

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

REGULAR MEETING AGENDA

Regular Meeting
June 25, 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 June 11, 2026 1-3
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Air Conditioning and Refrigeration Technician 4-5
2. **RATIFY** job announcement bulletin for Custodial Crew Supervisor 6-7
3. **RATIFY** job announcement bulletin for Lead Campus Staff Assistant 8-9
4. **RATIFY** job announcement bulletin for Return to Work Specialist (C) 10-11
5. **RATIFY** job announcement bulletin for Risk Management Director 12-13
6. **RATIFY** job announcement bulletin for School Safety Applications Support Technician 14-15
7. **RATIFY** job announcement bulletin for Senior Health Assistant 16-17
8. **RATIFY** job announcement bulletin for Senior Health Assistant (Catalina Island) 18-19

- | | | |
|-----|---|----|
| 9. | APPROVE the certification of Associate Research Data Analyst eligibility list 26-0181-5251 established 6/15/2026 | 20 |
| 10. | APPROVE the certification of Campus Staff Assistant eligibility list 26-0190-5288 established 6/22/2026 | 20 |
| 11. | APPROVE the certification of Educational Research Analyst II eligibility list 26-0179-3302 established 6/15/2026 | 20 |
| 12. | APPROVE the certification of Intermediate Payroll Accounting Technician eligibility list 26-0172-0756 established 6/15/2026 | 20 |
| 13. | APPROVE the certification of Nutrition Services Operations & Training Specialist eligibility list 26-0202-5062 established 6/25/2026 | 20 |
| 14. | APPROVE the certification of Nutrition Services Operations & Training Specialist eligibility list 26-0202-5062 established 6/25/2026 | 20 |
| 15. | APPROVE the certification of Nutrition Services Worker eligibility list 26-0224-5068 established 6/22/2026 | 20 |
| 16. | APPROVE the certification of Recreation Aide eligibility list 26-0230-5255 established 6/18/2026 | 21 |
| 17. | APPROVE the certification of Recreation Aide eligibility list 26-0232-5255 established 6/26/2026 | 21 |
| 18. | APPROVE the certification of Recreation Aide - Expanded Learning eligibility list 26-0225-5317 established 6/18/2026 | 21 |
| 19. | APPROVE the certification of Senior Health Assistant eligibility list 26-0213-5174 established 6/25/2026 | 21 |
| 20. | APPROVE the certification of Senior Program Manager, Building Liaison eligibility list 26-0214-5347 established 6/26/2026 | 21 |

III OLD BUSINESS

1. None

IV NEW BUSINESS

- | | | |
|----|--|-------|
| 1. | APPROVE the Revision of a Classification – Inventory Control Technician | 22-27 |
| 2. | APPROVE the Reclassification of an Employee – Employee ID #E00209149 | 28-37 |

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

July 23, 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

June 11, 2026

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, June 11, 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, Terence Ulaszewski.

ROLL

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

Present: Terence Ulaszewski
 Sheryl Bender
 Linda J. Vaughan

STAFF MEMBERS
PRESENT

Dr. Rebecca Lee, Executive Officer; Maria Lynn Alvarez, Senior Personnel Analyst; Susan Leaming, Senior Personnel Analyst; Oralía Leyva, Certification Services Manager; Andrea Fonseca, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Joanna Guzman, Employment Services Supervisor; Mari Rojas, Employment Services Supervisor; Judy Beauchamp, Human Resources Technician; Warren Hornberger, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; Jazmin Salgado, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Gean Asayas, Human Resources Assistant.

GUESTS PRESENT

Tai Felder, CSEA Chapter 2 Job Steward.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of June 11, 2026.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Dr. Rebecca Lee, Executive Officer, thanked Maria Lynn Alvarez, Senior Personnel Analyst, Susan Leaming, Senior Personnel Analyst, and Amy Van Fossen, Associate Personnel Analyst, for their involvement in the District's strategic initiatives, including efforts related to classified performance evaluations and diversifying recruitment strategies. Dr. Lee expressed gratitude for their participation in these work groups, where they have served as critical partners and leads to promote the work and demonstrate how the Personnel Commission and classified employees can be integrated into these important initiatives.

Dr. Lee shared that interviews for the Senior Personnel Analyst position were recently conducted, and an offer was extended and accepted by the selected candidate, with an anticipated July start date.

Maria Lynn Alvarez, Senior Personnel Analyst, reported that there are currently 31 active recruitments in process and also highlighted the department's continued support of District high schools through participation in Decision Day events. Ms. Alvarez shared a success story from a recent visit to Millikan High School, where a senior student encouraged several friends to speak with Personnel Commission staff and apply for positions. Ms. Alvarez reported that one of these students recently interviewed for a classified position and received a job offer. Ms. Alvarez thanked staff for their participation in these outreach events, noting that they have been impactful opportunities to engage with and connect with the community.

Lastly, Ms. Alvarez announced that a hiring event focused on Expanded Learning and Child Care Worker positions will be held on June 26, 2026, at the Personnel Commission.

Joanna Guzman, Employment Services Supervisor, reported that at the June 3, 2026 Board of Education meeting, 13 probationary appointments were approved in various classifications, including Building Maintenance Worker, Instructional Aide - Expanded Learning, Instructional Aide – Special, and Senior Health Assistant. In addition, 19 substitute assignments were approved in various classifications such as Campus Staff Assistant, Child Care Worker, Nutrition Services Worker, and Recreation Aide – Expanded Learning, and a total of 9 exempt assignments for student workers and coaches were also approved.

Ms. Guzman shared that staff continue to support staffing summer school by filling vacancies as employees decline summer positions. Ms. Guzman expressed appreciation for staff's continued support and willingness to assist one another.

CONSENT AGENDA

1. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 26-0277-5319 established 6/5/2026
2. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0223-0448 established 6/4/2026
3. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0212-5068 established 6/3/2026
4. **APPROVE** the certification of Recreation Aide eligibility list 26-0226-5255 established 6/10/2026
5. **APPROVE** the certification of School Intervention Specialist eligibility list 26-0200-5290 established 6/11/2026
6. **APPROVE** the certification of School Intervention Specialist eligibility list 26-0200-5290 established 6/11/2026
7. **APPROVE** the certification of Sign Language Services Supervisor eligibility list 26-0221-5224 established 6/10/2026
8. **APPROVE** the certification of Truck Driver eligibility list 26-0208-0392 established 6/10/2026

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to ratify items approve items 1-8.

<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 Recommendation to Remove from Eligibility List - Applicant ID 53315633

New Business Item #1 was moved into Closed Session.

2. **APPROVE** the Creation of a New Classification and Reclassification of Employee #E00328858

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to approve New Business Item #2.

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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 25, 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 8:30 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:40 a.m. with the following reportable action:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 53315633

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to sustain staff's recommendation to remove Applicant ID 53315633 from all eligibility lists.

<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 8:41 a.m.

CLASSIFIED EMPLOYMENT OPPORTUNITY

AIR CONDITIONING and REFRIGERATION TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Monday, June 29, 2026

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, to perform skilled mechanical work in the installation, repair and maintenance of refrigeration and air conditioning equipment and associated controls; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school and completion of a recognized apprentice training program of at least five years duration.

OR

EXPERIENCE:

At least four years experience in air conditioning and refrigeration installation, alteration and repair work, three years of which must have been at the journey level.

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

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

START:	\$39.02
6 MONTHS:	\$41.17
1 ½ YEARS:	\$43.43
2 ½ YEARS:	\$45.84
3 ½ YEARS:	\$48.35



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APPLICATION:

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

SELECTION PROCEDURE:

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

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

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

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MERIT SYSTEM EMPLOYER**
Dual Exam 26-0233-3289 JA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Guidelines:

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

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

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

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

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAL CREW SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, July 6, 2026

JOB INFORMATION:

Permanent 12-month position. Position is a 100% FTE (8 hours per day). Eligibility list is being created to fill a current vacancy at Jordan High School and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, plan, supervise and participate in the activities of an assigned custodial crew; assure buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of a custodial crew; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

Two years of custodial experience or one year of experience as a Lead Custodian in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

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

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

SALARY RANGE HOURLY:

START:	\$26.85
6 MONTHS:	\$28.32
1 ½ YEARS:	\$29.89
2 ½ YEARS:	\$31.52



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APPLICATION:

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SELECTION PROCEDURE:

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

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

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MERIT SYSTEM EMPLOYER
Dual Exam 27-0002-5245 JA

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PERSONNEL COMMISSION

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[Signature] 6

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

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LONG BEACH

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CLASSIFIED PROMOTIONAL OPPORTUNITY

LEAD CAMPUS STAFF ASSISTANT

FINAL FILING DATE:

4:30 p.m., Wednesday, July 8, 2026

REQUIREMENTS TO APPLY:

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

JOB INFORMATION:

Permanent 10-month positions. Positions are 100% FTE.

Eligibility list is being created to fill current and future vacancies as they occur. Current vacancy is located at Jordan High School.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

Two years of experience observing and monitoring school campus activities and facilities to assure the well-being and safety of students, staff and visitors. Experience in a lead or supervisory role is desirable.

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

SPECIAL REQUIREMENTS:

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

SALARY RANGE HOURLY:

START: \$28.96

6 MONTHS: \$30.55

1 ½ YEARS: \$32.24

2 ½ YEARS: \$34.01

3 ½ YEARS: \$35.87



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APPLICATION:

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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.

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MERIT SYSTEM EMPLOYER

Promo Exam 27-0005-5344 YA

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important information.

PERSONNEL COMMISSION

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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

RETURN TO WORK SPECIALIST (C)

FINAL FILING DATE:

4:30 p.m., Monday, July 6, 2026

JOB INFORMATION:

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

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

JOB SUMMARY:

Under general direction, perform a variety of specialized and confidential duties in support of the District's Return to Work program to facilitate the early return to work of employees; prepare a variety records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Bachelor's degree including coursework in Workers' Compensation or a closely related field.

EXPERIENCE:

Two years of experience involving the implementation of Return to Work or Workers' Compensation programs.

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

SPECIAL REQUIREMENTS:

(1) Certification as a Certified Return to Work Coordinator is highly preferred. (2) 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. (3) May be required to travel from one location to another.

WORKING ENVIRONMENT

Office environment.

Driving a vehicle to conduct work.

Potential for contact with dissatisfied or abusive individuals.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations. Seeing to read a variety of materials. Sitting or standing for extended periods of time. Reaching overhead, above the shoulders and horizontally to file materials. Bending at the waist, kneeling or crouching to file materials.

SALARY RANGE HOURLY:

START: \$42.58

6 MONTHS: \$44.94

1 ½ YEARS: \$47.41

2 ½ YEARS: \$50.01



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:

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

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 27-0001-5096 VB

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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

Guidelines:

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

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

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

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

ABOUT OUR DISTRICT

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

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

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

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

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

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

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**RISK MANAGEMENT
DIRECTOR**

\$152,401 – \$178,963 Annually



www.lbschools.net/jobs

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

Anna Van 82

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 Risk Management Director and plan, organize, and direct the District's risk management program in the areas of workers compensation, health and welfare benefits, property and liability and insurance programs of the district. Additionally will supervise and evaluate the performance of assigned personnel and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Administrative and other, then Risk Management Director.

IDEAL CANDIDATE

Successful candidates will have graduated from an accredited college or university with a degree in business, public administration, or a closely related field, preferably with course work relating to law, insurance, risk management, or safety engineering. Additionally, candidates will have at least five years management experience in the administration of risk management programs including investigation and adjustment of Workers' Compensation and Liability claims, general liability and property claims, and employee group insurance including medical, dental, and vision plans, is required. At least three years of the experience with an organization or third party administrator dealing with no less than 2000 employees is highly desirable.

Certification by the State of California as a Self Insurance Administrator is highly desirable.

Associate in Risk Management or Chartered Property and Casualty Underwriter or Certified Risk Manager or Fellow in Risk Management are highly desirable

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or 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. In addition, an applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

SALARY AND BENEFITS:

The annual salary for Risk Management Director is \$152,401 to \$178,963 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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HOW TO APPLY

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

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

Application Deadline: 4:30 PM PT on Thursday, July 2, 2026

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision to grant 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

www.lbschools.net/jobs

[http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)
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LONG BEACH

UNIFIED • SCHOOL • DISTRICT

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL SAFETY APPLICATIONS SUPPORT TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, June 26, 2026

JOB INFORMATION:

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

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

JOB SUMMARY:

Under close supervision, perform a variety of technical duties related to the District-wide use of electronic door and elevator access, and security camera systems; communicate with sites regarding system issues and status requests; respond to site requests for service and problem resolution; deliver user system training; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent. College-level coursework, workshops, or trainings in computer science, information systems, software applications or a related field is highly desirable.

EXPERIENCE:

One year of clerical record-keeping and customer service experience involving the application of procedures and working with specialized software applications. Experience working with electronic access management and security camera systems is preferred.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT:

Office environment
Frequent interruptions
Occasional driving to conduct work.

SALARY RANGE HOURLY:

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



Apply Here

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

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 26-0231-5328 YA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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Guidelines:

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR HEALTH ASSISTANT

FINAL FILING DATE:

Open until filled

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

PHYSICAL DEMANDS:

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

SALARY RANGE HOURLY:

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



Apply Here

APPLICATION:

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SELECTION PROCEDURE:

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

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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Guidelines:

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR HEALTH ASSISTANT (CATALINA ISLAND)

FINAL FILING DATE:

4:30 p.m., Monday, July 6, 2026

JOB INFORMATION:**PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.**

Eligibility list is being created to fill current and future vacancies as they occur. Current vacancy is a part-time, 10-month position located at Avalon School. Avalon is located on Catalina Island, 22 miles southwest of the Los Angeles Harbor Breakwater. **Employees must live on the island, and/or arrange for their own transportation to and from the island.**

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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SALARY RANGE HOURLY:

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



Apply Here

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

APPLICATION:

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SELECTION PROCEDURE:

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**THE EXAMINATION FOR THIS POSITION WILL BE AT
THE AVALON SCHOOL ON CATALINA ISLAND.**

**WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER**

Dual Exam 27-0004-5174 JA

LBUSD employees, please see reverse for
important information.

PERSONNEL COMMISSION

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 20-21

Date: June 25, 2026

Reason for Consideration: Approval

ASSOCIATE RESEARCH DATA ANALYST

PROMOTIONAL

26-0181-5251

List Valid: **6/15/2026-12/15/2026**

Total Applications Received: 4

Passed: 2 Failed: 0

Total Invited to Exam: 2

Withdrew: 0 Screened Out: 2

CAMPUS STAFF ASSISTANT

DUAL

26-0190-5288

List Valid: **6/22/2026-6/22/2027**

Total Applications Received: 97

Passed: 15 Failed: 5

Total Invited to Exam: 30

Withdrew: 8 Screened Out: 69

EDUCATIONAL RESEARCH ANALYST II

PROMOTIONAL

26-0179-3302

List Valid: **6/15/2026-12/15/2026**

Total Applications Received: 4

Passed: 2 Failed: 0

Total Invited to Exam: 2

Withdrew: 0 Screened Out: 2

**INTERMEDIATE PAYROLL ACCOUNTING
TECHNICIAN**

DUAL

26-0172-0756

List Valid: **6/15/2026-6/15/2027**

Total Applications Received: 35

Passed: 6 Failed: 4

Total Invited to Exam: 17

Withdrew: 7 Screened Out: 18

**NUTRITION SERVICES OPERATIONS & TRAINING
SPECIALIST**

PROMOTIONAL

26-0202-5062

List Valid: **6/25/2026-12/28/2026**

Total Applications Received: 17

Passed: 1 Failed: 7

Total Invited to Exam: 9

Withdrew: 1 Screened Out: 8

**NUTRITION SERVICES OPERATIONS & TRAINING
SPECIALIST**

OPEN

26-0202-5062

List Valid: **6/25/2026-12/28/2026**

Total Applications Received: 9

Passed: 1 Failed: 1

Total Invited to Exam: 2

Withdrew: 0 Screened Out: 7

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

26-0224-5068

List Valid: **6/22/2026-12/22/2026**

Total Applications Received: 25

Passed: 9 Failed: 2

Total Invited to Exam: 22

Withdrew: 11 Screened Out: 3

RECREATION AIDE

List Valid: **6/18/2026-12/18/2026**
Total Applications Received: 38
Passed: 29 Failed: 0

OPEN CONTINUOUS**26-0230-5255**

Total Invited to Exam: 29
Withdrew: 0 Screened Out: 9

RECREATION AIDE

List Valid: **06/26/2026-12/26/2026**
Total Applications Received: 32
Passed: 20 Failed: 0

OPEN CONTINUOUS**26-0232-5255**

Total Invited to Exam: 20
Withdrew: 0 Screened Out: 12

RECREATION AIDE - EXPANDED LEARNING

List Valid: **6/18/2026-12/18/2026**
Total Applications Received: 24
Passed: 21 Failed: 0

OPEN CONTINUOUS**26-0225-5317**

Total Invited to Exam: 21
Withdrew: 0 Screened Out: 3

SENIOR HEALTH ASSISTANT

List Valid: **6/25/2026-6/25/2027**
Total Applications Received: 14
Passed: 2 Failed: 0

DUAL CONTINUOUS**26-0213-5174**

Total Invited to Exam: 6
Withdrew: 4 Screened Out: 8

SENIOR PROGRAM MANAGER, BUILDING LIAISON DUAL**26-0214-5347**

List Valid: **06/26/2026-12/26/2026**
Total Applications Received: 7
Passed: 3 Failed: 0

Total Invited to Exam: 3
Withdrew: 0 Screened Out: 4

CERTIFIED TO BE CORRECT: Rebecca Lee, Ed.D. DATE: June 25, 2026

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

June 11, 2026

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification

Background and Findings

It was brought to staff's attention that the Inventory Control Technician class specification currently requires the use of a personal vehicle for inventory-related activities. However, the District has been providing a District vehicle to perform this work. To align the class specification with current practice, the personal vehicle requirement will be removed, and the District's safe driving standard will be added to ensure safe operation of District vehicles. The classification of Inventory Control Technician was last revised in 2008.

Applicants must meet the District's safe driving standard when the duties of a classification require the operation of a District vehicle. Staff verified, through review of an official DMV driving record report, that the current incumbent meets the District's safe driving standard.

Staff added "District" vehicle language where necessary, removed reference to driving a personal vehicle, and added the safe driving standard. The Business Services Director has reviewed and is in agreement with the proposed modifications.

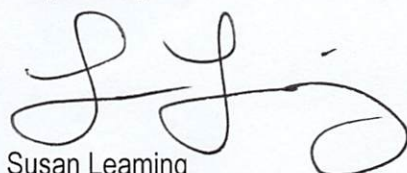
A copy of the revised specification is attached showing proposed deletions to the specification annotated with strikethroughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Inventory Control Technician

Prepared by:



Susan Leaming
Senior Personnel Analyst

Approved and Recommended:



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

INVENTORY CONTROL TECHNICIAN

JOB SUMMARY

Under general direction, perform capital or stock inventory control work in support of the District's purchasing function; prepare and maintain computerized inventory records and reports; coordinate and perform mandated inventories; 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.

- Perform capital or stock inventory control work in support of the District's purchasing function; assure compliance with applicable laws, codes, rules and regulations. **E**
- Generate and review reports to identify new stock items and items needing replenishment; notify Purchasing Agents of need to replenish stock. **E**
- Prepare Request-For-Quote (RFQ) forms for stock items; distribute to various vendors to obtain best prices, discounts and freight charges on items; process RFQ's and enter data into computer; maintain related files; monitor status of orders. **E**
- Input data for change notices as needed; identify and secure appropriate authorized signatures in accordance with established procedures. **E**
- Maintain and issue the District's stock catalog; issue periodic bulletins regarding changes to stock catalog items; type stock cards. **E**
- Process credit requisition forms for returned stock items; verify information and maintain related logs. **E**
- Coordinate and perform mandated physical fixed asset inventories; upload scanned inventory information into computerized system; assure accuracy and completeness of physical inventory reports. **E**
- Process new fixed assets; mark and identify District property; expedite marking of equipment replaced under warranty; issue and track inventory tags for purchased and donated equipment. **E**
- Prepare and maintain computerized records of the District's fixed asset or stock inventory; add, modify and delete fixed assets and stock items in the computerized inventory system; enter acquisition date, inventory numbers, grant funds and location. **E**

- Review and process inspection reports, loss reports and equipment transfer forms; verify accuracy of inventory numbers, description and location; assure necessary approvals; enter changes and remove disposed items from computerized inventory system. *E*
- Confer with Accounting and Warehouse staff regarding the annual equipment inventory; make adjustments to computerized records to reflect current inventory status. *E*
- Prepare monthly surplus bid list and record sales; track the status and disposition of equipment; remove surplus items from the computerized fixed asset inventory system. *E*
- Communicate with vendors, other District departments and requestors to exchange information and resolve issues; contact vendors to obtain information such as current pricing, delivery timelines and availability. *E*
- Initiate and receive telephone calls; screen and route calls; take and relay messages; explain purchasing policies and procedures and provide information according to established guidelines; resolve issues as appropriate. *E*
- Compose correspondence independently or from oral instructions; create forms which facilitate workflow; type records, requisitions and other materials from straight copy, rough drafts or oral instructions, review, proofread and verify accuracy of documents. *E*
- Prepare and maintain a variety of records, logs and files related to assigned activities; compile data for inclusion in reports; prepare and revise lists, files and records; receive, date stamp and distribute mail and purchasing documents. *E*
- Operate a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer and assigned software. *E*
- Attend and participate in a variety of meetings and trainings; serve on assigned committees; drive a District vehicle to conduct work and attend meetings. *E*
- Provide assistance to other department divisions and staff as requested to assure smooth and efficient office operations. *E*
- Train and provide work direction and guidance to clerical staff.
- 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

Incumbents in this classification are assigned to perform capital or stock inventory control work in support of the District's purchasing function. Incumbents prepare and maintain computerized records of the District's fixed asset or stock inventory and adjust status of items or equipment.

EMPLOYMENT STANDARDS**Knowledge of:**

General perpetual and physical inventory control practices, methods and systems.
General purchasing and accounting practices and terminology.
Modern office practices, procedures and equipment.
Use and processing of requisitions, purchase orders, invoices, bids, contracts and related purchasing documents.
Operation of a computer and assigned software.
Record-keeping and filing techniques.
Methods of compiling data and preparing reports.
District organization, operations, policies and objectives.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Mathematical computations.

Ability to:

Perform capital or stock inventory control work in support of the District's purchasing function.
Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
Answer telephones and greet the public courteously.
Maintain records, logs and files.
Compile, verify and prepare data for records and reports.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Meet schedules and timelines.
Make generalizations, evaluations or decisions without immediate supervision.
Compose correspondence and written materials independently.
Train and provide work direction and guidance to others.
Add, subtract, multiply and divide quickly and accurately.
Operate a variety of office equipment including a computer and assigned software.
Drive a District vehicle to conduct work.
Complete work with many interruptions.

Education and Training:

Graduation from high school or equivalent. College-level coursework in purchasing, business administration or a related field is highly desirable.

Experience:

Two years of experience involving maintaining computerized inventory records of supplies and equipment or one year of experience as a Purchasing Assistant with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS

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

An applicant for this class will be required to obtain, at their own expense, and submit their motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office and warehouse environment.
Exposure to fumes, dust and odors.
Working around and with machinery having moving parts.
Constant interruptions.

Driving a District vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and office equipment.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.
Lifting, carrying, pushing or pulling objects weighing up to 20 pounds.

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.

DATE-PCA: 3/6/2008

Revised:

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

June 16, 2026

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Reclassification of an Employee – Employee ID #E00209149

Background and Findings

In June 2026 a reclassification request was submitted by Employee ID #E00209149, who is currently a Student Intervention Specialist (salary range 20 C1) at Hamilton Middle School. The incumbent, with the support of their Principal, requested that their title be changed to Campus Staff Assistant, which more appropriately reflects the duties the incumbent has been performing for many years.

The incumbent previously held permanent status in the classification of Staff Assistant (now titled Campus Staff Assistant) at salary range 20 C1. In August 2002, they were laterally reclassified to School Safety/Security Specialist (also at salary range 20 C1) due to the fact they were driving a van for the District's Truancy Center and were not assigned to a school site. Following the closure of the Truancy Center circa 2013, the incumbent was moved to the Office of School Safety, assigned to various school sites, and the classification was eventually retitled to the current title, School Intervention Specialist.

In fiscal year 2021-2022, the incumbent's position location and funding were changed from the Office of School Safety to Hamilton Middle School where they continue to perform duties consistent with a Campus Staff Assistant.

Therefore, now that the position no longer reports to nor is funded by the Office of School Safety, it is recommended that the incumbent be reclassified from the classification of School Intervention Specialist (salary range 20 C1) to the grandpersoned classification of Campus Staff Assistant (class code 05289), also at salary range 20 C1.

The Director of Employee Relations and Ethics is in agreement with the proposed recommendation.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the reclassification of Employee ID #E00209149 from the classification of School Intervention Specialist (class code 05290) to the grandpersoned classification of Campus Staff Assistant (class code 05289)

Prepared by:

A handwritten signature in black ink, appearing to be 'SL', with a long horizontal flourish extending to the right.

Susan Leaming
Senior Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to be 'RL', with a long horizontal flourish extending to the right.

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



PERSONNEL COMMISSION

Class Code: 5290
Salary Range: 20 (C1)

SCHOOL INTERVENTION SPECIALIST

JOB SUMMARY

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

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.

- Respond to dispatcher calls for assistance from school sites or referrals from administrators, counselors and staff at assigned school site(s); assess situations and determine appropriate response; intervene in confrontations and assist in emergency situations; prepare incident reports. **E**
- Serve as a role model and provide guidance to students regarding appropriate behaviors and the importance of following school rules; build rapport with students and assist in promoting a positive, productive and safe campus climate. **E**
- Identify and resolve conflicts between individual and groups of students and de-escalate situations; assist students to problem-solve issues and resolve conflicts in a positive and constructive manner; maintain a high level of visibility on campus. **E**
- Conduct follow-up observations on campus following incidents; refer students to counseling staff as appropriate; report inappropriate behaviors and rule infractions to school administration. **E**
- Communicate with students, administrators, staff, law enforcement, and others to exchange information, coordinate activities and resolve issues or concerns; advise school administration and School Safety personnel of causes and effects of student tension on campus. **E**
- Hold individual or group meetings with students to discuss personal, social and school related issues; provide positive examples of student behavior, general guidance, and support; assist students to improve self-awareness and respect while encouraging positive relationships with adults and peers. **E**
- Initiate contact with parents and guardians to discuss student behaviors and preventative measures; provide information and refer parents to appropriate identified community services, local agencies and District resources. **E**
- Encourage and promote parent education and involvement in a variety of school activities and events; promote attendance at parenting workshops; prepare and

present information, presentations and materials; facilitate at workshops as requested. *E*

- Monitor student behavior in alternative classroom environments; maintain sign in logs and input records of student attendance and behavior; communicate with certificated staff regarding students and related activities in the center. *E*
- Screen student and visitor entry to campus; issue passes; escort and direct students and visitors to campus destinations; identify and address unauthorized visitors; report unauthorized visitors to school administration and contact School Safety as needed. *E*
- Secure building and gates as directed by school administrators; assist administration with searches of student lockers and property; confiscate inappropriate items; inform students of dress code infractions and provide or arrange for temporary clothing. *E*
- Observe and monitor campus buildings, gates, restrooms, lunch areas, grounds and parking lots to assure the well-being and safety of students, staff and visitors; monitor student activities during passing and meal periods; verify hall passes. *E*
- Perform a variety of campus support activities as assigned by the position such as maintaining records and files, receiving, storing and issuing supplies and equipment; answering phones, completing forms and distributing textbooks or other learning materials; set up furniture and audio-visual equipment in classrooms or for a variety of special events. *E*
- Monitor and assist in controlling crowds at special and athletic events; observe and report misuse of facilities, vandalism or other unauthorized activities; direct traffic. *E*
- Operate a variety of office equipment including a computer and assigned software; operate a two-way radio; drive a District or personal vehicle to conduct work and pick up supplies and equipment. *E*
- Accompany site administrators on home visits as assigned; participate in parent conferences as requested. *E*
- Attend and participate in a variety of meetings, trainings, events and conferences. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A School Intervention Specialist, assigned by the Office of School Safety and Emergency Preparedness, performs a variety of specialized duties to assist administrators in promoting a positive, productive and safe campus climate and appropriate student behaviors on campus. Incumbents may be assigned in the field to respond to calls for assistance from school sites or are assigned to a school site or a group of school sites. Incumbents may be assigned to campuses on a rotating schedule which can change as circumstances dictate. Incumbents often work extensively with at-risk and special education students.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of adolescent behavior and development.
Behavioral management strategies and techniques.

Diverse needs of students from varying socioeconomic and cultural backgrounds.
Applicable laws, codes, rules and regulations related to assigned activities.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Conflict resolution techniques.
Operation of a variety of office equipment including a computer and assigned software.
Operation of a two-way radio.
Record-keeping and filing techniques.
Basic first aid procedures.

Ability to:

Model a relational approach to interacting with students, staff and the public.
Demonstrate understanding and patience toward students.
Build positive relationships and strengthen student engagement.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Understand adolescent behavior and be a positive role model to adolescents.
Analyze situations accurately and adopt an effective course of action.
Understand and work within scope of authority.
Work independently with little direction.
Interpret, apply, and explain applicable laws, codes, rules and regulations.
Intervene physically in confrontations and restrain students as needed.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Communicate effectively both orally and in writing.
Prepare and maintain a variety of records, reports and files.
Operate a variety of office equipment including a computer and assigned software.
Operate a two-way radio.
Administer first aid or necessary physical comfort to ill or distressed students.

Education and Training:

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

Experience:

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

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

SPECIAL REQUIREMENTS

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

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application.

Incumbents may be required to work adjustable schedules including evenings and weekend assignments.

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING ENVIRONMENT

Indoor and outdoor campus environment.
Seasonal heat and cold or adverse weather conditions.
Contact with dissatisfied or abusive individuals.
Exposure to physical confrontations.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information in person and on the telephone.
Seeing to monitor campus activities and read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Standing and walking for extended periods of time.
Bending at the waist, kneeling or crouching to move supplies and equipment.
Sufficient strength to lift or restrain students.
Lifting, carrying, pushing or pulling objects weighing up to 25 pounds, and occasionally up to approximately 50 pounds with assistance.

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 (6) 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.



PERSONNEL COMMISSION

Class Code: 5289
Salary Range: 20 (C1)

CAMPUS STAFF ASSISTANT (GRANDPERSONED)

JOB SUMMARY

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

EXAMPLES OF DUTIES

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

- Serve as a role model and provide guidance to students regarding appropriate behaviors and the importance of following school rules; build rapport with students and assist in promoting a positive, productive and safe campus climate. **E**
- Screen student and visitor entry to campus; issue passes; escort and direct students and visitors to campus destinations; identify and address unauthorized visitors; report unauthorized visitors to school administration and contact School Safety as needed. **E**
- Observe and monitor campus buildings, gates, restrooms, lunch areas, grounds and parking lots to assure the well-being and safety of students, staff and visitors; monitor student activities during passing and meal periods; verify hall passes. **E**
- Identify and intervene in conflicts between individual or groups of students and de-escalate situations; assist students to problem-solve issues and resolve conflicts in a positive and constructive manner; maintain a high level of visibility on campus. **E**
- Conduct follow-up observations of student interactions on campus and in learning environments; refer students to counseling staff as appropriate; report inappropriate behaviors and rule infractions to school administration; prepare incident reports. **E**
- Communicate with students, administrators, staff and others to exchange information, coordinate activities and resolve issues or concerns; advise school administration and School Safety personnel of causes and effects of student tension on campus. **E**
- Monitor student behavior in alternative classroom environments; maintain sign in logs and input records of student attendance and behavior; communicate with certificated staff regarding students and related activities in the center. **E**
- Secure building and gates as directed by school administrators; assist administration with searches of student lockers and property; confiscate inappropriate items; inform students of dress code infractions and provide or arrange for temporary clothing. **E**

- Assist site administration and public agencies during emergency situations such as lockdowns or evacuations; escort students and staff to identified safe areas; administer first aid or necessary physical assistance to ill or distressed individuals. *E*
- Perform a variety of campus support activities such as maintaining records and files, receiving, storing and issuing supplies and equipment; answering phones, completing forms and distributing textbooks or other learning materials; set up furniture and audio-visual equipment in classrooms or for a variety of special events. *E*
- Monitor and assist in controlling crowds at special and athletic events; observe and report misuse of facilities, vandalism or other unauthorized activities; direct traffic. *E*
- Operate a variety of office equipment including a computer and assigned software; operate a two-way radio; drive a District or personal vehicle to conduct work and pick up supplies and equipment. *E*
- Accompany site administrators on home visits as assigned; participate in parent conferences as requested. *E*
- Attend and participate in a variety of meetings, trainings and conferences. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A Campus Staff Assistant, working closely with site administrators and staff, actively monitors student activities and campus buildings, gates, restrooms, lunch areas, grounds and parking lots to assure the well-being and safety of students, staff and visitors at an assigned school site. The Campus Staff Assistant assists school site administration in promoting a positive, productive and safe campus climate and appropriate student behaviors on campus.

EMPLOYMENT STANDARDS

Knowledge of:

General principles of adolescent behavior and development.
General behavioral management strategies and techniques.
Diverse needs of students from varying socioeconomic and cultural backgrounds.
Applicable laws, codes, rules and regulations related to assigned activities.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
General conflict resolution techniques.
Operation of a variety of office equipment including a computer and assigned software.
Operation of a two-way radio.
Record-keeping and filing techniques.
Basic first aid procedures.

Ability to:

Model a relational approach to interacting with students, staff and the public.
Demonstrate understanding and patience toward students.

Build positive relationships and strengthen student engagement.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Understand adolescent behavior and be a positive role model to adolescents.
Analyze situations accurately and adopt an effective course of action.
Understand and work within scope of authority.
Interpret, apply, and explain applicable laws, codes, rules and regulations.
Intervene physically in confrontations and restrain students as needed.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Prepare and maintain a variety of records, reports and files.
Operate a variety of office equipment including a computer and assigned software.
Operate a two-way radio.
Administer first aid or necessary physical comfort to ill or distressed individuals.

Education and Training:

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

Experience:

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

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

SPECIAL REQUIREMENTS

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

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application.

Incumbents may be required to work adjustable schedules including evenings and weekend assignments.

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING ENVIRONMENT

Indoor and outdoor campus environment.
Seasonal heat and cold or adverse weather conditions.
Contact with dissatisfied or abusive individuals.
Exposure to physical confrontations.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information in person and on the telephone.
Seeing to monitor campus activities and read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Standing and walking for extended periods of time.
Bending at the waist, kneeling or crouching to move supplies and equipment.
Sufficient strength to lift or restrain students.
Lifting, carrying, pushing or pulling objects weighing up to 25 pounds, and occasionally up to approximately 50 pounds with assistance.

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 (6) 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: 06/17/2021