

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

REGULAR MEETING AGENDA

Regular Meeting
Building B, Room 29
May 5, 2022

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of April 7, 2022 1-5
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accompanist 6-7
2. **RATIFY** job announcement bulletin for Custodial Crew Supervisor 8-9
3. **RATIFY** job announcement bulletin for Electronics Technician 10-11
4. **RATIFY** job announcement bulletin for Grounds Equipment Operator II 12-13
5. **RATIFY** job announcement bulletin for Groundskeeper – Catalina Island 14-15
6. **RATIFY** job announcement bulletin for Instructional Assistant – School for Adults 16-17
7. **RATIFY** job announcement bulletin for Kids' Club Assistant 18-19
8. **RATIFY** job announcement bulletin for Laborer 20-21
9. **RATIFY** job announcement bulletin for Locker Room Attendant 22-23
10. **RATIFY** job announcement bulletin for Plant Supervisor I 24-25
11. **RATIFY** job announcement bulletin for Plant Supervisor II 26-27

12. RATIFY job announcement bulletin for Plant Utilities Operator	28-29
13. RATIFY job announcement bulletin for School Safety Officer	30-31
14. RATIFY job announcement bulletin for Site Specialist – Student Engagement	32-33
15. RATIFY job announcement bulletin for Speech – Language Pathology Assistant	34-35
16. RATIFY job announcement bulletin for Stage Technician	36-37
17. RATIFY job announcement bulletin for Truck Driver	38-39
18. APPROVE the certification of Accompanist eligibility list 22-0221-5213 established 05/05/2022	40
19. APPROVE the certification of Campus Staff Assistant eligibility list 22-0215-5288 established 05/05/2022	40
20. APPROVE the certification of Electronics Technician eligibility list 22-0120-0110 established 05/02/2022	40
21. APPROVE the certification of Executive Secretary (C) eligibility list 22-0057-0678 established 04/14/2022	40
22. APPROVE the certification of General Counsel eligibility list 22-0128-5294 established 05/05/2022	40
23. APPROVE the certification of Groundskeeper eligibility list 22-0173-0172 established 05/03/2022	40
24. APPROVE the certification of Grounds Equipment Operator I eligibility list 22-0172-0175 established 04/29/2022	40
25. APPROVE the certification of Head Start Nutrition Assistant eligibility list 22-0147-3297 established 04/12/2022	41
26. APPROVE the certification of HVAC Technician eligibility list 22-0155-5103 established 04/12/2022	41
27. APPROVE the certification of Instructional Aide – Instrumental Music eligibility list 22-0047-0447 established 04/22/2022	41
28. APPROVE the certification of Instructional Aide - Special eligibility list 22-0217-0448 established 04/21/2022	41
29. APPROVE the certification of Library Media Assistant eligibility list 22-0174-0465 established 04/12/2022	41
30. APPROVE the certification of Maintenance Team Lead eligibility list 22-0186-5283 established 04/22/2022	41

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|--|----|
| 31. APPROVE the certification of Management Analyst eligibility list 22-0209-5284 established 05/04/2022 | 41 |
| 32. APPROVE the certification of Nutrition Services Worker eligibility list 22-0208-5068 established 04/08/2022 | 42 |
| 33. APPROVE the certification of Nutrition Services Worker eligibility list 22-0214-5068 established 04/12/2022 | 42 |
| 34. APPROVE the certification of Physician Services Technician eligibility list 22-0192-5139 established 04/25/2022 | 42 |
| 35. APPROVE the certification of Recreation Aide eligibility list 22-0216-5255 established 04/20/2022 | 42 |
| 36. APPROVE the certification of Recreation Aide eligibility list 22-0242-5255 established 05/03/2022 | 42 |
| 37. APPROVE the certification of School Support Secretary eligibility list 22-0152-3361 established 04/26/2022 | 42 |
| 38. APPROVE the certification of School Support Secretary BL - Spanish eligibility list 22-0153-5159 established 04/26/2022 | 42 |

III. OLD BUSINESS

None

IV. NEW BUSINESS

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| 1. APPROVE the Revision of a Classification – Transportation Supervisor | 43-48 |
| 2. OPEN the public hearing on the 2022-2023 proposed Personnel Commission Budget | 49-52 |
| 3. CLOSE the public hearing on the 2022-2023 Peronnel Commission Budget | |
| 4. ADOPT the 2022-2023 Personnel Commission Budget | |
| 5. APPROVE the Adoption of Resolution regarding Classified School Employee Week | 53 |
| 6. ANNUAL ELECTION OF OFFICERS per PC Rule 2.6 | 54 |
| 7. APPROVE the Letter of Support for AB2045 with amendments | |
| 8. APPROVE the Recommendation to Remove from Eligibility List ID 43295881 | 55-62 |
| 9. APPROVE the Recommendation to Remove from Eligibility List ID 45375841 | 63-80 |
| 10. APPROVE the Request for Hearing in Disciplinary Matter Employee E 00483834 | 81-133 |
| 11. APPROVE the Request for Hearing in Disciplinary Matter Employee E 00675712 | 134-252 |

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

May 19, 2022 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII. CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

VIII. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).

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

MINUTES
Regular Meeting

April 7, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, April 7, 2022 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Chairperson, Terence Ulaszewski.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Anne Follett, Employment Services Supervisor (Acting); Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Joanna Guzman, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; and Lydia Smith, Human Resources Technician.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Appellant 1234452; and Appellant 48234213.

MINUTES OF REGULAR MEETING APPROVED

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

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Jesus Rios Jr., Associate Personnel Analyst, deferred to the units for their reports.

Maria Braunstein, Personnel Analyst, shared an overview of the presentation given at the Pacific Gateway Workforce Innovation Network job fair webinars that staff recently

participated in. Ms. Braunstein shared the Campus Staff Assistant course flyer, a new class offered at the Long Beach School for Adults made possible in collaboration with Debbie Broadway, Assistant Principal. Ms. Braunstein mentioned staff has been contacting previous candidates to notify them of the Campus Staff Assistant course. Ms. Braunstein also shared the event flyer for the upcoming Long Beach City College job fair on May 12, 2022 that staff will be participating in to promote classified recruitments. Ms. Braunstein reported there are 83 total recruitments in progress, 34 accepting applications, and 14 pending. Ms. Braunstein thanked Recruitment and Testing staff for all of their hard work.

Dale Culton, Certification Services Manager, shared that in an effort to fill vacancies in a more timely manner, lists of Recreational Aide vacancies will now be sent to eligible candidates so they can contact school sites directly to set up interviews. Mr. Culton also mentioned that in collaboration with Karen Kemp, Human Resources Supervisor, and Kaopoo Chao, Fiscal Services Analyst, online Vacancy Assignment (VA) training sessions will be conducted with secretaries over the next week.

Mr. Culton congratulated Commissioner Ulaszewski for 25 years of service as a Personnel Commissioner. Mr. Ulaszewski shared his sentiments of the great employees who have been hired that contribute to the success of the District over the years.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accompanist
2. **RATIFY** job announcement bulletin for Certification Services Manager
3. **RATIFY** job announcement bulletin for Computer Support Technician
4. **RATIFY** job announcement bulletin for Facilities Project Manager
5. **RATIFY** job announcement bulletin for Groundskeeper – Catalina Island
6. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish
7. **RATIFY** job announcement bulletin for High School Office Supervisor
8. **RATIFY** job announcement bulletin for HVAC Technician
9. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker
10. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I
11. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II
12. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III
13. **RATIFY** job announcement bulletin for Water/Boiler Treatment Specialist
14. **APPROVE** the certification of Accountant eligibility list 22-0141-0358 established 04/01/2022

15. **APPROVE** the certification of Assistant Facilities Project Manager eligibility list 22-0139-5104 established 04/07/2022
16. **APPROVE** the certification of Associate Analyst Human Resource Service eligibility list 22-0036-3298 established 03/30/2022
17. **APPROVE** the certification of Associate Research Data Analyst eligibility list 22-0145-5251 established 04/01/2022
18. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0169-5288 established 04/01/2022
19. **APPROVE** the certification of Custodian Assistant eligibility list 22-0171-5025 established 03/29/2022
20. **APPROVE** the certification of Educare Family Support Specialist – BL SP eligibility list 22-0053-5204 established 04/01/2022
21. **APPROVE** the certification of Facilities Project Manager - Planning eligibility list 22-0132-5190 established 04/08/2022
22. **APPROVE** the certification of Fiscal Services Analyst eligibility list 22-0143-5173 established 04/07/2022
23. **APPROVE** the certification of Heavy Truck Driver eligibility list 22-0138-0187 established 03/29/2022
24. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0205-0448 established 04/05/2022
25. **APPROVE** the certification of Lead Custodian eligibility list 22-0178-0205 established 03/29/2022
26. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0195-5068 established 03/28/2022
27. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-200-5068 established 03/31/2022
28. **APPROVE** the certification of Recreation Aide eligibility list 22-0211-5255 established 04/05/2022

Following discussion, a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify item 1-13 and approve items 14-28 on the Consent Agenda.

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

OLD BUSINESS None

NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List ID 1234452

Appellant 1234452 was present and requested their appeal be heard in open session. Mr. Rios Jr. stated the reason Appellant 1234452 was removed from the Recreational Aide eligibility list. Appellant 1234452 discussed why they should not be removed from the eligibility list and presented items of evidence to the Commission. The Commissioners asked Appellant 1234452 several clarifying questions, thanked them for their attendance, and explained they would be notified by letter of the decision. The Commission then moved New Business Item 1 into closed session for discussion and action.

2. **APPROVE** the Recommendation to Remove from Eligibility List ID 48234213

Appellant ID 48234213 was in attendance and requested their appeal be heard in closed session. The Commission moved New Business Item 2 into closed session.

3. **APPROVE** the Recommendation to Remove from Eligibility List ID 48274973

Appellant ID 48274973 was not in attendance. The Commission moved New Business Item 3 into closed session.

4. **APPROVE** the Recommendation to Remove from Eligibility List ID 48465223

Appellant ID 48465223 was not in attendance. The Commission moved New Business Item 4 into closed session.

OTHER ITEMS None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 21, 2022 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION The Personnel Commission retired into closed session at 8:31 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:40 a.m. and the following reportable actions were taken.

1. **APPROVE** the recommendation to remove from Eligibility List ID 1234452

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to grant the appeal of Applicant ID 1234452 and allow the appellant to move forward in the employment process.

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

2. **APPROVE** the recommendation to remove from Eligibility List ID 48234213

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff's recommendation to remove Applicant ID 48234213 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

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

3. **APPROVE** the recommendation to remove from Eligibility List ID 48274973

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff's recommendation to remove Applicant ID 48274973 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

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

4. **APPROVE** the recommendation to remove from Eligibility List ID 48465223

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff's recommendation to remove Applicant ID 48465223 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:42 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

ACCOMPANIST

FINAL FILING DATE:

4:30 p.m., Monday, May 16, 2022.

JOB INFORMATION:

PLEASE NOTE: The current vacancies are 10 month positions with and without benefits. The eligibility list will be used to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, provide piano accompaniment for soloists and dance or choral groups at a variety of performances and special events including rehearsals, graduations, festivals and competitions; 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 quarters units) at an institution of higher education; Or (2) Attainment of an Associate of Arts degree or higher degree; Or (3) Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level coursework or advanced private training in piano and music theory.

EXPERIENCE:

One year of experience as an accompanist.

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.

WORKING ENVIRONMENT:

Classroom, theater, indoor and outdoor locations including some evenings, weekends and varied hours.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to play the piano. Seeing to read music and observe performances. Hearing and speaking to listen to music and exchange information. Sitting for extended periods of time. Lifting, carrying, pushing and pulling instruments weighing up to 25 pounds.

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: \$19.09
6 MONTHS: \$20.15
1 ½ YEARS: \$21.26
2 ½ YEARS: \$22.42
3 ½ YEARS: \$23.65

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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24 hour job hotline: (562) 491-JOBS
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VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0253-5213 JG

LBUSD employees, please see reverse side for important information.

Classified Employment



Long Beach Unified School District

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAL CREW SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Thursday, April 28, 2022

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial crew activities at an assigned comprehensive high school or a restroom or kitchen crew; assure buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of custodial crew; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Two years of custodial experience or one year of experience as a Lead Custodian in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require possession of a valid California Class C driver's license and are 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. (2) May be required to travel from one location to another.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

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:	\$22.66
6 MONTHS:	\$23.91
1 ½ YEARS:	\$25.23
2 ½ YEARS:	\$26.61

APPLICATION:

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SELECTION PROCEDURE:

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

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0233-5245 AF

LBUSD employees, please see reverse side for important information.



Amy Van 8

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

ELECTRONICS TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Tuesday, June 7, 2022

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Current vacancy is located at Information Services. This list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, install, repair, test and service electronic equipment, devices, components and circuits; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school and completion of a recognized apprentice training program of four years duration.

OR

EXPERIENCE:

Four years journey-level installation and repair of electronic equipment and devices.

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:

(1) Valid Class C California Driver's License. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law. (4) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START: \$29.48
6 MONTHS: \$31.10
1 ½ YEARS: \$32.81
2 ½ YEARS: \$34.62
3 ½ YEARS: \$36.52

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0256-0110 ALT

LBUSD employees, please see reverse side for important information.



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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDS EQUIPMENT OPERATOR II

FINAL FILING DATE:

4:30 p.m., Friday, May 20, 2022.

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class B driver's license at time of application. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (3) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate heavy equipment. Bending at the waist, kneeling, stooping or crouching. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Seeing to perform grounds work. Heavy physical labor.

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:	\$23.09
6 MONTHS:	\$24.36
1 ½ YEARS:	\$25.70
2 ½ YEARS:	\$27.12
3 ½ YEARS:	\$28.61

APPLICATION:

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SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0234-0176 AA

LBUSD employees, please see reverse side for
important information.

Classified Employment



Long Beach Unified School District

Amy Van D... 12

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

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

Guidelines:

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

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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.

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- RECRUITMENT EXTENDED -



CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

GROUNDSKEEPER – CATALINA ISLAND

FINAL FILING DATE:

4:30 p.m., Wednesday, April 13, 2022

4:30 p.m., Wednesday, April 27, 2022

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

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

Catalina Island is located 22 miles southwest of the Los Angeles Harbor breakwater. **EMPLOYEES MUST LIVE ON THE ISLAND, AND/OR ARRANGE FOR THEIR OWN TRANSPORTATION TO AND FROM THE ISLAND.**

JOB SUMMARY:

Under immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Six months of paid residential or commercial gardening or landscaping work.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) Applicants for this class 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. (3) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

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

22/13

APPLICATION:

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

SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0220-0172 JA

LBUSD employees, please see reverse side for important information.



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

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Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT-SCHOOL FOR ADULTS

FINAL FILING DATE:

4:30 p.m., Monday, April 25, 2022

JOB INFORMATION:

Permanent 10 month position. Position is .475% FTE. Current vacancy is located at Long Beach School for Adults and is required to work an evening schedule. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, perform a variety of instructional and clerical duties in support of the School for Adults; administer and score Comprehensive Adult Student Assessment Systems (CASAS) reading and math assessments and Test of Adult Basic Education (TABE); provide instructional support to students in a learning lab environment; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

In addition to the above standards, applicants must provide proof of completion of college-level coursework relating to the activities of this classification, such as education or information technology.

EXPERIENCE:

One year of experience providing instructional assistance in an educational environment including experience working with computers and peripheral equipment.

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:

Positions in the instructional Assistant – School for Adults – BL classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the district bilingual/biliterate test.

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

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

SALARY RANGE HOURLY:

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

APPLICATION:

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

SELECTION PROCEDURE:

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

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Dual Exam 22-0223-0776 JG

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Classified Employment



Long Beach Unified School District

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

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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.**
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CLASSIFIED EMPLOYMENT OPPORTUNITY

ZLV

KIDS' CLUB ASSISTANT

FINAL FILING DATE:

4:30 p.m., Friday, May 6, 2022.

JOB INFORMATION:

Permanent 10 month positions. Positions are 45% FTE. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, assist in the implementation of a Kids' Club (day care) program which meets the needs of individual children; participate in and monitor children in program activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. 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 children in an instructional, extended day care or similar recreation program.

Any other combination of training and experience that could likely provide the required knowledge and abilities may be considered.

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

START:	\$15.37
6 MONTHS:	\$16.21
1 ½ YEARS:	\$17.11
2 ½ YEARS:	\$18.05
3 ½ YEARS:	\$19.04

APPLICATION:

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SELECTION PROCEDURE:

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Dual 22-0252-0694 ALT

LBUSD employees, please see reverse side for important information.



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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

LABORER

FINAL FILING DATE:

4:30 p.m., Friday, May 13, 2022.

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, to assist in the collection of refuse at District sites; to drive a District vehicle for pick-up and delivery of materials, equipment and other items; to perform semi-skilled or unskilled tasks in the automotive repair shop; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to completion of the eighth grade.

EXPERIENCE:

Six months experience in general labor requiring physical work.

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:

(1) May be required to drive from one location to another (2) 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. (3) 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. (4) Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law.

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:	\$20.72
6 MONTHS:	\$21.86
1 ½ YEARS:	\$23.06
2 ½ YEARS:	\$24.33
3 ½ YEARS:	\$25.67

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual 22-0235-0204 ALT

LBUSD employees, please see reverse side for important information.



Amos Vandy 20

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

LOCKER ROOM ATTENDANT

FINAL FILING DATE:

4:30 p.m. Monday, April 25, 2022.

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE. Current vacancy is located at Millikan High School. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

WORKING ENVIRONMENT:

Locker room environment. Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS:

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

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

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

SALARY RANGE HOURLY:

START:	\$19.09
6 MONTHS:	\$20.15
1 ½ YEARS:	\$21.26
2 ½ YEARS:	\$22.42
3 ½ YEARS:	\$23.65

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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Dual Exam 22-0236-0208 JG

LBUSD employees, please see reverse side for important information.

Classified Employment



Long Beach Unified School District

Amy Van Dyke

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

PLANT SUPERVISOR I

FINAL FILING DATE:

4:30 p.m., Friday, April 29, 2022

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial activities at an assigned elementary or small middle or K-8 school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of a small custodial crew; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Two years of custodial experience or one year of experience as a Lead Custodian in the Long Beach Unified School District.

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

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

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: \$22.66
6 MONTHS: \$23.91
1 ½ YEARS: \$25.23
2 ½ YEARS: \$26.61

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual 22-0226-5026 AA

LBUSD employees, please see reverse side for important information.

Classified Employment



Long Beach Unified School District

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

uwi

PLANT SUPERVISOR II

FINAL FILING DATE:

4:30 p.m., Friday, April 29, 2022

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial activities at an assigned large middle school, K-8 school, elementary school, or other assigned District site; assure buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Three years of custodial experience including one year of experience in a supervisory capacity or one year of experience as a Plant Supervisor I in the Long Beach Unified School District.

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

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

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: \$24.59
6 MONTHS: \$25.94
1 ½ YEARS: \$27.36
2 ½ YEARS: \$28.87

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0227-5027 AA

LBUSD employees, please see reverse side for important information.

Classified Employment



Long Beach Unified School District

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

PLANT UTILITIES OPERATOR

FINAL FILING DATE:

4:30 p.m., Monday, May 16, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, to operate and maintain low-pressure water and steam boilers and related auxiliary equipment; to maintain and perform minor repair on a variety of plant equipment at a District secondary school; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

One year operating automatic low pressure boilers and related equipment including water analysis and treatment.

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

SPECIAL REQUIREMENTS:

- (1) 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.
- (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.
- (3) Incumbents 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.
- (4) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START:	\$24.38
6 MONTHS:	\$25.72
1 ½ YEARS:	\$27.14
2 ½ YEARS:	\$28.62
3 ½ YEARS:	\$30.20

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Paper applications must be completed on an official LBUSD application and supplemental application forms obtained from the Personnel Commission.

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0241-3308 AA

LBUSD employees, please see reverse side for important information.



Amy Van Dyke 28

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.**
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- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL SAFETY OFFICER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, patrol District sites and adjacent areas to provide safety and protection for students, staff, equipment and property; assure compliance with applicable laws, codes, rules and regulations; respond to fire and intrusion alarms and calls for service at District sites; provide assistance to staff, students, parents, citizens and public agencies; model and promote a positive, productive and safe campus climate; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

Graduation from or enrollment in a California Peace Officer Standards and Training (P.O.S.T.) basic academy. Successful completion within one year from the date of appointment to the position is required.

Associate's degree including coursework in criminal justice, psychology, law, or a related field is desirable.

EXPERIENCE:

Security or law enforcement experience in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Experience working with adolescents is highly desirable.

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

SPECIAL REQUIREMENTS:

(1) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (2) Valid California Class C driver's license. (3) May be required to travel from one location to another. (4) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at 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. (5) Incumbents must complete 24 hours of accredited training per calendar year. Training is at the District's expense. (6) Incumbents must provide and service their own firearm subject to District approval and qualify periodically with the approved firearm at a specified police or sheriff's range. (7) Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and swing shifts.

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

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

SALARY RANGE HOURLY:

START: \$29.48
6 MONTHS: \$31.10
1 ½ YEARS: \$32.81
2 ½ YEARS: \$34.62
3 ½ YEARS: \$36.52

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone. Seeing to read a variety of materials and perform assigned duties. Sitting or standing for extended periods of time. Dexterity of hands and fingers to operate a computer and safety equipment. Wear a duty belt weighing approximately 25 pounds and ballistic vest during assigned shifts. Sufficient agility and strength to lift or restrain students or other individuals and protect self from physical harm. Walking and climbing stairs.

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

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VIII/MERIT SYSTEM EMPLOYER

Dual Continuous 5014 JG

LBUSD employees, please see reverse side for important information.

Maria Braunstein

Classified Employment



Long Beach Unified School District

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

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

Guidelines:

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- ❖ **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.**
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CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

SITE SPECIALIST – STUDENT ENGAGEMENT

FINAL FILING DATE:

4:30 p.m., Monday, May 02, 2022

REQUIREMENTS TO APPLY:

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

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general direction, plan, develop and implement the activities and operations of a student engagement and intervention program at assigned high school sites; serve as a role model and mentor to students; build positive relationships and engage with students to promote and encourage program involvement; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

Three years of experience working with at-promise adolescents or young adults in a structured environment or community-based organization.

OR

Three years of experience as a Campus Staff Assistant or School Intervention Specialist with the Long Beach Unified School District.

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) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. (2) May be required to travel from one location to another.

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: \$24.38
6 MONTHS: \$25.72
1 ½ YEARS: \$27.14
2 ½ YEARS: \$28.62
3 ½ YEARS: \$30.20

APPLICATION:

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SELECTION PROCEDURE:

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PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Promo Exam 22-0244-5300 JA

LBUSD employees, please see reverse side for important information.



Maria Braunstein

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SPEECH-LANGUAGE PATHOLOGY ASSISTANT

FINAL FILING DATE:

4:30 p.m., Tuesday, May 03, 2022

JOB INFORMATION:

The current vacancy is a 10-month position, 75% FTE, located at Special Education. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under the supervision of a credentialed Speech-Language Specialist, provide speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; perform a variety of duties in support of student case management services; maintain records and documentation on students; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program.

OR

Proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology.

EXPERIENCE:

Six months of experience working with individuals with speech and language disabilities in a structured environment is desired.

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) Applicants must provide proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology at the time of appointment and maintain current registration throughout employment in this classification. (2) Possession of a valid California Class C driver's license at the time of appointment and the use of a personal automobile. (3) May be required to travel from one location to another.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information. Dexterity of hands and fingers to operate adaptive equipment and a computer. Seeing to read a variety of materials. Sitting for extended periods of time. Bending at the waist, kneeling, crouching to work with students. Reaching overhead and above the shoulders to reach supplies. Pushing students in wheelchairs and carts with supplies. Lifting and carrying therapy equipment and supplies. Walking.

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

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

SALARY RANGE HOURLY:

START: \$24.38
6 MONTHS: \$25.72
1 ½ YEARS: \$27.14
2 ½ YEARS: \$28.62
3 ½ YEARS: \$30.20

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:

The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

PERSONNEL COMMISSION

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Dual Exam 22-0247-5024 AA

LBUSD employees, please see reverse side for important information.

Classified Employment



Long Beach Unified School District

Amy Van Der ... 34

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

STAGE TECHNICIAN

FINAL FILING DATE:

Friday, April 29, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, perform a variety of technical duties in the planning, design, construction, operation and maintenance of theater sets, materials and equipment including stage, sound and lighting systems; train and provide work direction and guidance to students in the technical operation of the theater and equipment; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

In addition to the above standards, applicants must provide proof of completion of coursework, training or certification in various aspects of theater production and staging such as scenic design, construction, art, lighting and carpentry.

EXPERIENCE:

Two years of experience in stage design and operation.

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 the possession of a valid California Class C driver's license. (2) May be required to travel from one location to another.

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

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SALARY RANGE HOURLY:

START:	\$23.09
6 MONTHS:	\$24.36
1 ½ YEARS:	\$25.70
2 ½ YEARS:	\$27.12
3 ½ YEARS:	\$28.61

APPLICATION:

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SELECTION PROCEDURE:

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Dual Exam 22-0248-0379 JG

LBUSD employees, please see reverse side for important information.

Classified Employment



Long Beach Unified School District

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

TRUCK DRIVER

FINAL FILING DATE:

4:30 p.m., Thursday, May 19, 2022

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located at Head Start. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under the direction of an assigned supervisor, drive a District vehicle to provide District-wide service for the delivery, transfer and placement of food, supplies, furniture, mail and equipment; transport freight in a safe and efficient manner; maintain records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

One year of recent experience driving trucks in delivery work or in a warehouse environment.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) Some positions in this classification may require forklift certification within six months of employment. (3) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing. (4) May be required to travel from one school location to another.

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SALARY RANGE HOURLY:

START: \$23.73
6 MONTHS: \$25.03
1 ½ YEARS: \$26.41
2 ½ YEARS: \$27.86
3 ½ YEARS: \$29.40

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0237-0392 ALT

LBUSD employees, please see reverse side for important information.



Amy van der ... 38

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 40-42

Date: May 5, 2022

Reason for Consideration: Approval

ACCOMPANIST

DUAL

22-0221-5213

List Valid: 05/05/2022-05/05/2023

Total Applications Received: 6

No. Passed: 1 No. Failed: 1

Total Invited to Exam: 3

No. Withdrew: 1 No. Screened Out: 3

CAMPUS STAFF ASSISTANT

DUAL

22-0215-5288

List Valid: 05/05/2022-05/05/2023

Total Applications Received: 25

No. Passed: 1 No. Failed: 1

Total Invited to Exam: 2

No. Withdrew: 0 No. Screened Out: 23

ELECTRONICS TECHNICIAN

DUAL

22-0120-0110

List Valid: 05/02/2022-05/02/2023

Total Applications Received: 10

No. Passed: 1 No. Failed: 2

Total Invited to Exam: 8

No. Withdrew: 5 No. Screened Out: 2

EXECUTIVE SECRETARY (C)

DUAL

22-0057-0678

List Valid: 04/14/2022-10/14/2022

Total Applications Received: 48

No. Passed: 4 No. Failed: 6

Total Invited to Exam: 20

No. Withdrew: 10 No. Screened Out: 28

GENERAL COUNSEL

DUAL

22-0128-5294

List Valid: 05/05/2022-05/05/2023

Total Applications Received: 12

No. Passed: 5 No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 0 No. Screened Out: 7

GROUNDSKEEPER

DUAL

22-0173-0172

List Valid: 05/03/2022-05/03/2023

Total Applications Received: 58

No. Passed: 6 No. Failed: 7

Total Invited to Exam: 28

No. Withdrew: 15 No. Screened Out: 30

GROUNDS EQUIPMENT OPERATOR I

DUAL

22-0172-0175

List Valid: 04/29/2022-04/29/2023

Total Applications Received: 33

No. Passed: 8 No. Failed: 5

Total Invited to Exam: 20

No. Withdrew: 7 No. Screened Out: 13

HEAD START NUTRITION ASSISTANT**DUAL****22-0147-3297**

List Valid: 04/12/2022-04/12/2023

Total Applications Received: 28

No. Passed: 8 No. Failed: 5

Total Invited to Exam: 16

No. Withdrew: 3 No. Screened Out: 12

HVAC TECHNICIAN**DUAL****22-0155-5103**

List Valid: 04/12/2022-04/12/2023

Total Applications Received: 14

No. Passed: 2 No. Failed: 5

Total Invited to Exam: 9

No. Withdrew: 2 No. Screened Out: 5

INSTRUCTIONAL AIDE – INSTRUMENTAL MUSIC**DUAL****22-0047-0447**

List Valid: 04/22/2022-04/22/2023

Total Applications Received: 7

No. Passed: 2 No. Failed: 0

Total Invited to Exam: 4

No. Withdrew: 2 No. Screened Out: 3

INSTRUCTIONAL AIDE - SPECIAL**OPEN CONTINUOUS****22-0217-0448**

List Valid: 04/21/2022-04/21/2023

Total Applications Received: 22

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 1 No. Screened Out: 20

LIBRARY MEDIA ASSISTANT**DUAL****22-0174-0465**

List Valid: 04/12/2022-04/12/2023

Total Applications Received: 54

No. Passed: 2 No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 1 No. Screened Out: 51

MAINTENANCE TEAM LEAD**DUAL****22-0186-5283**

List Valid: 04/22/2022-04/22/2023

Total Applications Received: 41

No. Passed: 5 No. Failed: 15

Total Invited to Exam: 23

No. Withdrew: 3 No. Screened Out: 18

MANAGEMENT ANALYST**DUAL****22-0209-5284**

List Valid: 05/04/2022-05/04/2023

Total Applications Received: 29

No. Passed: 5 No. Failed: 1

Total Invited to Exam: 7

No. Withdrew: 1 No. Screened Out: 22

NUTRITION SERVICES WORKER**OPEN****22-0208-5068**

List Valid: 04/08/2022-10/08/2023

Total Applications Received: 6

No. Passed: 2 No. Failed: 1

Total Invited to Exam: 5

No. Withdrew: 2 No. Screened Out: 1

NUTRITION SERVICES WORKER**OPEN****22-0214-5068**

List Valid: 04/12/2022-10/12/2023

Total Applications Received: 8

No. Passed: 5 No. Failed: 1

Total Invited to Exam: 7

No. Withdrew: 1 No. Screened Out: 0

PHYSICIAN SERVICES TECHNICIAN**DUAL****22-0192-5139**

List Valid: 04/25/2022-04/25/2023

Total Applications Received: 32

No. Passed: 10 No. Failed: 1

Total Invited to Exam: 13

No. Withdrew: 2 No. Screened Out: 19

RECREATION AIDE**OPEN CONTINUOUS****22-0216-5255**

List Valid: 04/20/2022-04/20/2023

Total Applications Received: 26

No. Passed: 20 No. Failed: 0

Total Invited to Exam: 26

No. Withdrew: 0 No. Screened Out: 6

RECREATION AIDE**OPEN CONTINUOUS****22-0242-5255**

List Valid: 05/03/2022-05/03/2023

Total Applications Received: 25

No. Passed: 21 No. Failed: 3

Total Invited to Exam: 25

No. Withdrew: 0 No. Screened Out: 1

SCHOOL SUPPORT SECRETARY**DUAL****22-0152-3361**

List Valid: 04/26/2022-04/26/2023

Total Applications Received: 100

No. Passed: 15 No. Failed: 29

Total Invited to Exam: 67

No. Withdrew: 23 No. Screened Out: 33

SCHOOL SUPPORT SECRETARY – BL SPANISH**DUAL****22-0153-5159**

List Valid: 04/26/2022-04/26/2023

Total Applications Received: 66

No. Passed: 7 No. Failed: 29

Total Invited to Exam: 40

No. Withdrew: 4 No. Screened Out: 26

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: May 5, 2022

PERSONNEL COMMISSION



April 21, 2022

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

Background and Findings

The Business Services Director reviewed the Transportation Supervisor (salary range 35 S1) classification specification in anticipation of upcoming recruitment activities. The classification of Transportation Supervisor was last revised in 2003.

Specifically, duties were modified to expand the scope of responsibility to include the mail room and reflect that incumbents will oversee delivery routes for general hauling operations such as freight, surplus and trash at the warehouse. Also, providing bus driver training was removed as these activities are now contracted out.

In addition, a lifting requirement was added as incumbents assist in annual bus evacuation drills requiring lifting and assisting students from buses and may have to assist moving freight or trash bins in the absence of staff.

The Business Services Administrator and Business Services Director have reviewed and are in support of the proposed revisions. Attached is a copy of the revised specification showing proposed deletions annotated with strikethroughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification of Transportation Supervisor

Prepared by:

A handwritten signature in black ink, appearing to read "Susan Leaming".

Susan Leaming
Personnel Analyst

Approved and Recommended:

A handwritten signature in blue ink, appearing to read "Kenneth Kato".

Kenneth Kato
Executive Officer



TRANSPORTATION SUPERVISOR

JOB SUMMARY

Under ~~the general direction of the Transportation Director~~, plan, coordinate and oversee the routing, scheduling and daily transportation services and ~~trucking operations~~ of the department; assure compliance with time schedules and applicable laws, codes, rules and regulations; train, supervise and evaluate 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, coordinate and oversee the routing, scheduling and daily transportation services including regular and special education, contract services, mail room, and trucking operations of the department; assure compliance with time schedules and applicable laws, codes, rules and regulations. **E**
- Oversee the daily operations of the dispatch office; monitor two-way radios of District ~~buses/vehicles, District security~~ and contract companies ~~y~~ radios for bus problems, lateness and accidents. **E**
- Train, supervise and evaluate the performance of assigned staff ~~including bus drivers~~; interview and recommend selection of employees; recommend transfers, reassignment, termination and disciplinary actions. **E**
- Plan the effective and efficient development of bus and delivery routes; monitor routes daily and make necessary adjustments for ~~overloads, lateness~~ logistics and related ~~problems/issues~~; participate in annual bus evacuation drills and assist and lift students on and off of buses. **E**
- Oversee the assigning of driver overtime, field trips, athletic events and special events ~~to drivers~~ in accordance with established guidelines; coordinate time off for ~~bus drivers~~; arrange for substitutes as necessary. **E**
- Communicate with school site staff, administrators, parents and outside agencies to exchange information, coordinate activities and resolve issues, concerns and questions regarding transportation services, ~~student behavioral problems and special accommodations for students~~. **E**
- Receive and respond to inquiries concerning routing, logistics, and other transportation questions; continuously survey the existing transportation program for safety, service costs and areas in need of improvement; advise the Director/management of needs involving safety and legal matters. **E**

- Direct and advise outside bus contractors regarding student transportation operations and contractual obligations. **E**
- Assign contractor liquidations for non-compliance of contracts such as bus lateness, no driver, and no radio contact; verify accuracy of and distribute liquidations to appropriate contractors. **E**
- Record field trip requests; supervise distribution of athletic, field and special trips given to charter companies. **E**
- Confer with Fleet Maintenance personnel regarding repairs and preventative maintenance of buses and other vehicles; monitor status of repairs; inform the Director/management of the need for additional drivers and equipment. **E**
- Attend a variety of meetings, conferences and workshops to maintain current knowledge of and assist in the implementation of safety and transportation codes, regulations, laws and related matters. **E**
- ~~Schedule and conduct a variety of training sessions for bus drivers and staff; establish and complete~~ coordinate renewal behind-the-wheel-training courses for bus drivers. **E**
- Maintain a variety of transportation personnel records including license and certificate expirations, medical expirations, necessary clearances and training hours required for the renewal of the bus driver certificate/licenses and certifications. **E**
- Prepare and maintain a variety of records and reports related to routing, schedules, liquidations, accidents and other transportation services including freight, and trash, and mail room; review daily time reports, bus records, fuel use and vehicle inspection records. **E**
- Visit school sites to observe and evaluate bus, ~~green~~ and passenger loading and unloading zones; contact appropriate city authorities to request zone changes. **E**
- Receive and respond to driver accidents; drive to accident scenes and conduct internal accident investigations; gather information, take photos and assist students and staff; obtain accident reports from the highway patrol and police agencies. **E**
- Operate a variety of office equipment including a fax machine, copier and a computer and assigned software; utilize computerized routing software; operate a two-way radio. **E**
- Oversee the loading and unloading of incoming and outgoing freight; inspect loads for proper placement and securing on trucks; provide assistance lifting and moving freight and supplies as needed. **E**
- Receive, verify and assign equipment transfers; serve as a liaison with contractors for trash dump facilities. **E**
- Assist in the development of the departmental budget; make recommendations for the purchase of transportation supplies, materials and equipment. **E**
- Receive and respond to emergency calls; drive school buses and trucks as needed to assure smooth and efficient operations after hours and on weekends. **E**
- ~~Serve as the Fleet Maintenance Supervisor in the absence of the Fleet Maintenance Supervisor as assigned.~~ **E**
- ~~Serve as a substitute Bus Driver as needed.~~ **E**
- 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

An incumbent in the Transportation Supervisor classification plans, coordinates and oversees the routing, scheduling and daily transportation services including regular and special education, contract services, mail room, and trucking operations of the department. Incumbents interact on a regular basis with outside contractors that provide transportation services to the District. Incumbents work independently, making necessary daily operating decisions that contribute toward efficient and timely transportation services.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and techniques of route scheduling for a large pupil transportation operation.
Principles and practices of supervision and training.
Methods and procedures of dispatching transportation vehicles.
~~District boundaries and the general geography of the greater Los Angeles area.~~
Laws, codes, rules and regulations related to pupil transportation and commercial drivers.
Health and safety regulations including CPR and first aid.
~~Emergency road service procedures.~~
Modern office practices, procedures and equipment.
Operation of a variety of office equipment including a computer and assigned software.
Operation of a two-way radio.
Record keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Public speaking techniques.

Ability to:

Oversee, coordinate and participate in the daily operations and activities of the Transportation department.
Plan the effective and efficient development of ~~bus~~ routes.
Oversee assignment of ~~buses and drivers to designated routes~~ and special events.
Review routes and schedules to accommodate changes.
Train, supervise and evaluate assigned staff.
Plan and ~~conduct~~ coordinate driver safety and training programs.
Assess transportation needs and develop viable plans and alternatives.
Prepare and maintain a variety of records, logs, lists, files and reports.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Read and interpret maps.
Operate a variety of office equipment including a computer and assigned software.

Operate a two-way radio.
Observe legal and defensive driving practices.
Work independently with little direction.
Plan and organize work.
Analyze situations accurately and adopt an effective course of action.
Prioritize and schedule work.
Understand and resolve issues and complaints ~~or problems~~.
Prepare and present oral presentations.
~~Drive a school bus safely and efficiently.~~
Establish and maintain cooperative and effective working relationships with others.
Complete work with many interruptions.

Education and Training:

Equivalent to graduation from high school. An Associate's degree with coursework in business administration, management or a related field is desired.

Experience:

Three years of student or commercial transportation ~~experience and two years including~~ experience dispatching school buses or commercial vehicles on fixed and variable route assignments. Experience in a lead or supervisory capacity is desirable.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Incumbents in this classification must obtain a valid California Class B driver's license with passenger and air brake endorsements, a valid unrestricted California Special Driver Certificate for school bus operation and a valid Medical Card within six months of employment.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

Under federal law, those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.
Evening or variable hours.
Emergency call out.
Driving a vehicle to conduct work.
Contact with dissatisfied or abusive individuals.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Bending at the waist, kneeling or crouching to file materials and inspect vehicles and freight.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Occasional lifting, carrying, pushing and pulling heavy objects weighing approximately 50 pounds and with assistance up to 100 pounds.

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: 8/2/2001
Revised: 2/13/2003
Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Personnel Commission Budget for 2022-2023

PAGE: 49-52

Date: May 5, 2022

Reason for Consideration: Action

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

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

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

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

It is recommended the Commission hold a Public Hearing on the Proposed Personnel Commission Budget for 2022-2023 per Education Code 45253, take action to approve it and submit it to the County Superintendent of Schools for final approval.

PERSONNEL COMMISSION



May 5, 2022

TO: Personnel Commissioners

FROM: Kenneth Kato, Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Proposed 2022-2023 Personnel Commission Budget

The 2022-23 proposed budget includes changes to address the significant increase to staff in addition to routine increases in operating expenses, including NEOGOV and Frontline/AESOP.

The budget for staffing has increased to include an additional Human Resources Technician, an Associate Personnel Analyst and to restore all staff to a 12-month calendar schedule. There are the additional allowances of an overtime budget to compensate staff for additional work time to complete examinations and certification work as needed. These changes have resulted in an approximate 16% increase to the staff budget.

There are no changes in the budgetary amounts for general supplies from the prior year. There has been an increase in the operating expenses for our applicant tracking system (NEOGO) and our substitute management system (Frontline/AESOP). The vendors have notified staff of the increases for the upcoming fiscal year and the adjustments have been included in the final budget recommendation.

Staff recommends the Personnel Commission approve the Personnel Commission Annual Budget for fiscal year 2022-2023 in the amount of \$2,583,932.



Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2022-2023
Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

Long Beach Unified School District, Los Angeles County, California.
Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

4400 Ladoga Avenue, Lakewood, CA 90713

(Place)

on May 5, 2022 at 8:15 o'clock A M.

You are invited to attend and present your views.

Signature of Chairman or Director of Personnel Commission

Kenneth Kato

Print Name

Executive Officer, Personnel Commission & Classified Employment

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 5, 2022.

Signature of Chairman or Director of Personnel Commission

Kenneth Kato

Print Name

Executive Officer, Personnel Commission & Classified Employment

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

**Annual Financial and Budget Report
Fiscal Year 2022-2023**

Name of Local Educational Agency: Long Beach Unified School District

Expenditure by Object	2020-2021 Actual*	2021-2022 Actual or Estimated*	2022-2023 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 3,500.00	\$ 3,500.00	\$ 3,900.00
Director	203,099.00	205,140.00	201,175.00
Secretaries, Clerks	552,444.00	613,649.00	692,575.00
Other	462,215.00	450,528.00	546,989.00
3000 Employee Benefits	751,398.00	811,093.00	1,024,790.00
Subtotal	1,972,656.00	2,083,910.00	2,469,429.00
4000 Supplies and Equipment Replacement	14,196.00	19,000.00	19,600.00
5000 Operating Expenses	75,990.00	92,000.00	94,903.00
6000 Equipment	0.00	0.00	0.00
Subtotal	90,186.00	111,000.00	114,503.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 2,062,842.00	\$ 2,194,910.00	\$ 2,583,932.00

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees. **For example:** salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Adoption of Resolution regarding
Classified School Employee Week

PAGE: 53

Date: May 5, 2022

Reason for Consideration: Approval

**RESOLUTION
CLASSIFIED SCHOOL EMPLOYEE WEEK**

WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and

WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and

WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and

WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and

WHEREAS, the Chapter 2 of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and

WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and

WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it

RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 15-21, 2022 as CLASSIFIED SCHOOL EMPLOYEE WEEK.

Sheryl Bender
Chairperson

Terence Ulaszewski
Vice-Chairperson

Linda J. Vaughan
Member

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Annual Election of Officers for 2022-2023 PAGES: 54

Date: May 5, 2022

Personnel Commission Rule 2.6 *Election of Officers* states::

“The Commission shall elect one of its members as chairperson and another as vice-chairperson at the first meeting of each May.”

In accordance with this rule it is recommended that a new chairperson and vice-chairperson be elected at this time.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 43295881 PAGES: 55-62

Date: May 5, 2022 Reason for Consideration: Restricted Action

Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

4.2.A.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Staff submits a recommendation to remove an eligible from the current lists as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation and has responded. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission act to approve this recommendation.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 45375841 PAGES: 63-80

Date: May 5, 2022 Reason for Consideration: Restricted Action

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Request for Hearing in Disciplinary Matter E 00483834 PAGES: 81-133

Date: May 5, 2022

Personnel Commission Rule 11.5. is an Appeal of Disciplinary Action:

11.5.B – “An appeal shall be presented to the Personnel Commission at the next regularly scheduled meeting. The Commission shall coordinate the hearing of said charges within a reasonable length of time from the receipt of the appeal. The investigation and hearing shall be confined to the reasons for action as charged by the Board of Education or its assignee and the relevant defenses set forth in the appeal and answer.”

Enclosed for the consideration of the Commission is an appeal filed by a permanent employee from the classified service by the Board of Education in accordance with the rules, and related material.

It is recommended the Commission act to investigate the matter, order a hearing, and authorize a hearing officer to conduct the hearing as provided for in the rules.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Request for Hearing in Disciplinary Matter E 00675712 PAGES: 134-252

Date: May 5, 2022

Personnel Commission Rule 11.5. is an Appeal of Disciplinary Action:

11.5.B – “An appeal shall be presented to the Personnel Commission at the next regularly scheduled meeting. The Commission shall coordinate the hearing of said charges within a reasonable length of time from the receipt of the appeal. The investigation and hearing shall be confined to the reasons for action as charged by the Board of Education or its assignee and the relevant defenses set forth in the appeal and answer.”

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