

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

REGULAR MEETING AGENDA

Regular Meeting
April 16, 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 April 2, 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 Senior Personnel Analyst (Extended) 6-7
2. **RATIFY** job announcement bulletin for Truck Driver 8-9
3. **APPROVE** the certification of Building Maintenance Worker eligibility list 26-0162-0625 established 4/16/2026 10
4. **APPROVE** the certification of Building Maintenance Worker/Driver eligibility list 26-0163-0880 established 4/16/2026 10
5. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW9-5258 established 10/28/2025 10
6. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW10-5258 established 11/13/2025 10

7. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW11-5258 established 12/11/2025 10
8. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW12-5258 established 1/8/2026 10
9. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW13-5258 established 1/20/2026 10
10. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW14-5258 established 2/5/2026 11
11. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW15-5258 established 2/25/2026 11
12. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW16-5258 established 3/25/2026 11
13. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0194-5319 established 4/10/2026 11
14. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0204-5319 established 4/9/2026 11
15. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0188-5317 established 4/8/2026 11
16. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0203-5318 established 4/10/2026 11

III OLD BUSINESS

1. **APPROVE** the Revision to the Rules and Regulations of the Classified Service, Chapter 4 Applications and Examination (Second Reading) 12-25

IV NEW BUSINESS

1. **APPROVE** the Creation of a New Classification: ERP Technical Architect 26-31

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

April 30, 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

April 2, 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, April 2, 2026, at 8:18 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 Beauchamp, Human Resources Technician; Wendy Bell, Human Resources Technician; Monica Gaytan, Human Resources Technician; and Keidy Garcia, Human Resources Assistant.

GUESTS PRESENT

Tai Felder, CSEA Chapter 2 1st Vice President; Viola Mae Bledsoe, Chief Job Steward (Retired Instructional Aide - Special); and Appellant ID #60816472.

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 March 5, 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, reported on her attendance at the California School Personnel Commissioners Association (CSPCA) Conference on March 15 -17, 2026 and her participation in a District Leaders meeting focused on the Local Control and Accountability Plan (LCAP). Dr. Lee shared discussions centered on aligning Department practices with LCAP goals to better support community needs, student engagement, and student success. Dr. Lee emphasized the importance of ensuring well-qualified, equity-minded hires, noting that strong hiring systems contribute to improved student outcomes.

Dr. Lee also reported participating in Quality Core visits at Jordan High School and Lakewood High School. Dr. Lee pointed out that these visits included classroom observations using a rubric to assess student engagement, classroom culture, and equity practices, followed by team discussions and recommendations. Dr. Lee said the visits helped bridge the connection between Personnel Commission work and classroom impact. She shared that school sites expressed appreciation for classified staff, particularly campus security, highlighting their role in student engagement, attendance, and campus connection. Finally, Dr. Lee noted the importance of recruitment and hiring efforts in supporting these critical campus roles.

Andrea Fonseca, Associate Personnel Analyst, reported that Recruitment and Testing is currently managing 34 recruitments at various stages, with 14 actively accepting applications, and 9 testing. Ms. Fonseca mentioned that on Tuesday, March 31, 2026, the Personnel Commission hosted the Expanded Learning and Child Development Center hiring event, specializing in hiring three positions, which are part of state and federal funded programs. Ms. Fonseca emphasized the collaboration with Communications to advertise the event via website, social media, and QR code access. Ms. Fonseca stated that Recruitment and Testing and the Certification Unit collaborated to assist applicants with on-site services that included application assistance, testing, fingerprinting, interviewing, and job offers.

Joanna Guzman, Employment Services Supervisor, reported that at the March 18, 2026, Board of Education meeting, there were 8 probationary appointments approved in classifications such as Head Start Family Services, Nutrition Services Manager, and Instructional Aide - Special. Ms. Guzman mentioned 25 limited-term employee appointments were approved in classifications including Child Care Workers, Custodians, Nutrition Services Workers, and Recreation Aides. Ms. Guzman stated 15 exempt assignments were also processed, which included Cafeteria Student Assistants, and Walk-on Coaches. Ms. Guzman shared that the Summer School application window closed, with a total of 871 applications received. Ms. Guzman mentioned staff are currently working on the summer school eligibility list. Lastly, Ms. Guzman thanked the Certification Unit for going above and beyond during the support focused Expanded Learning hiring event, resulting in 20 ELOP offers and 6 Child Care Worker offers.

Dr. Lee expressed appreciation to all Personnel Commission staff for their teamwork and collaboration in supporting the job fair. Dr. Lee shared the event required collective effort and strong staff participation to be successful, which resulted in multiple hires for the Expanded Learning Office Program (ELOP).

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant
2. **RATIFY** job announcement bulletin for Food Production Utility Worker
3. **RATIFY** job announcement bulletin for Groundskeeper
4. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning
5. **RATIFY** job announcement bulletin for School Intervention Specialist
6. **RATIFY** job announcement bulletin for School Safety Officer
7. **RATIFY** job announcement bulletin for Senior Health Assistant
8. **RATIFY** job announcement bulletin for Senior Personnel Analyst
9. **RATIFY** job announcement bulletin for Sign Language Interpreter
10. **APPROVE** the certification of Accountant eligibility list 26-0134-0358 established 3/19/2026
11. **APPROVE** the certification of Food Production Equipment Supervisor eligibility list 26-0119-5345 established 3/31/2026
12. **APPROVE** the certification of Head Start Instructional Aide - BL Spanish eligibility list 25-0201-5235 established 3/12/2026
13. **APPROVE** the certification of Head Start Instructional Aide - BL Spanish eligibility list 26-0144-5235 established 3/10/2026
14. **APPROVE** the certification of Instructional Aide - Educare eligibility list 25-0215-5205 established 3/23/2026
15. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0169-5319 established 3/12/2026
16. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0178-5319 established 3/19/2026
17. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0186-5319 established 3/30/2026
18. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0166-0448 established 3/19/2026
19. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0182-0448 established 3/24/2026
20. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0168-5068 established 3/18/2026

21. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0175-5068 established 4/2/2026
22. **APPROVE** the certification of Recreation Aide eligibility list 26-0174-5255 established 3/16/2026
23. **APPROVE** the certification of Recreation Aide eligibility list 26-0185-5255 established 3/24/2026
24. **APPROVE** the certification of Recreation Aide eligibility list 26-0193-5255 established 4/1/2026
25. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0165-5317 established 3/18/2026
26. **APPROVE** the certification of Senior Health Assistant eligibility list 26-0152-5174 established 4/2/2026
27. **APPROVE** the certification of Senior Office Assistant - Bilingual Spanish eligibility list 26-0073-5089 established 3/17/2026

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 1-9 and approve items 10-27.

<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. **APPROVE** the Reclassification of Employee ID E00259368 from the Classification of School Support Secretary to the Classification of High School Office Supervisor

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with unanimous vote of those present to approve New Business item 1.

2. **APPROVE** the Creation of a New Classification: Senior Program Manager – Building Liaison

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

3. **APPROVE** the Revision to the Rules and Regulations of the Classified Service, Chapter 4 Applications and Examination (First Reading)

Proposed revisions to Chapter 4: Applications and Examination were presented for a first reading. The Personnel Commission reviewed and discussed the proposed revisions. No action was taken.

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID #60816472

New Business Item 4 was moved into closed session.

5. **APPROVE** the Request for Hearing in a Disciplinary Matter - Employee ID #E00570269

New Business Item 5 was moved into closed session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 16, 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 8:35 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:24 a.m. with the following reportable actions:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID #60816742

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation to remove Applicant ID #60816742 from the 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		

2. **APPROVE** the Request for a Hearing in a Disciplinary Matter - Employee ID #E00570269

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 New Business Item 5, and grant a hearing in a disciplinary matter regarding Employee ID #E00570269.

<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 9:25 a.m.

ABOUT OUR DISTRICT

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

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

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

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

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

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

Mari Lyn Alay

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

**An Exciting Career
Opportunity Awaits You**

SENIOR PERSONNEL ANALYST

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



**** APPLICATION DEADLINE EXTENDED ****

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

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: 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

EXTENDED: 4:30 PM PT on Tuesday, April 14, 20 26

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

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

lbschools.net/pc

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

CLASSIFIED EMPLOYMENT OPPORTUNITY

TRUCK DRIVER

FINAL FILING DATE:

4:30 p.m., Friday, May 1, 2026.

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of an assigned supervisor, drive a District vehicle to provide Districtwide service for the delivery, transfer and placement of food, supplies, furniture, mail and equipment; transport freight in a safe and efficient manner; maintain records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school.

EXPERIENCE:

One year of recent experience driving trucks in delivery work or in a warehouse environment.

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

SPECIAL REQUIREMENT:

(1) Valid California Class C driver's license. (2) May be required to travel from one location to another. (3) Some positions in this classification may require forklift certification within six months of employment. (4) 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 of the applicant regardless of any other standing.

WORKING ENVIRONMENT:

Warehouse and outdoor environment. Driving a vehicle to conduct work. Traffic hazards. Driving a vehicle during adverse weather conditions. Exposure to fumes, dust, odors and oil/grease. Working around and with machinery having moving parts. Cold from walk-in coolers and freezers.

SALARY RANGE HOURLY:

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



Apply Here

APPLICATION:

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

SELECTION PROCEDURE:

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

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER
DUAL EXAM 26-0208-0392 YA

PERSONNEL COMMISSION

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

Guidelines:

- ❖ **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: 10-11

Date: April 16, 2026

Reason for Consideration: Approval

BUILDING MAINTENANCE WORKER

DUAL

26-0162-0625

List Valid: **04/16/2026-04/16/2027**

Total Applications Received: 107

Passed: 16 Failed: 33

Total Invited to Exam: 61

Withdrew: 12 Screened Out: 46

BUILDING MAINTENANCE WORKER/DRIVER

DUAL

26-0163-0880

List Valid: **04/16/2026-04/16/2027**

Total Applications Received: 68

Passed: 9 Failed: 24

Total Invited to Exam: 38

Withdrew: 5 Screened Out: 30

CHILD CARE WORKER

OPEN

26-CCW9-5258

List Valid: **10/28/2025-04/28/2026**

Total Applications Received: 11

Passed: 10 Failed: 0

Total Invited to Exam: 10

Withdrew: 0 Screened Out: 1

CHILD CARE WORKER

OPEN

26-CCW10-5258

List Valid: **11/13/2025-05/13/2026**

Total Applications Received: 14

Passed: 11 Failed: 0

Total Invited to Exam: 11

Withdrew: 0 Screened Out: 3

CHILD CARE WORKER

OPEN

26-CCW11-5258

List Valid: **12/11/2025-06/11/2026**

Total Applications Received: 15

Passed: 15 Failed: 0

Total Invited to Exam: 15

Withdrew: 0 Screened Out: 0

CHILD CARE WORKER

OPEN

26-CCW12-5258

List Valid: **01/08/2026-07/08/2026**

Total Applications Received: 21

Passed: 21 Failed: 0

Total Invited to Exam: 21

Withdrew: 0 Screened Out: 0

CHILD CARE WORKER

OPEN

26-CCW13-5258

List Valid: **01/20/2026-07/20/2026**

Total Applications Received: 10

Passed: 9 Failed: 0

Total Invited to Exam: 9

Withdrew: 0 Screened Out: 1

CHILD CARE WORKER**OPEN****26-CCW14-5258**List Valid: **02/05/2026-08/05/2026**

Total Applications Received: 25

Passed: 25 Failed: 0

Total Invited to Exam: 25

Withdrew: 0

Screened Out: 0

CHILD CARE WORKER**OPEN****26-CCW15-5258**List Valid: **2/25/2026-8/25/2026**

Total Applications Received: 12

Passed: 10 Failed: 0

Total Invited to Exam: 10

Withdrew: 0

Screened Out: 2

CHILD CARE WORKER**OPEN****26-CCW16-5258**List Valid: **3/25/2026-09/25/2026**

Total Applications Received: 18

Passed: 18 Failed: 0

Total Invited to Exam: 18

Withdrew: 0

Screened Out: 0

INSTRUCTIONAL AIDE - EXPANDED LEARNING**OPEN CONTINUOUS****26-0194-5319**List Valid: **04/10/2026-10/10/2027**

Total Applications Received: 46

Passed: 22 Failed: 1

Total Invited to Exam: 25

Withdrew: 2

Screened Out: 21

INSTRUCTIONAL AIDE - EXPANDED LEARNING**OPEN CONTINUOUS****26-0204-5319**List Valid: **04/09/2026-10/09/2026**

Total Applications Received: 15

Passed: 10 Failed: 0

Total Invited to Exam: 11

Withdrew: 0

Screened Out: 0

RECREATION AIDE - EXPANDED LEARNING**OPEN CONTINUOUS****26-0188-5317**List Valid: **04/08/2026-10/08/2026**

Total Applications Received: 18

Passed: 17 Failed: 0

Total Invited to Exam: 17

Withdrew: 0

Screened Out: 1

RECREATION AIDE - EXPANDED LEARNING**OPEN CONTINUOUS****26-0203-5318**List Valid: **04/10/2026-10/10/2026**

Total Applications Received: 11

Passed: 11 Failed: 0

Total Invited to Exam: 11

Withdrew: 0

Screened Out: 0

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: April 16, 2026

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

April 6, 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 second reading for approval with the following rationale:

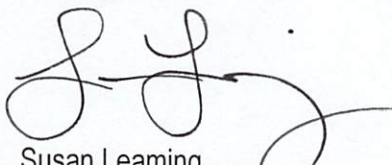
Chapter 4 APPLICATIONS AND EXAMINATIONS: This chapter is being modified to add language regarding California Senate Bill (SB) 848, which requires applicants to provide a complete history of prior employment with any educational institution. Failure by an applicant to disclose this information would be 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 approve these rule revisions.

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~~erformance ~~T~~ests, or similar individual exam segments ~~shall be~~ at ~~the~~ ~~time~~ ~~announced~~ ~~on~~ ~~the~~ ~~notice~~ ~~of~~ ~~O~~ral/~~P~~erformance

~~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~~taff 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

April 6, 2026

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification – ERP Technical Architect

Background and Findings

The District's Chief Technology Officer requested the creation of a new classification titled "ERP Technical Architect" as part of the District's ongoing efforts to modernize its core business information systems with a modern, commercially developed and supported, cloud Enterprise Resource Planning (ERP) system. An incumbent in this classification will, under the direction of the Chief Technology Officer, provide strategic leadership for the technical direction, design, and operation of the District's ERP platform. The ERP Technical Architect will ensure alignment across system architecture, business functionality, cybersecurity, integrations, and data analytics.

Salary Placement

In determining salary placement for the proposed classification, staff conducted an external market salary survey and looked at internal alignment and parity within the LBUSD organization. While the salary survey results did not provide a clear guideline for salary placement, internal alignment comparisons find the new class to be comparable to existing Information Services management classifications at salary range 55 (M2). Therefore, staff recommends equitable placement at salary range 55 (M2) on the District's Classified Management Salary Schedule.

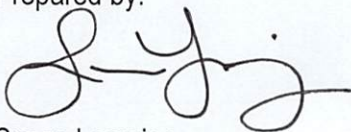
The Chief Technology Officer has reviewed and is in support of the proposed job classification and salary placement recommendation. The proposed classification specification is attached for review.

Recommendations

Staff recommends the Personnel Commission:

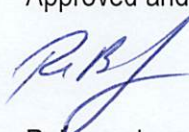
1. Adopt the new classification of ERP Technical Architect
2. Allocate the classification of ERP Technical Architect to salary range 55 (M2).

Prepared by:



Susan Leaming
Senior Personnel Analyst

Approved and Recommended:



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

ERP TECHNICAL ARCHITECT

JOB SUMMARY

Under the direction of the Chief Technology Officer, plan, organize, control and direct the District's Enterprise Resource Planning (ERP) ecosystem including Oracle Fusion ERP, HCM, SCM, and EPM systems and related business applications and cloud services; oversee the secure, efficient and compliant management of ERP applications, integrations, and operations supporting District business processes; ensure ERP systems are designed in accordance with District architecture standards and in compliance with regulatory requirements related to information security, data integrity and service availability; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize, control and direct the District's Enterprise Resource Planning (ERP) ecosystem including Oracle Fusion ERP, Human Capital Management (HCM), Supply Chain Management (SCM), and Enterprise Performance Management (EPM) systems, and related business applications and cloud services. **E**
- Serve as the ERP technical architect responsible for the strategic design of the ERP ecosystem; define and manage the ERP technical architecture including data conversion, application integration, master data management and system configuration. **E**
- Collaborate with the Information Security Officer, Oracle, and systems integrators to design and implement the ERP security architecture, role-based access controls, and compliance frameworks. **E**
- Coordinate and lead ERP governance activities, ensuring policies, documentation and technical standards are consistently applied across business teams and align with business requirements. **E**
- Provide technical leadership and direction to ERP work teams including Security and Administration, PaaS (Platform as a Service) coding and SaaS (Software as a Service) configuration, Integration, and Data and Analytics. **E**
- Direct and oversee ERP system administrators, analysts, and application security specialists; ensure cloud and access security controls align with District cybersecurity standards. **E**
- Direct and guide programmers, configuration specialists, and platform developers in building, extending, and customizing ERP functions to meet business requirements. **E**

- Direct and oversee integration developers and specialists in designing and maintaining reliable data exchanges between ERP, on-premises system and third-party cloud platforms. *E*
- Oversee data stewards, master data management specialists, Business Intelligence (BI) architects, database administrators and report developers to ensure accurate reporting, analytics and decision support; oversee ERP managed service providers as applicable. *E*
- Oversee regular Oracle Fusion releases, regression testing and continuous optimization of ERP modules; manage vendor relationships, service level agreements, and ensure commercial support alignment with District priorities. *E*
- Develop and maintain ERP documentation, configuration standards and operational guidelines; evaluate emerging technologies and make recommendations for ERP system enhancements and modernization. *E*
- Plan and coordinate the systematic decommissioning of legacy business systems and ensure successful migration to the modern ERP platform, continuity of business operations, and integrity of critical data. *E*
- Oversee and coordinate ongoing ERP support operations including resolution of system issues, incident reports, enhancement requests and service tickets. *E*
- Attend, participate in and facilitate a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging industry trends and best practices; make presentations regarding ERP objectives, plans and achievements. *E*
- Supervise and evaluate the performance of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Prepare and present reports, dashboards and recommendations to District leadership and governance committees; compile data and prepare statistical and narrative reports regarding assigned activities. *E*
- Develop strategic ERP updates and insights regarding impacts, implementation progress, milestones and trends that inform, align and engage senior leadership, cross-functional teams and employees using a variety of modern communication tools. *E*
- Prepare and manage budgets for ongoing ERP systems and services; review financial data, authorize expenditures and ensure cost-effective operations. *E*
- Operate office equipment including a computer and assigned software; drive a personal vehicle or utilize an alternative form of transportation to conduct work. *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

The ERP Technical Architect provides strategic leadership for the technical direction, design, and operation of the District's Enterprise Resource Planning (ERP) platform. This specialized role is distinct from high-level business process owners, who design business functionality and make process decisions. The ERP Technical Architect ensures cohesive alignment across system architecture, business functionality, cybersecurity, integrations,

and data analytics. An incumbent oversees and advises cross-functional teams to deliver secure, scalable enterprise systems that support District-wide business objectives.

EMPLOYMENT STANDARDS

Knowledge of:

ERP architecture principles, design, and integration frameworks.
Oracle Fusion ERP, Human Capital Management (HCM), Supply Chain Management (SCM), and Enterprise Performance Management (EPM) software as a service.
Oracle Cloud Infrastructure (OCI) and Oracle Cloud services for IaaS and PaaS, including Integration Cloud, APEX, Identity Cloud, and Analytics Cloud.
Cloud security administration, access management, and general information security compliance frameworks (e.g. NIST CSF).
ERP governance, security, data management, and compliance requirements.
Business process design and optimization across finance, human resources, procurement, and supply chain functions.
Application development and configuration.
System integration techniques, middleware, and API management.
Data architecture, analytics, and business intelligence strategies.
Project management methodologies such as Agile and SDLC).
Vendor and contract management.
Principles of administration, supervision, and training.
Budget preparation and control.
Financial and statistical recordkeeping and report preparation techniques.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public speaking techniques.

Ability to:

Plan, organize, control and direct the District's Enterprise Resource Planning (ERP) ecosystem including Oracle Fusion ERP, HCM, SCM, and EPM systems and related business applications and cloud service.
Define and manage the ERP technical architecture including data conversion, application integration, master data management, and system configuration.
Coordinate and lead ERP governance activities.
Oversee regular Oracle Fusion releases, regression testing, and continuous optimization of ERP modules.
Prioritize the use of resources to maximize organizational effectiveness.
Accept and carry out responsibility for direction, control and planning.
Analyze situations accurately and adopt an effective course of action.
Present and clearly convey complex information to a variety of audiences.
Maintain current knowledge of industry trends and technological advances in the field.

Establish and maintain cooperative and effective working relationships with others.

Supervise and evaluate the performance of assigned personnel.

Foster a culture of customer-focus, service delivery, innovation, and continual learning.

Interpret, apply, explain and ensure compliance with applicable laws, codes, rules and regulations.

Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.

Oversee and administer assigned budgets.

Prepare and deliver oral presentations.

Communicate effectively both orally and in writing.

Drive a personal vehicle or utilize an alternative form of transportation to conduct work.

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

Education and Training:

Bachelor's degree in information systems, mathematics, computer science, engineering, or related field. A master's degree is preferred.

Experience:

Five years of experience developing and supporting ERP architecture and application operations such as Oracle Fusion, Oracle EBS, SAP, Workday, or Lawson, and leading cross-disciplined technical teams in ERP design, implementation, support and optimization.

Experience in large enterprise or public sector organization with over 10,000 employees 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

The following certifications are preferred:

Oracle Fusion ERP certification(s).

PMP or equivalent project management certification.

Certified Information Systems Security Professional (CISSP).

Certified Information Security Manager (CISM), or related cybersecurity certification.

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.

WORKING ENVIRONMENT

Office environment.

Driving a personal vehicle or utilizing an alternative form of transportation to conduct work.

Evening and variable hours.

Emergency call out.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

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

Bending at the waist, kneeling, or crouching.

Reaching overhead, above the shoulders and horizontally.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

DATE