

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

REGULAR MEETING AGENDA

Regular Meeting  
February 8, 2024

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 4<sup>th</sup> 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 January 25, 2024 1-3
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 Associate Research Information Systems Analyst 4-5
2. **RATIFY** job announcement bulletin for School Support Secretary 6-7
3. **RATIFY** job announcement bulletin for School Support Secretary – Bilingual Spanish 8-9
4. **RATIFY** job announcement bulletin for Student Data Systems Specialist 10-11
5. **RATIFY** job announcement bulletin for Translator – Interpreter – BL Khmer 12-13
6. **RATIFY** job announcement bulletin for Translator – Interpreter – BL Spanish 14-15
7. **APPROVE** the certification of Assistant Maintenance Director eligibility list 24-0151-0504 established 01/29/2024 16
8. **APPROVE** the certification of Business Services Analyst eligibility list 24-0156-5268 established 02/07/2024 16

9. **APPROVE** the certification of Fiscal Services Analyst eligibility list 24-0158-5173 established 02/08/2024 16
10. **APPROVE** the certification of Food Production Equipment Technician eligibility list 24-0148-0476 established 02/01/2024 16
11. **APPROVE** the certification of Instructional Aide (Catalina Island) eligibility list 24-0167-0436 established 01/30/2024 16
12. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0169-5319 established 02/05/2024 16
13. **APPROVE** the certification of Maintenance Laborer eligibility list 24-0112-5275 established 01/26/2024 16
14. **APPROVE** the certification of Nutrition Services Operations Coordinator eligibility list 24-0152-5063 established 02/07/2024 17
15. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0140-5317 established 02/05/2024 17
16. **APPROVE** the certification of Senior Administrative Secretary (Confidential) eligibility list 24-0093-3362 established 02/07/2024 17
17. **APPROVE** the certification of Student Financial Technician – Avalon (Catalina Island) eligibility list 24-0163-0763 established 01/30/2024 17

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2022-2023

V. OTHER ITEMS

None

VI. NEXT REGUAL MEETING

February 22, 2024 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

January 25, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Vice-Chairperson, on Thursday, January 25, 2024 at 8:17 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 Vice Chairperson, Terence Ulaszewski.

ROLL

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

Present: Terence Ulaszewski  
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Oralia Leyva, Interim Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Maria Rojas, Interim Employment Services Supervisor; Ashleigh Fernando, Interim Senior Administrative Secretary; Elizabeth Morales-Torres, Human Resources Technician; Judith Alonso, Human Resources Technician; Margarita Paiz, Human Resources Technician; Jazmin Salgado, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Kellyanna Miller, CSEA Chapter 2 Administrator; Eric Larsen, CSEA Chapter 2 Site Representative Coordinator; and Trinita Renfroe, CSEA Chapter 2 Chief Job Steward.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of January 11, 2024.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, introduced Personnel Commission's new Human Resources Technician, Elizabeth Morales-Torres, who will be assisting with the implementation of the Classified School Employee Summer Assistance Program (CSESAP). Ms. Leaming mentioned that Dale Culton, Certification Services Manager (retired), is working on a position control project for Recreation Aide positions. Mr. Culton is notifying sites of their current Recreation Aide vacancies and inquiring if there are plans to fill. So far, 12 positions at various sites have been abolished and one site will be filling a vacancy. Ms. Leaming announced the formation of the Classified Employee Celebration

Committee for the 2024 Classified Employee Celebration which will be held on Friday, May 24, 2024. Ms. Leaming also mentioned that preparations are beginning for the Classified Employee of the Year selection process.

Oralia Leyva, Interim Certification Services Manager, reported that on the last Board of Education agenda there were 60 classified permanent, 34 substitute, and 60 exempt appointments made. Ms. Leyva mentioned Maria Rojas, Interim Employment Services Supervisor, sent out the Summer School Brochure guide to sites for the January 29, 2024 opening of Summer School applications.

Maria Braunstein, Personnel Analyst, discussed the continued partnership with the Long Beach School for Adults Building Maintenance Custodial class. Ms. Braunstein thanked Margarita Paiz, Human Resources Technician, for her work filling permanent and substitute Custodian positions. Ms. Braunstein also mentioned that 188 recruitments have been opened so far this fiscal year and thanked the Recruitment and Testing Unit for their continued work.

Ms. Leaming mentioned that Operations administrators recently told her there were several days when all Custodian vacancies were filled with substitutes, which is a testament to the efforts Joanna Guzman and Margarita Paiz, Human Resources Technicians, have made to recruit and onboard Custodians.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodian
2. **RATIFY** job announcement bulletin for Elementary School Office Supervisor (Extended)
3. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I
4. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II
5. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III
6. **RATIFY** job announcement bulletin for Middle School Office Supervisor (Extended)
7. **APPROVE** the certification of Accountant eligibility list 24-0119-0358 established 01/22/2024
8. **APPROVE** the certification of Associate Research Data Analyst eligibility list 24-0063-5251 established 01/25/2024
9. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW8-5258 established 12/20/2023
10. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW9-5258 established 01/10/2024
11. **APPROVE** the certification of Human Resource Services Operations Manager eligibility list 24-0147-0737 established 01/24/2024
12. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0159-5319 established 01/23/2024

13. **APPROVE** the certification of Instructional Aide - Special eligibility list 24-0153-0448 established 01/17/2024
14. **APPROVE** the certification of Library/Media Assistant eligibility list 24-0117-0465 established 01/04/2024
15. **APPROVE** the certification of Maintenance Cost Estimator eligibility list 24-0111-3321 established 01/25/2024
16. **APPROVE** the certification of Maintenance Laborer eligibility list 24-0112-5275 established 01/26/2024
17. **APPROVE** the certification of Pest Control Technician eligibility list 24-0147-0184 established 01/16/2024
18. **APPROVE** the certification of Recreation Aide eligibility list 24-0168-5255 established 01/22/2024

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-6 and approve items 7-18.

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

OLD BUSINESS	None
NEW BUSINESS	None
OTHER ITEMS	<p>Kellyanna Miller, CSEA Chapter 2 Administrator, updated the Commission on a CSEA representation matter with an employment eligibility appellant that had previously appealed to the Commission.</p> <p>Trinita Renfro, CSEA Chapter 2 Chief Job Steward, addressed the Commission asking when the Classified Seniority List would be accessible to employees through their portal. Oralía Leyva, Interim Certification Services Manager, stated this project is moving forward but is not yet available for employee use.</p>
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, February 8, 2024 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 8:34 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:20 a.m. with no reportable actions.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:20 a.m.

## **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 24-0189-5267 JA

**LONG BEACH**  
UNIFIED SCHOOL DISTRICT

*Excellence & Equity*

**An Exciting Career  
Opportunity  
Awaits You At**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**ASSOCIATE RESEARCH  
INFORMATION SYSTEMS ANALYST**

**\$85,176 - \$100,006 Annually**



[www.lbschools.net/jobs](http://www.lbschools.net/jobs)

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

*Amy Van*

## **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 Associate Research Information Systems Analyst. Under general supervision, will plan, organize and manage the daily support and operations of the Research Information Systems office. Will schedule, coordinate and supervise software and technical training on the District's student data base and other related systems, as well as, coordinate and work with outside software vendors to resolve system issues and concerns. In addition, will utilize independent judgment and initiative to develop new District procedures, train and supervise assigned staff and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Research, Planning and Evaluation, then Associate Research Information Systems Analyst.

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in computer science, education, psychology, behavioral or social science or a related field. Additionally, candidates will have two years of experience troubleshooting student data systems in a help desk environment and training of end users. Additional experience in student information systems may substitute on a year for year basis for up to two years of the required education.

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

## **SAVING AND BENEFITS**

The annual salary for Associate Research Information Systems Analyst is \$85,176 to \$100,006 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., Friday, February 23, 2024**

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  
Office of Personnel Commission  
4400 Ladoga Avenue, Lakewood, CA 90713  
(562) 435-5708



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

# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY



## SCHOOL SUPPORT SECRETARY

**FINAL FILING DATE:**

4:30 p.m., Monday, February 26, 2024.

**REQUIREMENTS TO APPLY:**

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory," who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

**JOB INFORMATION:**

Eligibility list is being created to fill future vacancies as they occur.

**JOB SUMMARY:**

Under the direction of a Principal, Co-Principal, Assistant Principal or assigned supervisor, provide secretarial and clerical support related to the functions and activities of an assigned high school, K-8 school, special school or school-based program involving frequent and responsible contact with students, staff and the public. Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

**EXPERIENCE:**

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable. 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 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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:	\$28.78
6 MONTHS:	\$30.35
1 ½ YEARS:	\$32.03
2 ½ YEARS:	\$33.80

**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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Promo Exam 24-0195-3361 MG



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LBUSD employees, please see reverse for important information.

**PERSONNEL COMMISSION**

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



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

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

**Guidelines:**

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

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

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

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

# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY



## SCHOOL SUPPORT SECRETARY – BILINGUAL SPANISH

**FINAL FILING DATE:**

4:30 p.m., Monday, February 26, 2024.

**REQUIREMENTS TO APPLY:**

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory," who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

**JOB INFORMATION:**

Permanent 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 the direction of a Principal, Co-Principal, Assistant Principal or assigned supervisor, provide secretarial and clerical support related to the functions and activities of an assigned high school, K-8 school, special school or school-based program involving frequent and responsible contact with students, staff and the public. Perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

**EXPERIENCE:**

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS:**

(1) Positions in the School Support Secretary - Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test. (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (3) May be required to travel from one location to another. (4) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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:	\$28.78
6 MONTHS:	\$30.35
1 ½ YEARS:	\$32.03
2 ½ YEARS:	\$33.80

**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.

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Promo Exam 24-0192-5159 MG



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LBUSD employees, please see reverse for important information.

**PERSONNEL COMMISSION**

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

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

**Guidelines:**

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

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

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

# CLASSIFIED EMPLOYMENT OPPORTUNITY



## STUDENT DATA SYSTEMS SPECIALIST

### FINAL FILING DATE:

4:30 p.m., Friday, February 23, 2024.

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general direction, provide technical support and training to school sites and District staff in the use of student data systems and data entry of various student records; assure accuracy and timely submission of student data; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level coursework in computer science, statistics, education, psychology, behavioral or social science or a related field.

#### EXPERIENCE:

Two years of experience working with student data systems including developing system queries and reports. Experience involving troubleshooting student data systems and training of end users is highly desirable.

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

#### SPECIAL REQUIREMENTS:

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

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:	\$32.77
6 MONTHS:	\$34.56
1 ½ YEARS:	\$36.47
2 ½ YEARS:	\$38.48
3 ½ YEARS:	\$40.60

### 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.

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0190-5164 MG



[www.lbschools.net/jobs](http://www.lbschools.net/jobs)

LBUSD employees, please see reverse for important information.

**PERSONNEL COMMISSION**

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

10

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

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

**Guidelines:**

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

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

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

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

# CLASSIFIED EMPLOYMENT OPPORTUNITY



## TRANSLATOR – INTERPRETER – BL KHMER

### FINAL FILING DATE:

4:30 p.m., Tuesday, February 13, 2024

### JOB INFORMATION:

Permanent 10 month position. Position is 50% FTE (4 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, provide District-wide oral and written translation services for school sites and District departments; serve as an interpreter for a variety of meetings, workshops, conferences and special events; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level coursework in a designated second language. An Associate's degree in a designated second language is preferred.

#### EXPERIENCE:

One year of experience translating written documents and providing simultaneous oral interpretation services. Experience in a school district is preferred.

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

#### SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license and use of a personal automobile. (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 40 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:	\$25.66
6 MONTHS:	\$27.08
1 ½ YEARS:	\$28.56
2 ½ YEARS:	\$30.15
3 ½ YEARS:	\$31.81

### 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. The Bilingual examination consists of a language written and oral exam in English and Khmer.

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0186-5295 JA



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## PERSONNEL COMMISSION

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

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

### Guidelines:

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

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

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

# CLASSIFIED EMPLOYMENT OPPORTUNITY



## TRANSLATOR – INTERPRETER – BL SPANISH

### FINAL FILING DATE:

4:30 p.m., Tuesday, February 13, 2024.

### JOB INFORMATION:

Permanent 10-month position. Position is a 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur. List will also be used for substitutes.

### JOB SUMMARY:

Under general supervision, provide District-wide oral and written translation services for school sites and District departments; serve as an interpreter for a variety of meetings, workshops, conferences and special events; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level coursework in a designated second language. An Associate's degree in a designated second language is preferred.

#### EXPERIENCE:

One year of experience translating written documents and providing simultaneous oral interpretation services. Experience in a school district is preferred.

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:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0187-5079 JG



*Maria Brownstein*

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## PERSONNEL COMMISSION

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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: 16-17

Date: February 8, 2024

Reason for Consideration: Approval

**ASSISTANT MAINTENANCE DIRECTOR**

**DUAL**

**24-0151-0504**

List Valid: 01/29/2024-01/29/2025

Total Applications Received: 19

Passed: 4 Failed: 4

Total Invited to Exam: 9

Withdrew: 1

Screened Out: 10

**BUSINESS SERVICES ANALYST**

**DUAL**

**24-0156-5268**

List Valid: 02/07/2024-02/07/2025

Total Applications Received: 26

Passed: 3 Failed: 0

Total Invited to Exam: 3

Withdrew: 0

Screened Out: 23

**FISCAL SERVICES ANALYST**

**DUAL**

**24-0158-5173**

List Valid: 02/08/2024-02/08/2025

Total Applications Received: 15

Passed: 3 Failed: 4

Total Invited to Exam: 8

Withdrew: 1

Screened Out: 7

**FOOD PRODUCTION EQUIPMENT TECHNICIAN**

**DUAL**

**24-0148-0476**

List Valid: 02/01/2024-02/01/2025

Total Applications Received: 28

Passed: 2 Failed: 1

Total Invited to Exam: 4

Withdrew: 1

Screened Out: 24

**INSTRUCTIONAL AIDE (CATALINA ISLAND)**

**DUAL**

**24-0167-0436**

List Valid: 01/30/2024-01/30/2025

Total Applications Received: 3

Passed: 1 Failed: 0

Total Invited to Exam: 1

Withdrew: 0

Screened Out: 2

**INSTRUCTIONAL AIDE – EXPANDED LEARNING**

**OPEN CONTINUOUS**

**24-0169-5319**

List Valid: 02/05/2024-08/05/2024

Total Applications Received: 33

Passed: 5 Failed: 0

Total Invited to Exam: 12

Withdrew: 7

Screened Out: 21

**MAINTENANCE LABORER**

**DUAL**

**24-0112-5275**

List Valid: 01/25/2024-01/25/2025

Total Applications Received: 140

Passed: 17 Failed: 35

Total Invited to Exam: 90

Withdrew: 38

Screened Out: 50

**NUTRITION SERVICES OPERATIONS  
COORDINATOR**

**DUAL**

**24-0152-5063**

List Valid: 02/07/2024-02/07/2025

Total Applications Received: 18

Passed: 5                      Failed: 3

Total Invited to Exam: 11

Withdrew: 2

Screened Out: 7

**RECREATION AIDE – EXPANDED LEARNING**

**OPEN CONTINUOUS**

**24-0140-5317**

List Valid: 02/05/2024-08/05/2024

Total Applications Received: 37

Passed: 32                      Failed: 0

Total Invited to Exam: 32

Withdrew: 0

Screened Out: 5

**SENIOR ADMINISTRATIVE SECRETARY  
(CONFIDENTIAL)**

**PROMOTIONAL**

**24-0093-3362**

List Valid: 02/07/2024-08/07/2025

Total Applications Received: 32

Passed: 5                      Failed: 10

Total Invited to Exam: 17

Withdrew: 2

Screened Out: 15

**STUDENT FINANCIAL TECHNICIAN - AVALON  
(CATALINA ISLAND)**

**DUAL**

**24-0163-0763**

List Valid: 01/30/2024-01/30/2025

Total Applications Received: 10

Passed: 0                      Failed: 0

Total Invited to Exam: 1

Withdrew: 1

Screened Out: 9

CERTIFIED TO BE CORRECT:     Susan Leaming          DATE:     February 8, 2024