

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

REGULAR MEETING AGENDA

Regular Meeting
August 6, 2026

8:15 a.m.

ADDENDUM
PAGE NO.

I GENERAL COMMUNICATION FUNCTIONS

Pursuant to Government Code section 54954.3, section (b)(1) and Chaffee vs. San Francisco Public Library Commission (2005) 134 Cal App 4th 109, each speaker will be provided up to three (3) minutes to make their comments on an agenda item. You will be provided a one-minute and thirty second warning before your time to speak is up.

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of July 23, 2026 1-5
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning (Catalina Island) 6
2. **RATIFY** job announcement bulletin for Nutrition Services Operations and Training Specialist *Extended 7-8
3. **RATIFY** job announcement bulletin for Pool Lifeguard 9-10
4. **RATIFY** job announcement bulletin for School Safety Officer 11-12
5. **RATIFY** job announcement bulletin for Senior Health Assistant (Catalina Island) *Extended 13-14
6. **APPROVE** the certification of Instructional Aide - Special eligibility list 27-0448-01 established 7/27/2026 15

7. **APPROVE** the certification of Nutrition Services Worker eligibility list 27-0014-5068 established 8/5/2026 15
8. **APPROVE** the certification of Plant Supervisor I eligibility list 26-0220-5026 established 7/31/2026 15
9. **APPROVE** the certification of Plant Supervisor I eligibility list 26-0220-5026 established 7/31/2026 15
10. **APPROVE** the certification of Recreation Aide eligibility list 27-0021-5255 established 8/6/2026 15
11. **APPROVE** the certification of School Safety Applications Support Technician eligibility list 26-0231-5328 established 7/30/2026 15

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Reinstatement and Extension of the Plumber Eligibility List 16
2. **APPROVE** the Revisions to the Rules and Regulations of the Classified Service – Chapter 11 (Second Reading) 17-23
3. **CONSIDER** the Appeal of the Disqualification of Applicant ID E00378150 24-40
4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 64365632 41-63

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

August 20, 2026 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII CLOSED SESSION

Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

VIII ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).

LONG BEACH UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
4400 Ladoga Avenue
Lakewood, CA 90713

MINUTES
Regular Meeting

July 23, 2026

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, July 23, 2026 at 8:16 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: Sheryl Bender
 Terence Ulaszewski

Absent: Linda Vaughan

STAFF MEMBERS
PRESENT

Dr. Rebecca Lee, Executive Officer; Maria Alvarez, Senior Personnel Analyst; Jorge Palacios, Senior Personnel Analyst; Oralia Leyva, Certification Services Manager; Andrea Fonseca, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Virginia Agredano Perez, Senior Administrative Secretary; Joanna Guzman, Employment Services Supervisor; Yessika Aguirre, Human Resources Technician; Judy Alonso, Human Resources Technician; Gean Asayas, Human Resources Technician; Judy Beauchamp, Human Resources Technician; Veronica Bustamante, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Monica Gaytan, Human Resources Technician; Warren Hornberger, Human Resources Technician; Jazmin Salgado, Human Resources Technician; and Silaue Taeleifi, Human Resources Technician.

GUESTS PRESENT

Dallas Eberle CSEA Chapter 2 Labor Relations Representative; Tai Felder, CSEA Chapter 2 1st Vice President; Anne Follet, Human Resources Technician (Retired); and Viola Mae Bledsoe, Instructional Aide - Special (Retired).

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Sheryl Bender, 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 25, 2026.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Dr. Rebecca Lee, Executive Officer, welcomed Jorge Palacios as the Personnel Commission's newest Senior Personnel Analyst. Mr. Palacios joins the department following a competitive selection process and will work alongside Susan Leaming as part of the transition in preparation for her retirement. Dr.

Lee announced the Personnel Commission's newly adopted Vision and Mission statements, which were developed collaboratively by staff to align with the District's Vision 2035 initiative. The new Vision statement reads: *"A workforce where every classified employee is valued, supported, and empowered to contribute to student and school success."* The new Mission statement reads: *"We partner with schools and departments to identify, attract, and retain community-minded, collaborative classified professionals who champion student success."* Dr. Lee further reported that newly appointed Superintendent David Zaid will visit the Personnel Commission to meet staff and reconnect with the department in his new role.

Amy Van Fossen, Associate Personnel Analyst, reported that Recruitment and Testing is currently managing 19 active recruitments accepting applications. She noted that six recruitments are underway for Catalina Island positions, including Custodian, Senior Nutrition Services Worker, Senior Office Assistant, and Senior Health Assistant. Ms. Van Fossen reported that Personnel Commission staff will travel to Catalina Island next month to conduct a hiring event in support of these recruitments. She also highlighted the department's ongoing recruitment outreach through the Personnel Commission's social media platforms, including promotional campaigns for hard-to-fill classifications. She recognized Gean Asayas and Keidy Garcia for their contributions to these efforts and reported continued growth in the Personnel Commission's social media presence.

Andrea Armas, Associate Personnel Analyst, announced that Gean Asayas has been promoted to Human Resources Technician and will assume responsibility for the Expanded Learning Opportunity Desk. Ms. Armas also thanked Anne Follet for providing training and support during the transition and expressed confidence in Ms. Asayas as she assumes her new responsibilities. Dr. Lee also recognized Ms. Follet for her significant contributions in maintaining recruitment operations while assisting with the training process.

Joanna Guzman, Employment Services Supervisor, reported that 21 probationary appointments were approved during the July 15 Board of Education meeting in classifications including Accountant, Carpenter, Human Resources Technician, and Senior Health Assistant. Additionally, 20 day-to-day substitute appointments were processed in classifications including Custodian, Groundskeeper, and Nutrition Services Worker. Ms. Guzman also reported that Certification staff processed 71 exempt student assignments and three Arts Walk-On Coach appointments.

1. **RATIFY** job announcement bulletin for Instructional Aide - Special
2. **RATIFY** job announcement bulletin for Instructional Aide - Special (Catalina Island)
3. **RATIFY** job announcement bulletin for Lead Campus Staff Assistant *Extended
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 Senior Administrative Secretary
7. **RATIFY** job announcement bulletin for Senior Office Assistant (Catalina Island)
8. **RATIFY** job announcement bulletin for Sign Language Interpreter
9. **RATIFY** job announcement bulletin for Sign Language Services Supervisor
10. **RATIFY** job announcement bulletin for Staff Secretary
11. **RATIFY** job announcement bulletin for Staff Secretary - Bilingual Spanish

12. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW25-5258 established 5/28/2026
13. **APPROVE** the certification of Child Care Worker eligibility list 26-CCW26-5258 established 6/18/2026
14. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW01-5258 established 6/25/2026
15. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW02-5258 established 6/26/2026
16. **APPROVE** the certification of Educational Research Analyst I eligibility list 26-0180-3301 established 6/29/2026
17. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 27-0012-5319 established 7/16/2026
18. **APPROVE** the certification of Instructional Aide - Special eligibility list 26-0228-0448 established 7/2/2026
19. **APPROVE** the certification of Instructional Aide - Special eligibility list 27-0011-0448 established 7/9/2026
20. **APPROVE** the certification of Intermediate Nutrition Service Worker eligibility list 26-0158-5058 established 7/2/2026
21. **APPROVE** the certification of Nutrition Services Worker eligibility list 26-0229-5068 established 7/7/2026
22. **APPROVE** the certification of Nutrition Services Worker eligibility list 27-0003-5068 established 7/22/2026
23. **APPROVE** the certification of Plant Supervisor - High School eligibility list 26-0218-5029 established 7/17/2026
24. **APPROVE** the certification of Plant Supervisor II eligibility list 26-0219-5027 established 7/20/2026
25. **APPROVE** the certification of Recreation Aide eligibility list 27-0007-5255 established 7/13/2026
26. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 26-0234-5317 established 7/8/2026
27. **APPROVE** the certification of Recreation Aide - Expanded Learning eligibility list 27-0009-5317 established 7/9/2026
28. **APPROVE** the certification of Senior Health Assistant eligibility list 26-0237-5174 established 7/17/2026

29. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 26-0159-5071 established 7/2/2026
30. **APPROVE** the certification of Sign Language Interpreter eligibility list 26-0071-5214 established 7/7/2026

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-11 and approve items 12-30.

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

OLD BUSINESS

None

NEW BUSINESS

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

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

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

2. **APPROVE** the Revision of Classifications (TISB)

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

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

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

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a unanimous vote of those present to approve the first reading of the Revisions to the Rules and Regulations of the Classified Service – Chapter 11.

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

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

New Business Item 4 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 6, 2026 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION The Personnel Commission retired into closed session at 8:36 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:11 a.m. with the following reportable action:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 47080870

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender and the motion was carried with a unanimous vote of those present to sustain staff's recommendation to remove Applicant 47080870 from current eligibility lists.

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

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:13 a.m.

LONG BEACH

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INSTRUCTIONAL AIDE – EXPANDED LEARNING (CATALINA ISLAND)

FINAL FILING DATE:

Open until filled

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

Eligibility list is being created to fill future vacancies as they occur. Positions are located at Avalon School 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 in the planning and implementation of Expanded Learning Opportunities Programs (ELO-P) which meet the needs of individual students; participate in and monitor students in program activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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



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.

Maia Lynn Alvarez
**THE EXAMINATION FOR THIS POSITION WILL BE AT
THE AVALON SCHOOL ON CATALINA ISLAND ON
WEDNESDAY, AUGUST 5, 2026.**

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MERIT SYSTEM EMPLOYER

Dual Continuous Exam 27-0026-5319 JA

PERSONNEL COMMISSION

CLASSIFIED EMPLOYMENT OPPORTUNITY
-REVISED EXTENDED-
NUTRITION SERVICES
OPERATIONS AND TRAINING SPECIALIST

FINAL FILING DATE:

4:30 p.m., Tuesday, August 4, 2026.

4:30 p.m., Wednesday, July 29, 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, plan, develop and conduct a wide variety of staff training programs for new and current Nutrition Services personnel regarding Nutrition Services policies, procedures, laws and regulations and point of sale computerized systems; serve as a substitute site supervisor as needed to assure smooth and efficient delivery of nutrition services to students and staff; and perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school. College-level coursework in institutional food management, organizational training or a related field is preferred.

EXPERIENCE:

Four years of quantity food preparation and service experience including one year in a supervisory or management capacity or two years of experience as a Nutrition Services Supervisor III. Experience conducting nutrition service training programs is highly desirable.

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

SPECIAL REQUIREMENTS:

(1) Valid Food Safety Manager certificate issued by an authorized agency. (2) Valid California Class C driver's license and use of a personal automobile. (3) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Office and cafeteria environment.

Driving a vehicle to conduct work.

Subject to heat from ovens and cold from refrigerators or freezers.

Exposure to hot foods and equipment.

Working with knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

SALARY RANGE HOURLY:

START: \$33.37

6 MONTHS: \$35.19

1 ½ YEARS: \$37.14

2 ½ YEARS: \$39.18



Apply Here

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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.

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

Maria Lynn Alvarez

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MERIT SYSTEM EMPLOYER

Dual Exam 27-0019-5062 WH

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

Guidelines:

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

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

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

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

LONG BEACH

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POOL LIFEGUARD

FINAL FILING DATE:

Dual Continuous

JOB INFORMATION:

Permanent 10 and 12-month positions. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, conduct continuous observation of assigned pool area for signs of swimmers in distress, violations of pool rules and safety regulations, and equipment malfunctions; maintain pool safety and provide assistance to swimmers in distress; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

Some experience as a lifeguard or swim team or water polo coach or player 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:

A valid Lifeguard certificate issued by the American Red Cross or YMCA of the USA is required at the time of appointment and must be maintained throughout employment in this classification.

WORKING ENVIRONMENT:

Indoor and outdoor work environment.

Evening and varied hours.

Seasonal heat and cold or adverse weather conditions.

Walking on wet and slippery surfaces.

Exposure to chemical fumes and odors.

Potential contact with blood and other bodily fluids.

PHYSICAL DEMANDS:

Sitting, walking or standing for extended periods of time.

Seeing to monitor pool activities.

Bending and twisting at the waist, stooping, kneeling.

Twisting and turning neck and body to monitor pool activities.

Hearing and speaking to exchange information in person.

Dexterity of hands and fingers to operate equipment.

Stretching or reaching overhead and horizontally.

Swimming.

Lifting and carrying or pulling swimmers out of the pool.

Ascend and descend pool and lifeguard station ladders.

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:

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SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Dual/Continuous Exam 27-5327-01

LBUSD employees, please see reverse for important information.

Amey Van Do

PERSONNEL COMMISSION

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

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

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Guidelines:

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

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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL SAFETY OFFICER

FINAL FILING DATE:

4:30 p.m., Friday, August 14, 2026

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

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

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (2) Valid California Class C driver's license. (3) May be required to travel from one location to another. (4) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (5) Incumbents must complete 24 hours of accredited training per calendar year. Training is at the District's expense. (6) Incumbents must provide and service their own firearm subject to District approval and qualify periodically with the approved firearm at a specified police or sheriff's range. (7) Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and swing shifts.

SALARY RANGE HOURLY:

START: \$ 35.97

6 MONTHS: \$ 37.95

1 ½ YEARS: \$ 40.05

2 ½ YEARS: \$ 42.25

3 ½ YEARS: \$ 44.57



Apply Here

APPLICATION:

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 for a period of six (6) months 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 27-0024-5014 VB

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION



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

Guidelines:

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

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

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

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

LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

-EXTENDED-

SENIOR HEALTH ASSISTANT (CATALINA ISLAND)

FINAL FILING DATE:

12:00 p.m., Wednesday, August 5, 2026

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

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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



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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Maria Lynn Alvarez
Dual Exam 27-0004-5174 JA

LBUSD employees, please see reverse for
important information.

PERSONNEL COMMISSION

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

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

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

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the Lost Time Report, which is a payroll report that can be printed by your site payroll clerk. Only the three most recent fiscal years can be used to earn attendance incentive points.**
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4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 15

DATE: August 6, 2026

Reason for Consideration: Approval

INSTRUCTIONAL AIDE - SPECIAL

DUAL

27-0448-01

List Valid: **07/26/2026 - 01/27/2027**

Total Applications Received: 28

Passed: 15 Failed: 1

Total Invited to Exam: 20

Withdrew: 4 Screened Out: 8

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

27-0014-5068

List Valid: **08/05/2026 - 02/05/2027**

Total Applications Received: 23

Passed: 6 Failed: 1

Total Invited to Exam: 19

Withdrew: 12 Screened Out: 4

PLANT SUPERVISOR I

OPEN

26-0220-5026

List Valid: **07/31/2026 - 07/31/2027**

Total Applications Received: 24

Passed: 1 Failed: 4

Total Invited to Exam: 14

Withdrew: 9 Screened Out: 10

PLANT SUPERVISOR I

PROMOTIONAL

26-0220-5026

List Valid: **07/31/2026 - 07/31/2027**

Total Applications Received: 47

Passed: 12 Failed: 22

Total Invited to Exam: 42

Withdrew: 8 Screened Out: 5

RECREATION AIDE

OPEN CONTINUOUS

27-0021-5255

List Valid: **08/06/2026 - 02/06/2027**

Total Applications Received: 29

Passed: 15 Failed: 3

Total Invited to Exam: 15

Withdrew: 0 Screened Out: 11

**SCHOOL SAFETY APPLICATIONS SUPPORT
TECHNICIAN**

DUAL

26-0231-5328

List Valid: **07/30/2026 - 07/30/2027**

Total Applications Received: 46

Passed: 8 Failed: 12

Total Invited to Exam: 28

Withdrew: 7 Screened Out: 19

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: August 6, 2026

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Reinstatement and Extension of the Plumber Eligibility List PAGE: 16

Date: August 6, 2026

Reason for Consideration: Action

BACKGROUND:

Recruitment #25-0196-0242 for the classification of Plumber was conducted according to the following recruitment schedule:

- Application Period Open: May 24, 2025
- Application Period Close: April 14, 2025
- Examination Completion: May 28, 2025
- Eligibility List Effective Date: June 11, 2025
- Eligibility List Expiration Date: June 11, 2026

The eligibility list expired on June 11, 2026. During the life of the eligibility list, the District delayed filling certain vacancies due to budgetary considerations. As a result, not all Plumber vacancies were filled prior to the list's expiration.

The department is now prepared to fill a vacant position and has requested the opportunity to make a selection from the existing eligibility list rather than conduct a new recruitment immediately prior to the start of the 2026–2027 school year.

Reinstating and extending the eligibility list will allow the District to fill the vacancy in a timely manner, maintain continuity of operations, and avoid the time and expense associated with conducting a new recruitment when a qualified eligibility list was recently established.

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 Plumber 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

June 30, 2026

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

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

Background and Findings

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

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

The attached rules are being submitted for a second reading for approval with the following rationale:

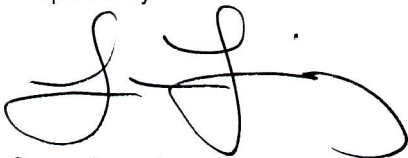
Chapter 11 DISCIPLINARY ACTIONS, APPEALS, AND HEARINGS: This chapter is being modified to add language regarding California Senate Bill (SB) 848, which requires applicants to provide a complete history of prior employment with any educational institution. Failure by an employee to disclose this information 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 approve these rule revisions.

Prepared by:



Susan Leaming
Senior Personnel Analyst

Approved, and Recommended by:



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

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: Appeal of Disqualification - Applicant ID E00378150 PAGE: 24-40

Date: August 6, 2026

Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an applicant to a position in the Classified Service may be disqualified for the following reason(s):

4.2.A.13– “Previous dismissal from the Long Beach Unified School District unless the District waives this subsection.”

Staff submits an appeal of an applicant as detailed in the enclosed agenda material.

The applicant was notified by mail and electronic mail that the employment application was disqualified during the application review process pursuant to Personnel Commission Rule 4.2.A.13. The applicant subsequently requested an administrative review under Rule 4.2.B. Following that review, the Executive Officer sustained the disqualification. The applicant has appealed that determination to the Personnel Commission pursuant to Rule 4.6.

If the applicant is present and requests that the matter be heard in closed session, that request should be granted.

It is recommended that the Personnel Commission consider the appeal.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 64365632

PAGE: 41-63

Date: August 6, 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.