

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

REGULAR MEETING AGENDA

Regular Meeting
June 11, 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 May 28, 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. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0277-5319 established 6/5/2026 6
2. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0223-0448 established 6/4/2026 6
3. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0212-5068 established 6/3/2026 6
4. **APPROVE** the certification of Recreation Aide eligibility list 26-0226-5255 established 6/10/2026 6
5. **APPROVE** the certification of School Intervention Specialist eligibility list 26-0200-5290 established 6/11/2026 6

6. **APPROVE** the certification of School Intervention Specialist eligibility list 26-0200-5290 established 6/11/2026 6
7. **APPROVE** the certification of Sign Language Services Supervisor eligibility list 26-0221-5224 established 6/10/2026 6
8. **APPROVE** the certification of Truck Driver eligibility list 26-0208-0392 established 6/10/2026 7

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 53315633 8-45
2. **APPROVE** the Creation of a New Classification and Reclassification of Employee # 46-52 E00328858

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

June 25, 2026 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII CLOSED SESSION

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

May 28, 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, May 28, 2026, at 8:15 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: Terence Ulaszewski
Sheryl Bender
Linda Vaughan

STAFF MEMBERS
PRESENT

Dr. Rebecca Lee, Executive Officer; Susan Leaming, Senior Personnel Analyst; Oralía Leyva, Certification Services Manager; Andrea Fonseca, Associate Personnel Analyst; Ashleigh Fernando, Acting Senior Administrative Secretary; Joanna Guzman, Employment Services Supervisor; Mari Rojas, Employment Services Supervisor; Yessika Aguirre, Human Resources Technician; Veronica Bustamante, Human Resources Technician; Warren Hornberger, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; and Keidy Garcia, Human Resources Assistant.

GUESTS PRESENT

Dr. Kelly An, Assistant Superintendent Human Resource Services; Michael Voigt, Senior Associate General Counsel Human Resource Services; Tai Felder, CSEA Chapter 2 Job Steward; Viola Mae Bledsoe, Chief Job Steward Instructional Aide – Special retired; and Appellant 14837021.

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 May 14, 2026.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Dr. Rebecca Lee, Executive Officer, Personnel Commission and Classified Employment, opened by thanking the Classified Celebration Committee, including members of the Personnel Commission team, Susan Leaming, Senior Personnel Analyst; Ashleigh Fernando, Human Resources Technician; Keidy Garcia, Human Resources Assistant; Gean Asayas, Human Resources Assistant; Maria Lynn Alvarez, Senior Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; and Veronica Bustamante, Human Resources Technician. Dr. Lee recognized the effort in planning, creativity, vendor

outreach, and securing donations for the May 22, 2026, Classified Employee Celebration. Dr. Lee reported strong attendance, with 679 employees checking in and 742 meal tickets distributed, making it one of the highest turnouts. Dr. Lee noted the sports theme was well received.

Dr. Lee also shared the District approved the Personnel Commission's 2026–2027 budget, which has been submitted to the Los Angeles County Office of Education for final approval.

Andrea Fonseca, Associate Personnel Analyst, reported that there are currently 35 active recruitments in various stages, including 11 accepting applications and 11 in the testing phase.

Ms. Fonseca noted that staff continue to support local high schools through Decision Day events. Ms. Fonseca shared that Keidy Garcia and Gean Asayas participated at Jordan High School on May 15, 2026, while Veronica Bustamante and Monica Gaytan, Human Resources Technician, participated at Millikan High School on May 20, 2026. Additionally, Warren Hornberger, Human Resources Technician, Amy Van Fossen, and Ms. Fonseca conducted mock interviews at Millikan High School on Tuesday, May 26, 2026.

Ms. Fonseca explained that Millikan High School had lost funding for this activity and requested support from the Personnel Commission. Staff met with an entire class of students, providing interview practice and sharing information about part-time employment opportunities available within the District. Ms. Fonseca noted that many students expressed strong interest, as they were previously unaware of these opportunities.

Ms. Fonseca also shared that Maria Alvarez and Amy Van Fossen will attend Decision Day at Cabrillo High School on May 28, 2026. Ms. Fonseca concluded by noting that, as word of the Personnel Commission's involvement has spread, additional schools have extended invitations. The Personnel Commission is pleased to continue supporting these outreach efforts and appreciate the team members who have contributed to this work.

Mari, Rojas, Employment Services Supervisor, reported that at the May 18, 2026, Board of Education meeting, 48 probationary appointments were approved across various classifications, including Child Care Worker, Fence Erector, Instructional Aide - Expanded Learning, Instructional Aide – Special, Recreation Aide – Expanded Learning and Senior Health Assistant. In addition, 45 substitute assignments were approved in various classifications such as Child Care Worker, Custodian, Groundskeeper, Instructional Aide – Expanded Learning, Nutrition Services Worker, and Recreation Aide.

Ms. Rojas also shared that 13 student and 13 coach assignments were processed online. Ms. Rojas mentioned 668 summer school notices were sent out from a total of 800 applications received. Ms. Rojas expressed appreciation for staff's continued efforts and concluded by thanking everyone for their hard work and willingness to support one another.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
2. **RATIFY** job announcement bulletin for Middle School Office Supervisor
3. **RATIFY** job announcement bulletin for High School Office Supervisor
4. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW18-5258 established 3/31/2026

5. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW19-5258 established 4/9/2026
6. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW20-5258 established 4/23/2026
7. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW21-5258 established 4/30/2026
8. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW22-5258 established 5/6/2026
9. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW23-5258 established 5/14/2026
10. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW24-5258 established 5/26/2026
11. **APPROVE** the certification of Custodian eligibility list 26-0171-0139 established 5/22/2026
12. **APPROVE** the certification of District Security Officer eligibility list 26-0177-5202 established 5/20/2026
13. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 26-0217-5319 established 5/29/2026
14. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0216-0448 established 5/22/2026
15. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0207-5068 established 5/15/2026
16. **APPROVE** the certification of Recreation Aide eligibility list 26-0222-5255 established 5/26/2026
17. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0206-5317 established 5/22/2026
18. **APPROVE** the certification of Senior Payroll Accounting Technician eligibility list 26-0167-0762 established 5/7/2026

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a unanimous vote of those present to ratify items 1-3 and approve items 4-18.

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

OLD BUSINESS

None

NEW BUSINESS

1. **ANNUAL ELECTION OF OFFICERS** per Personnel Commission Rule 2.6

Linda Vaughan nominated Terence Ulaszewski as Chairperson and Terence Ulaszewski nominated Sheryl Bender as Vice-Chairperson. Terence Ulaszewski made a motion and was seconded by Sheryl Bender to accept the nominations as submitted. The nominations carried with a unanimous vote of those present to elect Terence Ulaszewski as Chairperson and Sheryl Bender as Vice-Chairperson.

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

2. **DISCUSSION and ACTION** - Reinstatement and Extension of the Senior Human Resources Analyst – HRS Eligibility List

Dr. Rebecca Lee, Executive Officer, provided the Commission with an overview of New Business Item #2. Dr. Kelly An, Assistant Superintendent, Human Resources Services, addressed the Commission and explained the very sensitive and unforeseen circumstances affecting the department which necessitated the request for reinstatement of the eligibility list. Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a unanimous vote of those present to approve the reinstatement of the Senior Human Resources Analyst – HRS eligibility list #26-0024-5330, effective March 10, 2026, for a period of six months.

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

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 14837021

At the request of the applicant, New Item #3 was moved into Closed Session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 11, 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 8:40 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:53 a.m. with the following reportable actions:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 14837021

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 ID 14837021 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		

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 8:54 a.m.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 6-7

Date: June 11, 2026

Reason for Consideration: Approval

INSTRUCTIONAL AIDE - EXPANDED LEARNING

OPEN CONTINUOUS

26-0277-5319

List Valid: **6/5/2026-12/5/2026**

Total Applications Received: 8

Passed: 3 Failed: 0

Total Invited to Exam: 4

Withdrew: 1 Screened Out: 4

INSTRUCTIONAL AIDE - SPECIAL

DUAL

26-0223-0448

List Valid: **6/4/2026-6/4/2027**

Total Applications Received: 13

Passed: 6 Failed: 0

Total Invited to Exam: 7

Withdrew: 1 Screened Out: 6

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

26-0212-5068

List Valid: **6/3/2026-12/3/2026**

Total Applications Received: 28

Passed: 10 Failed: 4

Total Invited to Exam: 21

Withdrew: 7 Screened Out: 7

RECREATION AIDE

OPEN CONTINUOUS

26-0226-5255

List Valid: **6/10/2026-12/10/2026**

Total Applications Received: 34

Passed: 30 Failed: 0

Total Invited to Exam: 30

Withdrew: 0 Screened Out: 4

SCHOOL INTERVENTION SPECIALIST

OPEN

26-0200-5290

List Valid: **6/11/2026-6/11/2027**

Total Applications Received: 31

Passed: 2 Failed: 2

Total Invited to Exam: 4

Withdrew: 0 Screened Out: 27

SCHOOL INTERVENTION SPECIALIST

PROMOTIONAL

26-0200-5290

List Valid: **6/11/2026-6/11/2027**

Total Applications Received: 22

Passed: 4 Failed: 3

Total Invited to Exam: *9

Withdrew: *4 Screened Out: 11

SIGN LANGUAGE SERVICES SUPERVISOR

PROMOTIONAL

26-0221-5224

List Valid: **6/10/2026-6/10/2027**

Total Applications Received: 1

Passed: 1 Failed: 0

Total Invited to Exam: 1

Withdrew: 0 Screened Out: 0

TRUCK DRIVER**DUAL****26-0208-0392**List Valid: **6/10/2026-6/10/2027**

Total Applications Received: 155

Passed: 20

Failed: 47

Total Invited to Exam: 84

Withdrew: 17

Screened Out: 71

CERTIFIED TO BE CORRECT: Rebecca Lee, Ed. D. DATE: June 11, 2026

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID - 53315633

PAGE: 8-45

Date: June 11, 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(s):

4.2.A.27 – “While previously employed at an above agency, was the subject of a credible complain, substantiated investigation, or disciplined for egregious misconduct as defined in California Education Code Section 44932(a)(1).”

Staff submits an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by 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

June 1, 2026

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification and Reclassification of Employee ID #E00328858

Background and Findings

The Business Services Director requested a new classification be created to reflect the reorganization of work within the Transportation department and that the incumbent affected, employee #E00328858, be reclassified into the new class.

Approximately six years ago, Heavy Truck Drivers began reporting directly to the central warehouse instead of the Transportation yard to improve operational efficiency. The supervision, scheduling, and routing of these Heavy Truck Drivers continued to be performed by a Transportation Supervisor (salary range 35 M2).

In the summer of 2025, the Transportation Supervisor position became vacant and responsibility for District trucking operations, including transport of mail and surplus, was reassigned to the incumbent Warehouse Supervisor (salary range 29 S1). The incumbent continued to perform the full range of Warehouse Supervisor duties, while also assuming the trucking operations work previously assigned to a Transportation Supervisor. Due to the sudden reorganization of this work, the department placed the employee on a temporary upgrade to Transportation Supervisor.

To reflect this sudden reorganization, Commission staff has created a new classification of Logistics Supervisor at the same salary level as the existing Transportation Supervisor. The new classification combines the duties of the existing Warehouse Supervisor with the trucking operation duties of the Transportation Supervisor. Please note that trucking operation duties will continue to be reflected in the Transportation Supervisor class description as Transportation Supervisors may need to cover the trucking operations at the warehouse. Similarly, the Warehouse Supervisor classification will remain unchanged as this classification is also used at the Nutrition Center warehouse.

In accordance with the Rules and Regulations of the Classified Service, Chapter 3.3.C.3, when an incumbent is reclassified to a new class based on a sudden reorganization and the assignment of new duties, the Personnel Commission may determine that reclassification without further competitive examination is in the best interest of the District and the employee. Factors that are considered in making this determination are Commission Staff's judgment and recommendation and consistency with merit system principles. The studies should demonstrate that the incumbent meets the important standards of the class including training, experience, knowledge, abilities and special requirements. It is Staff's opinion that employee #E00328858 is qualified to assume the duties of

the new classification because they have been successfully performing the combined work for a year and their length of service with the District confirms they substantially exceed the minimum qualifications of the proposed new classification.

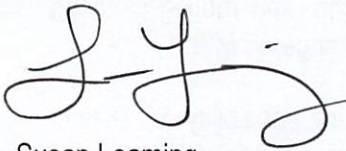
The Business Services Director is in agreement with the proposed class description and supports the recommendation to reclassify employee #E00328858 to the new Logistics Supervisor classification.

Recommendations

Staff recommends the Personnel Commission:

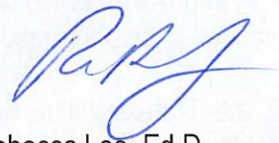
1. Approve the new classification of Logistics Supervisor
2. Allocate the new classification of Logistics Supervisor to salary range 35 (S1)
3. Approve the reclassification of Employee ID #E00328858 from the classification of Warehouse Supervisor to Logistics Supervisor

Prepared by:



Susan Leaming
Senior Personnel Analyst

Approved and Recommended:



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

LOGSTICS SUPERVISOR

JOB SUMMARY

Under general direction, plan, organize, oversee and participate in the operations and activities of the District's centralized warehouse; assure warehouse activities meet site needs and distribution timelines; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize, oversee and participate in the operations and activities of the District's centralized warehouse; assure smooth and efficient warehouse operations and the timely shipping, receiving, storing, issuing and delivery of materials, mail, surplus, commodities and equipment. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee and participate in the receiving, unloading and inspection of shipments for damage and conformity to purchase order specifications and packing slips; contact vendors regarding shortages, damaged goods or other discrepancies; process related paperwork; input and update computerized records. **E**
- Follow up with vendors and shipping companies regarding damaged shipment reports and arrange for adjustments; confer with District personnel regarding purchase order payment authorization. **E**
- Oversee and participate in the filling and processing of requisitions; pull, pack and ship items in accordance with requisition specifications; verify merchandise counts; wrap and label pallets; move merchandise to loading docks and staging or will call areas for shipment or pickup; complete and submit related paperwork. **E**
- Oversee the loading of delivery trucks, driver assignments, dispatching, routing and scheduling of deliveries to optimize the distribution of goods and equipment; plan, adjust and monitor the efficiency of driver schedules and routes. **E**
- Operate a variety of warehouse equipment including a forklift, pallet jack, hand truck, scale, baler and shrink wrap machine; operate a variety of office equipment including a computer and assigned software; arrange for equipment repairs. **E**
- Oversee and participate in periodic and annual inventory activities; prepare items in stock for inventory; count and record numbers of stock items; reconcile discrepancies; prepare related reports. **E**

- Plan and organize warehouse space for new and regular stock items; plan for storage of bulk items or special orders. *E*
- Receive, verify and assign equipment transfers; serve as a liaison with trash dump facilities contractors. *E*
- Monitor stock levels; establish stock re-order points and maintain appropriate levels of inventory; verify specifications and research items; recommend discontinuation or purchase of new stock items; maintain computerized stock records and files. *E*
- Initiate re-order process to replenish inventory; recommend purchase quantities and suggest source; monitor open orders; expedite orders as necessary. *E*
- Oversee and participate in the preparation and maintenance of records, reports and files such as equipment inspection reports, Hazard Analysis and Critical Control Point (HACCP) records, Material Safety Data Sheets (MSDS), driver records, and daily activity sheets; compile data and prepare reports regarding assigned activities. *E*
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues and exchange information. *E*
- Confer with Fleet Maintenance personnel regarding repairs and preventative maintenance of vehicles; monitor status of repairs; inform management of the need for additional drivers and equipment. *E*
- Oversee and assist in maintaining warehouse and work areas in a clean, safe and orderly condition. *E*
- Lock and unlock warehouse doors and gates; maintain security of warehouse areas according to established guidelines; set alarms as appropriate. *E*
- Attend and participate in meetings, conferences and trainings; schedule training courses and sessions for staff. *E*
- Certify District employees in the operation of forklifts. *E*
- Assist in overseeing assigned operating budgets.
- 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 Logistics Supervisor participates in the planning, organization and overseeing of the daily operations and activities of the District's centralized warehouse. Incumbents directly supervise staff involved in the shipping, receiving, storing, issuing and delivery of materials, mail, surplus, commodities, and equipment and also participate in daily warehousing activities. Incumbents participate in resolving issues regarding damaged items, incomplete or partial vendor shipments, tracking lost or missing shipments and the authorization of payments to vendors.

EMPLOYMENT STANDARDS

Knowledge of:

Methods, practices and terminology used in warehouse operations.
Shipping and receiving procedures.
Principles and practices of route scheduling for logistics operations.
Applicable laws, codes rules and regulations related to logistics and commercial drivers.
Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
Operation of equipment used in the receipt, storage and shipping of materials, mail, surplus, commodities, and equipment.
Proper storage techniques.
Proper lifting techniques.
General space utilization and inventory control methods and practices.
Operation of a computer and assigned software.
Operation of a two-way radio.
Record-keeping and filing techniques.
Basic report preparation techniques.
Health and safety regulations.
Mathematical computations.
General principles and practices of supervision and training.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize, oversee and participate in the operations and activities of the District's centralized warehouse including trucking, surplus and mail services.
Receive, store, ship and deliver materials, supplies, mail, surplus, and equipment to various locations.
Train and evaluate the performance of assigned personnel.
Review routes and schedules to accommodate changes.
Operate a variety of warehouse equipment including a forklift.
Operate a computer and assigned software.
Utilize space efficiently and effectively.
Oversee and participate in maintaining and recording inventory.
Interpret, apply and explain rules, regulations, policies and procedures.
Understand and resolve issues, complaints or problems.
Prioritize and schedule work.
Meet schedules and timelines.
Maintain records and files and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Observe health and safety regulations.
Perform mathematical computations.

Education and Training:

Graduation from high school or equivalent.

Experience:

Four years of experience receiving, inspecting, storing and shipping general stores and equipment including experience involving route planning and scheduling for trucking operations. Experience in a lead or supervisory capacity is highly preferred.

OR

Four years of experience as a Warehouse Materials Processor, Warehouse Supervisor or Heavy Truck Driver with the Long Beach Unified School District.

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

Valid Forklift Operator Certification at time of appointment.

Incumbents must successfully complete an Occupational Safety and Health Administration (OSHA) Forklift Operator Trainer course within six months of employment.

WORKING ENVIRONMENT

Office and warehouse environment.

Exposure to fumes, dust and odors.

Working around and with machinery having moving parts.

Working at heights.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.

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

Lifting, carrying, pushing or pulling moderately heavy objects and carts weighing approximately 50 pounds, and with assistance up to approximately 100 pounds.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Seeing to read a variety of materials.

Standing for extended periods of time.

Walking.

Climbing ladders to reach supplies and equipment.
Heavy physical labor.

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 six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: