of assigned personnel.

Monitor and control budgets.

Prepare a variety of comprehensive narrative and statistical reports.

Plan and organize work.

Operate a variety of office equipment including a computer and assigned software including project management software.

Education and Training:

Bachelor's degree in education, planning, construction management or a related field. A master's degree in one of these fields is desirable.

Experience:

Four years of management-level experience in educational facilities planning or school site administration. Experience working with school district building programs 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

Positions in this class require the use of a personal automobile and possession of a valid California class C driver's license, or the ability to utilize an alternative form of transportation.

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 may be required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Office and construction site 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.
Seeing to read a variety of materials and inspect District facilities and construction sites.
Sitting for extended periods of time.
Walking over rough and uneven surfaces.

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.

DATE

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

March 18, 2026

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: *Revisions to the Rules and Regulations of the Classified Service*

Background and Findings

California Education Code 45260 Rules; Standards; Authority of Commission states, in part,

"The Commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness".

The attached rules are being submitted for a first reading for revision with the following rationale:

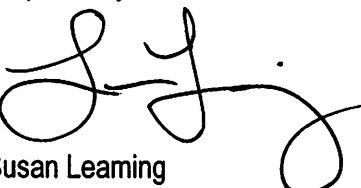
Chapter 4 APPLICATIONS AND EXAMINATIONS: This chapter is being modified to add language regarding California Senate Bill (SB) 848, which requires applicants to provide a complete history of prior employment with any educational institution. Failure by an applicant to disclose this information would be considered cause for rejection. In addition, gender-specific terminology has been removed and minor formatting revisions were made throughout. The District's legal counsel has reviewed and is in support of the proposed revisions.

Deletions to the rules are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission support these rule revisions for further consideration and second reading.

Prepared by:



Susan Leaming
Senior Personnel Analyst

Approved, and Recommended by:



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

CHAPTER IV APPLICATIONS AND EXAMINATIONS

4.1 FILING OF APPLICATIONS

- A. FILING OF APPLICATIONS. All applications for employment must be made upon official forms furnished by the Personnel Commission, ~~-and~~ filed on or before the date and time specified and in the office specified in the examination announcement. All applications and related examination papers are confidential records and will not be returned to the applicant.

Applicants ~~-taking -more -than -one -examination -must -file -a -separate -and-~~ complete application for each such examination.

The names of applicants in any examination shall not be made public.

Reference: California Education Code 45261

B. GENERAL QUALIFICATIONS OF APPLICANTS

1. It is not required that applicants with the ~~school-d~~District be or have declared an intent to become a citizen of the United States, nor is it required that an applicant be a resident of California.

Reference: California Education Code 45111

2. Applicants must meet all requirements specified as the minimum qualifications established for the class.

4.2 DISQUALIFICATION OF UNFIT APPLICANTS, CANDIDATES, AND ELIGIBLES

- A. CAUSES FOR REJECTION. Applicants, candidates, or eligibles may be disqualified from current exams, from eligibility lists and possibly from future exams for any of the following reasons:

1. Failure to meet the general qualifications of Rule 4.1.B.
2. Having applied and participated in an examination for the classification within the last 90 days. Employees in lay-off status may apply and retest after 60 days for open-continuous recruitments.
3. Knowingly becoming or knowingly remaining a member of the communist party on or after September 9, 1953.
4. Advocacy of overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means, or conduct specified in California Government Code section 1028.

5. Conviction or a plea of guilty or *nolo contendere* (i.e., I do not wish to contest) in court to a charge of moral turpitude, violent felonies or any sex offense, or mistreatment of children.
6. Presently continuing to serve a judicially imposed sentence including a probationary period for a conviction, unless the District waives this subsection.
7. Criminal, infamous, dishonest, immoral, or disgraceful conduct according to standards approved by the Commission.

The following definitions apply to the words in the preceding paragraph:

Criminal - Conviction of crime(s) specifically set forth in the Education Code as causes(s) for rejection or termination or a pattern of willful disregard for the law as demonstrated by a history of convictions for misdemeanors, and crimes lesser than those specifically identified in the Education Code, and criminal convictions which indicate poor judgment on the part of the applicant.

Infamous - Crimes against nature.

Dishonest - Thefts, burglaries, deception, fraud, or acts intended to deprive lawful possession or ownership, or to obscure or confuse facts or issues.

Immoral - Sex offenses, including those set forth in the Education Code as causes for termination.

Disgraceful - Drunk, intoxication, fighting, insulting, slandering, harassing, or unwelcome behavior; conduct involving violence, use or possession of a dangerous or illegal weapon, or making or inferring threats of violence or harmful acts toward a person or property and, including willful acts of pollution or contamination.

8. Making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.
9. Practicing any deception or fraud in connection with the ~~E~~employment ~~A~~application or in securing examination, certification, or appointment.
10. Failure to provide all required materials or to completely disclose all relevant employment information required at time of employment application, such as supplemental ~~-applications -for -employment, -conviction -information -and -court~~ documents, as specified on the job application, in the employment application package and/or ~~J~~job ~~A~~announcement bulletin.

11. Conviction of drug use and/or use of intoxicating beverages to excess, or sale, possession for sale, or transportation of controlled substances, dangerous drugs or narcotics, ~~including marijuana,~~ or the possession or use of narcotics ~~other than marijuana.~~
12. Dismissal from a previous employment for cause, if the cause would have subjected the applicant to dismissal from the ~~d~~District.
13. Previous dismissal from Long Beach Unified School District unless the District waives this subsection.
14. A record of unsatisfactory or below standard service with Long Beach Unified School District or other employers even though separation has not occurred.
15. A record of an unstable employment history which demonstrates a lack of commitment to serve the needs of the employer.
16. A record of discourteous treatment of, or illegal, unwelcome, or inappropriate conduct or behavior toward the public, children, or of fellow workers, or any other willful failure of good conduct, which, if it had occurred while serving as an employee of the District, could be considered as tending to injure the public service. ~~Health conditions causing the applicant to be incapable of performing the duties of the class to which he or she has applied.~~
17. Failure to report for and complete fingerprinting, or employment processes as required, or to report to duty after an assignment/start date has been offered and accepted.
18. Failure, after due notice, to provide information promptly for review of any of the reasons for rejection contained in this section, or to complete, expand upon, or provide documentation or details necessary for application review or employment processing.
19. Refusal to furnish testimony at a hearing or investigation before the Personnel Commission or Board of Education.
20. Refusal to sign an oath of allegiance for public employees or offices.
21. Reporting to work with, using, possessing, or being under the influence of any intoxicating controlled beverages or substances while on duty.
22. A demonstrated record or attitude of active discrimination against others because of personal characteristics prohibited by law, regulation, or policy.

23. A pattern of behavior demonstrating an inability or unwillingness to work effectively in a diverse employment environment.
24. A failure to meet the ~~d~~District safe driving record standard or a pattern of willful disregard for the law as demonstrated by a history of traffic offenses, including, but not limited to, license suspensions, driving without a valid license or without insurance and other traffic offenses.
25. General conduct detrimental to the good order and discipline of the classified service as demonstrated by recent and/or job-related infractions of any of the causes for rejection outlined in this rule.
26. Failure to disclose prior employment with any school district, county office of education, charter school, private school, state special school, or state diagnostic center on a District employment application.
27. While previously employed at an above-listed agency, was the subject of a credible complaint, substantiated investigation, or disciplined for egregious misconduct as defined in California Education Code Section 44932(a)(1).

Reference: California Education Code 45122.1, 45122, 45123, 45124, 45261, 45303

B. APPEAL OF DISQUALIFICATION. Applicants, candidates, or eligibles who are rejected for any of the reasons enumerated in Rule 4.2.A, shall be notified in writing by Personnel Commission staff. The notice shall state:

1. The reason(s) for the rejection.
2. That, within five (5) calendar days, the individual may appeal to the Executive Officer in writing for an administrative review, and that failure to do so makes the rejection final and conclusive.

If there has been an administrative review and the rejection is sustained, the individual may pursue the appeal to the Personnel Commission in accordance with Rule 4.9.

C. ACTION WHEN REJECTION IS NOT SUSTAINED. When a rejection is not sustained by the Executive Officer or the Personnel Commission, the Executive Officer shall institute immediate action to ensure the rights of the applicant, candidate, or eligible as though the rejection had not been made. However, appointments made in the interim shall not be disturbed unless they were fraudulently made.

4.3 EXAMINATIONS

A. HOLDING OF EXAMINATIONS. Whenever it is necessary to fill existing or anticipated vacancies in the service, or wherever an eligibility list in any class is about to be abolished in accordance with the provisions of the law and of these rules, or for any other proper cause, a list of eligibles shall be established for the class, ranked according to relative merits as determined by competitive examination given under the direction of the Commission.

Reference: California Education Code 45272

- B. POSTING OF EXAMINATION ANNOUNCEMENTS. Announcements that applications are currently being accepted for examinations shall be distributed to offices and places of employment throughout the ~~d~~District and elsewhere as necessary to effect an appropriate recruitment effort.
1. The Executive Officer shall be responsible for issuing ~~J~~job ~~A~~announcement ~~B~~bulletins to publicize recruitment and examination processes authorized by these rules. All ~~J~~job ~~B~~bulletins issued shall be ratified at the first reasonable opportunity at a ~~e~~Commission meeting.
 2. The person in charge at the office or place of employment shall be responsible for posting or displaying each ~~J~~job ~~B~~bulletin in a prominent location beginning with the date of its receipt and continuing until the last day of filing applications as set forth in the announcement. At least fifteen (15) days of publicity shall be given each such examination.

Reference: California Education Code 45278

- C. PROMOTIONAL EXAMINATIONS. Whenever practicable, vacancies shall be filled by appointment from promotional eligibility lists. When in doubt, the Commission may order that a promotional examination shall first be scheduled, or it may order simultaneous promotional and open competitive tests.
- D. ELIGIBILITY FOR PROMOTIONAL EXAMINATIONS. An employee who has attained permanent status in the ~~d~~District and whose most recent performance evaluation was rated overall as satisfactory, is eligible to submit application for a promotional examination if ~~he/she-they~~ possesses the requisite qualifications as established in the class specification regardless of any current temporary or other kind of assignment. Persons on a current reemployment list are also eligible to participate in promotional examinations.

Reference: California Education Codes 45272, 45281, 45820

- E. SENIORITY CREDIT IN PROMOTIONAL EXAMINATIONS. Seniority up to a maximum of 20 years shall be weighted equivalent to $\frac{1}{4}$ point for each year of service for promotional and dual examinations. For the purposes of this Rule, an advance to a higher salary schedule for a related classification or an increase in compensation beyond the maximum fixed for the class in which the employee has been serving, shall be deemed a promotion.
- 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 (3) 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 (2) year period in which the applicant has successfully completed classes, training or seminars which would enhance ~~his/her~~their 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 (2) 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.

- G. CHARACTER OF EXAMINATIONS. Examinations shall consist of test parts that relate to job performance and, for example, may include such parts as a written test, performance test, technical oral examination, qualifications appraisal interview, evaluation of training and experience, in-basket exam, a structured group oral, a leaderless discussion exam, or other appropriate assessment elements.

Reference: California Education Code 45273

- H. CONDUCT OF EXAMINATIONS. All persons taking examinations for employment in the classified service shall be given the opportunity to compete in each examination under the same or similar conditions as every other ~~competitor~~candidate. The Executive Officer shall require examination security measures to be developed and followed as appropriate to maintain both candidate privacy and internal test security and integrity. No ~~competitor-candidate~~ shall receive or give aid or communicate with another ~~competitor~~candidate during the conduct of any examination. Any ~~candidate-applicant or competitor~~ who attempts to obtain or who obtains preferential treatment or substantive examination assistance by any means prior to, during, or following an examination may be disqualified from such a selection procedure and further consideration for employment.

- I. TIME OF ADMISSION TO WRITTEN EXAMINATIONS. Admission to the testing room or area for group written testing segments shall be up to and including the time announced. The doors to the examining area will then be closed and any further candidates arriving late will be denied admission to the examination.

- J. TIME OF ADMISSION TO ORAL/PERFORMANCE EXAMINATIONS.

1. Admission to ~~O~~oral ~~I~~nterviews, ~~P~~performance ~~T~~ests, or similar individual exam segments ~~-shall -be-~~ at ~~-the -time -announced -on -the -notice -of~~ ~~O~~oral/~~P~~performance

~~E~~examination ~~C~~ard, unless the process is unavoidably running late, and then admission shall be as soon as possible following the established sequence.

2. A candidate who arrives after ~~his/her~~their scheduled time and could have been admitted to that exam segment on time had ~~he/she~~they been present on time, shall lose ~~his/her~~their right to that exam. However, if ~~the PC Commission S~~the PC Commission staff can easily arrange to accommodate the individual at a later time during the day, the late candidate may wait and that may be done following these guidelines.

a. No other candidate will be displaced from their allotted time or caused to be inconvenienced, unless voluntarily agreed to by that person.

b. The panel members are agreeable to work through their lunch/break period or stay later than the scheduled time and this does not work an undue hardship on them.

c. Another candidate does not show for ~~his/her~~their exam and the late candidate can be scheduled into the no-show candidates time period.

K. EXAMINATION AFTER REJECTION OR DEMOTION. An employee with permanent status in a class who has been demoted from a higher class during probation, in accordance with Rule 7.32, or who has been demoted after attaining status in a higher class, in accordance with Rule 11.1, shall not be admitted to an examination for the class from which demotion occurred for one year after the effective date of the demotion.

L. EXAMINATION AFTER SUSPENSION. An employee with permanent or probationary status in a class who has been suspended by action of the Board of Education, in accordance with Rule 11.1, shall not be admitted to an examination for the classified service for a period of one year from the last date of the suspension.

4.4 RESOLVING PROMOTIONAL/CONTINUOUS TESTING EXAM PROTESTS AND NOTIFICATION OF EXAMINATION RESULTS

A. RESOLVING PROTESTS INVOLVING PROMOTIONAL/CONTINUOUS TESTING EXAMS. In promotional examinations for classes for which continuous examination procedures have not been authorized, the review and protest period shall be held, and all protests resolved by the Commission, prior to a regular appointment being made from the eligibility list.

B. NOTIFICATION OF EXAMINATION RESULTS. Notification of final individual examination results shall be sent promptly to the home address or email address provided by the candidates on or before the establishment of an eligibility list.

4.5 SPECIAL ADMINISTRATION OF EXAMINATIONS

A. PROCEDURES. Selection procedures usually provide for only one administration of an examination or test part of the examination in order to maintain examination security and to assure uniform treatment of all candidates. However, in some cases it may be in the

best interests of the ~~School~~-District to permit special administration of an examination. Consideration is limited to the following circumstances:

1. Out-of-town administration will be on the same day as local administration, if possible, or as soon as practicable after local administration.
2. It is possible to recreate similar test situations and conditions.
3. A hardship case existed such as hospitalization, accident or illness which is verified by a doctor's statement indicating the inability of the applicant to participate.
4. There was misdelivery or delay of mail, and only if it is verified by U. S. postal authorities or by the supervisor of the ~~School~~-District's Mail Room.
5. There was an error by a Personnel Commission employee.
6. Religious beliefs prevent the candidate from participating in the examination at the scheduled time. Such candidate must file verification from ~~his~~-~~their~~ his-their rabbi or minister of ~~his~~-~~their~~ his-their membership and statement of the faith's requirement of observance of restriction of activity. However, if the class being examined for requires ability to work during the hours the candidate is prevented from activity at that time, special administration will not be authorized.
7. Excused military service in accordance with official orders.
8. Scheduled court appearance or summons for jury duty, verified by documents.

The candidate shall make a written request for special administration to the Personnel Commission staff within one week of the date of administration of the examination, stating the reasons for which special administration is requested.

- B. CHANGES IN ELIGIBILITY LISTS. Changes in eligibility lists resulting from such special administration shall be reported in the same manner as the original list. Such changes shall not nullify the promulgation date of the eligibility list, nor certifications and appointments made from such lists.

4.6 REVIEW AND APPEALS/PROTESTS

- A. RETENTION AND AVAILABILITY OF EXAMINATION RECORDS; REVIEW AND PROTESTS. Examination records, including any recordings and the rating sheet of each member of the oral board for each candidate, shall be retained by the Personnel Commission for a period of not less than 90 days after promulgation of an eligibility list. The Commission shall prescribe procedures whereby candidates may review and protest any part of an examination. In promotional examinations for classes for which continuous examination procedures have not been authorized, the review and protest period shall be held prior to regular appointment from the eligibility list. Examination records shall not be available to the public or to any person for any purpose not directly

connected with the examination and shall be considered confidential but shall, within reasonable time limits, be made available to a candidate or ~~his or her~~their representative.

Reference: California Education Code 45274

B. FORMAL/INFORMAL REVIEW BY CANDIDATES.

1. During the five (5) working days after the administration of the specific test or test segments a candidate may request ~~he/she~~they be scheduled for a ~~F~~Iormal ~~R~~Ireview of the following:

- a. Written segments of examinations, except those listed in paragraph B, or
- b. ~~His/her~~Their —performance —segment, —technical —interview —or qualifications appraisal interview ratings, or
- c. The recording(s) of ~~his/her~~their interview(s).

Such review shall be conducted by a Personnel Commission staff member as soon as practicable, but does not have to be within the five (5) day period itself. Any request to review examination records after the five (5) day request period has passed shall be for ~~I~~informal ~~R~~Ireview purposes only, and may not serve as the basis for a protest or appeal of any part of the examination.

2. The review provides an opportunity for candidates to obtain test performance information and to have conclusions explained or investigated. A review request does not in and of itself establish a protest or protest period.

Information that would enable a candidate to match the names of raters and their comments is not made available to any candidate. A candidate's examination papers and records may be examined only by the candidate or by ~~his/her~~their representative upon receipt of written authorization by the candidate acceptable to the Personnel Commission staff.

- C. SOME TESTS NOT SUBJECT TO INSPECTION. Examination papers on a form test, a commercial standardized aptitude or achievement test, or test material that has been rented, leased or obtained under a contract and where the terms of such agreement prohibit a review or inspection, shall not be subject to inspection by a candidate. However, the results of the candidate's participation in the examination may be reviewed by the candidate with a ~~e~~Commission staff member.

- D. PROTEST BY CANDIDATE. If a candidate wishes to protest any part of an examination, which is a formal declaration of disapproval or objection to the matter ~~he/she~~they must submit ~~his/her~~their protest in writing to the Executive Officer:

1. Upon completion of that examination segment on the Personnel Commission provided form, or
2. In written form received in the Personnel Commission Office no later than the fifth working day following the day the individual's exam results for the specific exam segment is posted in the U.S. Mail, or
3. In written form received by the Executive Officer not later than the fifth working day following the day the candidate's examination records are available for him/her to conduct a ~~F~~ormal ~~R~~eview as provided for in paragraph B.

Such protest shall state specifically the parts of the examination or items protested, or wherein errors are alleged to have occurred, citing authorities or references to support such protest, or give other relevant information which is sufficiently specific to enable an investigation or resolution, and stating the remedy to which the candidate believes he/she is entitled. Letters which simply express disagreement with or comment on the test, test results, or which object to the judgment of the raters, are reviewed and may be acknowledged but are not eligible for consideration as an examination appeal. The Executive Officer shall review and answer all timely written protests received of any examination part. Candidates who have submitted timely protests shall be notified in writing of the disposition of their protests.

- E. APPEAL TO PERSONNEL COMMISSION. Any candidate who remains dissatisfied may appeal to the Personnel Commission within five (5) working days after the notice of the decision of the Executive Officer was mailed or given to the candidate. Such appeal to the Personnel Commission shall be in writing and must state the specific examination parts or items protested, the basis for the protest, and the remedy sought by the candidate.
- F. CORRECTION OF ERRORS. Errors in examinations shall be corrected when discovered, regardless of lapse of time after the establishment of an eligibility list. Such corrections shall be applied uniformly to all candidates. Changes in eligibility lists resulting from corrections of errors shall be reported in the same manner as the original lists. Such changes shall not nullify the promulgation date of the eligibility list, nor certifications and appointments made from such lists.
- G. COPYING PROHIBITED, NOTE TAKING. No one shall copy questions, answers, typed rating standards or descriptions of rating categories from a rating sheet, or in any way alter or mutilate an examination paper or records made available for inspection. Violations may result in cancellation of eligibility and disqualification for future examinations. Notes taken with Personnel Commission provided paper and pens may be taken as long as they relate only to the candidate's performance in a specific test segment or category, not individual test items or numbers, or the word rating on the rating guide received in each category or as an overall rating. Overall or general comments of a ~~R~~ater pertaining to the reviewing candidate may be copied by the reviewing candidate. Notes may not be taken in shorthand or in a foreign language. All notes are subject to review and editing by Personnel Commission staff prior to being removed from the area.

- H. For purposes of this rule the time frame shall be computed as D + 5. That is D (the day of an event, such as an exam segment is taken, or a notice is placed in the U.S. Mail) plus five (5) working days.

4.7 EXAMINATION FOR BUSINESS MANAGER AND CERTAIN OTHER POSITIONS

- A. POSITIONS SUBJECT TO EXAMINATION. Open competitive and promotional examinations in accordance with Education Code Section 45280 shall be given for the class of business manager, for any other single position class which the Commission declares to be at or above the level of business manager, and for classes containing positions which, as determined by the Commission, are positions in which 50 percent or more of regularly assigned duties during the school year consisting of directing, coordinating, supervising, or administering one or more of the following functions:
1. The preparation of budgets of funds to be used for educational purposes.
 2. The interpretation or evaluation from an educational standpoint of equipment, material and housing.
 3. The interpretation and evaluation of school information in terms of educational significance and from an educational standpoint or viewpoint.
- B. ELIGIBILITY TO COMPETE. All permanent employees of the District, classified and certificated, who meet the established minimum qualifications, shall be eligible to compete in the examination as promotional candidates.
- C. PROMOTIONAL CREDITS. Promotional credits, including seniority credits, if any, shall be equally applicable to both classified and certificated promotional candidates.
- D. MERGING OF ELIGIBILITY LISTS. Eligibility lists resulting from such an open competitive and promotional examination shall be merged according to the order of the examination scores into a single eligibility list, after the scores of each candidate on the promotional list have been adjusted for promotional credits, including seniority, if any.
- E. ENTRANCE LEVEL. The examination for any such position shall not be construed to be an entrance level position examination (no veteran's credit allowed.)

Reference: California Education Code 45272, 45280

4.8 CONTINUOUS EXAMINATION

EDUCATION CODE 45292 CONTINUOUS EXAMINATIONS. The Commission may provide for the continuous examination of applicants for both open and promotional examinations.

- A. AUTHORIZATION OF EXAMINATION. When there is a shortage of eligibles to fill vacancies in the service in any class, the Personnel Commission may authorize recruitment by continuous examinations, provided it is not practicable to provide eligibles by promotional examinations only.

All qualified applicants who have applications or interest cards on file at the time of examination shall be notified. The examination shall be promulgated under similar conditions and techniques as previous examinations for the same class, and the resulting eligibility lists may be merged with previous lists for the class in the relative order of merit of the eligibles.

- B. TERMINATION OF CONTINUOUS EXAMINATION. Termination of continuous examination procedures for any class may be effected by appropriate action of the Personnel Commission.

4.9 VETERANS' CREDIT

- A. VETERAN DEFINED. Veteran as used in this article means any person who has served in the United States armed forces in time of war, or national emergency declared by the President of the United States of America, and who has been discharged or released under conditions other than dishonorable, proof of which shall be submitted to the Commission at the time of the examination.

Armed forces means the United States Army, Navy, Marine Corps, Coast Guard, Air Force, ~~Army, Navy, Marine Corps, or Space Force or Coast Guard.~~

Reference: California Education Code 45294

DISABLED VETERAN DEFINED. "Disabled veteran" as used in this article means any veteran, as defined in Section 45294, who is currently declared by the United States Veterans Administration to be 10 percent or more disabled as a result of service in the armed forces. Proof of disability shall be deemed conclusive if it is of record in the United States Veterans Administration.

Reference: California Education Code 45295

- B. ADDITIONAL CREDIT FOR VETERANS' ENTRANCE EXAMINATIONS. In the case of all entrance examinations, veterans with 30 days or more of service who become eligible for appointment by attaining the passing mark established for the examination, shall be allowed an additional credit of five (5) points and disabled veterans shall be allowed an additional credit of up to ~~10~~ ten (10) points, which shall be added to the percentages attained in the examinations by the veterans. Veterans shall be placed on eligible lists and be eligible for appointment in the order and on the basis of the percentages attained by them in examinations after the credit of five points, or ten (10) points in the case of disabled veterans, if added.

4.10 UNLAWFUL ACTS

- A. Any person who willfully or through culpable negligence violates any of the provisions of this article (commencing at Section 45240) is guilty of a misdemeanor.
- B. Willfully by ~~himself~~ themselves or in cooperation with another person to defeat, deceive, or obstruct any person with respect to ~~his~~ their right of examination, application, or employment under this article (commencing at Section 45240) or eCommission rules.
- C. Willfully and falsely to mark grade, estimate, or report upon the examination or proper standing of any person examined or certified under this article or eCommission rule, or to aid in so doing, or make any false representation concerning the same or the person examined.
- D. Willfully to furnish to any person any special or secret information regarding contents of an examination for the purpose of either improving or injuring the prospects or chances of any person examined, or to be examined under this article or eCommission rules.

4.11 KEYBOARDING SELF-CERTIFICATION

At the time of application for any class requiring typing/keyboarding skills, incumbents must certify in writing that they have the required skills as posted on the job announcement. If appointed, demonstrated proficiency will be expected during the probationary period. Failure to meet the minimum required skills will result in disciplinary action up to and including dismissal.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List – Applicant ID
#60816472

PAGE: 50-66

Date: April 2, 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: Request for Hearing in a Disciplinary Matter –
Employee ID #E00570269

PAGE: 67-116

Date: April 2, 2026

Reason for Consideration: Restricted Action

Personnel Commission Rule 11.5. is an Appeal of Disciplinary Action:

11.5.B – “An appeal shall be presented to the Personnel Commission at the next regularly scheduled meeting. The Commission shall coordinate the hearing of said charges within a reasonable length of time from the receipt of the appeal. The investigation and hearing shall be confined to the reasons for action as charged by the Board of Education or its assignee and the relevant defenses set forth in the appeal and answer.”

Enclosed for the consideration of the Commission is an appeal filed by a permanent employee from the classified service by the Board of Education in accordance with the rules, and related material.

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.