

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

REGULAR MEETING AGENDA

Regular Meeting  
August 10, 2023

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 July 27, 2023 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Head Start Health and Nutrition Manager 5-6
2. **RATIFY** job announcement bulletin for Instructional Aide - Catalina Island 7
3. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning 8
4. **RATIFY** job announcement bulletin for Student Evaluation Technician – Bilingual Spanish 9-10
5. **APPROVE** the certification of Chief Technology Officer eligibility list 24-0001-5309 established 08/01/2023 11
6. **APPROVE** the certification of Glazier eligibility list 24-0008-0110 established 08/02/2023 11
7. **APPROVE** the certification of Grounds Equipment Operator I eligibility list 23-0303-0175 established 08/01/2023 11
8. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0017-5319 established 08/02/2023 11

9.	<b>APPROVE</b> the certification of Instructional Aide – Special eligibility list 24-0030-0448 established 08/07/2023	11
10.	<b>APPROVE</b> the certification of Instructional Aide – Catalina Island eligibility list 23-0301-0436 established 08/07/2023	11
11.	<b>APPROVE</b> the certification of Lead Custodian eligibility list 23-0320-0205 established 08/04/2023	11
12.	<b>APPROVE</b> the certification of Parent Involvement Specialist eligibility list 23-0192-5218 established 08/02/2023	12
13.	<b>APPROVE</b> the certification of Parent Involvement Specialist – Bilingual Spanish eligibility list 23-0167-5220 established 08/02/2023	12
14.	<b>APPROVE</b> the certification of Recreation Aide eligibility list 24-0029-5255 established 08/04/2023	12
15.	<b>APPROVE</b> the certification of School Intervention Specialist eligibility list 23-0279-5290 established 08/09/2023	12
16.	<b>APPROVE</b> the certification of School Intervention Specialist eligibility list 23-0288-5290 established 08/09/2023	12
III.	OLD BUSINESS	
	None	
IV.	NEW BUSINESS	
1.	<b>APPROVE</b> the Abolishment of a Classification – Behavior Intervention and Coaching Specialist	13-17
2.	<b>APPROVE</b> the Abolishment of a Classification – Glazier (grandpersoned class code)	18-22
3.	<b>APPROVE</b> the Abolishment of a Classification – Instructional Assistant – Parent Resources Center/ BL	23-27
4.	<b>APPROVE</b> the Abolishment of a Classification – Maintenance Mechanic	28-32
5.	<b>APPROVE</b> the Revision of Class Specifications – Warehouse Manager and Warehouse Supervisor	33-43
6.	<b>DISCUSS</b> the following: Revisions to the <i>Rules and Regulations of the Classified Service</i> (First Reading)	44-46
V.	OTHER ITEMS	
	None	
VI.	NEXT REGULAR MEETING	
	August 24, 2023 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

July 27, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, July 27, 2023 at 8:18 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, Sheryl Bender.

ROLL

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

Present: Sheryl Bender  
Terence Ulaszewski

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment, Amy Van Fossen, Associate Personnel Analyst; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Monica Gaytan, Human Resources Technician; and Jazmin Salgado, Human Resources Technician.

GUESTS PRESENT

Applicant ID 51818115.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to amend and approve the minutes of Regular Meeting of July 13, 2023.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, thanked Dale Culton, Certification Services Manager (retired), for his ongoing assistance with a variety of special projects in the office. Ms. Leaming reported that on August 1, 2023, the Monroe site will be having a new telephone system installed. Ms. Leaming notified the Commission that there will be an employee disciplinary hearing held at the Personnel Commission on September 19-21, 2023. Ms. Leaming shared that the Child Development Centers (CDC) will be holding a job fair on August 3, 2023 at the Monroe site and Commission staff will be assisting at the event. Ms. Leaming also provided the Commission an overview of the administrative assignments approved at the July 26, 2023 Board of Education meeting. Lastly, Ms. Leaming wished Commissioner Ulaszewski, a very happy birthday.

Amy Van Fossen, Associate Personnel Analyst, reported there are 41 recruitments in progress with nine (9) pending, 18 in testing, and 19 accepting applications.

Oralia Leyva, Employment Services Supervisor, reported that at the last Board of Education meeting 37 probationary classified employees and 35 substitute classified employees were appointed. Ms. Leyva shared that Nutrition Services recently held group interviews for Nutrition Services Worker, and the supervisors that participated in the interviews gave positive feedback regarding the group interview format.

## CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Bus Driver – Catalina Island
2. **RATIFY** job announcement bulletin for Custodian
3. **RATIFY** job announcement bulletin for Expanded Learning Supervisor
4. **RATIFY** job announcement bulletin for Head Start Family Services Liaison – Bilingual Spanish
5. **RATIFY** job announcement bulletin for Van Driver – Catalina Island
6. **APPROVE** the certification of Campus Staff Assistant eligibility list 23-0305-5288 established 07/25/2023
7. **APPROVE** the certification of Custodial Crew Supervisor eligibility list 23-0321-5245 established 07/28/2023
8. **APPROVE** the certification of Electronics Technician eligibility list 23-0318-0110 established 07/27/2023
9. **APPROVE** the certification of Instructional Aide – Educare eligibility list 23-0314-5205 established 07/28/2023
10. **APPROVE** the certification of Instructional Aide – Educare Bilingual Spanish eligibility list 23-0293-5206 established 07/28/2023
11. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0004-5319 established 07/20/2023
12. **APPROVE** the certification of Instructional Aide – Special eligibility list 24-0010-0448 established 07/28/2023
13. **APPROVE** the certification of Instructional Aide – Special (Catalina Island) eligibility list 23-0306-0448 established 07/26/2023
14. **APPROVE** the certification of Nutrition Services Payroll Technician eligibility list 23-0312-5208 established 07/20/2023
15. **APPROVE** the certification of Plant Utilities Operator eligibility list 23-0287-3308 established 07/27/2023

16. **APPROVE** the certification of Recreation Aide eligibility list 24-0009-5255 established 07/20/2023
17. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0005-5317 established 07/19/2023
18. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0018-5317 established 07/25/2023

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-5 and approve items 6-18 on the Consent Agenda.

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

**NEW BUSINESS**

1. **APPROVE** the Extension of Eligibility List Executive Secretary (C) 23-0188-0678 established March 16, 2023

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

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

2. **APPROVE** the Abolishment of a Classification – Mail/Switchboard Services Supervisor

A motion was made by Terence Ulaszewski, 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		

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 51818115

New Business Item 3 was moved into closed session.

**OLD BUSINESS**

None

**OTHER ITEMS**

None

**NEXT REGULAR MEETING**

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 10, 2023 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 8:29 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 8:43 a.m. with the following reportable action:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 51818115

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to disapprove the recommendation to remove Applicant ID 51818115 from the eligibility list. The applicant will remain on the current eligibility list.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned 8:45 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 24-0044-5278 JA

## PERSONNEL COMMISSION



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*Amy Van Dyke*

## **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 Head Start Health and Nutrition Manager. Under administrative direction, will plan, organize, and manage the Head Start health and nutrition plans and services, as well as, assure compliance with applicable laws, codes, rules and regulations. Will also supervise and evaluate the performance of assigned staff and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Head Start, then Head Start Health and Nutrition Manager.

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in institutional food management, nutrition, dietetics, public health administration or a related field. Additionally, candidates will have two years of institutional nutrition service menu planning and nutritional analysis experience. Experience working in a supervisory capacity or in early childhood education programs is highly desirable.

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

## **SPECIAL REQUIREMENTS:**

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license, as traveling from one location to another may be required. Incumbents must possess and maintain status as a Registered Dietitian in accordance with the Academy of Nutrition and Dietetics standards. Additionally, candidates must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

## **SALARY AND BENEFITS:**

The annual salary for Head Start Health and Nutrition Manager 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. Thursday, August 17, 2023**

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.

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Personnel Commission Office  
4400 Ladoga Avenue  
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(562) 435-5708

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# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## INSTRUCTIONAL AIDE – CATALINA ISLAND

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

**PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.**

The current need is for substitutes. Eligibility list is being created to fill current and future vacancies as they occur. Current vacancy is a 75% FTE (6 hours per day), 10-month position and is located at Avalon School. Avalon is located on Catalina Island, 22 miles Southwest of the Los Angeles Harbor breakwater. **Employees must live on the island, and/or arrange for their own transportation to and from the island.**

### JOB SUMMARY:

Under immediate supervision, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; prepare instructional materials and provide routine clerical support; 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.

### EXPERIENCE:

Six months of 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.

### SPECIAL REQUIREMENTS:

- (1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

**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:	\$19.57
6 MONTHS:	\$20.65
1 ½ YEARS:	\$21.78
2 ½ YEARS:	\$22.97
3 ½ YEARS:	\$24.24

Catalina Island employees receive an additional \$4.06 per hour.

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

### PERSONNEL COMMISSION

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Dual Continuous 0436 JA

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*Maria Lynn Braunstein*



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## INSTRUCTIONAL AIDE – EXPANDED LEARNING

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

Permanent 10-month part time (3.8 and 6 hour) positions. Eligibility List is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, assist in the planning and implementation of Expanded Learning Opportunities Programs (ELO-P) which meet the needs of individual students; participate in and monitor students in program activities; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

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

#### EXPERIENCE:

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

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

#### SPECIAL REQUIREMENTS:

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

**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:	\$19.57
6 MONTHS:	\$20.65
1 ½ YEARS:	\$21.78
2 ½ YEARS:	\$22.97
3 ½ YEARS:	\$24.24

### 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, 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 eligibility list for this classification will remain in effect for a period of 6 months.

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## STUDENT EVALUATION TECHNICIAN – BILINGUAL SPANISH

### FINAL FILING DATE:

4:30 p.m., Tuesday, August 15, 2023

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, administer and score assessments and examinations for new and current students to determine competency in areas such as English and primary language listening, speaking, reading, writing and comprehension; translate written materials and serve as an interpreter for telephone calls, parent conferences, IEP's, special education screenings and assessments such as Occupational Therapy, Adaptive Physical Education, Vision-Hearing, psycho-educational and a variety of other meetings; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school and training or coursework in language acquisition, education, a designated second language or child growth and development.

#### EXPERIENCE:

Some experience working with students in an educational environment including experience involving test administration or experience administering personnel employment testing. Experience translating written documents and providing oral interpretation services in a designated second language is preferred.

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

#### SPECIAL REQUIREMENTS:

(1) Positions in this classification require the 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:	\$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 exam consists of a language written and oral exam in English and Spanish scored on a pass/fail basis only.

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Dual Exam 24-0043-0483 JA

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

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

**Guidelines:**

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

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

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

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 11-12

Date: August 10, 2023

Reason for Consideration: Approval

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**CHIEF TECHNOLOGY OFFICER**

**DUAL**

**24-0001-5309**

List Valid: 08/01/2023-08/01/2024

Total Applications Received: 98

No. Passed: 30                      No. Failed: 0

Total Invited to Exam: 30

No. Withdrew: 0                      No. Screened Out: 68

**GLAZIER**

**DUAL**

**24-0008-0110**

List Valid: 08/02/2023-08/02/2024

Total Applications Received: 12

No. Passed: 1                      No. Failed: 3

Total Invited to Exam: 5

No. Withdrew: 1                      No. Screened Out: 7

**GROUND EQUIPMENT OPERATOR I**

**DUAL**

**23-0303-0175**

List Valid: 08/01/2023-08/01/2024

Total Applications Received: 36

No. Passed: 7                      No. Failed: 4

Total Invited to Exam: 14

No. Withdrew: 3                      No. Screened Out: 22

**INSTRUCTIONAL AIDE – EXPANDED LEARNING**

**OPEN CONTINUOUS**

**24-0017-5319**

List Valid: 08/02/2023-02/02/2024

Total Applications Received: 36

No. Passed: 21                      No. Failed: 0

Total Invited to Exam: 25

No. Withdrew: 4                      No. Screened Out: 11

**INSTRUCTIONAL AIDE – SPECIAL**

**OPEN CONTINUOUS**

**24-0030-0448**

List Valid: 08/07/2023-08/07/2024

Total Applications Received: 23

No. Passed: 7                      No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 1                      No. Screened Out: 15

**INSTRUCTIONAL AIDE – CATALINA ISLAND**

**DUAL**

**23-0301-0436**

List Valid: 08/07/2023-08/07/2024

Total Applications Received: 6

No. Passed: 2                      No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 1                      No. Screened Out: 3

**LEAD CUSTODIAN**

**DUAL**

**23-0320-0205**

List Valid: 08/04/2023-08/04/2024

Total Applications Received: 38

No. Passed: 9                      No. Failed: 5

Total Invited to Exam: 28

No. Withdrew: 14                      No. Screened Out: 10

**PARENT INVOLVEMENT SPECIALIST****DUAL****23-0192-5218**

List Valid: 08/02/2023-08/02/2024

Total Applications Received: 54

No. Passed: 5                      No. Failed: 5

Total Invited to Exam: 21

No. Withdrew: 11                      No. Screened Out: 33

**PARENT INVOLVEMENT SPECIALIST -  
BILINGUAL SPANISH****DUAL****23-0167-5220**

List Valid: 08/02/2023-08/02/2024

Total Applications Received: 37

No. Passed: 4                      No. Failed: 5

Total Invited to Exam: 16

No. Withdrew: 7                      No. Screened Out: 21

**RECREATION AIDE****OPEN CONTINUOUS****24-0029-5255**

List Valid: 08/04/2023-01/04/2024

Total Applications Received: 40

No. Passed: 31                      No. Failed: 0

Total Invited to Exam: 31

No. Withdrew: 0                      No. Screened Out: 9

**SCHOOL INTERVENTION SPECIALIST****DUAL****23-0279-5290**

List Valid: 08/09/2023-08/09/2024

Total Applications Received: 44

No. Passed: 4                      No. Failed: 2

Total Invited to Exam: 9

No. Withdrew: 3                      No. Screened Out: 35

**SCHOOL INTERVENTION SPECIALIST****DUAL****23-0288-5290**

List Valid: 08/09/2023-08/09/2024

Total Applications Received: 32

No. Passed: 5                      No. Failed: 3

Total Invited to Exam: 9

No. Withdrew: 1                      No. Screened Out: 23

CERTIFIED TO BE CORRECT:           Susan Leaming                DATE:           August 10, 2023

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

July 24, 2023

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification

## Background and Findings

The single incumbent classification of Behavior Intervention and Coaching Specialist (salary range 24 C1) was created in 2008 and the incumbent retired in September 2022. The Office of School Support Services does not plan on utilizing the classification in the future. There is no reemployment list in place for this classification and no staff will be impacted by this action.

The Assistant Superintendent, School Support Services supports the abolishment of the classification.

## Recommendations

Staff recommends the Personnel Commission:

- Abolish the classification of Behavior Intervention and Coaching Specialist

Prepared, Approved, and Recommended:

  
The Assistant

Susan Leaming  
Interim Executive Officer, Personnel Commission and Classified Employment

The Assistant



## PERSONNEL COMMISSION

Class Code: 5137  
Salary Range: 24 (C1)

### BEHAVIOR INTERVENTION AND COACHING SPECIALIST

#### JOB SUMMARY

Under general supervision, serve as a member of the District's Behavior Intervention and Coaching Team (BIC); participate in the development and implementation of behavior intervention plans; provide training to staff regarding the use of non-violent crisis intervention techniques and behavior intervention techniques; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Serve as a member of the District's Behavior Intervention and Coaching Team (BIC); attend a variety of meetings, workshops and trainings to maintain current knowledge of developments in the field of behavioral intervention. **E**
- Receive referrals from school sites regarding students with behavioral concerns; observe and prepare reports regarding student behavior; recommend positive behavior strategies and ongoing support plans; serve on Student Success Teams as requested by school site personnel. **E**
- Confer with teachers, administrators and other District staff to develop effective behavior intervention plans and behavior contracts for individual students; assure plans and contracts reward performance of desired behaviors and completion of tasks with tangible or external reinforcement. **E**
- Conduct follow-up observations of student interactions and learning environments; assist classroom teachers to assess the effectiveness of behavior support systems to promote student success; provide feedback to teachers and administrators. **E**
- Prepare and maintain detailed case records, notes and reports related to assigned students and activities; monitor status of referrals from school sites; maintain confidentiality of sensitive and privileged information. **E**
- Provide training to staff regarding the use of non-violent crisis intervention and behavior intervention techniques; participate in the development of training materials; arrange for catering, equipment and materials for trainings. **E**
- Participate in the Individual Education Plan (IEP) process; attend IEP meetings as requested; provide recommendations and develop IEP goals related to behavior issues. **E**

- Participate in the development of District policy regarding behavior intervention plans, physical restraint procedures and related forms and reports. *E*
- Meet with groups of identified at-risk students at school sites; confer with parents and conduct parent education trainings related to behavioral and discipline issues. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A Behavior Intervention and Coaching Specialist serves as a member of the District's Behavior Intervention and Coaching Team (BIC) and participates in the planning and delivery of non-violent crisis intervention training services for District personnel. An incumbent receives referrals from school sites related to student behavioral concerns and confers with school site personnel to develop and implement effective behavior intervention plans and behavior contracts.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Non-violent crisis intervention techniques and principles.  
Behavior intervention strategies and techniques.  
Basic Applied Behavior Analysis techniques and services.  
Classroom procedures and appropriate student conduct.  
Child guidance and adolescent development principles and practices.  
Issues and concerns of students with special needs.  
Record-keeping and report preparation techniques.  
Applicable laws, codes, policies and regulations related to assigned activities.  
Public speaking techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

#### **Ability to:**

Observe and report progress regarding student behavior.  
Develop effective behavior intervention plans and behavior contracts for students.  
Understand and relate to students with special needs.

Provide training to staff regarding the use of non-violent crisis intervention and behavior intervention techniques.  
Prepare and maintain detailed case records, notes and reports related to assigned students and activities.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Operate a variety of office equipment including a computer and assigned software.  
Maintain confidentiality of sensitive and privileged information.  
Prioritize and schedule work.  
Prepare and present oral presentations.  
Analyze situations accurately and adopt an effective course of action.  
Drive a vehicle to conduct work.  
Establish and maintain effective working relationships with others.

**Education and Training:**

Graduation from high school supplemented by college-level coursework in education, child development, psychology or a related field. A bachelor's degree in one of these fields is highly desirable.

**Experience:**

Three years of experience working with students with behavioral challenges including some experience conducting non-violent crisis intervention training for adults.

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

**SPECIAL REQUIREMENTS**

Positions in this classification require possession of a senior-level instructor certificate from the Crisis Prevention Institute. Instructor-level certification in a similar program such as Management of Assaultive Behavior (MAB) or Professional Assault Crisis Training (Pro-ACT) will also meet this requirement.

Positions in this classification require possession of a valid California Class C Driver's license and the use of a personal automobile.

**WORKING ENVIRONMENT**

Office and school site environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make oral presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 12/11/2008  
Revised: 3/11/2021

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

July 24, 2023

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification

Background and Findings

Staff was notified that the last incumbent in the grandpersoned classification of Glazier (Class Code 0170) has retired. This class was grandpersoned during the Maintenance Job Family Study in 2001 so current incumbents would remain at the higher salary range (31 C2), while new employees would start at a lower salary range (28 C2).

No staff will be impacted by this action and no individuals are on the reemployment list for this class.

FROM:

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the grandpersoned classification of Glazier (Class Code 0170)

Prepared, Approved, and Recommended:

FROM:

Susan Learning

Interim Executive Officer, Personnel Commission and Classified Employment

FROM:



GLAZIER

JOB SUMMARY

Under general supervision, to install, replace and repair glass for windows, doors, transoms, walls, cabinets, skylights and other selected equipment; to cut and smooth edges of glass or other related materials; and to perform related duties as required.

EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.*

- Remove old putty and broken glass from wood or metal window frames; measure, cut new glass and fasten glass into sash and spread and smooth new putty around using glazing putty knife to seal window. **E**
- Make patterns of table tops, desk tops, cut glass by free hand and also using straight edge of glasscutter tool. **E**
- Measure, cut, polish circles, using circle cutters and glass pliers. **E**
- Smooth or polish edges of glass using belt sander with abrasive belts, or water-cooled upright belt sander. **E**
- Remove and disassemble metal stops of aluminum doors and clean out any remnants of glass or obstructions, measure, cut and install safety material such as laminated wire glass, plastic, etc.; adjust lead blocks and re-adjust door for proper alignment of door, reinstall stops, make sure door locks and operates correctly. **E**
- Measure and order specific materials for given opening such as tempered, laminated or wire glass. **E**
- Cut mirrors, seam polish edges, cut and install metal track and glue to walls; measure, cut, or drill aluminum mirror frames; layout installation spot on wall; drill and anchor properly to wall leaving no sharp edges. **E**
- Cut laminated, wire, plastic, and raw glass; install according to required safety codes. **E**
- Remove, repair, and replace broken shower door glass or measure and install whole new frames and glass in opening. **E**
- Build and repair glass showcases; cut laminated glass seam and install stainless steel edge protection on glass; polish edges of glass; install new rollers, new top and bottom track and finger pulls. **E**
- Remove large glass, plastic or material from store front systems; order new glass or material and install according to building and safety codes. **E**

- Measure and install louver hardware operators and glass. *E*
- Set up ladder scaffolding or man driven and operated lifts or aerial ladder to perform work in high elevations or roof tops. *E*
- Take and write measurements of skylight frames; remove and replace various types of skylight glass; measure, fabricate and install metal flashing for skylights. *E*
- Remove, measure cut polish, and install a wide variety of related material for light tables, fish tanks, bulletin boards, tables, desk tops, fire extinguishers, boxes, glass cabinets, picture frames, sneeze rails, pass-through windows etc. *E*
- Measure and install or repair or fabricate various types of window screens, screen doors with aluminum screen, or fiberglass screen; change closers, hinges and handles. *E*
- Cut patterns and install flat or curved glass for trucks, golf carts, cushmans etc., including mirrors. *E*
- Measure and install various types of new aluminum windows and doors, such as block frames and retro fits. *E*
- Order materials from selected catalogs and complete requisitions for appropriate supplies. *E*
- Keep accurate records of jobs completed. *E*
- Operate a District vehicle. *E*

*Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A Glazier performs a variety of skilled glazing work at District sites.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Building and safety codes.

Removal of glass in storefront glazing systems.

Fabricating and glazing of glass.

Glass fasteners.

Cutting different glass such as raw, laminated or wire.

Proper use and application of caulking.

Applications and limits of materials such as acrylic, lexan and plastic in glazing work.

Record keeping.

#### **Ability to:**

Read and interpret plans and specifications.

Keep accurate records of work performed.

Measure and cut glass accurately.

Prepare glass for installation.

Fabricate parts for unusual glazing installations.  
Operate hand and power tools used in glazing.  
Keep accurate records.  
Perform simple arithmetic calculations.  
Contact vendors to obtain information on materials and prices.  
Operate a vehicle observing legal and defensive driving practices.  
Establish and maintain effective working relationships with others.

**Training:**

Equivalent to graduation from high school and completion of a recognized apprentice training program of at least three years.

**OR**

**Experience:**

At least three years of experience in a wide variety of glazing assignments, one year of which must be at the journey level.

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

**SPECIAL REQUIREMENTS**

Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment. .

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.

Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

**WORKING ENVIRONMENT**

Indoor and outdoor work environment and occasional inclement weather; working in closed spaces and roofs; subject to odors, fumes, dust; driving District vehicle from site to site.

**PHYSICAL DEMANDS**

Climbing ladders and working from heights; occasionally working from a crane lift; standing for extended periods of time; dexterity of hands and fingers to operate hand and power tools; bending at the waist; reaching overhead, above shoulders and horizontally; lifting and carrying up to 60 pounds; kneeling, crawling, fingering, and pushing.

***AMERICANS WITH DISABILITIES ACT***

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 3/2/00

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

July 25, 2023

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Abolishment of a Classification

## Background and Findings

The classification of Instructional Assistant – Parent Resources Center/BL (salary range 20 C1) was created in 1999 and retitled to Parent Involvement Specialist, BL Khmer, BL Spanish in the Child Care and Instructional Job Family Study approved by the Personnel Commission on June 23, 2016.

In September 2018, the classification was reestablished by the Personnel Commission for the purpose of removing the “restricted” status of one incumbent remaining in the Instructional Assistant – Parent Resources Center/BL (R) classification after they successfully passed the examination required for other candidates in the unrestricted class.

In September 2022, the incumbent vacated the position and the Equity, Engagement & Partnerships (EEP) office does not plan on utilizing the classification in the future. The office will continue to use the class of Parent Involvement Specialist to fill vacancies. There is no reemployment list in place for this classification and no staff will be impacted by this action.

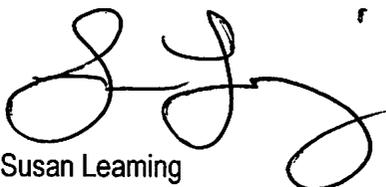
The Director of Equity, Engagement & Partnerships supports the abolishment of the classification.

## Recommendations

Staff recommends the Personnel Commission:

- Abolish the classification of Instructional Assistant – Parent Resources Center/BL

Prepared, Approved, and Recommended:



Susan Leaming  
Interim Executive Officer, Personnel Commission and Classified Employment



## PERSONNEL COMMISSION

Class Code: 3278  
Salary Range: 20 (C1)

### INSTRUCTIONAL ASSISTANT – PARENT RESOURCES CENTER/BL

#### JOB SUMMARY

Under general supervision, assist in organizing, developing and coordinating activities specifically related to the operations of a District Parent Center; assist in preparing for and performing instructional activities that will assist parents in acquiring information and skills which will strengthen their roles as partners in their children's education; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Prepare and organize instructional activities and materials relating to development of parental self-esteem, effective parenting, positive child discipline, English proficiency, literacy and other related areas based on District provided materials, research of program needs, direction from facilitators and other related resources. **E**
- Confer with school facilitators, administrators, to outline program objectives and assist in the set up of instructional and special events scheduling; meet with faculty and staff to discuss program content, explain lesson plans relative to meeting effective parenting goals; assist in the development of curriculum, review with facilitators and program specialists and plan for the preparation and delivery of instructional materials to be used. **E**
- Outline and prepare program orientation and recruitment presentations, including preparation and distribution of informational materials throughout the District; assist in promoting and advertising parenting classes; provide information both in person and by telephone to interested community members. **E**
- Distribute and explain class registration materials; register parents for classes; distribute and collect questionnaires from parents that survey and assess their responses to ongoing programs and need for new courses. **E**
- Participate in the effective instruction of parents by such activities as one-on-one learning programs, small group and adult class learning; lead and facilitate group discussions, class projects or related activities. **E**
- Set up instructional activities and materials relating to computer training in areas such as basic computer skills, English usage and grammar, basic math and other types of programs; assist parents in Parent Center computer lab to load software, initialize programs; tutor parents in understanding self-paced software; explain objectives;

monitor, record and log individual progress; may loan or check-out laptop computers and software as directed. *E*

- Provide oral and written translations of verbal conversations, written text; proofread materials for Parent Centers, facilitators, parents and other related District staff. *E*
- Contact and arrange for speakers from the community to lecture and to assist in providing positive parenting programs. *E*
- Attend and participate in workshops, in-services and seminars related to the development and implementation of parent education programs and goals. *E*
- Perform related support activities such as typing, operating photocopy equipment, telephone, word processing and preparing supply requisitions. *E*
- Monitor or direct the activities of other classroom support personnel such as College/Teacher Aides and volunteers. *E*
- Maintain the cleanliness, order and appearance of the Parent Centers. *E*
- May assist in the monitoring of pre-school age children of Parent Center participants.
- May provide home visits to explain Parent Center programs; may provide transportation to and from the Parent Centers and to Parent Center meetings and activities.

*Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The District provides training for parents in such areas as self-esteem, effective parenting, appropriate disciplining techniques, reinforcing student achievement at home, and other related issues, for the purpose of improving student education and development through pro-active parenting. The Instructional Assistant–Parent Resource Center/BL is an active, knowledgeable participant in the development and dissemination of instructional activities and materials designed for parents of District students. Incumbents in this class typically work in a Parent Center funded through the Office of Special Projects Services and are available to conduct parent training at other District sites, which includes making parent contact, determining schedules, facility usage, curriculum and training materials. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Instruction and reference materials relating to parent and adult education.

Group behaviors and dynamics.

Personal computers and computer software.

Basic concepts of human development, behavior and intervention techniques.

Community organizations such as those offering family health, welfare, educational, employment and other informational resources.

Effective instruction and study techniques.

General classroom management skills and techniques.

English usage, spelling, grammar and punctuation.

Basic math.

Basic record keeping.

**Ability to:**

Assist in the development and instruction of curriculum related to pro-active parenting, such as self-esteem, family nutrition, student achievement through parental support and other related programs.

Effectively communicate with school administrators, facilitators, parents, and community resources personnel to relay information, answer questions and provide support to the parent population served through the Parent Centers.

Encourage positive learning patterns and motivate parents to the importance of education for all family members.

Operate personal computers and software, and oversee parents in operating computers in a self-paced computer learning lab.

Convey patience, sensitivity and compassion to a diverse Parent population with a multitude of difficult issues in need of address.

Attend a variety of educational training seminars, workshops and in-services, and assimilate information gathered into Parent Center curriculum.

Understand and carry out oral and written instruction.

Demonstrate and provide a positive role model to parents.

Maintain a positive attitude and remain flexible and adaptable to constantly changing class schedules, priorities.

Operate a variety of office machines, such as a typewriter, photocopier, fax machine, multi-line telephone.

**Education and Training:**

Associate's degree or completion of two years of college-level coursework with course emphasis in adult education, social science, guidance, counseling or a related field is required. Workshops, seminars and in-services directly relating to parent education are highly desirable.

**Experience:**

One year of experience working with adults in an educational setting including specifically preparing and conveying instructional information. Verifiable supervised experience as a volunteer in a school or related activity may be substituted on an equal basis.

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

**SPECIAL REQUIREMENTS**

Some positions in this classification may require the use of a personal automobile and the possession of a valid California Class C driver's license.

Positions in this classification require the ability to communicate effectively, both orally and in writing, in a designated second language. Candidates must successfully pass the District's bilingual/biliterate test.

**WORKING CONDITIONS**

School site Parent Center, learning center, or classroom setting.

Travel from one school to another, and/or to off-site locations within and outside the District may be required.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make oral presentations.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting, carrying, pushing or pulling light objects and carts of supplies.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

7/1999

Revised: 10/24/2002

Revised: 9/13/2018

Revised: 11/8/2018

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

July 24, 2023

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Abolishment of a Classification

Background and Findings

The classification of Maintenance Mechanic (salary range 30 C2) was created in 1947 and has been vacant since the last incumbent retired in January 2020.

Staff spoke with the Business Services Administrator who supports the abolishment of the classification and does not anticipate a need for it in the future. The majority of items that were previously repaired are now disposable.

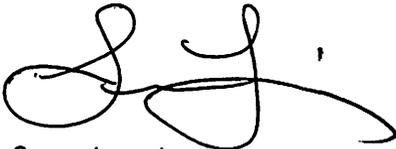
No staff will be impacted by this action and no individuals are on the reemployment list for this class.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of Maintenance Mechanic

Prepared, Approved, and Recommended:



Susan Learning  
Interim Executive Officer, Personnel Commission and Classified Employment



## PERSONNEL COMMISSION

**Class Code: 0112**  
**Salary Range: 30 (C2)**

### MAINTENANCE MECHANIC

#### JOB SUMMARY

Under general supervision, to install, repair, adjust and maintain mechanical and electrical equipment; and to perform related duties as required.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Replace motors, gears, heat rollers and circuit boards. **E**
- Adjust, lubricate, unjam and rewire office machines such as laminators, binders, paper cutters, die machines, staplers and label makers. **E**
- Troubleshoot and repair or replace parts for fan motors, room vents, exhaust and intake air systems in attics, basements and walls; disassemble, lubricate and reassemble; troubleshoot and repair kitchen appliances, laundry equipment such as washing machines, dryers, microwaves, dishwashers, and stoves; replace belts, hoses, switches, valves timers, fuses, handles and locks as needed. **E**
- Inspect and insure proper operation of compressors, generators and pumps including adjustments, changing oil and filters and replacement of bearings. **E**
- Maintain equipment in the maintenance, printing and automotive shops including adjustments to manufacturers' specifications, lubricating, replacing safety guards, power cords and switches. **E**
- Inspect and service floor machines such as polishers, vacuums, blowers and extractors; replace parts and make adjustments to machines. **E**
- Inspect and service garage doors; oil, adjust and replace parts as needed. **E**
- Repair and calibrate weight training equipment; replace cables, pulleys, belts and shackles. **E**
- Troubleshoot and shut down power panels for repair and replacement of electrical wiring, switches, motors, timers and outlets. **E**
- Use hand and power tools and measuring instruments to install, repair and maintain equipment, devices, and appliances. **E**
- Instruct others in the proper operation of machines and equipment. **E**
- Set up and operate lathes, grinders and other metal working tools to make and repair parts. **E**
- Estimate and keep records of time and materials used to perform work. **E**

- Operate a District vehicle.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS**

A Maintenance Mechanic performs journey-level work to install, repair, adjust and maintain a variety of equipment, devices and appliances in the shop and at District sites using hand and power tools and shop machinery.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

The design, construction and operation of motors, fans and machinery.

Installing, adjusting, repairing and maintaining a wide variety of mechanical and electrical machines, equipment, appliances and devices.

Using, repairing and maintaining a wide variety of hand and power tools and machine shop tools.

Safety practices and procedures for the installation and repair of machines, electrical devices and fabrication of parts.

Shop math.

**Ability to:**

Inspect and troubleshoot malfunctions on mechanical equipment, devices and appliances.

Install, adjust, repair and maintain a wide variety of mechanical and electrical machines and devices.

Use, repair and maintain a wide variety of hand and power tools.

Read, understand and interpret blueprints, sketches, and specifications and operating instructions.

Maintain records.

Operate a vehicle observing legal and defensive driving practices.

Establish and maintain effective working relationships with others.

**Education and Training:**

Equivalent to graduation from high school.

**Experience:**

Three years of journey-level experience repairing and maintaining intricate and complex equipment.

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

**SPECIAL REQUIREMENTS**

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.

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.

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.

**WORKING ENVIRONMENT**

Indoors and outdoors; occasional inclement weather; dust; dirt; fumes; attics; tight spaces, tunnels, vaults and under buildings; occasional loud noises.

**PHYSICAL DEMANDS**

Walking and standing for extended periods of time; kneeling,; bending at the waist; crouching; reaching overhead; climbing and descending ladders; lifting objects weighing up to 50 pounds; crawling under buildings and in tight spaces; dexterity of fingers and hands to operate hand and power tools.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Revised: 1/21/1947

Revised: 3/2/1972

Revised: 9/4/1975

Revised: 3/2/2000

Revised: 4/23/2020

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

July 31, 2023

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Revision of Class Specifications

## Background and Findings

As part of an internal reorganization of management duties in 2020, Nutrition Services replaced a vacant Warehouse Manager position with a Warehouse Supervisor to oversee the daily operations of the Nutrition Center warehouse. The Warehouse Supervisor reports to a manager in the department.

The classification specifications were modified to remove the Nutrition Center warehouse from the Warehouse Manager, and add language regarding oversight of the daily activities of the Nutrition Center warehouse in the Warehouse Supervisor classification specification. The reference to the Maintenance Branch in the Warehouse Supervisor specification has been removed as the department now utilizes the lead classification of Maintenance Materials Storekeeper in the Maintenance warehouse.

The Nutrition Services Director and Business Services Administrator have reviewed and approved the recommended changes.

Copies of the revised descriptions are attached showing proposed deletions to the descriptions annotated with strikethroughs and additions underlined.

## Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specifications of:
  - Warehouse Manager
  - Warehouse Supervisor

Prepared, Approved, and Recommended:



Susan Leaming  
Interim Executive Officer, Personnel Commission and Classified Employment

**PERSONNEL  
COMMISSION**

LONG BEACH  
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**PERSONNEL COMMISSION**

**Class Code: 0300  
Salary Range: 29 (S1)**

## **WAREHOUSE SUPERVISOR**

### **JOB SUMMARY**

Under general direction, plan, organize, oversee and participate in the operations and activities of the District's centralized warehouse or a ~~large departmental~~ Nutrition Center warehouse; assure warehouse activities meet site needs and distribution timelines; train and supervise the performance of assigned staff; perform related duties as assigned.

### **EXAMPLES OF DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize, oversee and participate in the operations and activities of the District's centralized warehouse or a ~~large departmental~~ Nutrition Center warehouse; assure smooth and efficient warehouse operations and the timely shipping, receiving, storing and issuing of materials, commodities, equipment or food. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee and participate in the receiving, unloading and inspection of shipments for damage and conformity to purchase order specifications and packing slips; contact vendors regarding shortages, damaged goods or other discrepancies; process related paperwork; input and update computerized records. **E**
- Follow up with vendors and shipping companies regarding damaged shipment reports and arrange for adjustments; confer with District personnel regarding purchase order payment authorization. **E**
- Oversee and participate in the filling and processing of requisitions; pull, pack and ship items in accordance with requisition specifications; verify merchandise counts; wrap and label pallets; move merchandise to loading docks and staging or will call areas for shipment or pickup; complete and submit related paperwork. **E**
- Oversee the loading of delivery trucks, driver assignments, dispatching, routing and scheduling of deliveries to optimize the distribution of goods and equipment. **E**
- Operate a variety of warehouse equipment including a forklift, pallet jack, hand truck, scale, baler and shrink wrap machine; operate a variety of office equipment including a computer and assigned software; arrange for equipment repairs. **E**

- Oversee and participate in periodic and annual inventory activities; prepare items in stock for inventory; count and record numbers of stock items; reconcile discrepancies; prepare related reports. *E*
- Plan and organize warehouse space for new and regular stock items; plan for storage of bulk items or special orders. *E*
- Monitor stock levels; establish stock re-order points and maintain appropriate levels of inventory; verify specifications and research items; recommend discontinuation or purchase of new stock items; maintain computerized stock records and files. *E*
- Initiate re-order process to replenish inventory; recommend purchase quantities and suggest source; monitor open orders; expedite orders as necessary. *E*
- ~~Assist in~~ Overseeing and participate in the shipping of food items to school sites; assure food items are properly stored and rotated; monitor refrigerated storage areas for temperature and condition of food items. *E*
- Oversee and participate in the preparation and maintenance of records, reports and files such as equipment inspection reports, Hazard Analysis and Critical Control Point (HACCP) records, Material Safety Data Sheets (MSDS) and daily activity sheets; compile data and prepare reports regarding assigned activities. *E*
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues and exchange information; drive a District vehicle to various sites to conduct work. *E*
- Oversee and assist in maintaining warehouse and work areas in a clean, safe and orderly condition. *E*
- Lock and unlock warehouse doors and gates; maintain security of warehouse areas according to established guidelines; set alarms as appropriate. *E*
- ~~Serve as the Assistant Warehouse Manager or Warehouse Manager~~ in the absence of the ~~Assistant Warehouse Manager or Warehouse Manager~~ as assigned. *E*
- Attend and participate in meetings, conferences and trainings. *E*
- Certify District employees in the operation of forklifts as assigned by the position. *E*
- Assist in overseeing assigned operating budgets.
- Assist in the gathering and disposition of records and surplus materials.
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A Warehouse Supervisor participates in the planning, organization and overseeing of the daily operations and activities of the District's centralized warehouse or a ~~large, departmental warehouse at the Nutrition Center~~ warehouse or ~~Maintenance Branch~~. Incumbents directly supervise staff involved in the shipping, receiving, storing and issuing of materials, commodities, equipment or food and also participate in daily warehousing activities. Incumbents participate in resolving issues regarding damaged items, incomplete or partial vendor shipments, tracking lost or missing shipments and the authorization of payments to vendors.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Methods, practices and terminology used in warehouse operations.  
Shipping and receiving procedures.  
Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.  
Operation of equipment used in the receipt, storage and shipping of materials, commodities, equipment and food.  
Proper storage techniques.  
Proper lifting techniques.  
General space utilization and inventory control methods and practices.  
Operation of a computer and assigned software.  
Record-keeping and filing techniques.  
Basic report preparation techniques.  
Health and safety regulations.  
Mathematical computations.  
General principles and practices of supervision and training.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Plan, organize, oversee and participate in the operations and activities of the District's centralized warehouse or a large departmental Nutrition Center warehouse.  
Receive, store, ship and deliver materials, food, supplies and equipment to various locations.  
Train and evaluate the performance of assigned personnel.  
Operate a variety of warehouse equipment including a forklift.  
Operate a computer and assigned software.  
Drive a District vehicle to conduct work.  
Utilize space efficiently and effectively.  
Oversee and participate in maintaining and recording inventory.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Understand and resolve issues, complaints or problems.  
Prioritize and schedule work.  
Meet schedules and time lines.  
Maintain records and files and prepare reports.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Observe health and safety regulations.  
Perform mathematical computations.

**Education and Training:**

Graduation from high school or equivalent.

**Experience:**

Three years of experience receiving, inspecting, storing and shipping general stores and equipment. Experience working with food items is preferred. Experience in a lead or supervisory capacity is highly preferred.

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

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

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 and/or rejection of the applicant regardless of any other standing.

Valid Forklift Operator Certification at time of appointment.

Incumbents assigned to the District's central warehouse must successfully complete an Occupational Safety and Health Administration (OSHA) Forklift Operator Trainer course within six months of employment.

**WORKING ENVIRONMENT**

Office and warehouse environment.  
Exposure to fumes, dust and odors.  
Working around and with machinery having moving parts.  
Driving a vehicle to conduct work.  
Subject to cold from walk-in refrigerators or freezers.  
Working at heights.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.  
Hearing and speaking to exchange information in person or on the telephone.  
Lifting, carrying, pushing or pulling moderately heavy objects and carts weighing approximately 50 pounds, and with assistance up to approximately 100 pounds.  
Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.  
Seeing to read a variety of materials.  
Standing for extended periods of time.  
Walking.  
Climbing ladders to reach supplies and equipment.  
Heavy physical labor.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 2/08/1996  
Revised: 3/6/2008  
Revised:

**PERSONNEL  
COMMISSION**

LONG BEACH  
UNIFIED SCHOOL DISTRICT  
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**PERSONNEL COMMISSION**

**Class Code: 0301  
Salary Range: 42 (M2)**

## **WAREHOUSE MANAGER**

### **JOB SUMMARY**

Under general direction, plan, organize and manage the operations and activities of the District's centralized warehouse ~~or Nutrition Center warehouse~~; assure warehouse activities meet site needs and distribution timelines; train and supervise the performance of assigned staff; perform related duties as assigned.

### **EXAMPLES OF DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize and manage the operations and activities of the District's centralized warehouse ~~or Nutrition Center warehouse~~; assure smooth and efficient warehouse operations and the timely shipping, receiving, storing and issuing of materials, commodities, and equipment ~~or feed~~. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee and manage shipping and receiving activities to assure accuracy, completeness and appropriate condition of items. **E**
- Coordinate the investigation of shortages, deviations from specifications and damage to shipments; follow up with vendors and shipping companies regarding damaged shipment reports and arrange for adjustments; assure the filing of appropriate reports. **E**
- Oversee and manage the loading of delivery trucks, driver assignments, dispatching, routing and scheduling of deliveries to optimize the distribution of goods and equipment. **E**
- Oversee and direct periodic and annual inventory activities; oversee the District's fixed asset program as assigned by the position. **E**
- Analyze, plan and organize warehouse space for new and regular stock items; monitor the identification and disposition of records and surplus materials and equipment; coordinate the District's recycling program. **E**
- ~~Oversee the shipping of food items to school sites; assure food items are properly stored and rotated in accordance with production and expiration dates; monitor refrigerated storage areas for temperature and condition of food items. **E**~~

- Develop warehouse policies and procedures; establish operating priorities; advise department administrators of unusual trends or problems and recommend appropriate corrective action. *E*
- Evaluate and recommend the purchase of new warehouse equipment and supplies; evaluate and make recommendations regarding vendor proposals, leases and service contracts. *E*
- Develop the division’s preliminary annual budget; authorize and control expenditures in accordance with established limitations. *E*
- Oversee the preparation and maintenance of records and files such as equipment inspection reports, Material Safety Data Sheets (MSDS), Hazard Analysis and Critical Control Point (HACCP) records and daily activity sheets; compile data and prepare detailed reports regarding assigned activities. *E*
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues and exchange information; drive a District vehicle to various sites to conduct work. *E*
- Oversee and assure warehouse and work areas are maintained in a clean, safe and orderly condition; continually inspect work areas and equipment to assure the safety of staff and direct corrective actions. *E*
- Lock and unlock warehouse doors and gates; maintain security of warehouse areas according to established guidelines; set alarms as appropriate. *E*
- Operate a variety of warehouse equipment including a forklift, pallet jack, hand truck, scale, baler and shrink wrap machine; operate a variety of office equipment including a computer and assigned software; arrange for equipment repairs. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of technological advances in the field; conduct presentations. *E*

*Note: At the end of some of the duty statements there is an italicized “E” which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS**

A Warehouse Manager plans, organizes and manages the daily operations and activities of the District’s centralized warehouse ~~or the Nutrition Center warehouse~~. Incumbents directly supervise staff involved in the shipping, receiving, storing and issuing of materials, commodities, ~~food~~ and equipment.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Methods, practices, terminology and equipment used in high-volume warehouse operations.

Operating requirements for a high-volume warehouse and distribution center.

Principles and practices of supervision and training.  
Budgeting practices regarding monitoring and control.  
Health and safety regulations.  
Proper lifting techniques.  
Space utilization and inventory methods and practices.  
Operation of a computer and assigned software.  
Record-keeping and filing techniques.  
Report preparation techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Plan, organize and manage the operations and activities of the District's centralized warehouse or Nutrition Center warehouse.  
Train and evaluate the performance of assigned personnel.  
Develop and implement warehousing and delivery procedures and standards.  
Develop and prepare budgets.  
Monitor and control expenditures.  
Maintain current knowledge of technological advances in the field.  
Analyze, plan and organize warehouse space effectively.  
Oversee the maintenance and recording of inventory.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive reports.  
Direct the establishment and maintenance of records and files.  
Operate a variety of warehouse equipment including a forklift.  
Operate a computer and assigned software.  
Drive a District vehicle to conduct work.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Observe and implement health and safety regulations.

**Education and Training:**

Associate's degree including coursework in logistics, business administration, public administration or a related field.

**Experience:**

Four years of experience receiving, inspecting, storing and shipping general stores and equipment including two years in a supervisory or managerial capacity. Experience working with food items is desirable.

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

**SPECIAL REQUIREMENTS**

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

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 and/or rejection of the applicant regardless of any other standing.

Valid forklift operator certification at time of appointment.

**WORKING ENVIRONMENT**

Office and warehouse environment.  
Exposure to fumes, dust and odors.  
Working around and with machinery having moving parts.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.  
Hearing and speaking to exchange information in person or on the telephone.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling or crouching.  
Occasional lifting, carrying, pushing or pulling heavy objects weighing up to 50 pounds.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Walking.

***AMERICANS WITH DISABILITIES ACT***

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 12/27/84

Revised: 11/22/00

Revised: 3/6/2008

Revised:

PERSONNEL COMMISSION



August 3, 2023

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revisions to the Rules and Regulations of the Classified Service

Background and Findings

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

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

The attached rules are being submitted for a first reading for revision with the following rationale:

Rule 1.1 DEFINITIONS: TRANSFER: Expands definition to include classifications at lower salary ranges as allowed under Rule 8.1.C.2.

Rule 8.1.C.1 TRANSFER PROCEDURES: This rule is being modified to reflect the 2022-2023 collective bargaining agreement between the Long Beach Unified School District and the California School Employees Association (CSEA) to amend the date of expiration for transfer requests from November 30 to June 30.

Deletions to the rules are annotated with strikethroughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission support these rule revisions for further consideration and a second reading.

Prepared by:

Dale Culton
Certification Services Manager (Retiree)

Approved and Recommended:

Susan Learning
Interim Executive Officer

**CHAPTER I  
DEFINITIONS**

**1.1 DEFINITIONS**

Unless otherwise required by context and/or prevailing law, words and phrases used in these Rules shall have the following meanings:

...

**TRANSFER** - The reassignment of an employee without examination from one position to another position in the same class or to a position in a related or similar class with the same or lower-salary range.

...

...

...

## CHAPTER VIII TRANSFERS

### 8.1. TRANSFER PROCEDURES

...

#### C. TRANSFER REQUEST BY EMPLOYEE

1. Transfer to same class - An employee with permanent status may request a transfer from one position to another within the same class. Such requests shall be in writing and submitted to the Personnel Commission office. A transfer request shall remain active through ~~November~~ June 30 at which time the request must be renewed. No obligation shall exist to fill a position by transfer rather than by any other methods of appointment; however, each employee will be notified that their transfer request has been received and will be considered as openings occur.