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

REGULAR MEETING AGENDA

Regular Meeting 8:15 a.m.
July 23, 2026

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 25, 2026 1-4
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 Instructional Aide - Special 5-6
2. **RATIFY** job announcement bulletin for Instructional Aide - Special (Catalina Island) 7-8
3. **RATIFY** job announcement bulletin for Lead Campus Staff Assistant *Extended 9-10
4. **RATIFY** job announcement bulletin for Return To Work Specialist (C) 11-12
5. **RATIFY** job announcement bulletin for Risk Management Director 13-14
6. **RATIFY** job announcement bulletin for Senior Administrative Secretary 15-16
7. **RATIFY** job announcement bulletin for Senior Office Assistant (Catalina Island) 17-18
8. **RATIFY** job announcement bulletin for Sign Language Interpreter 19-20

9. **RATIFY** job announcement bulletin for Sign Language Services Supervisor 21-22

10. **RATIFY** job announcement bulletin for Staff Secretary 23-24

11. **RATIFY** job announcement bulletin for Staff Secretary - Bilingual Spanish 23-24

12. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW25-5258 established 5/28/2026 25

13. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW26-5258 established 6/18/2026 25

14. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW01-5258 established 6/25/2026 25

15. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW02-5258 established 6/26/2026 25

16. **APPROVE** the certification of Educational Research Analyst I eligibility list 26-0180-3301 established 6/29/2026 25

17. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 27-0012-5319 established 7/16/2026 25

18. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0228-0448 established 7/2/2026 25

19. **APPROVE** the certification of Instructional Aide - Special eligibility list 27-0011-0448 established 7/9/2026 26

20. **APPROVE** the certification of Intermediate Nutrition Service Worker eligibility list 26-0158-5058 established 7/2/2026 26

21. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0229-5068 established 7/7/2026 26

22. **APPROVE** the certification of Nutrition Services Worker eligibility list 27-0003-5068 established 7/22/2026 26

23. **APPROVE** the certification of Plant Supervisor - High School eligibility list 26-0218-5029 established 7/17/2026 26

24. **APPROVE** the certification of Plant Supervisor II eligibility list 26-0219-5027 established 7/20/2026 26

25. **APPROVE** the certification of Recreation Aide eligibility list 27-0007-5255 established 7/13/2026 26

26. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0234-5317 established 7/8/2026 — 26

27. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 27-0009-5317 established 7/9/2026 — 27

28. **APPROVE** the certification of Senior Health Assistant eligibility list 26-0237-5174 established 7/17/2026 — 27

29. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 26-0159-5071 established 7/2/2026 — 27

30. **APPROVE** the certification of Sign Language Interpreter eligibility list 26-0071-5214 established 7/7/2026 — 27

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Reinstatement and Extension of the Intermediate Office Assistant Eligibility List — 28

2. **APPROVE** the Revision of Classifications — 29-42

3. **APPROVE** the Revisions to the Rules and Regulations of the Classified Service – Chapter 11 (First Reading) — 43-49

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 47080870 — 50-69

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

August 6, 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 — June 25, 2026
Regular Meeting

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 25, 2026 at 8:18 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Terence Ulaszewski.

ROLL

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

Present: Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Senior Personnel Analyst; Maria Alvarez, Senior Personnel Analyst; Oralia 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 Alonso, Human Resources Technician; Wendy Bell, Human Resources Technician; Veronica Bustamante, Human Resources Technician; Monica Gaytan, Human Resources Technician; Warren Hornberger, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; and Keidy Garcia, Human Resources Assistant.

GUESTS PRESENT

Juan Rivera, Assistant Business Services Director; Dallas Eberle CSEA Chapter 2 Labor Relations Representative; Tai Felder, CSEA Chapter 2 1st Vice President; and Viola Mae Bledsoe, Instructional Aide - Special (Retired).

MINUTES OF REGULAR MEETING APPROVED

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

Roll-Call Vote	Ayes	Noes	Abstained
Terence Ulaszewski	X		
Linda Vaughan	X		

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Commissioner Sheryl Bender arrived at 8:22 a.m.

Susan Leaming, Senior Personnel Analyst, noted that Dr. Rebecca Lee, Executive Officer, Personnel Commission and Classified Employment, was out of the office. Ms. Leaming introduced Juan Rivera, Assistant Business Services Director, who was present in support of New Business Item #1. Ms. Leaming then deferred to the department units for their reports.

Maria Lynn Alvarez, Senior Personnel Analyst, reported that Recruitment and Testing is currently managing 14 active recruitments accepting applications with multiple examinations underway. Ms. Alvarez highlighted the administration of the Plant Supervisor I, Plant Supervisor II, and Plant Supervisor - High School recruitments, noting that the large number of applicants required more than ten testing sessions. Ms. Alvarez expressed appreciation to staff for their flexibility and collaboration in supporting the testing process across units.

Ms. Alvarez also reported that staff recently participated in a veterans employment event to promote classified employment opportunities and assist prospective applicants with the application process. Ms. Alvarez noted that several attendees were invited to participate in the upcoming focused job fair for Instructional Aide – Expanded Learning and Instructional Aide – Special positions, where on-site interviews and employment processing will be available. Ms. Alvarez further shared that Recruitment and Testing is preparing for a summer recruitment effort on Catalina Island to fill several classified vacancies before the start of the new school year.

Mari Rojas, Employment Services Supervisor, reported that eight probationary appointments were approved in classifications including Instructional Aide – Expanded Learning, Instructional Aide – Special, Recreation Aide, and Senior Payroll Accounting Technician. Additionally, 20 day-to-day substitute appointments were processed in classifications including Child Care Worker, Custodian, Groundskeeper, Nutrition Services Worker, and Recreation Aide. Ms. Rojas reported that Certification staff continue to support staffing summer school and are making assignment adjustments as needed. Ms. Rojas expressed appreciation to the staff for their continued dedication, expertise, and teamwork in supporting daily operations.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Air Conditioning and Refrigeration Technician
2. **RATIFY** job announcement bulletin for Custodial Crew Supervisor
3. **RATIFY** job announcement bulletin for Lead Campus Staff Assistant
4. **RATIFY** job announcement bulletin for Return to Work Specialist (C)
5. **RATIFY** job announcement bulletin for Risk Management Director
6. **RATIFY** job announcement bulletin for School Safety Applications Support Technician
7. **RATIFY** job announcement bulletin for Senior Health Assistant
8. **RATIFY** job announcement bulletin for Senior Health Assistant (Catalina Island)
9. **APPROVE** the certification of Associate Research Data Analyst eligibility list 26-0181-5251 established 6/15/2026
10. **APPROVE** the certification of Campus Staff Assistant eligibility list 26-0190-5288 established 6/22/2026
11. **APPROVE** the certification of Educational Research Analyst II eligibility list 26-0179-3302 established 6/15/2026

12. **APPROVE** the certification of Intermediate Payroll Accounting Technician eligibility list 26-0172-0756 established 6/15/2026

13. **APPROVE** the certification of Nutrition Services Operations & Training Specialist eligibility list 26-0202-5062 established 6/25/2026

14. **APPROVE** the certification of Nutrition Services Operations & Training Specialist eligibility list 26-0202-5062 established 6/25/2026

15. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0224-5068 established 6/22/2026

16. **APPROVE** the certification of Recreation Aide eligibility list 26-0230-5255 established 6/18/2026

17. **APPROVE** the certification of Recreation Aide eligibility list 26-0232-5255 established 6/26/2026

18. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0225-5317 established 6/18/2026

19. **APPROVE** the certification of Senior Health Assistant eligibility list 26-0213-5174 established 6/25/2026

20. **APPROVE** the certification of Senior Program Manager, Building Liaison eligibility list 26-0214-5347 established 6/26/2026

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-8 and approve items 9-20.

Roll-Call Vote	Ayes	Noes	Abstained
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

OLD BUSINESS None

NEW BUSINESS

1. **APPROVE** the Revision of a Classification – Inventory Control Technician

A motion was made by Sheryl Bender, seconded by Linda Vaughan, and following discussion, the motion carried with a unanimous vote of those present to approve New Business Item 1.

Roll-Call Vote	Ayes	Noes	Abstained
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

2. **APPROVE** Reclassification of an Employee – Employee ID #E00209149

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

Roll-Call Vote	Ayes	Noes	Abstained
Sheryl Bender	X		
Terence Ulaszewski	X		
Linda Vaughan	X		

OTHER ITEMS — None

NEXT REGULAR MEETING — The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 23, 2026 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION — None

OPEN SESSION — None

ADJOURNMENT — The Regular Meeting of the Personnel Commission was declared adjourned at 8:29 a.m.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE - SPECIAL

FINAL FILING DATE:
Open Continuous

JOB INFORMATION:
Eligibility list is being created to fill current and future vacancies as they occur. The current need is for substitutes and 3.8 hour part-time positions. Entry into employment as an Instructional Aide-Special begins as either a substitute or 3.8 hour employee. Future opportunities as a 6 hour Instructional Aide-Special may be available.

JOB SUMMARY:
Under general supervision, assist certificated staff in reinforcing instructional activities for students with special needs identified in an Individualized Education Program (IEP); participate in the monitoring, discipline and behavior modification of students; assist in meeting the physical care and hygienic needs of students; perform related duties as assigned.

MINIMUM QUALIFICATIONS
EDUCATION AND TRAINING:
Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:
The equivalent of graduation from high school and one of the following:
(1) Completion of at least two (2) years of study (48 semester units or 60 quarter units) at an institution of higher education; Or (2) Attainment of an Associate of Arts degree or higher degree; Or (3) Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission, which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

EXPERIENCE:
Six (6) months of paid or volunteer experience working with children in a structured environment. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered; however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS:
(1) Some assignments will require successful completion of District-provided CPR/First Aid training. (2) Some assignments will require successful completion of District-provided training to perform physical health care treatments to meet student needs. (3) After an employee in this class has been provided initial training to work with students with physical health care needs and feels the need for additional training, they may request it. Requests shall be in writing to the site administrator who shall arrange for the needed training and notify the employee.

SALARY RANGE HOURLY:

START:	$21.49
6 MONTHS:	$22.67
1 ½ YEARS:	$23.92
2 ½ YEARS:	$25.23
3 ½ YEARS:	$26.62

Apply Here

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

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

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER
Dual Continuous 27-0448 JB

LBUSD employees, please see reverse for important information.

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

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

Guidelines:

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

- **Attendance Incentive documentation: The Personnel Commission will accept the Lost Time Report, which is a payroll report that can be printed by your site payroll clerk. Only the three most recent fiscal years can be used to earn attendance incentive points.**

- **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE – SPECIAL (CATALINA ISLAND)

FINAL FILING DATE:
4:30 p.m., Thursday, July 9, 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, 6 hour per day, 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 supervision, assist certificated staff in reinforcing instructional activities for students with special needs identified in an Individualized Education Program (IEP); participate in the monitoring, discipline and behavior modification of students; assist in meeting the physical care and hygienic needs of students; perform related duties as assigned.

MINIMUM QUALIFICATIONS
EDUCATION AND TRAINING:
Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:
The equivalent of graduation from high school and one of the following:
(1) Completion of at least two (2) years of study (48 semester units or 60 quarter units) at an institution of higher education; Or (2) Attainment of an Associate of Arts degree or higher degree; Or (3) Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission, which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

EXPERIENCE:
Six (6) months of paid or volunteer experience working with children in a structured environment. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered; however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS:
(1) Some assignments will require successful completion of District-provided CPR/First Aid training. (2) Some assignments will require successful completion of District-provided training to perform physical health care treatments to meet student needs. (3) After an employee in this class has been provided initial training to work with students with physical health care needs and feels the need for additional training, they may request it. Requests shall be in writing to the site administrator who shall arrange for the needed training and notify the employee.

SALARY RANGE HOURLY:

START:	$21.49
6 MONTHS:	$22.67
1 ½ YEARS:	$23.92
2 ½ YEARS:	$25.23
3 ½ YEARS:	$26.62

Apply Here

Catalina Island employees receive an additional $4.22 per hour.

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

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

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER
Open 27-0006-0448 JB

LBUSD employees, please see reverse for important information.

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.**

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LONG BEACH
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CLASSIFIED PROMOTIONAL OPPORTUNITY
-REVISED EXTENDED-
LEAD CAMPUS STAFF ASSISTANT

FINAL FILING DATE:
~~4:30 p.m., Wednesday, July 8, 2026~~
4:30 p.m, Wednesday, July 22, 2026

REQUIREMENTS TO APPLY:
This recruitment is open exclusively to applicants who meet the minimum education and experience requirements and fall into one of the following categories:

- Current LBUSD Classified Employees: Must hold permanent status and have received a most recent overall service rating of "Satisfactory".
- Former LBUSD Classified Employees: Must be on a current 39-month reemployment list resulting from a layoff, reduction in hours, or voluntary demotion in lieu of layoff.

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

Apply Here

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/ MERIT SYSTEM EMPLOYER
Promo Exam 27-0005-5344 YA
LBUSD employees, please see reverse for important information.

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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.

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.

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LONG BEACH
UNIFIED • SCHOOL • DISTRICT
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CLASSIFIED EMPLOYMENT OPPORTUNITY

-REVISED EXTENDED-
RETURN TO WORK SPECIALIST (C)

FINAL FILING DATE:
4:30 p.m., Wednesday, July 15, 2026
~~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:
This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of any of the following: supplemental application; written examination(s); qualifications appraisal interview; performance or technical examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER
Dual Exam 27-0001-5096 VB
LBUSD employees, please see reverse for important information.

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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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

****APPLICATION DEADLINE EXTENDED****

www.lbschools.net/jobs

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

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of 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

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: 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**~~
~~**EXTENDED: 4:30 PM PT on Friday, July 10, 2026**~~
EXTENDED: 4:30 PM PT on Friday, July 24, 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/
WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

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CLASSIFIED PROMOTIONAL OPPORTUNITY

SENIOR ADMINISTRATIVE SECRETARY

FINAL FILING DATE:
4:30 p.m., Wednesday, July 29, 2026

REQUIREMENTS TO APPLY:
This recruitment is open exclusively to applicants who meet the minimum education and experience requirements and fall into one of the following categories:

- Current LBUSD Classified Employees: Must hold permanent status and have received a most recent overall service rating of "Satisfactory".
- Former LBUSD Classified Employees: Must be on a current 39-month reemployment list resulting from a layoff, reduction in hours, or voluntary demotion in lieu of layoff.

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

JOB SUMMARY:
Under the direction of an assigned administrator at the level of Executive Director, or other senior administrator, provide varied and complex secretarial support services to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and public relations for the assigned supervisor. Perform related duties as assigned.

MINIMUM QUALIFICATIONS
EDUCATION AND TRAINING:
Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

EXPERIENCE:
Four years of secretarial experience including one year in a supervisory capacity or one year of experience at the level of Administrative Secretary with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:
(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) May be required to travel from one location to another. (3) The classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 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.

SALARY RANGE HOURLY:

START:	$34.27
6 MONTHS:	$36.17
1 ½ YEARS:	$38.16
2 ½ YEARS:	$40.25

Apply Here

APPLICATION:
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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.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/ MERIT SYSTEM EMPLOYER

Promo Exam 27-0020-3362 JA

LBUSD employees, please see reverse for important information.

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.**

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LONG BEACH
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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR OFFICE ASSISTANT (CATALINA ISLAND)

FINAL FILING DATE:
4:30 p.m., Thursday, July 30, 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 full-time, 12-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 the direction of an assigned supervisor, perform complex and varied clerical support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at an assigned school, District office or program; greet and assist visitors; assist in assuring smooth and efficient office operations; perform related duties as assigned.

MINIMUM QUALIFICATIONS
EDUCATION AND TRAINING:
Graduation from high school.

EXPERIENCE:
Either two years of clerical experience involving public contact or one year of experience at the level of Intermediate Office Assistant.

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

SPECIAL REQUIREMENTS:
(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California 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 this class.

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.

SALARY RANGE HOURLY:

START:	$25.98
6 MONTHS:	$27.40
1 ½ YEARS:	$28.92
2 ½ YEARS:	$30.51
3 ½ YEARS:	$32.18

Apply Here

Catalina Island employees receive an additional $4.22 per hour.

APPLICATION:
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SELECTION PROCEDURE:
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Maria Lynn Alvarez

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 27-0008-0677 JA

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:

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LONG BEACH
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CLASSIFIED EMPLOYMENT OPPORTUNITY

SIGN LANGUAGE INTERPRETER

FINAL FILING DATE:
Open Continuous

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

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

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

Or

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

Or

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

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

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

SALARY RANGE HOURLY:

START:	$35.97
6 MONTHS:	$37.95
1 ½ YEARS:	$40.05
2 ½ YEARS:	$42.25
3 ½ YEARS:	$44.57

Apply Here

APPLICATION:
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WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER
Dual Continuous 27-0010-5214 VB
LBUSD employees, please see reverse for important information.

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

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- **Attendance Incentive documentation: The Personnel Commission will accept the Lost Time Report, which is a payroll report that can be printed by your site payroll clerk. Only the three most recent fiscal years can be used to earn attendance incentive points.**

- **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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

LONG BEACH
UNIFIED • SCHOOL • DISTRICT
Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

SIGN LANGUAGE SERVICES SUPERVISOR

FINAL FILING DATE:
4:30 p.m., Tuesday, July 28, 2026.

JOB INFORMATION:
Permanent 10-month position. Position is a 100% FTE.
Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:
Under general supervision, oversee and participate in the daily operations and activities of the District's sign language interpreting services to assure smooth and efficient delivery of services to deaf and hard of hearing individuals; train and supervise the performance of assigned staff; independently interpret complex subject matter, educational concepts and special events in a variety of settings; perform related duties as assigned.

MINIMUM QUALIFICATIONS
EDUCATION AND TRAINING:
Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

Completion of course work in Deaf Studies, Early Child Education or a related field is preferred.

EXPERIENCE:
Valid certification issued by the Registry of Interpreters for the Deaf (RID) or equivalent. The following certifications are recognized by the State with a score of level 4.0 or above:

1. National Association of the Deaf (NAD)
2. American Consortium of Certified Interpreters (ACCI)
3. Educational Interpreters Performance Assessment (EIPA)
4. Educational Sign Skills Evaluation (ESSE)

Experience in a lead or supervisory capacity is preferred.

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

SALARY RANGE HOURLY:

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

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER
Dual Exam 27-0016-5524 MG
LBUSD employees, please see reverse for important information.

Maria Lynn Alvarez

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.

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LONG BEACH
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CLASSIFIED PROMOTIONAL OPPORTUNITY

STAFF SECRETARY
STAFF SECRETARY – BILINGUAL SPANISH

FINAL FILING DATE:
4:30 p.m., Wednesday, July 29, 2026

REQUIREMENTS TO APPLY:
This recruitment is open exclusively to applicants who meet the minimum education and experience requirements and fall into one of the following categories:

- Current LBUSD Classified Employees: Must hold permanent status and have received a most recent overall service rating of "Satisfactory".
- Former LBUSD Classified Employees: Must be on a current 39-month reemployment list resulting from a layoff, reduction in hours, or voluntary demotion in lieu of layoff.

JOB INFORMATION:
Current vacancy for Staff Secretary is a permanent 12-month position, 100% FTE. Eligibility lists may be used to fill current and future vacancies as they occur.

JOB SUMMARY:
Under the direction of an assigned supervisor, provide varied and responsible secretarial and clerical support services to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor; perform related duties as assigned.

MINIMUM QUALIFICATIONS
EDUCATION AND TRAINING:
Graduation from high school or equivalent.

EXPERIENCE:
Two years of clerical experience or one year of experience at the level of Intermediate Office Assistant with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:
(1) Positions 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) 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. (4) Positions in the Staff Secretary-Bilingual classification require the ability to communicate effectively, both orally and in writing, in a designated second language. Incumbents must successfully pass the District's bilingual/biliterate test.

SALARY RANGE HOURLY:

START:	$25.98
6 MONTHS:	$27.40
1 ½ YEARS:	$28.92
2 ½ YEARS:	$30.51
3 ½ YEARS:	$32.18

Apply Here

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

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/ MERIT SYSTEM EMPLOYER
Promo Exam 27-0017-3364 & 27-0018-5085 YA
LBUSD employees, please see reverse for important information.

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

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

Guidelines:

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SUBJECT: Eligibility Lists PAGE: 25-27

DATE: July 23, 2026 Reason for Consideration: Approval

CHILD CARE WORKER **OPEN** **26-CCW25-5258**

List Valid: **05/28/2026 - 11/28/2026**
Total Applications Received: 4 Total Invited to Exam: 4
Passed: 4 Failed: 0 Withdrew: 0 Screened Out: 0

CHILD CARE WORKER **OPEN** **26-CCW26-5258**

List Valid: **06/18/2026 - 12/18/2026**
Total Applications Received: 11 Total Invited to Exam: 10
Passed: 10 Failed: 0 Withdrew: 0 Screened Out: 1

CHILD CARE WORKER **OPEN** **27-CCW01-5258**

List Valid: **06/25/2026 - 12/25/2026**
Total Applications Received: 5 Total Invited to Exam: 5
Passed: 5 Failed: 0 Withdrew: 0 Screened Out: 0

CHILD CARE WORKER **OPEN** **27-CCW02-5258**

List Valid: **06/26/2026 - 12/26/2026**
Total Applications Received: 5 Total Invited to Exam: 5
Passed: 5 Failed: 0 Withdrew: 0 Screened Out: 0

EDUCATIONAL RESEARCH ANALYST I **DUAL** **26-0180-3301**

List Valid: **06/29/2026 - 12/29/2026**
Total Applications Received: 40 Total Invited to Exam: 30
Passed: 7 Failed: 10 Withdrew: 13 Screened Out: 10

INSTRUCTIONAL AIDE - EXPANDED LEARNING **DUAL CONTINUOUS** **27-0012-5319**

List Valid: **07/16/2026 - 01/16/2027**
Total Applications Received: 24 Total Invited to Exam: 17
Passed: 14 Failed: 0 Withdrew: 3 Screened Out: 7

INSTRUCTIONAL AIDE - SPECIAL **DUAL** **26-0228-0448**

List Valid: **07/02/2026 - 07/02/2027**
Total Applications Received: 49 Total Invited to Exam: 28
Passed: 17 Failed: 2 Withdrew: 9 Screened Out: 21

INSTRUCTIONAL AIDE - SPECIAL **DUAL** **27-0011-0448**

List Valid: **07/09/2026 - 07/09/2027**
Total Applications Received: 10 Total Invited to Exam: 7
Passed: 5 Failed: 0 Withdrew: 2 Screened Out: 3

INTERMEDIATE NUTRITION SERVICE WORKER **DUAL** **26-0158-5058**

List Valid: **07/02/2026 - 07/02/2027**
Total Applications Received: 62 Total Invited to Exam: 45
Passed: 16 Failed: 7 Withdrew: 22 Screened Out: 17

NUTRITION SERVICES WORKER **OPEN CONTINUOUS** **26-0229-5068**

List Valid: **07/07/2026 - 01/07/2027**
Total Applications Received: 29 Total Invited to Exam: 25
Passed: 11 Failed: 3 Withdrew: 11 Screened Out: 4

NUTRITION SERVICES WORKER **OPEN CONTINUOUS** **27-0003-5068**

List Valid: **07/22/2026 - 01/22/2027**
Total Applications Received: 20 Total Invited to Exam: 19
Passed: 5 Failed: 3 Withdrew: 11 Screened Out: 1

PLANT SUPERVISOR - HIGH SCHOOL **PROMOTIONAL** **26-0218-5029**

List Valid: **07/17/2026 - 07/17/2027**
Total Applications Received: 43 Total Invited to Exam: 25
Passed: 9 Failed: 8 Withdrew: 8 Screened Out: 18

PLANT SUPERVISOR II **PROMOTIONAL** **26-0219-5027**

List Valid: **07/20/2026 - 07/20/2027**
Total Applications Received: 54 Total Invited to Exam: 23
Passed: 8 Failed: 12 Withdrew: 3 Screened Out: 31

RECREATION AIDE **OPEN CONTINUOUS** **27-0007-5255**

List Valid: **07/13/2026 - 01/13/2027**
Total Applications Received: 35 Total Invited to Exam: 19
Passed: 19 Failed: 0 Withdrew: 0 Screened Out: 16

RECREATION AIDE - EXPANDED LEARNING **OPEN CONTINUOUS** **26-0234-5317**

List Valid: **07/08/2026 - 01/08/2027**
Total Applications Received: 22 Total Invited to Exam: 20
Passed: 20 Failed: 0 Withdrew: 0 Screened Out: 2

RECREATION AIDE - EXPANDED LEARNING **OPEN CONTINUOUS** **27-0009-5317**

List Valid: **07/09/2026 - 01/09/2027**
Total Applications Received: 13 Total Invited to Exam: 10
Passed: 10 Failed: 2 Withdrew: 0 Screened Out: 1

SENIOR HEALTH ASSISTANT **DUAL CONTINUOUS** **26-0237-5174**

List Valid: **07/17/2026 - 07/17/2027**
Total Applications Received: 16 Total Invited to Exam: 11
Passed: 6 Failed: 0 Withdrew: 5 Screened Out: 5

SENIOR NUTRITION SERVICES WORKER **DUAL** **26-0159-5071**

List Valid: **07/02/2026 - 07/02/2027**
Total Applications Received: 31 Total Invited to Exam: 17
Passed: 7 Failed: 7 Withdrew: 3 Screened Out: 14

SIGN LANGUAGE INTERPRETER **DUAL** **26-0071-5214**

List Valid: **07/07/26 – 07/07/2027**
Total Applications Received: 2 Total Invited to Exam: 0
Passed: 0 Failed: 0 Withdrew: 0 Screened Out: 2

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: July 23, 2026

SUBJECT: Reinstatement and Extension of the Intermediate Office Assistant Eligibility List PAGE: 28

Date: July 23, 2026 Reason for Consideration: Action

BACKGROUND:

Recruitment #25-0118-0673 for the classification of Intermediate Office Assistant was conducted according to the following recruitment schedule:

- Application Period Open: October 30, 2024
- Application Period Close: November 20, 2024
- Applications Received: 188
- Written/Qualifications Appraisal Board Examination Period: December 13, 2024 – December 20, 2024
- Eligibility List Effective Date: March 10, 2025
- Eligibility List Expiration Date: March 10, 2026

Prior to the expiration of the eligibility list, a hiring department completed interviews and identified its selected candidate to fill their vacancy. Before an employment offer could be extended, the Personnel Commission advised the department that the vacancy could not be filled due to the District's pending layoff process and the need to preserve vacant positions for potential placement of displaced employees.

The eligibility list expired on March 10, 2026, while the District completed the layoff process. The District has since satisfied its layoff obligations and is now able to proceed with filling the vacancy. The hiring department has requested authorization to proceed with extending an offer to the candidate they selected prior to the expiration of the list.

The delay in filling the position resulted from District operational circumstances and was not attributed to the hiring department or the selected candidate. Reinstating and extending the eligibility list will allow the department to complete the selection process without requiring a new recruitment for a vacancy that had already progressed through the competitive selection process before being delayed by layoff obligations.

Education Code section 45300 provides that eligibility lists may be established for a period of one year and may be extended for an additional period of up to two years at the discretion of the Personnel Commission. Personnel Commission Rule 5.1(A) further provides that eligibility lists may be extended by the Commission for an additional period not to exceed one year.

RECOMMENDATION:
It is recommended that the Personnel Commission reinstate the Intermediate Office Assistant eligibility list and extend the eligibility list for a period of six (6) months, pursuant to Education Code section 45300 and Personnel Commission Rule 5.1(A).

PERSONNEL COMMISSION
LONG BEACH UNIFIED SCHOOL DISTRICT

July 9, 2026

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of Classifications

Background and Findings

In December 2024, oversight of the District's student information systems, along with the classified positions that support this work, was transferred from the Office of Research and Student Outcomes to the Technology and Information Services Branch (TISB). Recently, staff consulted with the Chief Technology Officer to review the classifications in use within TISB and update classification titles and descriptions to reflect the organizational change.

The chart below provides an overview of the identified classifications and proposed title changes:

CURRENT CLASS TITLE	PROPOSED CLASS TITLE
Senior Software Applications Engineer, Research, Planning and Evaluation	Senior Software Applications Engineer
Software Applications Engineer, Research, Planning and Evaluation	Software Applications Engineer
Associate Research Information Systems Analyst	Associate Student Systems Analyst

The Chief Technology Officer supports the revisions to the classifications, and the affected employees have been notified and are in agreement with the recommendations.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specifications and titles as outlined in this report and direct all positions and employment lists be reclassified for the purpose of title change only.

Prepared by:

Susan Leaming
Senior Personnel Analyst

Approved and Recommended:

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

LONG BEACH UNIFIED SCHOOL DISTRICT | PERSONNEL COMMISSION *Excellence and Equity*

Class Code: 5267
Salary Range: 35 (M2)

ASSOCIATE ~~RESEARCH INFORMATION~~ STUDENT SYSTEMS ANALYST

JOB SUMMARY

Under general supervision, plan, organize and manage the daily support and operations of the District's Student Data Systems; ~~Research Information Systems~~ office; schedule, coordinate and supervise software and technical training on the District's student data base and other related systems; coordinate and work with outside software vendors to resolve system issues and concerns; utilize independent judgment and initiative to develop new District procedures; train and supervise 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 and manage daily support and operations of the District's Student Data Systems ~~Research Information Systems~~ office; coordinate and supervise the input and management of student data and staff training on student data systems. ***E***
- Train, supervise and evaluate the performance of assigned staff; assign and schedule staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary action; develop and conduct in-service trainings for assigned staff. ***E***
- Develop and manage District wide training based to assist teachers, administrators, and other stakeholders in extracting relevant data for analysis. ***E***
- Collaborate with ~~Research~~ department management, school administration, educators and others to review and modify District procedures and initiatives related to ~~Research~~ Student ~~Information~~ Data Systems. ***E***
- Participate in the development and implementation of daily operating procedures; ensure timely and efficient delivery of services to school sites and District staff. ***E***
- Utilize data analysis tools and initiate procedures, priorities and timelines for data clean-up and verification to ensure data are available to meet evaluation timelines. ***E***
- Coordinate and supervise the accurate and timely submission of student data; create and disseminate special reports for schools, faculty and the District; create queries to print reports as necessary; compile information and generate reports. ***E***
- Supervise and participate in the development and maintenance of the school site user manual and support web site; assist in the development of operating procedures and recommend various form and screen designs. ***E***

- Plan, develop, conduct and participate in training programs of District staff in the proper operation and troubleshooting of new research systems; develop training programs and related instructional information; drive a vehicle to various sites to train users. ***E***
- Attend a variety of meetings, conferences and workshops to maintain current knowledge of technological advances related to assigned activities; drive a vehicle to conduct work. ***E***
- Assist in researching and evaluating new student data technologies and products. ***E***
- Operate computer and assigned software, including databases and other related software applications to input and retrieve data. ***E***
- Communicate and work with third-party vendors to resolve pending issues and exchange information. ***E***
- Initiate procedures, priorities and timelines for data clean-up and verification to assure data is available to meet State data submission requirements. ***E***
- Create informational and instructional videos for remote training.
- Use a variety of computer program software such as Structured Query Language (SQL) to retrieve data for school sites and District staff as needed.
- 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 plan, organize and manage the daily support and operations of the District's Student Data Systems office. ~~are responsible to supervise the daily operations of the Research Information Systems Support office~~. Incumbents schedule, coordinate and supervise software and technical training for employees on the District's student data system. Incumbents train and supervise assigned staff and may provide technical assistance and training to District staff in the use of student information systems and other related applications. Incumbents also have a broad and in-depth knowledge of computer systems including network systems, databases, and software applications for inputting and manipulating data and producing reports. Incumbents must have a foundation in educational laws and regulations, State reporting, and District policies related to ~~Research~~ student data applications.

EMPLOYMENT STANDARDS

Knowledge of:

District student information systems.
School district organization and operations.
Computer systems including hardware, software and database management, including word processing and spreadsheet applications.

Structured Query Language (SQL).
Video editing software, such as Camtasia, Adobe, or other video software.
Principles of supervision and training.
Strategic planning and project management techniques.
Public speaking techniques.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.

Ability to:

Plan, organize and supervise the daily support and operations of the ~~Research Information~~Student Data Systems office.
Effectively solve problems and seek solutions during evaluation processes.
Assist in the design and conduct educational research studies and surveys.
Write clear and concise reports, memos and instructions.
Train, supervise and evaluate the performance of assigned personnel.
Use computer on-line retrieval systems.
Establish and maintain effective collaborative working relationships with others.
Adapt to changing priorities and work assignments.
Interpret, apply and explain rules, regulations, policies and procedures.
Work on multiple projects simultaneously.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in computer science, education, psychology, behavioral or social science or a related field.

Experience:

Two years of experience troubleshooting student data systems in a help desk environment and training of end users.

Additional experience in student information systems may substitute on a year for year basis for up to two years of the required education.

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT:

Office environment.
Constant interruptions.
Changing priorities.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment including a computer keyboard.
Seeing to read hand written documents and other records or reports.
Hearing and speaking to exchange information in person or on the telephone.
Sitting for extended periods of time.
Lifting and carrying boxes weighing up to 15 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 one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 11/07/2019
Revised: 11/21/2019
Revised:

LONG BEACH UNIFIED SCHOOL DISTRICT | PERSONNEL COMMISSION *Excellence and Equity*

Class Code: 5072
Salary Range: 42 (M2)

SOFTWARE APPLICATIONS ENGINEER~~,~~ ~~RESEARCH, PLANNING & EVALUATION~~

JOB SUMMARY

Under immediate supervision, provide technical expertise in the conceptualization, design, development and deployment of a variety of software applications used in online data collection and reporting; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Design, implement, administer and maintain secure relational databases. ***E***
- Assist in the control of activities for reorganization of databases and back-up recovery. ***E***
- Provide information and assist in the development of technical reports, summaries, protocols and quantitative analyses related to software development and applications. ***E***
- Design, implement and monitor projects involving database programming and analysis using web tools to create interfaces ***E***
- Provide scientific and technical support of database software and web development initiatives including assessment, integration and data conversion. ***E***
- Develop data mining tools and interface with existing online applications. ***E***
- Create software documentation, ongoing maintenance, upgrading and administration of databases, servers and other hardware and software systems. ***E***
- Participate in review and analyses of information technology system capacity for existing software and hardware requirements and make recommendations for future needs. ***E***
- Maintain databases on complex, large-scale projects; troubleshoot reported software problems and assure database performance resolves problems. ***E***
- Maintain and improve systems to monitor website users and analyze a variety of data such as number of user visits, paths utilized and time spent on each site; evaluate user trends and recommend modifications to provide ongoing improvement of the data collection/reporting website. ***E***
- Participate in the assessment of new industry standards, technologies and trends and formulate strategies for enhancing District sites by promoting uniform fonts, formatting, icons, images, layout techniques and modularization. ***E***

- Participate in recommending District policy as it relates to information access. ***E***
- Provide technical support to District and school offices to assure data security and integrity. ***E***
- May participate in and conduct training in data access, input and interpretation.
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

The Software Applications Engineer~~, Research, Planning & Evaluation,~~ is the entry-level classification in a professional series of web application development engineers. Incumbents in this class provide technical support in the design, development, implementation and upgrading of software applications for computer database programming functions, including manipulation and conversion of data. Incumbents focus on client needs and satisfaction and provide responsiveness to client requests as well as performing technical development work.

EMPLOYMENT STANDARDS

Knowledge of:

SQL, ASP.Net, C/C+, C++ programming languages, HTML, JavaScript, Visual Basic, VB Script, Active Server Page and related software.
FTP-HTTP concepts and technologies.
Database indexes, primary and foreign keys, validation and logic flow.
User interface issues, navigation and computer software architecture.
Troubleshooting strategies for PC platforms and various Internet browsers and versions
Accepted design concepts, graphical user interfaces and W3C standards.
Entity/Relationship diagram technique for data modeling.
Relational database design and implementation, database query design, interface design, web-multimedia design.
Oral and written communication skills.

Ability to:

Write stored procedures and complex queries
Create and apply sequential query language and database triggers.
Perform routine unit integration and load test code or application to meet quality assurance standards.
Apply version control for written code.
Update application models or entity relationship diagrams and apply object-oriented programming.

Understand and apply the principles of the software development life cycle, follow the methodology of iterative development and be skilled in writing technical application documentation or prepare outline help facilities.
Validate use cases, prepare functional requirements and recommend application system security models.
Create and use forms for data collection.
Learn and transition to new technology quickly and easily.
Apply web programming languages and technologies.
Train users on web-based applications, concepts and techniques.
Analyze situations accurately and adopt an effective course of action.
Identify and analyze customer business requirements in order to write system technical requirements.
Analyze, interpret, evaluate and summarize complex data to produce reports.
Adapt to changing priorities and work assignments.
Work on multiple projects simultaneously.
Communicate effectively with technical and non-technical users, both orally and in writing.
Provide excellent customer service to District personnel.
Develop code in a clean and consistent manner with proper supporting documentation.
Work within a team environment, following and maintaining the specifications, guidelines and standards set by the department.

Education and Training:

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

Experience:

One year of experience with relational databases, primarily using SQL or Oracle, is required. Software development, web applications, or online applications experience is preferred.

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

An Associate of Arts degree in one of the above fields and two additional years of experience which specifically include SQL or Oracle, and software development, web applications and online applications may substitute for the required education.

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

WORKING ENVIRONMENT

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

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 7/15/2004
Revised:

LONG BEACH UNIFIED SCHOOL DISTRICT | PERSONNEL COMMISSION *Excellence and Equity*

Class Code: 5073
Salary Range: 45 (M2)

SENIOR SOFTWARE APPLICATIONS ENGINEER~~, RESEARCH, PLANNING & EVALUATION~~

JOB SUMMARY

Under general supervision, provide technical expertise in the conceptualization, design, development and deployment of a variety of complex software applications used in online data collection and reporting; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Design, implement, administer and maintain complex secure relational databases. ***E***
- Oversee and control activities for reorganization of databases and back-up recovery. ***E***
- Prepare the development of technical reports, summaries, protocols and quantitative analyses related to software development and applications; present findings to both technical and non-technical users and customers. ***E***
- Design, implement, deploy and monitor projects involving database programming and analysis using web tools to create interfaces. ***E***
- Provide scientific and technical support of complex database software and web development initiatives including assessment, integration and data conversion. ***E***
- Develop advanced data mining tools and interface with existing online applications. ***E***
- Recommend and develop processes and procedures for software documentation, ongoing maintenance, upgrading and administration of databases, servers and other hardware and software systems. ***E***
- Review and analyze information technology systems capacity for existing software and hardware requirements and make recommendations for future needs. ***E***
- Set-up and maintain databases on complex, large-scale projects; troubleshoot reported software problems and ensure database performance resolves problems. ***E***
- Create, maintain and improve systems to monitor website users and analyze a variety of data such as number of user visits, paths utilized and time spent on each site; evaluate user trends and recommend modifications to provide ongoing improvement of data collection/reporting websites. ***E***
- Participate in the assessment of new industry standards, technologies and trends and formulate strategies for enhancing District sites by promoting uniform fonts, formatting, icons, images, layout techniques and modularization. ***E***
- Participate in recommending District policy as it relates to information access. ***E***

- Provide technical support to internal department staff, District and school offices and others to assure data security and integrity. ***E***
- Participate in and conduct training in data access, input and interpretation. ***E***
- May provide training and assistance to department technical staff as assigned.
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

The Senior Software Applications Engineer, ~~Research, Planning & Evaluation,~~ is the ~~mid-level~~senior classification in a professional series of web application development engineers. Incumbents in this class provide technical support in the design, development, implementation and upgrading of software applications for the more advanced and complex computer database programming functions, including manipulation and conversion of data. Incumbents focus on client needs and satisfaction and provide responsiveness to client requests and department staff, as well as performing technical development work.

EMPLOYMENT STANDARDS

Knowledge of:

SQL, ASP.Net, C/C+, C++ programming languages, HTML, JavaScript, Visual Basic, VB Script, Active Server Page and related software.
FTP-HTTP concepts and technologies.
Database indexes, primary and foreign keys, validation and logic flow.
User interface issues, navigation and computer software architecture.
Troubleshooting strategies for PC platforms and various Internet browsers and versions
Accepted design concepts, graphical user interfaces and W3C standards.
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Write stored procedures and complex queries.
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Perform complex and routine unit integration and load test code or application to meet quality assurance standards.
Apply version control for written code.
Update application models or entity relationship diagrams and apply object-oriented programming.

Understand and apply the principles of the software development life cycle, follow the methodology of iterative development and be skilled in writing technical application documentation or prepare outline help facilities.
Validate use cases, prepare functional requirements and recommend application system security models.
Create and use forms for data collection.
Learn and transition to new technologies quickly and easily.
Apply varied web programming languages and technologies.
Train users and department staff on web-based applications, concepts and techniques.
Analyze situations accurately and adopt effective courses of action.
Identify and analyze customer business requirements in order to write system technical requirements.
Analyze, interpret, evaluate and summarize complex data to produce reports.
Adapt to changing priorities and work assignments.
Work on multiple projects simultaneously.
Communicate effectively with technical and non-technical users, both orally and in writing.
Provide excellent customer service to District personnel.
Develop complex code in a clean and consistent manner while providing proper supporting documentation.
Work within a team environment, following and maintaining the specifications, guidelines and standards set by the department.

Education and Training:

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

Experience:

Two years of experience with relational databases, primarily using SQL or Oracle, including experience in software development, web applications, or online applications.

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

OR

One year ~~in satisfactory employment standing~~of experience as a ~~LBUSD~~ Software Applications Engineer ~~will fulfill the Education, Training and Experience requirement.~~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, knowledge and abilities may be considered.

WORKING ENVIRONMENT

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

PHYSICAL DEMANDS

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
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APPOINTMENT

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

PCA: 7/15/2004
Revised:

PERSONNEL COMMISSION
LONG BEACH UNIFIED SCHOOL DISTRICT

June 15, 2026

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

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

Background and Findings

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

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

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

Chapter 11 DISCIPLINARY ACTIONS, APPEALS, AND HEARINGS: This chapter is being modified to add language regarding California Senate Bill (SB) 848, which requires applicants to provide a complete history of prior employment with any educational institution. Failure by an employee to disclose this information on a District employment application would be considered cause for disciplinary action. In addition, gender-specific terminology has been removed and several minor revisions were also made for clarification purposes. The District's legal counsel has reviewed and is in support of the proposed revisions.

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

Recommendations

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

Prepared by:

Susan Leaming
Senior Personnel Analyst

Approved, and Recommended by:

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

Excellence and Equity

CHAPTER XI
DISCIPLINARY ACTIONS, APPEALS, AND HEARINGS

11.1 CAUSES FOR SUSPENSION, DEMOTION, DISMISSAL

Persons employed in the classified service may be dismissed, demoted, suspended, or otherwise disciplined for any of the following items which the Commission has determined to be reasonable causes depending upon the circumstances of each case:

1. Dishonesty, as defined in Rule 4.2.

2. Immoral or disgraceful conduct as defined in Rule 4.2.

3. Reporting to work with alcoholic beverage, marijuana, or controlled substance in the employee's system; possessing or using any amount of alcoholic beverage, marijuana, or controlled substance during work hours; conducting work duties impaired as a result of either the on or off-duty use of alcoholic beverage, marijuana, or controlled substance; being under the influence of any alcoholic beverage, marijuana, or controlled substance during work hours; failing to notify the employee's supervisor ~~or school district physician~~ when taking any medication(s) which may interfere with the safe and effective performance of duties or operation of District equipment.

4. Consecutive performance ratings of "Unsatisfactory" or "Needs to Improve" in a factor or a group of factors in which the employee was rated, provided the ratings are supported by documentation on which they are based.

5. Political or private business activities engaged in by an employee during their assigned hours of employment.

6. Conviction of a serious crime by a court of law, or a record of one or more post-employment or hiring convictions which indicate that the person is a poor employment risk for their role, or an overall criminal record indicating ~~he/she is~~ they are unsuited for working with or around students or in the operating unit in which the employee is assigned.

7. A record of frequent absences or a pattern of casual absences, which results in a disruption of service by and/or loss of efficiency in the operating unit in which the employee is assigned.

8. Incompetency, inefficiency, insubordination, inattention to or dereliction of duty.

9. Discourteous treatment of, or illegal, unwelcome, or inappropriate conduct or behavior toward the public, students, or fellow employees, or any other willful failure of good conduct tending to injure the public service.

10. Any willful or persistent violation of the provisions of the Education Code or Board of Education, Personnel Commission, or administration approved policies, rules, regulations, procedures, or established practices.

11. Use of fraud, deception, misrepresentation, misstatement or omission of material fact(s), whether intentional, unintentional, or negligently, in obtaining employment, or a place on an employment eligibility list.

12. Causes specified in Education Code Section 45303, 44010, 44011, and 45124.

13. Evidence of the advocacy of the overthrow or disruption of governments of the United States, the State of California, or other public bodies, by force, violence, or unlawful means.

14. Violation of state or federal law or regulation, or Board of Education policy regarding the prohibition of unlawful discrimination in employment practices or toward individuals or groups.

15. Failure to meet job requirements such as loss of licenses or expiration of required certificates or licenses.

16. Failure to disclose prior employment with any school district, county office of education, charter school, private school, state special school, or state diagnostic center on a District employment application.

17. While previously employed at an above-listed agency, was the subject of a credible complaint, substantiated investigation, or disciplined for egregious misconduct as defined in California Education Code Section 44932(a)(1).

References: California Education Code: 45302, 45303

11.2 CHARGES BY THE PUBLIC

The public, for proper cause, may file complaints against an employee in the classified service by filing written charges with the Board of Education's authorized agent. The authorized agent may make such investigation and shall take such action as it deems proper. If its decision results in suspension, demotion, or dismissal, the procedures set forth in Rule 11.5 shall be followed.

11.3 DISMISSAL DURING PROBATIONARY PERIOD

The Board of Education may dismiss an employee at any time during their period of probation, but the Commission must be notified in writing within seven (7) days from the date of dismissal.

11.4 PROCEDURE TO BE FOLLOWED IN SUSPENSION, DEMOTION OR DISMISSAL

A. ACTION BY THE BOARD OF EDUCATION

The Board of Education or its authorized agent may suspend an employee for not more than 30 days without pay or may dismiss, demote, or take other disciplinary action for any of the items enumerated in Rule 11.1.

Reference: California Education Code 45304

B. FILING OF WRITTEN CHARGES

The Board of Education or its authorized agent shall file written charges in clear and concise language with the Commission within seven (7) days following the effective date of disciplinary action. The Executive Officer shall, within ten (10) days of the date of disciplinary action, furnish the employee with a copy of the charges filed against them. The intent of this provision shall be deemed to have been carried out if a certified letter has been mailed to the last mailing address given by employee to the District on official address change forms provided by the District.

Reference: California Education Code: 45304

C. IMMEDIATE SUSPENSION

Any employee whose services are unsatisfactory for any of the items enumerated in Rule 11.1 may be immediately suspended.

Reference: California Education Code 45304

11.5 APPEAL OF DISCIPLINARY ACTION

A. An appeal under Education Code Section 45305 can only be made on the following grounds:

1. That the procedures set forth in these rules have not been followed.

2. That the removal was made because of affiliations, political or religious beliefs or opinions, race, color, or marital status.

3. That the charges made do not constitute sufficient cause for the action taken.

4. That the action taken was not in accord with the facts.

5. That there has been an abuse of discretion.

Reference: California Education Code: 45305, 45306

B. TIME AND CONDUCT OF HEARING

An appeal shall be presented to the Personnel Commission at the next regularly scheduled meeting. The Commission shall coordinate the hearing of said charges within a reasonable

length of time from the receipt of the appeal. The investigation and hearing shall be confined to the reasons for action as charged by the Board of Education or its assignee and the relevant defenses set forth in the appeal and answer. The Board of Education or its assignee shall first present evidence in support of the charges to the Commission. The appealing employee or their representative shall then have the right to present evidence.

Witnesses desired by either side shall be subpoenaed by the Commission as provided in the Act, but requests for subpoenas must be filed with the Commission at least fourteen (14) calendar days prior to the date of the hearing. A list of witnesses shall be submitted to the Commission at least fourteen (14) calendar days prior to the date of the hearing. At the conclusion of the hearing, the matter shall be given consideration, either in open or executive session after which a decision shall be made. The appellant may waive their rights to a public hearing.

Testimony of all witnesses shall be presented orally at the hearing. If, in the opinion of the Commission, a witness has good and sufficient reason for being unable to be present, written testimony will be accepted under the following conditions:

1. Such evidence must be submitted by sworn affidavit of the witness. The affidavit shall be confined to a statement of facts bearing on the case and within the knowledge of the witness, and shall not contain any conclusions of the witness, except that a witness who qualifies as an expert may express their opinion based upon the facts which they have recited.

2. Copies of all such affidavits must be filed with the Commission at least three days prior to the date of the hearing, and may be inspected by the other party to the hearing, who shall be notified of the filing of such affidavits.

3. The Commission may reject any such affidavit submitted which fails to comply with any of the foregoing conditions.

Reference: California Education Code 45311

C. TECHNICAL RULES OF EVIDENCE NOT FOLLOWED

All hearings before the Commission shall be governed by the Rules and Regulations of the Classified Service. Neither the Commission nor any Commissioner, nor the Personnel Commission Executive Officer nor other authorized agent of the Commission shall be bound by the technical rules of evidence. No informality in any proceeding or in the manner of taking testimony before the Commission or any Commissioner, or the Personnel Commission Executive Officer or any authorized agent of the Board shall invalidate any order, division or rule or regulation made, approved, or confirmed by the Commission.

D. HEARING OFFICER'S REPORT

Whenever the Commission appoints a hearing officer to conduct an appeal hearing, the hearing officer shall submit a written report of findings and recommendations to the

Commission within a reasonable period of time after the hearing is completed. Soon after the receipt and review of the hearing officer's report of findings and recommendations, the Commission shall provide a copy of such hearing officer's report to the appealing employee and to their designee and to the representative of the Board of Education. Before making a final decision regarding the hearing officer's recommendations, the Commission shall provide both parties an opportunity to address the Commission in open or closed session regarding the hearing officer's recommendations.

Reference: California Education Code 45312

E. FINDINGS AND JUDGMENT OF THE COMMISSION

The findings and judgment of the Commission, arrived at by majority action, shall be rendered in written form within 30 days from receipt of the hearing officer's report. Copies shall be sent to Board of Education and the employee concerned and or their representative.

F. FAILURE TO APPEAL OR ANSWER

If the appellant fails to appeal within the time provided herein, or if the appellant files written notice of appeal, but does not file their written answer as herein provided, the order of disciplinary action shall be final without any action of the Commission.

G. WAIVER OF HEARING DUE TO NON-RESPONSE OR NON-ATTENDANCE

If the appellant fails to respond to official correspondence from the Commission regarding a disciplinary hearing or affirmatively indicates they will not attend or participate in the scheduled hearing, such conduct shall constitute a waiver of the employee's right to a hearing. In such cases, the Commission shall not proceed with a hearing, and the disciplinary action imposed by the Board of Education shall be final and binding. Written notice of such determination shall be provided to the employee and the District.

For purposes of this section, "failure to respond" shall include, but is not limited to, the employee's failure to acknowledge, reply to, or otherwise act upon any written or electronic notice, or other official communication from the Commission related to the scheduling or conduct of the hearing within seven (7) calendar days from the date such notice or communication is sent.

Any expression, whether written or oral, made by the employee or their representative that indicates an unwillingness or intent not to appear at the scheduled hearing shall, at the discretion of the Executive Officer, be sufficient to establish waiver under this section.

Nothing in this section shall preclude the Commission from reinstating a hearing upon good cause shown, provided that such request for reinstatement is made in writing and received by the Commission prior to the date of the scheduled hearing.

H. FAILURE TO APPEAR AT HEARING

Failure of the appellant to appear at the hearing shall be deemed a withdrawal of the appeal, and the disciplinary action imposed by the Board of Education shall be final and binding. Written notice of such determination shall be provided to the employee and the District. Nothing in this section shall prohibit the appellant from submitting a written request to the Executive Officer to consider reinstatement of the appeal, provided that such a request is made within three (3) calendar days after the scheduled hearing date and includes a showing of good cause.

I. REINSTATEMENT OF HEARING

Following Commission action to reinstate a hearing, notice of the reinstated hearing shall be provided to all parties in accordance with the procedures set forth in Rule 11.5.B.

11.6 COMPENSATION UPON SUSTAINING THE APPEAL

REINSTATEMENT AND COMPENSATION UPON SUSTAINING THE EMPLOYEE. If the Commission sustains the employee, it may order all or part of their full compensation from the time of suspension, demotion, or dismissal, and it shall order their reinstatement upon such terms and conditions as it may determine appropriate. The Commission may modify the disciplinary action, but may not make the action more stringent than that approved by the Board. In addition, the Commission may direct such other action as it may find necessary to effect a just settlement of the appeal, including, but not limited to, compensation for all or part of the legitimate expenses incurred in pursuit of the appeal, seniority credit for off-duty time pending reinstatement, transfer or change of location of the employee, and expunction from the employee's personnel record of disciplinary actions, cause, and charges which were not sustained by the Commission. Upon receipt of the Commission's written decision the Board shall forthwith comply with the provisions thereof. When the Board has fully complied with the Commission's decision it shall so notify the Commission in writing.

Reference: California Education Code 45307

11.7 DISMISSED OR CONVICTED EMPLOYEES NOT ELIGIBLE FOR RE-EMPLOYMENT

Any classified employee dismissed from employment with the District shall be removed forthwith from all eligibility lists and may not take examinations thereafter without specific consent of the Board of Education or designee.

11.8 APPLICANT, CANDIDATE OR ELIGIBLES DISQUALIFIED FROM PARTICIPATION IN EXAMINATIONS OR CERTIFICATION ON ELIGIBILITY LISTS

Any applicant, candidate or eligible, rejected, refused examination or certification, disqualified from an examination or removed from an eligibility list, shall be removed forthwith from all other eligibility lists and may not take examinations thereafter without specific consent of the Personnel Commission.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 47080870 PAGE: 50-69

Date: July 23, 2026 Reason for Consideration: Restricted Action

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

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

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

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

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