

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

REGULAR MEETING AGENDA

Regular Meeting
October 29, 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 October 15, 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 Custodian 5
2. **RATIFY** job announcement bulletin for Recreation Aide – Expanded Learning 6
3. **APPROVE** the certification of Chief Technology Officer eligibility list 27-5309-02 established 10/19/2026 7
4. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW07-5258 established 8/19/2026 7
5. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW08-5258 established 8/24/2026 7
6. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW09-5258 established 8/31/2026 7

7. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW10-5258 established 9/15/2026 7
8. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW11-5258 established 9/30/2026 7
9. **APPROVE** the certification of Child Care Worker eligibility list 27-CCW12-5258 established 10/14/2026 7
10. **APPROVE** the certification of Instructional Aide - Expanded Learning eligibility list 27-0046-5319 established 10/26/2026 8
11. **APPROVE** the certification of Instructional Aide - Special eligibility list 27-0448-05 established 10/27/2026 8
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 27-0050-5068 established 10/29/2026 8
13. **APPROVE** the certification of Recreation Aide eligibility list 27-0052-5255 established 10/21/2026 8
14. **APPROVE** the certification of Recreation Aide eligibility list 27-0057-5255 established 10/29/2026 8
15. **APPROVE** the certification of School Safety Supervisor eligibility list 27-0037-5016 established 10/27/2026 8

III OLD BUSINESS

1. **CONSIDER** the Appeal of Classification Study – Facilities Use Technician - E00679631 9-19

IV NEW BUSINESS

1. None

V OTHER ITEMS

1. None

VI NEXT REGULAR MEETING

November 12, 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

October 15, 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, October 15, 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
 Linda Vaughan

STAFF MEMBERS
PRESENT

Dr. Rebecca Lee, Executive Officer; Maria Lynn Alvarez, Senior Personnel Analyst; Susan Leaming, 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; 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; Wendy Bell, Human Resources Technician; Monica Gaytan, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; and Keidy Garcia, Human Resources Assistant.

GUESTS PRESENT

Dallas Eberle, CSEA Chapter 2 Labor Relations Representative; Tai Felder, CSEA Chapter 2 1st Vice President; and Employee E00679631.

MINUTES OF REGULAR
MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of September 17, 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 the District is moving forward with the closure of Gompers and Edison Elementary schools. Dr. Lee noted that Personnel Commission staff have been communicating with classified employees at both sites regarding the process and will review seniority lists to determine potential staffing impacts.

Dr. Lee expressed gratitude to Commission staff members who recently attended several community events including the Latino Heritage Celebration and the Career and College Expo that was held on October 13th at the Long Beach Convention Center. The Career and College Expo welcomed Long Beach Unified students and families to explore college and career pathways with over 150 colleges, industry employers, and community partners in attendance. The Personnel Commission hosted a booth at the event to promote classified employment opportunities within the District.

Dr. Lee announced that at their meeting on October 7^h, the Board of Education unanimously voted to reappoint Commissioner Terence Ulaszewski for another three-year term effective December 1, 2026. Dr. Lee noted that the reappointment was also supported by CSEA leadership and the paperwork is being prepared for submission to the California State Superintendent of Public Instruction for final approval.

Dr. Lee reported that the District, as part of ongoing strategic planning work, is reviewing its performance evaluation process for classified managers and has requested input from 116 classified managers on a draft evaluation tool. Dr. Lee emphasized the importance of gathering feedback before implementing the proposed evaluation tool.

Dr. Lee shared that Personnel Commission testing facilities are temporarily being used as classrooms to support heat mitigation efforts for Henry Elementary students and teachers who are housed at Monroe this school year. Dr. Lee thanked Commission staff for their flexibility in adjusting testing and interviewing activities to support these efforts.

Amy Van Fossen, Associate Personnel Analyst, reported that Recruitment and Testing is currently managing 33 recruitments in various stages of the selection process, including 14 accepting applications and eight in the testing phase. Ms. Van Fossen also highlighted recent community outreach efforts, including staff participation in the Long Beach City College Basic Needs Resource Fair, U.S. VETS Job Fair, Latino Heritage Celebration, and the College and Career Expo.

Oralia Leyva, Certification Services Manager, reported that at the October 7th Board of Education meeting, 20 probationary appointments were approved in classifications including Behavior Intervention Assistant, Custodian, and Plumber. Additionally, 28 substitute appointments were approved in classifications including Campus Staff Assistant, Groundskeeper, and Instructional Aide – Special. Ms. Leyva also reported that Certification staff processed 63 exempt employee assignments, including Cafeteria Student Assistant, Student Stage Assistant, and Student Tutor positions, as well as four Arts Walk-On Coach appointments.

Susan Leaming, Senior Personnel Analyst, announced that two First Aid and CPR training sessions are scheduled for December 4, 2026, at the Teacher Resource Center and the registration form is available on the Personnel Commission's website.

1. **RATIFY** job announcement bulletin for Custodian (Catalina Island)
2. **RATIFY** job announcement bulletin for ERP Technical Architect
3. **RATIFY** job announcement bulletin for HVAC Technician
4. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning *Revised

5. **RATIFY** job announcement bulletin for Nutrition Services Assistant Director
6. **RATIFY** job announcement bulletin for Nutrition Services Director
7. **RATIFY** job announcement bulletin for Nutrition Services Manager
8. **APPROVE** the certification of Air Conditioning and Refrigeration Technician eligibility list 26-0233-3289 established 9/21/2026
9. **APPROVE** the certification of Chief Technology Officer eligibility list 27-5309-01 established 10/6/2026
10. **APPROVE** the certification of Instructional Aide - Special eligibility list 27-0448-04 established 9/30/2026
11. **APPROVE** the certification of Mobile Device Specialist eligibility list 27-0028-5338 established 9/29/2026
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 27-0038-5068 established 10/1/2026
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 27-0047-5068 established 10/13/2027
14. **APPROVE** the certification of Recreation Aide eligibility list 27-0041-5255 established 9/23/2026
15. **APPROVE** the certification of Recreation Aide eligibility list 27-0048-5255 established 10/5/2026
16. **APPROVE** the certification of Recreation Aide eligibility list 27-0049-5255 established 10/13/2026
17. **APPROVE** the certification of Staff Secretary – Bilingual Spanish eligibility list 27-0018-5085 established 9/21/2026

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 1-7 and approve items 8-17.

<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

1. **CONSIDER** the Appeal of Classification Study – Facilities Use Technician - E00679631
- Old Business Item 1 was moved into closed session.

NEW BUSINESS

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

A motion was made by Sheryl Bender, seconded by Linda Vaughan, 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		
Linda Vaughan	X		

2. **APPROVE** the Extension of the Intermediate Office Assistant - Bilingual Spanish Eligibility List

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

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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 29, 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 8:28 a.m.

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

1. **CONSIDER** the Appeal of Classification Study – Facilities Use Technician - E00679631

Following consideration of the employee's appeal in closed session, the Commission directed the Executive Officer to place the item on the next regular agenda for action.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:42 a.m.

LONG BEACH

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CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN

FINAL FILING DATE:

4:30 p.m., Friday, November 6, 2026.

JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur. Current need is for substitutes.

JOB SUMMARY:

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Completion of the eighth grade.

EXPERIENCE:

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

OR

Proof of enrollment in or successful completion of the Building Maintenance/Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and experience.

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

SPECIAL REQUIREMENTS:

(1) Positions assigned to a cleaning crew at Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one location to another. (3) Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule.

WORKING ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

SALARY RANGE HOURLY:

START:	\$22.91
6 MONTHS:	\$24.17
1 ½ YEARS:	\$25.49
2 ½ YEARS:	\$26.90
3 ½ YEARS:	\$28.37



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 27-0051-0139 YA

PERSONNEL COMMISSION

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LONG BEACH

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RECREATION AIDE – EXPANDED LEARNING

FINAL FILING DATE:

Open Continuous

SALARY RANGE HOURLY:

START: \$18.97



Apply Here

JOB INFORMATION:

Part Time 10-months (less than 20 hrs/week no ben)

Eligibility list may be used for substitutes and to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for students enrolled in Expanded Learning Opportunities Program (ELO-P); organize and oversee recreational and playground activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**TRAINING AND EXPERIENCE:**

Experience working with children in an instructional, expanded learning or similar program 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:

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

WORKING ENVIRONMENT:

Playground, indoor and outdoor environment. Evening and varied hours. Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Walking or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Lifting and carrying light objects weighing up to ten pounds.
Reaching overhead, above the shoulders and horizontally.
Twisting and turning to monitor student activities.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate playground equipment.
Seeing to monitor student activities.

APPLICATION:

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

SELECTION PROCEDURE:

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

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

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

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MERIT SYSTEM EMPLOYER
Open Continuous Exam 5317 KG

PERSONNEL COMMISSION

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 7-8

DATE: October 29, 2026

Reason for Consideration: Approval

CHIEF TECHNOLOGY OFFICER

DUAL CONTINUOUS

27-5309-02

List Valid: **10/19/2026 - 04/21/2027**

Total Applications Received: 18

Passed: 4 Failed: 0

Total Invited to Exam: 6

Withdrew: 0 Screened Out: 14

CHILD CARE WORKER

OPEN

27-CCW07-5258

List Valid: **08/19/2026 - 02/19/2027**

Total Applications Received: 5

Passed: 4 Failed: 0

Total Invited to Exam: 4

Withdrew: 0 Screened Out: 1

CHILD CARE WORKER

OPEN

27-CCW08-5258

List Valid: **08/24/2026 - 02/24/2027**

Total Applications Received: 7

Passed: 6 Failed: 0

Total Invited to Exam: 6

Withdrew: 0 Screened Out: 1

CHILD CARE WORKER

OPEN

27-CCW09-5258

List Valid: **08/31/2026 - 03/01/2027**

Total Applications Received: 20

Passed: 19 Failed: 1

Total Invited to Exam: 19

Withdrew: 0 Screened Out: 0

CHILD CARE WORKER

OPEN

27-CCW10-5258

List Valid: **09/15/2026 - 03/15/2027**

Total Applications Received: 16

Passed: 14 Failed: 0

Total Invited to Exam: 14

Withdrew: 0 Screened Out: 2

CHILD CARE WORKER

OPEN

27-CCW11-5258

List Valid: **09/30/2026 - 03/30/2027**

Total Applications Received: 5

Passed: 5 Failed: 0

Total Invited to Exam: 5

Withdrew: 0 Screened Out: 0

CHILD CARE WORKER

OPEN

27-CCW12-5258

List Valid: **10/14/2026 - 04/14/2027**

Total Applications Received: 18

Passed: 18 Failed: 0

Total Invited to Exam: 18

Withdrew: 0 Screened Out: 0

INSTRUCTIONAL AIDE - EXPANDED LEARNING**DUAL****27-0046-5319**

List Valid: **10/26/2026 - 04/26/2027**
Total Applications Received: 108
Passed: 45 Failed: 22

Total Invited to Exam: 67
Withdrew: 21 Screened Out: 40

INSTRUCTIONAL AIDE - SPECIAL**DUAL****27-0448-05**

List Valid: **10/27/2026 - 04/29/2027**
Total Applications Received: 78
Passed: 18 Failed: 4

Total Invited to Exam: 43
Withdrew: 21 Screened Out: 35

NUTRITION SERVICES WORKER**OPEN CONTINUOUS****27-0050-5068**

List Valid: **10/29/2026 - 04/29/2027**
Total Applications Received: 31
Passed: 14 Failed: 3

Total Invited to Exam: 28
Withdrew: 11 Screened Out: 3

RECREATION AIDE**OPEN CONTINUOUS****27-0052-5255**

List Valid: **10/21/2026 - 04/21/2027**
Total Applications Received: 38
Passed: 24 Failed: 2

Total Invited to Exam: 26
Withdrew: 0 Screened Out: 12

RECREATION AIDE**OPEN CONTINUOUS****27-0057-5255**

List Valid: **10/29/2026 - 04/29/2027**
Total Applications Received: 26
Passed: 22 Failed: 0

Total Invited to Exam: 22
Withdrew: 0 Screened Out: 4

SCHOOL SAFETY SUPERVISOR**PROMOTIONAL****27-0037-5016**

List Valid: **10/27/2026 - 10/27/2027**
Total Applications Received: 7
Passed: 2 Failed: 0

Total Invited to Exam: 2
Withdrew: 0 Screened Out: 5

CERTIFIED TO BE CORRECT: Dr. Rebecca Lee DATE: October 29, 2026

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

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

PAGE: 9-19

Date: October 29, 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,



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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