

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

Regular Meeting
March 24, 2022

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

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 March 10, 2022 1-5
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodian 6
2. **RATIFY** job announcement bulletin for Human Resources Assistant 7-8
3. **RATIFY** job announcement bulletin for HVAC Technician 9-10
4. **RATIFY** job announcement bulletin for Instructional Aide - Special 11-12
5. **RATIFY** job announcement bulletin for Library/Media Assistant 13-14
6. **RATIFY** job announcement bulletin for Management Analyst 15-16
7. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker 17-18
8. **RATIFY** job announcement bulletin for Van Driver – Catalina Island 19-20
9. **APPROVE** the certification of Administrator, Construction eligibility list 22-0105-5211 established 03/23/2022 21
10. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW5-5258 established 11/03/2021 21

11. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW6-5258 established 11/22/2021 21
12. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW7-5258 established 12/02/2021 21
13. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW8-5258 established 01/14/2022 21
14. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW9-5258 established 02/04/2022 21
15. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW10-5258 established 02/28/2022 21
16. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW11-5258 established 03/11/2022 22
17. **APPROVE** the certification of Custodian eligibility list 22-0079-0139 established 02/24/2022 22
18. **APPROVE** the certification of Grounds Crew Supervisor eligibility list 22-0106-0605 established 03/24/2022 22
19. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0194-0448 established 03/21/2022 22
20. **APPROVE** the certification of Intermediate Accounting Assistant eligibility list 22-0142-0755 established 03/15/2022 22
21. **APPROVE** the certification of Intermediate Office Assistant – BL Spanish eligibility list 22-0074-5050 established 03/14/2022 22
22. **APPROVE** the certification of Mail Delivery Driver eligibility list 22-0104-0219 established 03/24/2022 22
23. **APPROVE** the certification of Nutrition Services Manager eligibility list 22-0088-5061 established 03/18/2022 22
24. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0189-5068 established 03/15/2022 23
25. **APPROVE** the certification of Purchasing Agent eligibility list 22-0144-5128 established 03/23/2022 23
26. **APPROVE** the certification of Recreation Aide eligibility list 22-0196-5255 established 03/14/2022 23
27. **APPROVE** the certification of Recreation Aide eligibility list 22-0204-5255 established 03/22/2022 23

28. **APPROVE** the certification of Site Specialist – Business Partnerships eligibility list 22-0175-5298 established 03/25/2022 23

III. OLD BUSINESS

None

IV. NEW BUSINESS

- 1. **APPROVE** a Public Hearing date for the proposed Personnel Commission Budget 2022-2023 24
- 2. **APPROVE** meeting dates for Personnel Commission 2022-2023 25
- 3. **APPROVE** the Recommendation to Remove from Eligibility List ID 48461521 26-40

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

April 7, 2022 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII. CLOSED SESSION

- 1. 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 Ave.
Lakewood, CA 90713

MINUTES
Regular Meeting

March 10, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, March 10, 2022 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

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Anne Follett, Employment Services Supervisor (Acting); Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Joanna Guzman, Human Resources Technician; Lydia Smith, Human Resources Technician; and Monica Gaytan, Human Resources Assistant.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A, Appellant 30104199.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of February 24, 2022.

<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

Kenneth Kato, Executive Officer, informed the Commission that Commissioner Bender is telecommuting in compliance with the Brown Act. Mr. Kato shared that he attended the California School Personnel Commissioners Association (CSPCA) 50th Annual Conference in Monterey. Mr. Kato noted that he attended informative workshops at

the conference. Mr. Kato recognized Mindi Ritter, Senior Administrative Secretary, for her assistance organizing the travel arrangements for the conference.

Maria Braunstein, Personnel Analyst, reported that there are 85 ongoing recruitments in progress, 68 accepting applications and 17 pending. Ms. Braunstein announced the Long Beach School for Adults has opened registration for the Building Maintenance Custodial Services class and Personnel Commission staff will be available to assist the students. Ms. Braunstein shared that she collaborated with Debbie Broadway, Assistant Principal at the Long Beach School for Adults, and the school will begin offering a Campus Staff Assistant course in May. Ms. Braunstein mentioned that she attended the Teacher and Administration job fair and had a few inquiries for classified positions. Ms. Braunstein shared that Pacific Gateway Workforce Innovation Network will host a job fair webinar next week where Long Beach Unified will be featured. Ms. Braunstein also mentioned that staff would be participating in the upcoming Long Beach City College job fair. Ms. Braunstein reported that she is working with Alan Reising, Business Services Administrator, to create and place banners at various sites throughout the District to promote open classified recruitments. Ms. Braunstein thanked staff for their work.

Anne Follett, Employment Services Supervisor (Acting), reported that there have been 588 summer school applications received and the application period will close on March 18, 2022. Dale Culton, Certification Services Manager, shared that all level offices and departments were notified about the deadline for accepting summer school applications. Mr. Culton shared that the Intermediate Office Assistant and Intermediate Office Assistant – Bilingual eligibility list has been sent to sites to fill the vacancies. Mr. Culton mentioned Lydia Smith, Human Resources Assistant, has been promoted to Human Resources Technician.

Susan Leaming, Personnel Analyst, introduced Monica Gaytan, Human Resources Assistant, who will be supporting Classification Services and working at the front lobby. Ms. Gaytan shared she is a product of the Long Beach Unified School District, has worked at several school sites and is happy to be part of the Personnel Commission.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Research Information Systems Analyst
2. **RATIFY** job announcement bulletin for Carpenter
3. **RATIFY** job announcement bulletin for Grounds Service Manager
4. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish
5. **RATIFY** job announcement bulletin for Network Specialist
6. **RATIFY** job announcement bulletin for Office Assistant
7. **RATIFY** job announcement bulletin for Office Assistant – Bilingual Spanish

8. **RATIFY** job announcement bulletin for Physician Services Technician (C)
9. **RATIFY** job announcement bulletin for Plumber
10. **APPROVE** the certification of Accounting Technician eligibility list 22-0146-0750 established 03/10/2022
11. **APPROVE** the certification of Behavior Intervention Assistant eligibility list 22-0137-5216 established 03/04/2022
12. **APPROVE** the certification of Behavior Intervention Supervisor eligibility list 22-0136-5212 established 03/02/2022
13. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0134-5288 established 03/02/2022
14. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0135-5288 established 03/02/2022
15. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0156-5288 established 03/07/2022
16. **APPROVE** the certification of Employment Services Supervisor eligibility list 22-0148-5250 established 03/10/2022
17. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0187-0448 established 03/02/2022
18. **APPROVE** the certification of Intermediate Office Assistant eligibility list 22-0049-0673 established 03/01/2022
19. **APPROVE** the certification of Kids' Club Assistant eligibility list 22-0127-0694 established 03/02/2022
20. **APPROVE** the certification of Nutrition Services Payroll Technician eligibility list 22-0149-5208 established 03/01/2022
21. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0183-5068 established 03/04/2022
22. **APPROVE** the certification of Nutrition Services Worker (Catalina Island) eligibility list 22-0068-5068 established 03/08/2022
23. **APPROVE** the certification of Recreation Aide eligibility list 22-0184-5255 established 03/04/2022
24. **APPROVE** the certification of Recreation Aide – Catalina Island eligibility list 22-0163-5255 established 03/10/2022

- 25. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 22-0159-5257 established 03/04/2022
- 26. **APPROVE** the certification of Recreation Leader - WRAP eligibility list 22-0167-5262 established 02/28/2022
- 27. **APPROVE** the certification of Strategic Data Project Analyst eligibility list 22-0043-5230 established 03/08/2022
- 28. **APPROVE** the certification of Translator – Interpreter BL Khmer eligibility list 22-0085-5295 established 03/08/2022

Commissioner Ulaszewski commented on the number of applicants from the eligibility lists. He observed there were 180 applicants (29%) out of 624 applications that passed the examination process and were placed on eligibility lists. He stated that if a staff member took ten minutes to review one application, it would take about thirteen work days to review all the applications.

Following discussion, 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 item 1-9 and approve items 10-28 on the Consent Agenda.

<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. **APPROVE** the Letter of Support for AB2045

Following a presentation made by Mr. Kato and discussion, a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion carried with a majority 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 Revision of a Classification– Certification Services Manager

Following discussion, a motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was 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		

3. **APPROVE** the Recommendation to Remove from Eligibility List ID 30104199

Appellant ID 30104199 was in attendance. The Commission moved New Business Item 3 into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 24, 2022 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 9:04 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:39 a.m. and the following reportable actions were taken.

1. **APPROVE** the recommendation to remove from eligibility list ID 30104199

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff's recommendation to remove Applicant ID 30104199 from the current eligibility list and allow the applicant to reapply.

<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 9:40 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN

FINAL FILING DATE:

4:30 p.m., Friday, April 1, 2022.

JOB INFORMATION:

Current need is for substitutes. List may be used to fill current and future vacancies as they occur.

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

WORKING ENVIRONMENT:

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

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

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

SALARY RANGE HOURLY:

START: \$18.59
 6 MONTHS: \$19.61
 1 ½ YEARS: \$20.68
 2 ½ YEARS: \$21.82
 3 ½ YEARS: \$23.02

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. 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 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 in order of their relative merit as determined by these competitive examinations.

PERSONNEL COMMISSION

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 Office: (562) 435-5708
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www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Exam 22-0191-0139 JG

LBUSD employees, please see reverse side for important information.



Amy Van der ...⁶



CLASSIFIED EMPLOYMENT OPPORTUNITY

lwhv

HUMAN RESOURCES ASSISTANT

FINAL FILING DATE:

4:30 p.m., Tuesday, March 29, 2022

JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of responsible personnel and clerical duties related to certificated and classified staff; prepare and maintain personnel records and files; provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, District policies and procedures; maintain confidentiality of sensitive and privileged information.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school is required. College coursework in human resources, English, sociology, business or related field is desirable.

EXPERIENCE:

A minimum of one year of clerical experience, including 6 months working in a Human Resources or Personnel office, involving extensive public contact, or one year of experience with LBUSD at the level of Intermediate Office Assistant / Intermediate Office Assistant - Schools is required.

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

START:	\$19.62
6 MONTHS:	\$20.70
1 ½ YEARS:	\$21.84
2 ½ YEARS:	\$23.04
3 ½ YEARS:	\$24.31

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. 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 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 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 22-0207-3350 AA

LBUSD employees, please see reverse side for
important information.



Long Beach Unified School District

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 cases by case basis by the administrator of the Personnel Commission.



CLASSIFIED EMPLOYMENT OPPORTUNITY

HVAC TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Wednesday, March 30, 2022

JOB INFORMATION:

Permanent 12-month and 10-month positions. Positions are 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, perform skilled journey-level work in the installation, repair and maintenance of heating, ventilation, refrigeration and air conditioning equipment systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school and completion of a recognized four-year apprenticeship program, degree or certificate program in the HVAC trade.

OR

EXPERIENCE:

Four-years experience installing, repairing and maintaining heating, ventilation, refrigeration and air conditioning equipment systems.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) 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. (3) Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal). (4) Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list. (5) May be required to travel from one location to another. (6) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

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

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

SALARY RANGE HOURLY:

START: \$31.97
6 MONTHS: \$33.74
1 ½ YEARS: \$35.59
2 ½ YEARS: \$37.56
3 ½ YEARS: \$39.62

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. 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 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 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 22-0212-5103 JA

LBUSD employees, please see reverse side for
important information.



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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE – SPECIAL

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur. Positions are part time (3.8 hours) only. Substitute positions are also available.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

*Verification will be required for high school graduation, college units & degrees.

*Official transcripts of units must be attached at time of application or submitted electronically. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned).

EXPERIENCE:

Six (6) months of paid or volunteer experience working with children in a structured environment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered; however, experience cannot substitute for the required minimum education.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

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

Maria Braunstein

SALARY RANGE HOURLY:

START: \$17.61
 6 MONTHS: \$18.57
 1 ½ YEARS: \$19.60
 2 ½ YEARS: \$20.67
 3 ½ YEARS: \$21.81

SPECIAL REQUIREMENTS:

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

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. 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 will be comprised of an evaluation of responses on a supplemental application; and an occupational written examination (100%). 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.

PERSONNEL COMMISSION

Long Beach Unified School District
 4400 Ladoga Avenue, Lakewood, CA 90713
 Office: (562) 435-5708
 24 hour job hotline: (562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Continuous 0448 JG



LBUSD employees, please see reverse side for important information. 1

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 cases by case basis by the administrator of the Personnel Commission.



CLASSIFIED EMPLOYMENT OPPORTUNITY

l h j

LIBRARY/MEDIA ASSISTANT

FINAL FILING DATE:

4:30 p.m., Monday, March 28, 2022

JOB INFORMATION:

Permanent 10 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, participate in or lead the daily operations of a school library/media center; prepare for and present activities for students regarding literature appreciation, use of library resources and library programs; perform a variety of duties related to the acquisition, circulation and distribution of books and audio-visual materials; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

In addition to the above standards, applicants must provide proof of completion of college-level coursework in Library Science or a related field.

EXPERIENCE:

One year of library/media center experience, including some experience working with school age students.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS:

(1) May be required to travel from one school location to another. (2) This classification requires that incumbents be skilled in typing/key-boarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

SALARY RANGE HOURLY:

START:	\$21.87
6 MONTHS:	\$23.08
1 ½ YEARS:	\$24.34
2 ½ YEARS:	\$25.69
3 ½ YEARS:	\$27.10

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. 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 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 in order of their relative merit as determined by these competitive examinations.

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual 22-0210-0465 AF

LBUSD employees, please see reverse side for important information.



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

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

Guidelines:

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

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

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

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

ABOUT OUR DISTRICT

The Long Beach Unified School District 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 lists LBUSD among five of the world's highest performing school systems. LBUSD also is 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, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

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 Hispanic, 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 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 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.

LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national and international leader in preparing young men and women for success.

Dual Exam 22-0209-5284 JA

Mari Brunsten

PERSONNEL COMMISSION



An Exciting Career Opportunity Awaits You

LONG BEACH UNIFIED SCHOOL DISTRICT

MANAGEMENT ANALYST

\$95,451 - \$112,091 Annually



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 Management Analyst. Under administrative direction, will drive the improvement of services through complex studies related to business processes, organization structure, work load, work flow and distribution, personnel utilization, facilities planning and analysis, budget analysis, and physical layout necessary to implement service improvements. Furthermore, will develop and recommend changes to existing business processes, provide support to change management plans and processes and perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Administrative and Other, then Management Analyst.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in public administration, business administration, organizational management, industrial engineering, industrial relations or a closely related field.

In addition, will possess three years of experience involving analysis of organizational efficiency, cross-functional business units, personnel, budget, administration, or related subjects.

A master's degree in public administration, business administration, organizational management, industrial engineering, industrial relations or a closely related field may be substituted for one year of the required experience.

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

SPECIAL REQUIREMENTS

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

SALARY AND BENEFITS

The annual salary for Management Analyst is \$95,451 - \$112,091, 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 in order of their relative merit as determined by these competitive examinations.

HOW TO APPLY

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

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

Application Deadline: 4:30 p.m. Wednesday, April 6, 2022

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

Long Beach Unified School District
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Friday, April 1, 2022

JOB INFORMATION:

Current need is to fill four 10 month positions ranging from 100% FTE (8 hours per day) to 75% FTE (6 hours per day) located at various locations. Eligibility list is being created to fill current and future vacancies as they occur.

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/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

- (1) Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.
- (2) Positions in this classification require a valid California Class C driver's license and the use of a personal or District automobile. Applicants for this classification 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.
- (3) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START: \$17.14
 6 MONTHS: \$18.08
 1 ½ YEARS: \$19.07
 2 ½ YEARS: \$20.12
 3 ½ YEARS: \$21.22

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. 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 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 in order of their relative merit as determined by these competitive examinations.

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0213-5071 VO

LBUSD employees, please see reverse side for important information

Maria Braunstein

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 cases by case basis by the administrator of the Personnel Commission.



CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

VAN DRIVER – CATALINA ISLAND

FINAL FILING DATE:

Open Continuous

Catalina Island employees receive an additional \$3.46 per hour.

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

The current need is for a 100% (8 hours per day), 10 month position on Catalina Island.

The position begins at approximately 5:30 a.m. in Two Harbors and is responsible for transporting students throughout the island to and from the Avalon school and to and from field trips on Catalina island. Catalina island is located 22 miles southwest of the Los Angeles harbor breakwater. **EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.**

JOB SUMMARY:

Under general direction, drive a nine (9) passenger van on Catalina Island to transport students safely and efficiently to locations along a designated route; perform daily vehicle inspections; prepare a variety of records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent is desirable.

EXPERIENCE:

Two years of experience operating a motor vehicle. Experience driving a passenger van or bus is highly desirable.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing. (3) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency by time of appointment and maintain certification throughout employment in this classification. (4) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START:	\$19.62
6 MONTHS:	\$20.70
1 ½ YEARS:	\$21.84
2 ½ YEARS:	\$23.04
3 ½ YEARS:	\$24.31

J. H. J.

APPLICATION:

All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Continuous 5280 AF

LBUSD employees, please see reverse side for important information.



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

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

Guidelines:

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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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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 21-23

Date: March 24, 2022

Reason for Consideration: Approval

ADMINISTRATOR, CONSTRUCTION

DUAL

22-0105-5211

List Valid: 03/23/2022-03/23/2023

Total Applications Received: 14

No. Passed: 2 No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 4 No. Screened Out: 8

CHILD CARE WORKER

OPEN

22-CCW5-5258

List Valid: 11/03/2021-05/03/2022

Total Applications Received: 25

No. Passed: 14 No. Failed: 2

Total Invited to Exam: 16

No. Withdrew: 0 No. Screened Out: 9

CHILD CARE WORKER

OPEN

22-CCW6-5258

List Valid: 11/22/2021-05/22/2022

Total Applications Received: 11

No. Passed: 11 No. Failed: 0

Total Invited to Exam: 11

No. Withdrew: 0 No. Screened Out: 0

CHILD CARE WORKER

OPEN

22-CCW7-5258

List Valid: 12/02/2021-06/02/2022

Total Applications Received: 20

No. Passed: 18 No. Failed: 2

Total Invited to Exam: 20

No. Withdrew: 0 No. Screened Out: 0

CHILD CARE WORKER

OPEN

22-CCW8-5258

List Valid: 01/14/2022-07/14/2022

Total Applications Received: 13

No. Passed: 13 No. Failed: 0

Total Invited to Exam: 13

No. Withdrew: 0 No. Screened Out: 0

CHILD CARE WORKER

OPEN

22-CCW9-5258

List Valid: 02/04/2022-08/04/2022

Total Applications Received: 3

No. Passed: 3 No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 0 No. Screened Out: 0

CHILD CARE WORKER

OPEN

22-CCW10-5258

List Valid: 02/28/2022-08/28/2022

Total Applications Received: 71

No. Passed: 57 No. Failed: 2

Total Invited to Exam: 59

No. Withdrew: 0 No. Screened Out: 12

CHILD CARE WORKER**OPEN****22-CCW11-5258**

List Valid: 03/11/2022-09/11/2022
 Total Applications Received: 9
 No. Passed: 9 No. Failed: 0

Total Invited to Exam: 9
 No. Withdrew: 0 No. Screened Out: 0

CUSTODIAN**DUAL****22-0079-0139**

List Valid: 02/24/2022-02/24/2023
 Total Applications Received: 145
 No. Passed: 30 No. Failed: 28

Total Invited to Exam: 80
 No. Withdrew: 22 No. Screened Out: 65

GROUNDS CREW SUPERVISOR**PROMOTIONAL****22-0106-0605**

List Valid: 03/24/2022-03/24/2023
 Total Applications Received: 15
 No. Passed: 3 No. Failed: 7

Total Invited to Exam: 13
 No. Withdrew: 3 No. Screened Out: 2

INSTRUCTIONAL AIDE – SPECIAL**OPEN CONTINUOUS****22-0194-0448**

List Valid: 03/21/2022-03/21/2023
 Total Applications Received: 24
 No. Passed: 4 No. Failed: 1

Total Invited to Exam: 7
 No. Withdrew: 2 No. Screened Out: 17

INTERMEDIATE ACCOUNTING ASSISTANT**DUAL****22-0142-0755**

List Valid: 03/15/2022-03/15/2023
 Total Applications Received: 40
 No. Passed: 6 No. Failed: 8

Total Invited to Exam: 17
 No. Withdrew: 3 No. Screened Out: 23

**INTERMEDIATE OFFICE ASSISTANT -
BL SPANISH****DUAL****22-0074-5050**

List Valid: 03/14/2022-03/14/2023
 Total Applications Received: 108
 No. Passed: 18 No. Failed: 22

Total Invited to Exam: 65
 No. Withdrew: 25 No. Screened Out: 43

MAIL DELIVERY DRIVER**DUAL****22-0104-0219**

List Valid: 03/24/2022-03/24/2023
 Total Applications Received: 188
 No. Passed: 10 No. Failed: 28

Total Invited to Exam: 67
 No. Withdrew: 29 No. Screened Out: 121

NUTRITION SERVICES MANAGER**DUAL****22-0088-5061**

List Valid: 03/18/2022-03/18/2023
 Total Applications Received: 39
 No. Passed: 4 No. Failed: 6

Total Invited to Exam: 20
 No. Withdrew: 10 No. Screened Out: 19

NUTRITION SERVICES WORKER**OPEN****22-0189-5068**

List Valid: 03/15/2022-09/15/2022

Total Applications Received: 11

No. Passed: 8 No. Failed: 1

Total Invited to Exam: 10

No. Withdrew: 1 No. Screened Out: 1

PURCHASING AGENT**DUAL****22-0144-5128**

List Valid: 03/23/2022-03/23/2023

Total Applications Received: 31

No. Passed: 3 No. Failed: 8

Total Invited to Exam: 16

No. Withdrew: 5 No. Screened Out: 15

RECREATION AIDE**OPEN CONTINUOUS****22-0196-5255**

List Valid: 03/14/2022-03/14/2023

Total Applications Received: 15

No. Passed: 14 No. Failed: 0

Total Invited to Exam: 15

No. Withdrew: 0 No. Screened Out: 1

RECREATION AIDE**OPEN CONTINUOUS****22-0204-5255**

List Valid: 03/22/2022-03/22/2023

Total Applications Received: 13

No. Passed: 11 No. Failed: 0

Total Invited to Exam: 13

No. Withdrew: 0 No. Screened Out: 2

SITE SPECIALIST – BUSINESS PARTNERSHIPS**DUAL****22-0175-5298**

List Valid: 03/25/2022-03/25/2023

Total Applications Received: 51

No. Passed: 5 No. Failed: 2

Total Invited to Exam: 13

No. Withdrew: 6 No. Screened Out: 38

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: March 24, 2022

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Approve a Public Hearing date for the proposed
Personnel Commission Budget for 2022-2023

PAGE: 24

Date: March 24, 2022

Reason for Consideration: Action

EDUCATION CODE 45253 BUDGET; PERSONNEL COMMISSION; HEARINGS; ADOPTION OR REJECTION; AMENDMENTS.

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date, and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

It is recommended the Commission set the Public Hearing date for the proposed Personnel Commission Budget for 2022-2023 on Thursday, April 7, 2022 at 8:15 a.m. at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713

PERSONNEL COMMISSION



MEETING DATES 2022-2023

All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

2022

July 7
July 21

August 4
August 18

September 1
September 15

October 6
October 20

November 3
November 17

December 8
December 22

2023

January 5
January 19

February 2
February 16

March 2
March 16
March 30

April 13
April 27

May 11
May 25

June 8
June 22

