

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

REGULAR MEETING AGENDA

Regular Meeting
September 17, 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 September 3, 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 Athletic Trainer 5-6
2. **RATIFY** job announcement bulletin for Chief Technology Officer 7-8
3. **RATIFY** job announcement bulletin for District Security Officer 9-10
4. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning 11
5. **RATIFY** job announcement bulletin for Locker Room Attendant 12-13
6. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker (Catalina Island) 14-15
7. **APPROVE** the certification of Instructional Aide - Special eligibility list 27-0448-03 established 9/9/2026 16

8. **APPROVE** the certification of Intermediate Office Assistant *Revised eligibility list 26-0016-0673 established 11/4/2025 16
9. **APPROVE** the certification of Nutrition Services Operations & Training Specialist eligibility list 27-0019-5062 established 9/21/2026 16
10. **APPROVE** the certification of Nutrition Services Worker eligibility list 27-0033-5068 established 9/17/2026 16
11. **APPROVE** the certification of Nutrition Services Worker (Catalina Island) eligibility list 27-0023-5068 established 9/11/2026 16
12. **APPROVE** the certification of Recreation Aide eligibility list 27-0035-5255 established 9/10/2026 16
13. **APPROVE** the certification of Recreation Aide eligibility list 27-0040-5255 established 9/17/2026 16
14. **APPROVE** the certification of Risk Management Director eligibility list 26-0235-0578 established 9/17/2026 17
15. **APPROVE** the certification of School Safety Officer eligibility list 27-0024-5014 established 9/9/2026 17
16. **APPROVE** the certification of Senior Nutrition Services Worker (Catalina Island) eligibility list 26-0129-5071 established 9/11/2026 17
17. **APPROVE** the certification of Senior Office Assistant (Catalina Island) eligibility list 27-0008-0677 established 9/10/2026 17
18. **APPROVE** the certification of Staff Secretary eligibility list 27-0017-3364 established 9/11/2026 17

III OLD BUSINESS

1. None

IV NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 12358238 18-30
2. **CONSIDER** the Appeal of Classification Study – Facilities Use Technician - E00679631 31-41

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

October 15, 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

September 3, 2026

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, September 3, 2026 at 8:22 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
 Linda Vaughan

STAFF MEMBERS
PRESENT

Dr. Rebecca Lee, Executive Officer; 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; Mari Rojas, 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; Elizabeth Morales-Torres, Human Resources Technician; Jazmin Salgado, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Keidy Garcia, Human Resources Assistant.

GUESTS PRESENT

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 Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of August 20, 2026.

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

RECEIVE
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM
EXECUTIVE OFFICER

Dr. Rebecca Lee, Executive Officer, reported that Personnel Commission staff recently participated in the Goodwill Industries Job and Resource Fair and the Compton Community Job and Resource Fair. Staff connected with community members to share employment

opportunities with the District and collected interest cards from prospective applicants to provide notification of future recruitments. Dr. Lee highlighted the Personnel Commission's continued efforts to engage with the community and promote classified employment opportunities within the District.

Andrea Fonseca, Associate Personnel Analyst, reported that Recruitment and Testing currently has 27 recruitments in various stages of the selection process. Ms. Fonseca shared positive feedback received from a candidate recognizing Monica Gaytan, Human Resources Technician, for providing guidance and encouragement that assisted the candidate in completing a course and continuing to pursue employment opportunities with the District. Ms. Fonseca recognized Ms. Gaytan and the Recruitment and Testing team for their continued efforts to assist candidates with navigating the application process and identifying employment opportunities.

Joanna Guzman, Employment Services Supervisor, reported that at the most recent Board of Education meeting, 47 probationary appointments were approved in classifications including Behavior Intervention Assistant, Child Care Worker, Senior Health Assistant, and Truck Driver. Additionally, 35 day-to-day substitute appointments were processed in classifications including Campus Staff Assistant and Intermediate Office Assistant. Ms. Guzman also reported that 21 exempt Walk-On Coach assignments were processed. She expressed appreciation to the Certification team for their efforts in onboarding new employees at the start of the school year and recognized Wendy Bell, Human Resources Technician, for processing new probationary assignments and supporting department operations.

1. **RATIFY** job announcement bulletin for Recreation Aide
2. **RATIFY** job announcement bulletin for School Safety Supervisor
3. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW03-5258 established 7/11/2026
4. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW04-5258 established 7/21/2026
5. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW05-5258 established 8/4/2026
6. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW06-5258 established 8/14/2026
7. **APPROVE** the certification of Custodian eligibility list 26-0171-0139 established 5/22/2026
8. **APPROVE** the certification of Custodian (Catalina Island) eligibility list 26-0170-0139 established 9/4/2026
9. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 27-0012-5319 established 7/16/2026
10. **APPROVE** the certification of Instructional Aide - Expanded Learning (Catalina Island) eligibility list 27-0029-5319 established 8/27/2026

11. **APPROVE** the certification of Nutrition Services Worker eligibility list 27-0027-5068 established 8/26/2026
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 27-0031-5068 established 9/1/2026
13. **APPROVE** the certification of Recreation Aide eligibility list 27-0030-5255 established 8/24/2026
14. **APPROVE** the certification of Recreation Aide eligibility list 27-0032-5255 established 8/27/2026
15. **APPROVE** the certification of Recreation Aide eligibility list 27-0034-5255 established 9/1/2026
16. **APPROVE** the certification of Return to Work Specialist (C) eligibility list 27-0001-5096 established 8/25/2026
17. **APPROVE** the certification of Senior Administrative Secretary eligibility list 27-0020-3362 established 9/1/2026

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 1-2 and approve items 3-17.

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

OLD BUSINESS None

- NEW BUSINESS
1. New Business Item 1 was moved into closed session.
 2. **ANNOUNCE** the Personnel Commission Staff Years of Service

Dr. Rebecca Lee, Executive Officer, presented service pins to Commission employees in recognition of their years of service with the Long Beach Unified School District. The Commissioners congratulated Judy Alonso, Human Resources Technician; Yessika Aguirre, Human Resources Technician; Virginia Agredano Perez, Senior Administrative Secretary; and Peter Kim, Custodian, on reaching their 10-year service milestones.

3. **ANNOUNCE** the Personnel Commission Employee of the Year

The Personnel Commission annually recognizes a staff member for outstanding contributions by awarding the title of Personnel Commission Employee of the Year. Dr. Lee commended this year's honoree and announced that the 2026 Personnel Commission Employee of the Year is Ashleigh Fernando, Human Resources Technician.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 17, 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 8:39 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:01 a.m. with the following reportable action:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 25372631

A motion was made by Linda Vaughan, seconded by Sheryl Bender. The motion carried with a unanimous vote of those present to sustain staff's recommendation to remove Applicant 25372631 from current eligibility lists.

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

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 9:03 a.m.

LONG BEACH

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Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

ATHLETIC TRAINER

FINAL FILING DATE:

4:30 p.m., Monday, September 28, 2026

JOB INFORMATION:

Permanent 10-month position. Position is a 220-day flex. Current vacancy located at Cabrillo High School. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general direction, provide preventive and rehabilitative services and treatment to student athletes engaged in a variety of high school sports in accordance with instructions from coaching staff and authorized physicians; attend athletic practices, home games and specified away games; fit uniforms and protective gear and equipment prior to practices and games; prepare and maintain a variety of records and files related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Athletic Trainer Certified (ATC®) credential issued by the National Athletic Trainers' Association Board of Certification (NATA BOC).

EXPERIENCE:

One year of athletic training experience working with high school athletes is desired.

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

SPECIAL REQUIREMENTS:

(1) Incumbents in this classification must possess a valid Athletic Trainer Certified (ATC®) credential issued by the National Athletic Trainers' Association Board of Certification (NATA BOC) at the time of application and maintain certification throughout employment in this classification. (2) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (3) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Indoor and outdoor environment. School athletic facilities and sporting events. Seasonal heat and cold or adverse weather conditions. Driving a vehicle to conduct work. Potential for contact with bloodborne pathogens and communicable diseases. Incumbents in this classification may work irregular schedules such as evenings and weekends.

SALARY RANGE HOURLY:

START:	\$37.34
6 MONTHS:	\$39.38
1 ½ YEARS:	\$41.55
2 ½ YEARS:	\$43.84
3 ½ YEARS:	\$46.25



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 27-0043-5306 YA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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

Guidelines:

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

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

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

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

ABOUT OUR DISTRICT

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

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

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

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

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

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

Maria Lynn Alvarez

Dual Continuous Exam 27-5309 JA

LONG BEACH
UNIFIED SCHOOL DISTRICT

Excellence & Equity

**An Exciting Leadership
Opportunity Awaits You**

CHIEF TECHNOLOGY OFFICER

**\$207,438 - \$243,609
Annual Salary**



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Supporting our people. Strengthening our schools.

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 Chief Technology Officer. Under the direction of the Superintendent of Schools or designee, the Chief Technology Officer will serve as a principal advisor and provide visionary, collaborative and proactive leadership in the development, implementation and direction of the District's technology and information services including educational technology, student information management and business systems. Will also assure technology solutions and strategic plans are in alignment with the mission, vision and values of the Board of Education and Superintendent of Schools. In addition, will supervise and evaluate the performance of assigned staff and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Information Services, then Chief Technology Officer.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in computer science, information technology, business administration, education or a related field. A Master's degree in one of the above-mentioned fields is desirable. Certification as a Chief Technology Officer is highly preferred. Additionally, candidates will have seven years of management experience in a school district, institution of higher education or similar public agency involving the development of strategic technology plans and the direction of educational technology, student data management, and business systems.

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 successful candidate must be in possession of a valid California Class C Driver's license, as traveling from one location to another may be required.

SALARY AND BENEFITS:

The annual salary for Chief Technology Officer is \$207,438 to \$243,609 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.

Positions in the senior management of the classified service shall be filled from an unranked list of eligible persons who have demonstrated managerial ability who have been found qualified for the positions as specified by the district superintendent and determined by the personnel commission.

The Board of Education acted on March 15, 2023, to designate this class as senior management in accordance with California Education Code sections 45108.05 and 45256.5.

HOW TO APPLY

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

Candidates are required to submit a letter of interest and resume with their application. Failure to do so will result in the disqualification of your application. If you have questions about these items, please contact Personnel Commission.

Application Deadline: Open until filled

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

Long Beach Unified School District
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LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

DISTRICT SECURITY OFFICER

FINAL FILING DATE:

4:30 p.m., Thursday, October 1, 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, patrol and monitor District properties to protect District property against vandalism, illegal entry, fire, and theft; enforce laws and regulations; respond to emergency situations and non-emergency dispatcher calls for service; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent. College-level coursework in criminal justice or a related field is desirable.

Incumbents in this class must possess and maintain throughout employment in this classification a valid:

PC 832 Arrest and Firearms Certification. **OR**

California Security Guard Registration Card with an Exposed Firearm Permit issued by the Bureau of Security and Investigative Services (BSIS). **OR**

PC 832 Arrest Certification with an Exposed Firearm Permit issued by the Bureau of Security and Investigative Services (BSIS). **OR**

PC 832 Firearms Certification with a California Security Guard Registration Card issued by the Bureau of Security and Investigative Services (BSIS).

EXPERIENCE:

Some experience performing security work involving patrolling buildings and property to protect against vandalism, illegal entry, fire and theft.

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) Incumbents must obtain a certificate of completion of a school security guard training course within six months of employment. (3) Possession of a valid California Class C Driver's License is required at the time of appointment. (4) May be required to travel from one location to another. (5) 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. (6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (7) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range. (8) Incumbents will be required to work evenings, swing shifts, weekend assignments and graveyard shifts.

SALARY RANGE HOURLY:

START: \$30.05

6 MONTHS: \$31.71

1 ½ YEARS: \$33.45

2 ½ YEARS: \$35.28

3 ½ YEARS: \$37.23



Apply Here

APPLICATION:

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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

Dual Exam 27-0042-5202 MG

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

Amy Van Dyke

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

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- ❖ **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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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE – EXPANDED LEARNING

FINAL FILING DATE:

Open until filled

JOB INFORMATION:

As an Instructional Aide in Expanded Learning, your role is versatile. You may be assigned to a dynamic before/after school program or provide essential support within a TK or Kindergarten classroom. Permanent positions are typically 3.8 hours a day / 19 hours per week and 10 months. Current need is for part time and substitute positions. Eligibility list is being created to fill current and future vacancies as they occur.

Additional Work Hours Information:

- Permanent employees work 3.8 hours per day.
- Substitute employees' days and hours will vary based on program needs.

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.

SALARY RANGE HOURLY:

START:	\$20.55
6 MONTHS:	\$21.69
1 ½ YEARS:	\$22.88
2 ½ YEARS:	\$24.13
3 ½ YEARS:	\$25.46



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:

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; evaluation of responses on a 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 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
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PERSONNEL COMMISSION

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

Curry van der

LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Excellence and Equity

CLASSIFIED EMPLOYMENT OPPORTUNITY

LOCKER ROOM ATTENDANT

FINAL FILING DATE:

4:30 p.m., Wednesday, September 16, 2026

JOB INFORMATION:

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

JOB SUMMARY:

Under immediate supervision, oversee the activities of students in the locker room; maintain lockers and athletic equipment in support of the physical education program at an assigned school site; maintain locker room, shower rooms and restroom in a clean, orderly and safe condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school

EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience.

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

WORKING ENVIRONMENT:

Locker room environment. Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS:

Walking or standing for extended periods of time. Hearing and speaking to exchange information. Bending at the waist, kneeling or crouching. Lifting, carrying, pushing or pulling moderately heavy objects (15 to 38 pounds) as assigned by position. Reaching overhead, above the shoulders and horizontally. Dexterity of hands and fingers to operate various cleaning equipment. Climbing ladders.

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.

SALARY RANGE HOURLY:

START:	\$23.53
6 MONTHS:	\$24.84
1 ½ YEARS:	\$26.20
2 ½ YEARS:	\$27.64
3 ½ YEARS:	\$29.15



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
Dual Exam 27-0036-0208 YA

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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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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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR NUTRITION SERVICES WORKER – (CATALINA ISLAND)

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

To fill future vacancies as they occur.

This position is located at Avalon School. Avalon School 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, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

One year of food service experience or six months of experience at the level of Intermediate Nutrition Service Worker.

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

SPECIAL REQUIREMENTS:

Positions in this classification require a valid California Class C driver's license and the use of a personal automobile. Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

WORKING ENVIRONMENT:

Kitchen and cafeteria environment.
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.

PHYSICAL DEMANDS:

Standing for extended periods of time. Hearing and speaking to exchange information. Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds. Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment. Reaching overhead, above the shoulders and horizontally. Bending at the waist, kneeling or crouching. Seeing to monitor food quality and quantity and count money.

SALARY RANGE HOURLY:

START:	\$21.12
6 MONTHS:	\$22.29
1 ½ YEARS:	\$23.51
2 ½ YEARS:	\$24.80
3 ½ YEARS:	\$26.16



Apply Here

Catalina Island employees receive an additional \$4.26 per hour for the Branch Assignment Premium (BAP).

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 12 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.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/
MERIT SYSTEM EMPLOYER

Dual Exam 27-0044-5071 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.

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 16-17

DATE: September 17, 2026

Reason for Consideration: Approval

INSTRUCTIONAL AIDE - SPECIAL

DUAL

27-0448-03

List Valid: **09/09/2026 - 03/09/2027**

Total Applications Received: 38

Passed: 12

Failed: 0

Total Invited to Exam: 19

Withdrew: 9

Screened Out: 17

INTERMEDIATE OFFICE ASSISTANT *REVISED

DUAL

26-0016-0673

List Valid: **11/04/2025 - 11/04/2026**

Total Applications Received: 351

Passed: 108

Failed: 45

Total Invited to Exam: 270

Withdrew: 117

Screened Out: 81

**NUTRITION SERVICES OPERATIONS & TRAINING
SPECIALIST**

OPEN

27-0019-5062

List Valid: **09/21/2026 - 03/21/2027**

Total Applications Received: 45

Passed: 5

Failed: 6

Total Invited to Exam: 13

Withdrew: 2

Screened Out: 32

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

27-0033-5068

List Valid: **09/17/2026 - 03/17/2027**

Total Applications Received: 44

Passed: 15

Failed: 2

Total Invited to Exam: 35

Withdrew: 18

Screened Out: 9

**NUTRITION SERVICES WORKER (CATALINA
ISLAND)**

OPEN CONTINUOUS

27-0023-5068

List Valid: **09/11/2026 - 03/11/2027**

Total Applications Received: 3

Passed: 1

Failed: 0

Total Invited to Exam: 1

Withdrew: 2

Screened Out: 0

RECREATION AIDE

OPEN CONTINUOUS

27-0035-5255

List Valid: **09/10/2026 - 03/10/2027**

Total Applications Received: 37

Passed: 29

Failed: 0

Total Invited to Exam: 29

Withdrew: 0

Screened Out: 8

RECREATION AIDE

OPEN CONTINUOUS

27-0040-5255

List Valid: **09/17/2026 - 03/17/2027**

Total Applications Received: 27

Passed: 21

Failed: 0

Total Invited to Exam: 22

Withdrew: 0

Screened Out: 6

RISK MANAGEMENT DIRECTOR**DUAL****26-0235-0578**List Valid: **09/17/2026 - 03/17/2027**

Total Applications Received: 11

Passed: 2 Failed: 0

Total Invited to Exam: 2

Withdrew: 0

Screened Out: 9

SCHOOL SAFETY OFFICER**DUAL****27-0024-5014**List Valid: **09/09/2026 - 03/09/2026**

Total Applications Received: 27

Passed: 3 Failed: 1

Total Invited to Exam: 5

Withdrew: 3

Screened Out: 20

**SENIOR NUTRITION SERVICES WORKER
(CATALINA ISLAND)****DUAL****26-0129-5071**List Valid: **09/11/2026 - 03/11/2027**

Total Applications Received: 12

Passed: 0 Failed: 0

Total Invited to Exam: 0

Withdrew: 1

Screened Out: 11

SENIOR OFFICE ASSISTANT (CATALINA ISLAND)**DUAL****27-0008-0677**List Valid: **09/10/2026 - 09/10/2027**

Total Applications Received: 20

Passed: 4 Failed: 2

Total Invited to Exam: 7

Withdrew: 1

Screened Out: 13

STAFF SECRETARY**PROMO****27-0017-3364**List Valid: **09/11/2026 - 09/11/2027**

Total Applications Received: 36

Passed: 6 Failed: 13

Total Invited to Exam: 27

Withdrew: 8

Screened Out: 9

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: September 17, 2026

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 12358238

PAGE: 18-30

Date: September 17, 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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Consider Appeal of Classification Study -
Facilities Use Technician E#00679631

PAGE: 31-41

Date: September 17, 2026

Reason for Consideration: Action

BACKGROUND:

At the request of Employee # E00679631, Personnel Commission staff conducted a position review study to determine the appropriate classification allocation of the position. The study included review of the incumbent's Position Description Questionnaire (PDQ), a desk audit with the incumbent, review of the Facilities Use Technician class specification, and follow-up with the incumbent's supervisor.

The classification study concluded that the duties and responsibilities of the position align with the Facilities Use Technician classification and recommended that Position No. A58860 remain allocated to Facilities Use Technician, Salary Range 20, on the Unit A – Clerical & Support Services (C1) Salary Schedule.

The incumbent appealed the findings of the classification study to the Executive Officer. As part of the appeal review, the Executive Officer reviewed the classification study, PDQ, Facilities Use Technician class specification, and written appeal and met with the incumbent to discuss the concerns raised and any additional duties or information the incumbent believed should be considered.

On August 31, 2026, the Executive Officer upheld the recommendation of the position review study and determined that the duties and responsibilities described remained consistent with the scope, level of responsibility, and independent judgment assigned to the Facilities Use Technician classification.

The incumbent subsequently appealed the Executive Officer's determination to the Personnel Commission. In the appeal, the incumbent maintains that the districtwide scope of the position, level of independent decision-making, and degree to which the position is relied upon for knowledge and judgment reflect a greater level of responsibility than the current classification.

The original classification study, the Executive Officer's appeal determination, and the incumbent's written appeal are provided for the Commission's consideration. The original classification study and the incumbent's appeal will also be presented to the Personnel Commission at the meeting.

RECOMMENDATION:

It is recommended that the Personnel Commission consider the classification study, the Executive Officer's appeal determination, the incumbent's appeal, and any information presented, and take action as deemed appropriate.

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

June 3, 2026

TO: Personnel Commission

FROM: Rebecca Lee, Ed.D.
Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Reclassification Study: Employee # E00679631

Background

At the request of Employee # E00679631 and with the support of their direct supervisor to move forward with a position review study, PC staff was asked to review the incumbent's position of Facilities Use Technician for the purpose of determining appropriate classification allocation. The incumbent has been employed with the district and in this classification for approximately 5 years, identifying a gradual accretion of duties as rationale for a classification review study.

Methodology

The incumbent submitted a completed Position Description Questionnaire (PDQ) with the supervisor feedback materials to the Personnel Commission staff in April 2026.

On May 21, 2026, Lisa Gardner, Administrative Coordinator, Personnel Commission (retired) conducted a one-on-one, in person, desk audit with the incumbent, reviewing the PDQ, asking questions, and assessing duties, roles, and responsibilities in relation to the Purchasing, Stores and Reprographics job family classifications and classification plan. On June 1, 2026, PC staff met with the incumbent's direct supervisor for follow up relevant to the prescribed and described duties and job function.

Findings

In the PDQ, and confirmed during the desk audit, the subject employee provided 18 duty statements as regular job functions (the PDQ identified 18 duty statements; however, the incumbent confirmed one duty related to department payroll had been removed from their assignment after their PDQ submission). According to the PDQ, incumbent, and desk audit observations and notes, the incumbent confirms specific duties of note falling under an overarching umbrella statement of, "administer, oversee, and implement all District Facility Use operations to ensure compliance with applicable laws, codes, policies and procedures." According to the incumbent, six of the 18 duty statements they identified in their PDQ are covered under this umbrella statement. These *primarily* include:

- Review, evaluate and approve or deny facility use permit applications by verifying eligibility determining appropriate fees, confirming insurance compliance and coordinating approvals within established guidelines and procedures.

- Serve as the District subject matter expert on facility use by providing detailed guidance, cost estimates and technical support to staff and the public regarding policies, procedures and system use.
- Ensure compliance with liability insurance and regulatory requirements by reviewing documentation, facilitating insurance applications, and determining eligibility for District approved programs.
- Coordinate with internal departments and external organizations to ensure facilities are safe, staffed, and prepared for scheduled use.
- Independently manage a high volume of public and internal interactions by addressing inquiries, resolving issues and maintaining professionalism in complex or sensitive situations.

Classification Distinctions

The Facilities Use Technician, historically, has been a single incumbent job classification.

The class Job Summary identifies its function as:

Under general supervision, perform a variety of technical duties related to the use of District facilities by District groups and community organizations; assure compliance with applicable laws, codes, policies and guidelines; process permit applications and collect related payments; perform related duties as assigned.

The Distinguishing Characteristics state:

Incumbents in this classification facilitate the processing of permit applications and accounting of the use of District facilities by various community organizations and groups such as the Parent Teacher Association (PTA), Regional Occupational Program (ROP), churches, sporting events, adult school, governmental agencies, student body associations and performing groups. Incumbents serve as a lead in the office and are expected to make generalizations, evaluations and decisions without immediate supervision. Incumbents perform a variety of clerical duties related to assigned activities and in support of the department.

Of note as particularly relevant to this position review evaluation, specific Employment Standards - "Ability to" statements include:

- Perform a variety of technical duties related to the use of District facilities by various District groups and community organizations.
- Serve as a resource to District administrators, and the public concerning the use of facilities and utilization of the online facilities use system.
- Perform clerical duties such as filing, typing, duplicating and maintaining routine records.
- Interpret, apply and explain applicable laws, codes, policies, and procedures.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Prepare records and reports related to assigned activities.

Summary of Findings

PC staff met with the incumbent at their work site for approximately 2 hours and 40 minutes. Staff found the incumbent to be very articulate in writing and verbally communicating their thoughts on the work performed and the steps involved in completing this work. PC staff greatly appreciated the employee's openness in answering questions, walking through processes, procedures, work volume and challenges related to the work. Upon

completion of the desk audit, PC staff affirmed with the incumbent that they were satisfied with the review process and that they felt PC staff had a good understanding of the work performed. Prior to completion of this report, PC staff contacted the incumbent for a follow-up question and received immediate response. Additionally, prior to completion of this report, PC staff met with the incumbent's direct supervisor for further clarification on the position's duties and role within the organization.

The Facilities Use Technician is a standalone class dedicated to serving as the centralized point of contact for free and fee-based use of district facilities, such as classrooms, sports fields, parking, swimming pools, and other district owned properties. A high-level overview of the process starts when a client requests to use a district facility. Whether a client goes directly online, to a school site or to the Facilities Use Technician, these requests are generated online by prospective clients and routed to a site's designated approver(s). If the site approves (online), the form forwards to the Facilities Use Technician for processing. If the site denies a request, no further action is taken. At times sites may deny or fail to respond to a client request, which the Facilities Use Technician may become aware of through customer calls to their desk for status updates. At that point the incumbent position may refer to permit request notes, and/or reach out to the site personnel for follow up. The incumbent position may also be the one to follow up with the client to inform them of site decisions, or further issues impacting the district's ability to approve a permit. Additionally, the incumbent position may be involved, or take lead when, on follow up, site approved permits later need cancellation and/or alternative sites need to be located and communicated with the various affected stakeholders.

The incumbent position has participated in developing, preparing and updating a variety of forms and information materials for client and district staff use. These documents are available online on the Community Use of School Facilities website and can also be located in the agency's *Schools Guide to Business*, a comprehensive manual for information related to business operations of the district. As time permits, the incumbent reviews and/or updates these documents to follow established guidelines, procedures and board approved policies.

In the PDQ the incumbent stated that one of their duties is to "provide operational support for office functions including managing communications..." PC staff asked what that entailed and was given the example of posting or routing district and department documents in appropriate workspaces and bulletin boards, as requested. They also noted that on two occasions they prepared letters for the previous director under the director's signature. The incumbent has not drafted other correspondence since the current director assumed the role approximately one year ago.

In the PDQ the incumbent stated they "monitor and enforce compliance with payment requirements by generating invoices, tracking payments, resolving discrepancies, and pursuing delinquent accounts." While PC staff found the invoicing and payment function to be identified in the class specification, we were surprised by the "pursuing delinquent accounts" duty and followed up with the incumbent during the desk audit. The incumbent conceded that "pursuing" may not have been the appropriate word. In their role they routinely run reports on outstanding accounts, review permits to confirm information and start emailing reminders to clients. They have set an informal policy of cancelling unpaid permits in excess of \$1,000, however they communicate the intent-to-cancel to the school sites, and school administration makes the final determination. The incumbent does not cancel a permit for non-payment until or unless the school notifies them to cancel.

A discussion ensued regarding a statement in the PDQ, "Investigate and process property damage claims by coordinating with sites, determining costs, submitting insurance claims and ensuring reimbursement to affected locations." When asked about this, the incumbent shared a single occasion where a renter damaged school property and the incumbent was asked to conduct a site visit and take photos of the damage. The incumbent worked closely with the site and with the Financial Services Officer throughout the process to gather costs of

damages, filing and following up on the claim form, receiving the check and forwarding it to the finance department. A second request for processing a claim was received on another occasion, but subsequently withdrawn, as it was determined that damage was not caused by the renter. In the five years that the incumbent has been in this role, they stated that there have been no other requests for them to perform similar duties.

The incumbent's PDQ duty statements included, "Develop, implement and maintain emergency preparedness plans for Central Services, including coordinating drills and walkthroughs with School Safety personnel". Initially, PC staff questioned how this duty aligned with the class spec. On discussion with the incumbent's supervisor, we were advised that the development of the plan was not performed by the incumbent, rather they were instructed to compile three informational binders of checklists, policies, and similar documents related to what to include in the emergency preparedness supplies. The supervisor is the one who gave the incumbent the list of what to include in the binders. In addition to the incumbent's preparing the binders, the employee periodically checks supplies to see if batteries are dead, if water has expired, if pads are still with the AEDs, and similar activities, and may order or notify appropriate district staff to obtain up-to-date and/or missing supplies. This activity, which the incumbent identified as 3% of their duties over the course of the year, is consistent with at least two of the Examples of Duties statements in their class specification.

PC staff continued to review the PDQ with the incumbent. When reviewing the Knowledge Of and Ability To sections, the incumbent confirmed K & A's consistent with the class specification. Similarly, when reviewing the Education, Training and Experience Requirements, the class standards of two years of clerical record-keeping experience involving the application of procedures and regulations, with college level coursework desirable, as an appropriate minimum standard to be considered for employment in this class. They identified a training period of 6 months to 1 year to successfully perform the full range of duties of the class.

After completing the desk audit, PC staff conducted a thorough review of their notes, the incumbent-completed PDQ and the Facilities Use Technician class specification. This review and analysis identify the following:

- PC staff was able to align/cross-reference all eighteen of the 18 PDQ duty statements directly with language in the class specification.
- Staff reflected on their discussion with the incumbent as to whether the challenges with the work were based on complexity of tasks or volume of work. The incumbent stated that they weren't sure, acknowledging that the volume, combined with the procedural steps, go hand-in-hand in completing a full-cycle permit process. PC staff understands this rationale. However, upon review of the full-cycle process, staff finds this process to be well-documented, with limited discretion within well-established parameters. This class, as previously noted, has historically been a single-incumbent class. While volume can sometimes be an issue, in discussion with the incumbent's supervisor, they identify that this work tends to be more of an "ebb and flow", as there are times throughout the year where the desk experiences heavy volume, and times during the year when Facilities Use requests are extremely limited. As budgets permit, the district may wish to consider conducting a technology and staffing review of this function to determine if one full-time equivalent (FTE) is the appropriate staffing allocation for this function, and/or explore if newer off-the-shelf or customized software could reduce, consolidate or replace some of the activities required to complete a full-cycle permit process.
- Staff reflected on the incumbent's comments and desire to "grow the position". As a standalone, unique class, there isn't an apparent career ladder to transition to different opportunities within the Purchasing, Stores, and Reprographics job family. In the 1980's this class was a "carve-out", created and reclassified from a Clerk/Typist class series position. We also understand that effective July 1, 2026, this position will move from under the supervision and direction of the Purchasing Department to the Operations

Department. In reviewing the Operations Job Family, we find similar challenges in defining a career ladder providing upward mobility into the established hierarchy. Given the technical clerical nature of the work and the transfer of the position from Purchasing to Operations, staff suggests that this class may be better positioned in the Clerical and Secretarial Job Family, where the minimum qualifications, essential functions, and skills, knowledge and abilities are more consistent with career tracking.

Based on review and analysis of the incumbent's role, duties and responsibilities in relation to the class specification, incumbent provided documentation, PDQ, desk audit and supervisor feedback form information, the scope, depth, breadth and complexity of duties performed by the incumbent position aligns with the description and intent of the Facilities Use Technician job classification. For the purpose of reclassification, there is no evidence of the performance of higher level or out-of-class duties assigned to this position (accretion of duties), but rather demonstrated performance of the full-scope of the classification's function within the organization. As identified in the study findings analysis, the incumbent has demonstrated that they serve as the subject matter expert and point of contact to facilitate the processing of permit applications and accounting of the use of District facilities by various community organizations and groups; that they perform a variety of technical duties related to the use of District facilities and assure compliance with applicable laws, codes, policies and guidelines, process permit applications and collect related payments and make generalizations, evaluations and decisions without immediate supervision.

It is therefore recommended that this position and incumbent are affirmed as Facilities Use Technician, Salary Range 20, on the Unit A – Clerical & Support Services (C1) Salary Schedule.

Recommendations

The Rules and Regulations of the Classified Service define the classification review process and impacts. Consistent with Chapter 3 Sections 3.1 and 3.3 of the Rules and Regulations of the Classified Service staff recommends the Personnel Commission:

1. Affirm Position #A58860 and Employee #E00679631 as appropriately allocated to the classification of Facilities Use Technician, Salary Range 20, on the Unit A – Clerical & Support Services (C1) Salary Schedule.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:



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

Facilities Use Technician Position Review - Final Report

From: [REDACTED]

Dear Dr. Lee and Ms. Gardner,

I respectfully appeal the recommendation to maintain my current classification as Facilities Use Technician. While I appreciate the work that went into the classification study, I believe the analysis does not fully reflect the level of responsibility, independent judgment, and districtwide program administration required of my position.

I am the sole administrator of the District's facilities use program. I coordinate and oversee facilities use activities for the more than 80 school and District sites. This duty extends beyond just permit processing. It also entails managing compliance requirements, fee assessments, risk considerations, and operational coordination. It also includes a great deal of communication school administrators, various District departments, outside public and private agencies, and community organizations and groups, such as PTO and PTA.

A big portion of my role involves having to interpret and implement Board Policy. Over the past two years, I have worked closely with administration to evaluate and apply facilities use policies for various athletic programs and alumni groups, including identifying inconsistencies between existing guidance and Board-approved policy. This work led to the review and recall of previously distributed guidance and ongoing efforts to develop revised procedures that align with Board policy.

My position also requires substantial independent analysis and decision-making. I routinely review requests that fall outside standard guidelines, research, consult with multiple departments, and coordinate administrative review to ensure proper application of District policies. I also ensure that contractual obligations, fee structures, and eligibility requirements are being met with each and every transaction. These responsibilities require independent decision-making, discretion, judgment, and subject matter expertise rather than simple procedural processing.

While the study acknowledges my role as a resource on facilities use matters, I believe it places greater emphasis on transactional duties than on the analytical, administrative, and policy-related responsibilities that are central to the work that I do every day. Schools, departments, and community organizations regularly rely on my guidance regarding policy interpretation, compliance requirements, operational procedures, and facilities use eligibility.

I respectfully request reconsideration of the recommendation and further review of the position's classification. I appreciate your time.

Sincerely,



[REDACTED]
Facilities Use Technician
Purchasing & Contracts Branch

[REDACTED]
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Long Beach, CA 90805

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August 31, 2026

COMMISSIONERS
SHERYL BENDER
TERENCE ULASZEWSKI
LINDA J. VAUGHAN**EXECUTIVE OFFICER**
DR. REBECCA LEE

VIA EMAIL and REGULAR U.S. MAIL

Subject: Appeal to Classification Study
E00679631

Dear [REDACTED]:

Thank you for meeting with me to discuss the duties that you perform as a Facilities Use Technician. I have completed my review of your appeal of the position review study prepared by Lisa Gardner, Retired Administrative Coordinator. The study concluded that your position is appropriately allocated to the classification of Facilities Use Technician, Salary Range 20, on the Unit A – Clerical & Support Services (C1) Salary Schedule.

As part of my review, I considered the classification study, your Position Description Questionnaire (PDQ), the Facilities Use Technician class specification, and your written appeal. I also met with you to discuss the concerns raised in your appeal and to provide you with an opportunity to identify additional duties or information that you believed should be considered.

Your appeal primarily raised concerns regarding the districtwide scope of your responsibilities, your involvement in Board Policy and Administrative Regulations as they relate to job functions, and the level of independent decision-making required of the position. I considered each of these areas in reviewing the study.

Scope of Responsibilities

The review confirms that your position performs a significant districtwide technical function requiring extensive knowledge of the Community Use of School Facilities program and regular coordination with school sites, District departments, outside agencies, and community organizations.

During our meeting, you described your role as the final approver of facility use permits after a school site has confirmed availability and staffing. You may approve or deny requests based on scheduling conflicts, eligibility requirements, fees, insurance requirements, and other established criteria. These functions fall within the Facilities Use Technician class specification, which requires reviewing and processing permits, pricing and approving permits, notifying applicants of approval or denial and communicating regarding payment or date exceptions.

You also provided examples of materials you have developed to support administration of the program, including a fee waiver request form, a visual guide related to facility use, and a user guide with screenshots to assist school staff with the reservation system. These examples demonstrate initiative and a strong working knowledge of the program. At the same time, our discussion clarified that these

materials document, organize, or communicate existing policies, procedures, and practices rather than independently establish new policy or program requirements.

The Facilities Use Technician class specification also assigns responsibility for assuring compliance with applicable laws, policies, and guidelines; determining fees; reviewing insurance requirements; coordinating staffing needs; communicating with administrators, District staff, and outside agencies; resolving issues; and serving as a resource regarding facilities use.

The examples you discussed involving Athletics, Maintenance, Risk Management, Legal Services, school administrators, and community organizations are consistent with these responsibilities.

Board Policy and Administrative Regulations

Your appeal also states that your involvement with Board Policy and Administrative Regulations is greater than reflected in the original study.

During our meeting, I asked for examples of policies or practices that you had independently developed or changed. One example discussed was the fee waiver request form. Our discussion clarified that the waiver process was already in place and that the appropriate administrative offices make the decision regarding whether a waiver is approved. Your role in developing the form helped document and facilitate that existing process.

You also described developing a visual guide related to facility use. As discussed during the meeting, the guide organized existing Board Policy and District practices into a format that made the requirements easier for users to understand and apply.

You provided additional examples of identifying questions or inconsistencies in the application of existing policy and bringing those matters forward for review. These examples reflect your knowledge of the program and your responsibility for applying and explaining established requirements. They also demonstrate that your position can identify issues that may require clarification and provide information to management and other District departments when further review is necessary.

The information provided, however, did not demonstrate that the position independently establishes or changes Board Policy or Administrative Regulations. Rather, the position applies established requirements, identifies issues or inconsistencies, and seeks direction or further review when a matter extends beyond established policy or procedures. This is consistent with the functions of the job description, which requires an incumbent to interpret, apply, and explain applicable laws, codes, policies and procedures and determine appropriate action within clearly defined guidelines.

Independent Decision-Making

Our meeting also confirmed that you exercise considerable independence in handling the day-to-day work of the program. You research questions, review applicable policies and requirements, identify concerns, communicate with affected departments, resolve matters within established guidelines, and, when appropriate, recommend how an issue should be addressed.

You also described consulting with the Director, Legal Services, Risk Management, and other appropriate administrators when matters involve legal concerns, insurance issues, contractual questions, fee waivers, policy exceptions, or circumstances that fall outside established procedures.

This level of independence is reflected in the Facilities Use Technician class specification. The specification states that incumbents are expected to “make generalizations, evaluations and decisions without immediate supervision.” It also requires incumbents to “interpret, apply and explain applicable laws, codes, policies and procedures,” “work independently with little direction,” and “determine appropriate action within clearly defined guidelines.”

The examples you provided are consistent with this level of responsibility. Your position independently handles matters that fall within established policies and procedures. When an issue requires a policy exception, legal or contractual determination, or a decision outside established procedures, final direction or approval rests with management or the appropriate District department.

The review did not identify duties or responsibilities that include independently establishing policy, approving exceptions to policy, or making final determinations on matters outside the established authority of the position. The documentation and information discussed during our meeting also confirmed that the position does not supervise or lead staff.

Determination

After considering the original classification study, your PDQ, your written appeal, the Facilities Use Technician class specification, and the additional information you provided during our meeting, I did not identify duties or responsibilities that fall outside of your classification. The work described remains consistent with the scope, level of responsibility, and independent judgment assigned to the Facilities Use Technician classification.

Based on this review, I am upholding the recommendation of the position review study that your position remain classified as Facilities Use Technician, Salary Range 20, on the Unit A – Clerical & Support Services (C1) Salary Schedule.

Pursuant to Rule 4.6 of the Personnel Commission Rules and Regulations, if you remain dissatisfied with this decision, you may appeal the decision of the Executive Officer to the Personnel Commission within five (5) working days after this notice is provided to you. The appeal must be submitted in writing and should identify the specific determination being appealed, the basis for the appeal, and the remedy you are requesting.

Please feel free to contact me if you have any questions regarding this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dr. Lee', with a stylized flourish at the end.

Dr. Rebecca Lee
Executive Officer, Personnel Commission and Classified Employment

Appeal Response

Subject: Re: Appeal Response

Dear Dr. Lee and Members of the Personnel Commission,

I am writing to formally appeal the August 31, 2026 determination to keep my position classified as Facilities Use Technician, Salary Range 20.

I appreciate the time Dr. Lee took to review my appeal and meet with me. After reviewing the determination, I still feel that the classification does not accurately reflect the level of responsibility and decision-making required of me in my position.

I understand that I am not responsible for creating or changing Board Policy, and that certain matters need to be referred to management. However, on a day-to-day basis, I am relied upon to independently interpret policy, make decisions, resolve issues, and manage situations that affect the District-wide Community Use program.

The determination itself recognizes that my position performs a "significant districtwide technical function" and that I exercise "considerable independence." I believe those points support my concern that the overall level of responsibility of my position is greater than what is reflected in the current classification. I am also regularly relied upon by District leadership for my knowledge and judgment when making decisions regarding the program.

I am not asking for the classification to be changed simply because my duties have increased. I am asking that the position be evaluated based on the work I am actually performing and the level of responsibility I am being relied upon to carry.

For these reasons, I respectfully request that the Personnel Commission reconsider the determination and take another look at the classification of my position.

Thank you for your time and consideration.



[Redacted]
Facilities Use Technician
Operations Branch

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