

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

REGULAR MEETING AGENDA

Regular Meeting
March 21, 2024

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

Pursuant to Government Code section 54954.3, section (b)(1) and Chaffee vs. San Francisco Public Library Commission (2005) 134 Cal App 4th 109, each speaker will be provided up to three (3) minutes to make their comments on an agenda item. You will be provided a one-minute and thirty second warning before your time to speak is up.

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of March 7, 2024 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant 5-6
2. **RATIFY** job announcement bulletin for Carpenter (Extended) 7-8
3. **RATIFY** job announcement bulletin for Custodial Crew Supervisor 9-10
4. **RATIFY** job announcement bulletin for Custodian 11
5. **RATIFY** job announcement bulletin for Electrician (Extended) 12-13
6. **RATIFY** job announcement bulletin for HVAC Technician (Extended) 14-15
7. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW11-5258 established 02/23/2024 16
8. **APPROVE** the certification of Instructional Aide - Special eligibility list 24-0166-0448 established 03/13/2024 16

9. **APPROVE** the certification of Nutrition Services Supervisor I eligibility list 24-0181-5064 established 03/11/2024 16
 10. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list 24-0182-5065 established 03/11/2024 16
 11. **APPROVE** the certification of Nutrition Services Supervisor III eligibility list 24-0183-5066 established 03/11/2024 16
 12. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0193-5068 established 03/11/2024 16
 13. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0197-5068 established 03/11/2024 16
 14. **APPROVE** the certification of Recreation Aide eligibility list 24-0199-5255 established 03/13/2024 17
 15. **APPROVE** the certification of Translator-Interpreter – BL Khmer eligibility list 24-0186-5295 established 03/15/2024 17
 16. **APPROVE** the certification of Translator-Interpreter – BL Khmer eligibility list 24-0190-5295 established 03/15/2024 17
- III. OLD BUSINESS
- None
- IV. NEW BUSINESS
1. **APPROVE** the Creation of a New Classification – Senior Associate General Counsel – Human Resources 18-23
 2. **APPROVE** the Creation of a New Classification – Business Engagement, Partnerships and Programs Manager and Abolishment of Classifications – Administrator, K-16 Collaborations & District Programs and Administrator, K-16 Collaborations & External Programs 24-38
- V. OTHER ITEMS
- None
- VI. NEXT REGUAL MEETING
- April 4, 2024 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713
- VII. CLOSED SESSION
- Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment
- VIII. ADJOURNMENT
- Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

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

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

MINUTES
Regular Meeting

March 7, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, March 7, 2024 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, Sheryl Bender.

ROLL

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

Present: Sheryl Bender
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Oralia Leyva, Interim Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Ashleigh Fernando, Interim Senior Administrative Secretary; Maria Rojas, Interim Employment Services Supervisor; Andrea Armas, Human Resources Technician; Monica Gaytan, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Eric Larsen, CSEA Site Representative Coordinator; and Terence Ulaszewski, Guest.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of February 22, 2024.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, announced that Virginia Agredano Perez, an Administrative Secretary from the Elementary Office, will be starting on March 12, 2024 as the Personnel Commission's new Senior Administrative Secretary. Ms. Leaming provided an update on the appointment to fill the vacant Commissioner's seat, noting that the State Superintendent of Schools intends to appoint a member to the Personnel Commission by May 15, 2024 or "as soon as feasible thereafter."

Ms. Leaming mentioned the planning for the annual Classified Employee Celebration has begun and the event will take place on May 24, 2024 at the Teacher Resource Center (TRC) from 11:00 AM to 2:00 PM. Ms. Leaming thanked the volunteer members of the

Classified Employee Celebration Committee: Ashleigh Fernando, Human Resources Technician; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Maria Braunstein, Personnel Analyst; D'Yaisha Yarber, Transportation Supervisor; Juan Rivera, Warehouse Supervisor; Starr Black, Administrative Secretary, Nutrition Services; Connie Joyce, Executive Secretary, Elementary School Office; Kelly Tavolara, Executive Secretary, Secondary Schools; David Valdez, Executive Secretary, Middle and K-8 Office; Carmen Avila, Executive Secretary, Financial Services; Erica Bonilla, Assistant Purchasing and Contracts Director; Marivic Rasing-Hokanson, Executive Secretary, Legal Services; and Vanessa Leos Lugo, High School Office Supervisor, Browning High School. Ms. Leaming thanked Chris Itson and Marketing and Media Services for rebranding the Classified Employee Celebration logo.

Lastly, Ms. Leaming explained that staff was working on preparing and distributing preliminary layoff/reduction notification letters for classified staff as a result of the Board of Education actions approved on February 21, 2024 and March 6, 2024. Ms. Leaming noted that many of the affected employees will be transferred into existing vacancies and Displacement Services will be provided to those employees that do not have a placement for next school year.

Elizabeth Morales-Torres, Human Resources Technician, reported that the deadline to sign up for the Classified School Employee Summer Assistance Program (CSESAP) was March 1, 2024 and a total of 818 classified employees signed up which is almost a third of the classified staff in the District. Ms. Morales-Torres mentioned the next steps will be to add those assignments online before the start of school in September and confirm the program payroll deductions are correct.

Amy Van Fossen, Associate Personnel Analyst, reported there are 39 recruitments at various stages in the recruitment process with six testing and 18 accepting applications. Ms. Van Fossen mentioned several recruitments will be opening in preparation of upcoming job fairs.

Andrea Armas, Human Resources Technician, informed the Commission she attended the Goodwill Industries job fair on February 29, 2024 with Judith Alonso, Human Resources Technician. Ms. Armas reported 16 vendors were in attendance and she and Ms. Alonso spoke to approximately 150 prospective applicants at the event. Ms. Armas stated the turnout was good and Goodwill is planning another event in May with an increase in vendors. Ms. Armas reported Recruitment and Testing will also be attending the Harbor Occupational Job Fair on March 21, 2024.

Oralia Leyva, Interim Certification Services Manager, reported that 672 summer school applications have been received to date and the submission deadline is March 22, 2024. Ms. Leyva mentioned on the last Board of Education agenda there were 21 probationary, nine substitute, and 44 exempt appointments made.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Carpenter
2. **RATIFY** job announcement bulletin for Electrician
3. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
4. **RATIFY** job announcement bulletin for Grounds Equipment Operator II / Driver

5. **RATIFY** job announcement bulletin for HVAC Technician
6. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker
7. **RATIFY** job announcement bulletin for Intermediate Payroll Accounting Technician
8. **RATIFY** job announcement bulletin for School Safety Officer
9. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker
10. **RATIFY** job announcement bulletin for Senior Payroll Accounting Technician
11. **RATIFY** job announcement bulletin for Staff Secretary
12. **RATIFY** job announcement bulletin for Staff Secretary – Bilingual Spanish
13. **APPROVE** the certification of Assistant Public Information Director eligibility list 24-0165-5266 established 03/08/2024
14. **APPROVE** the certification of Child Nutrition Specialist eligibility list 24-0170-3322 established 03/01/2024
15. **APPROVE** the certification of Custodian eligibility list 24-0184-0139 established 03/08/2024
16. **APPROVE** the certification of Electronics Technician eligibility list 24-0177-0110 established 03/05/2024
17. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0185-5068 established 03/01/2024
18. **APPROVE** the certification of Recreation Aide eligibility list 24-0196-5255 established 03/05/2024
19. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0198-5317 established 03/06/2024
20. **APPROVE** the certification of Senior Accounting Assistant eligibility list 24-0174-0760 established 02/27/2024
21. **APPROVE** the certification of Stage Technician eligibility list 24-0175-0379 established 02/27/2024
22. **APPROVE** the certification of Truck Driver eligibility list 24-0123-0392 established 02/22/2024

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-12 and approve items 13-22.

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

OLD BUSINESS None

NEW BUSINESS 1. **APPROVE** the Revision of a Classification – Energy Conservation Manager

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

OTHER ITEMS Commissioner Vaughan stated she attended the California School Personnel Commissioners Association (CSPCA) annual conference last week in Monterey, CA and mentioned some of the best hiring practices from other school districts that were discussed during the conference.

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 21, 2024 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION The Personnel Commission retired into closed session at 8:33 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:49 a.m. with no reportable actions.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:49 a.m.

CLASSIFIED EMPLOYMENT OPPORTUNITY



CAMPUS STAFF ASSISTANT

FINAL FILING DATE:

4:30 p.m., Monday, April 08, 2024.

JOB INFORMATION:

Substitute/To fill future vacancies as they occur. Positions are typically 10-month 100% FTE (8 Hours per day).

JOB SUMMARY:

Under general supervision, observe and monitor activities and facilities at an assigned campus to assure the well-being and safety of students, staff and visitors; advise students of appropriate standards of behavior and the importance of following school rules; assist school site administration in promoting a positive, productive and safe campus climate; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in psychology, child development, counseling or a related field is desirable.

EXPERIENCE:

One year of experience working with adolescents or young adults in a structured environment or community-based organization. Experience working with at-promise youth is 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) Positions in this classification require a valid California Class C driver's license. (2) May be required to travel from one location to another. (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) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (5) Incumbents may be required to work adjustable schedules including evenings and weekend assignments. (6) 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, 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

SALARY RANGE HOURLY:

START:	\$23.03
6 MONTHS:	\$24.30
1 ½ YEARS:	\$25.63
2 ½ YEARS:	\$27.04
3 ½ YEARS:	\$28.52

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.

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Dual Exam 24-0217-5288 MG



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

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

Guidelines:

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

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

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

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

CLASSIFIED EMPLOYMENT OPPORTUNITY



-RECRUITMENT EXTENDED - CARPENTER

FINAL FILING DATE:

4:30 p.m., Wednesday, March 20, 2024
4:30 p.m., Monday, April 08, 2024

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 general supervision, to perform journey-level rough and finish carpentry in the construction, installation, alteration and repair of District facilities; to perform a variety of related installation, alteration and repair work at District facilities and on District structures; to fabricate, assemble and repair school and office furniture and cabinets in the carpenter shop; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school supplemented by completion of a recognized carpenter apprentice training program of four years duration.

EXPERIENCE:

Four years of experience in carpentry installation, alteration and repair work, three at the journey level.

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

SPECIAL REQUIREMENTS:

(1) May be required to travel 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. Some employees in this class may be required to take training in order to obtain at District expense a valid class B driver's license after appointment. (3) Under federal law those employees required to possess a class B drivers license shall be subject to alcohol and controlled substance testing. (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 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. (5) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

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

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

SALARY RANGE HOURLY:

START:	\$34.59
6 MONTHS:	\$36.49
1 ½ YEARS:	\$38.51
2 ½ YEARS:	\$40.63
3 ½ YEARS:	\$42.86

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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VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0213-0114 JG



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

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

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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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.*

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CLASSIFIED EMPLOYMENT OPPORTUNITY



CUSTODIAL CREW SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Monday, April 08, 2024.

JOB INFORMATION:

Permanent 12-month position. Position is a 100% FTE (8 Hours per day). The eligibility list is being created to fill a current full-time 12-month, day position vacancy with the Operations Branch. In addition to a full-time 12-month night position vacancy at Polytechnic and future day and evening 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 a 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. (2) May be required to travel from one location to another. (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.

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

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

SALARY RANGE HOURLY:

START:	\$25.82
6 MONTHS:	\$27.23
1 ½ YEARS:	\$28.74
2 ½ YEARS:	\$30.31

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 24-0218-5245 MG



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Guidelines:

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

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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



CUSTODIAN

FINAL FILING DATE:

4:30 p.m., Monday, April 8, 2024.

JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur. List will also be used for substitutes.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

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

OR

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

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

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

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

Note: Before being considered for employment, once an applicant meets the minimum qualifications, 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:	\$21.81
6 MONTHS:	\$23.01
1 ½ YEARS:	\$24.27
2 ½ YEARS:	\$25.61
3 ½ YEARS:	\$27.01

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Exam 24-0216-0139 MP



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LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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CLASSIFIED EMPLOYMENT OPPORTUNITY



- RECRUITMENT EXTENDED - ELECTRICIAN

FINAL FILING DATE:

4:30 p.m., Monday, March 18, 2024.
4:30 p.m., Monday, April 08, 2024.

JOB INFORMATION:

Permanent 12-month position. Position is a 100% FTE.
Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to perform journey-level electrical work in the repair, alteration, construction, installation and maintenance of electrical distribution centers, installations and lighting and power systems and equipment; and to perform related duties as required.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school.
Completion of a recognized apprentice training program of at least four years duration,

OR

EXPERIENCE:

Four years of journey-level experience performing electrical 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) Possession of a valid class C Driver's license and evidence of a safe driving record is required at the time of appointment. (2) May be required to travel from one location to another. (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 candidate regardless of any other standing. (4) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

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

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

SALARY RANGE HOURLY:

START:	\$37.52
6 MONTHS:	\$39.59
1 ½ YEARS:	\$41.76
2 ½ YEARS:	\$44.07
3 ½ YEARS:	\$46.49

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0210-0161 AA



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LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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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.**

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



-RECRUITMENT EXTENDED - HVAC TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Tuesday, March 19, 2024.
4:30 p.m., Monday, April 08, 2024

JOB INFORMATION:

Permanent 10- and 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, perform skilled journey-level work in the installation, repair and maintenance of heating, ventilation, refrigeration and air conditioning equipment systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

OR

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

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:	\$37.52
6 MONTHS:	\$39.59
1 ½ YEARS:	\$41.76
2 ½ YEARS:	\$44.07
3 ½ YEARS:	\$46.49

APPLICATION:

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

SELECTION PROCEDURE:

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

*WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER*

Dual Exam 24-0207-5103 MG



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

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

Guidelines:

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 16-17

Date: March 21, 2024

Reason for Consideration: Approval

CHILD CARE WORKER

OPEN

24-CCW11-5258

List Valid: 02/23/2024-08/23/2024

Total Applications Received: 16

Passed: 14 Failed: 1

Total Invited to Exam: 15

Withdrew: 3

Screened Out: 1

INSTRUCTIONAL AIDE – SPECIAL

DUAL

24-0166-0448

List Valid: 03/13/2024-03/13/2025

Total Applications Received: 50

Passed: 4 Failed: 2

Total Invited to Exam: 6

Withdrew: 1

Screened Out: 43

NUTRITION SERVICES SUPERVISOR I

DUAL

24-0181-5064

List Valid: 03/11/2024-03/11/2025

Total Applications Received: 43

Passed: 15 Failed: 6

Total Invited to Exam: 23

Withdrew: 2

Screened Out: 20

NUTRITION SERVICES SUPERVISOR II

DUAL

24-0182-5065

List Valid: 03/11/2024-03/11/2025

Total Applications Received: 42

Passed: 18 Failed: 14

Total Invited to Exam: 33

Withdrew: 1

Screened Out: 9

NUTRITION SERVICES SUPERVISOR III

DUAL

24-0183-5066

List Valid: 03/11/2024-03/11/2025

Total Applications Received: 32

Passed: 6 Failed: 15

Total Invited to Exam: 23

Withdrew: 2

Screened Out: 9

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

24-0193-5068

List Valid: 03/11/2024-09/11/2024

Total Applications Received: 33

Passed: 10 Failed: 4

Total Invited to Exam: 24

Withdrew: 10

Screened Out: 9

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

24-0197-5068

List Valid: 03/13/2024-09/13/2024

Total Applications Received: 29

Passed: 13 Failed: 5

Total Invited to Exam: 21

Withdrew: 3

Screened Out: 8

RECREATION AIDE**OPEN CONTINUOUS****24-0199-5255**

List Valid: 03/13/2024-09/13/2024

Total Applications Received: 28

Passed: 23

Failed: 0

Total Invited to Exam: 23

Withdrew: 0

Screened Out: 5

TRANSLATOR-INTERPRETER – BL KHMER**DUAL****24-0186-5295**

List Valid: 03/15/2024-03/15/2025

Total Applications Received: 7

Passed: 2

Failed: 1

Total Invited to Exam: 3

Withdrew: 0

Screened Out: 4

TRANSLATOR-INTERPRETER – BL KHMER**DUAL****24-0190-5295**

List Valid: 03/15/2024-03/15/2025

Total Applications Received: 11

Passed: 1

Failed: 1

Total Invited to Exam: 4

Withdrew: 2

Screened Out: 7

CERTIFIED TO BE CORRECT: Susan Leaming DATE: March 21, 2024

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

March 12, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification

Background and Findings

The District's General Counsel is requesting the creation of a new classification, "Senior Associate General Counsel – Human Resources". This class will perform essential legal services specific to the Human Resource Services and Employee Relations department and functions of the District.

This class is similar in scope and function to the existing Senior Associate General Counsel (SR 68 - M2) job classification, however, the existing class is exclusively dedicated and specific to the School Support Services Division, with a focus in matters related to special education including legal compliance, resolution, mediation and due process. The newly proposed class focus is specific to matters related to labor and employment law including personnel investigations, Title IX compliance, collective bargaining, labor negotiations, grievance/arbitration proceedings, unfair labor practices, employment policies, employee discipline and dismissal, and training on issues such as sexual harassment prevention and site investigations. While both classifications perform legal services, each is highly specialized, and as such, have sufficiently different focus and duties, which supports the need for separate job classifications and titles.

In considering salary placement for the newly created job classification, staff looked to internal alignment and parity withing the LBUSD organization and finds the new class to be comparable in scope and complexity to that of the Senior Associate General Counsel (SR 68 – M2) job classification, and recommends equitable placement at this salary range on the District's Management Salary Schedule.

The General Counsel has reviewed and is in support of the proposed job classification and salary placement recommendations. The newly proposed classification specification is attached for review.

Recommendations

Staff recommends the Personnel Commission:

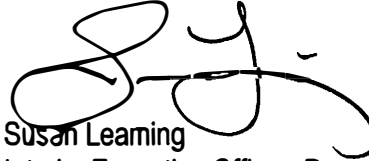
1. Adopt the new classification specification of Senior Associate General Counsel – Human Resources;
2. Allocate the classification of Senior Associate General Counsel – Human Resources to Salary Range 68 (M2).

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:

A handwritten signature in black ink, appearing to read 'Susan Learning', with a horizontal line extending from the end of the signature.

Susan Learning
Interim Executive Officer, Personnel Commission

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: XXXX
Salary Range: 68 (M2)

SENIOR ASSOCIATE GENERAL COUNSEL – HUMAN RESOURCES

JOB SUMMARY

Under the direction of General Counsel, provide professional legal services and counsel to the Human Resource Services and Employee Relations divisions in matters related to labor and employment law including personnel investigations, Title IX compliance, collective bargaining, labor negotiations, grievance/arbitration proceedings, unfair labor practices, employment policies, employee discipline and dismissal, and training on issues such as sexual harassment prevention and site investigations; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Serve as Lead Counsel and perform a variety of professional duties involved in providing a full range of legal services related to labor and employment law; effectively represent the District and assure compliance with applicable laws, codes, rules and regulations. **E**
- Confer with, advise, and render legal opinions for the District on areas of the law including, but not limited to, labor and employment, litigation and administrative hearings, federal appeals, Title IX, and overseeing personnel investigations and other legal matters; present matters in closed session to the Board of Education. **E**
- Represent the District and assure compliance with applicable laws, codes, rules, and regulations; review and interpret laws, regulations, legislation, and other guidelines. **E**
- Analyze proposed and existing legislative bills and subsequent amendments relating to labor and employment; report recommendations to District administration. **E**
- Consult with and advise on legal matters and participate in the development of changes in administrative policy; anticipate legal effects of emerging programs and projects; assist Human Resource Services and Employee Relations with drafting rules, regulations, resolutions, agreements, legal forms, and other documents. **E**
- Prepare written opinions and conduct independent research concerning legal relationships, duties, obligations, and rights involving policies, programs, and projects related to Human Resource Services and Employee Relations; review, revise, and draft Board policies, agreements, and contracts as needed, and prepare a variety of legal documents. **E**
- Maintain and direct the preparation and maintenance of reports, records and files related to assigned activities; compile data and prepare detailed reports regarding assigned activities. **E**

- Serve as a resource and communicate with administrators, District personnel, and outside agencies to coordinate activities, resolve issues, and exchange information; discuss labor and employment program needs with administrators, teachers and other appropriate staff. *E*
- Respond to filings, subpoenas and compliance complaints; compose legal memoranda, briefs, reports, correspondence and other related documents. *E*
- Attend and participate in a variety of meetings, conferences and trainings. *E*
- Maintain current knowledge of laws and regulations governing labor and employment. *E*
- Develop and conduct staff development training workshops related to assigned activities for District personnel; conduct presentations as requested. *E*
- Evaluate cases as necessary, recommend and manage outside counsel when necessary. *E*
- Serve as legal advisor and representative for District staff in special legal matters arising out of the course and scope of their employment; evaluate claims, provide legal advice, and participate in the negotiations of settlements as requested. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *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

The Senior Associate General Counsel – Human Resources will serve as Lead Counsel and provide professional legal services and counsel to the District in matters related to labor and employment. An incumbent will coordinate the delivery of legal services related to labor and employment.

EMPLOYMENT STANDARDS

Knowledge of:

Legal concepts, terminology, principles and procedures.

Investigative and Title IX report writing

Rules of evidence and conduct of court proceedings.

Applicable legislation relating to public education including specifically labor and employment.

State Bar of California Rules of Professional Conduct.

Methods and practices of legal research.

District organization, operations, policies and objectives.

Record-keeping and report preparation techniques.

Principles of administration, supervision and training.

Public speaking techniques.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform a variety of professional duties involved in providing a full range of legal services related to labor and employment.
- Coordinate and represent the District in hearings.
- Develop administrative policies, procedures, rules, and regulations related to labor and employment.
- Process and file litigation.
- Provide legal advice to staff.
- Present statements of law, fact, and argument clearly and logically
- Research legal issues and prepare sound legal opinions.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Compile and verify data and prepare reports.
- Compose a variety of legal correspondence and documents.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Direct the establishment and maintenance of records and files.
- Prepare and deliver oral presentations.
- Plan and organize work.
- Maintain confidentiality of sensitive and privileged information.
- Understand and work within scope of authority.
- Operate a computer and assigned software.
- Establish and maintain cooperative and effective working relationships.

Education and Training

Juris Doctorate degree from an accredited law school.

Experience

Seven (7) years of experience practicing law including some experience providing labor and employment legal counsel to school districts, educational institutions, or public agencies.

Legal experience working or interning at a California school district is desired.

Experience with personnel and Title IX investigations 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

Active membership and good standing in the State Bar of California throughout employment in this classification.

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

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA:

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

March 11, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification and Abolishment of Classifications

Background and Findings

The Office of Curriculum, Instruction and Professional Development (OCIPD), College & Career Readiness division is requesting the creation of a new classification, "Business Engagement, Partnerships and Programs Manager". This class will perform essential services specific to engaging, cultivating and maintaining business and industry, corporations, public entity and non-profit partnerships with the Long Beach Unified School District, in the pursuit of building student academic and career readiness programs throughout and after the Pre-K–12 experience.

This class replaces two vacant and obsolete job classifications, "Administrator, K-16 Collaborations & District Programs", (created in 2016; SR 48 – M2) and "Administrator, K-16 Collaborations & External Programs", (created in 2000; SR 48 – M2). The Program Administrator over these former and newly proposed job classifications explained the former classes were created as "start-up" programs for developing and collaborating across multiple public governmental agencies to build a centralized model of establishing government/education/business relationships, and included emphasis across agencies on policy development and fundraising for programs which no longer exist. This newly proposed job classification, while maintaining some of the duties of the obsolete classes, has a different programmatic focus, without the multi-agency, policy and fundraising functions, which aligns with the District's strategic plan for building meaningful education/business partnerships and pathways for successful academic and career opportunities throughout and beyond the Pre-K–12 experience.

In considering salary placement for the newly created job classification, staff looked to internal alignment and parity within the LBUSD organization and finds the new class to be comparable in scope and complexity to that of the Career Education Support Services Manager (SR 46 – M2) job classification, and recommends equitable placement at this salary range on the District's Management Salary Schedule.

The Program Administrator, College & Career Readiness, has reviewed and is in support of the proposed job classification and salary placement recommendations. The newly proposed classification specification is attached for review.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the new classification specification of Business Engagement, Partnerships and Programs Manager;

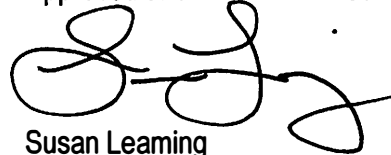
2. Allocate the classification of Business Engagement, Partnerships and Programs Manager to salary range 46 (M2);
3. Abolish the classifications of Administrator, K-16 Collaborations & District Programs and Administrator, K-16 Collaborations & External Programs.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: XXXX
Salary Range: 46 (M2)

BUSINESS ENGAGEMENT, PARTNERSHIPS & PROGRAMS MANAGER

JOB SUMMARY

Under general direction, plan, develop and maintain high-leverage business and industry partnerships, communications and working relationships with public and private businesses, corporations and governmental agencies to effect program enhancements which align with the District's mission in support of Pre-K–12 student's college and career readiness; 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.

- Participate in and coordinate the development, design, and implementation of short- and long-term business and community engagement strategies that are aligned with the District's educational mission and policies. **E**
- Implement, lead and manage partnerships between the District and businesses, government agencies, and community organizations to provide Pre-K–12 students with the supports needed to be college and career ready. **E**
- Collaborate with District leaders to develop program proposals and facilitate implementation; provide broad, creative strategies for developing partnerships and funding sources that enhance the education of students and attain goals of the district's mission and vision. **E**
- Cultivate partnerships with the business community to increase alignment between the Pre-K–12 experience and careers; develop and coordinate roles for local employers, community-based organizations, workforce development agencies, vocational schools and post-secondary education institutions that connect school to career and support student employability and workforce preparation aligned to a pathways approach, such as Linked Learning and other Pre-K–12 initiatives and priorities. **E**
- Plan, organize, manage and integrate special funding activities and partnerships, including identifying possible revenue streams and resources; source grant opportunities; prepare, submit, implement and monitor grants and grant applications, as identified. **E**
- Develop, maintain, and monitor contracts, partnership agreements and Memorandums of Understanding (MOU's) to support the growth of business partnerships aligned to pathways and Pre-K–12 District work-based learning goals. **E**

- Develop and maintain partnerships and relationships for the implementation of pathway aligned Apprenticeship and Pre-Apprenticeship programs; facilitate collaboration between appropriate District and partner teams. *E*
- Lead and represent the District on a variety of committees and meetings; meet with and address a variety of stakeholder groups, such as District staff, Superintendent of Schools and Board of Education, business and industry officials, non-profit and public agency staff. *E*
- Prepare and present a variety of written and media communications, public entity and corporate presentations to gather and disseminate information relative to a variety of educational programs, school initiatives, District programs, partnerships and other related issues. *E*
- Establish and monitor goals, benchmarks and milestones with partners; develop or participate in the preparation and dissemination of research data and analyses for assigned programs; prepare or oversee preparation and maintenance of a variety of narrative and statistical reports, records and files. *E*
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide professional development support for and mentor assigned staff. *E*
- Operate a variety of office equipment, communication devices, technologies and software; drive a personal vehicle to conduct work. *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

The Business Engagement, Partnerships and Programs Manager works across multiple District leaders, business and corporate stakeholders, and public entities to oversee and implement effective strategies to build and maintain positive corporate and business relationships for the benefit of enhancing the academic and career success of the students served by the Long Beach Unified School District.

EMPLOYMENT STANDARDS

Knowledge of:

K-12 and post-secondary pathways approach and work-based learning strategies.

Grant writing processes, applications, procedures and deadlines.

Budget development and monitoring principles and practices.

Public education concerns, issues and legislation.

Local, state and federal laws applicable to assigned functions.

School district rules, regulations, policies, procedures, organization and organizational relationships.

Program and project coordination and management techniques.

Principles and practices of effective leadership and supervision.

Research methods and report writing techniques.

Multicultural, multi-ethnic communities within the local community.

Effective oral and written communication skills.

Operations and applications of a variety of office machines, communication devices, technologies and software.

District organization, operations, policies and objectives.

Principles of administration, supervision and training.

Public speaking techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, develop and maintain communications and working relationships with a variety of business partners, government entities, community agencies and other District stakeholders.

Build partnerships and coalitions with a variety of corporate, public and community organizations and stakeholders.

Develop and monitor budgets.

Source, prepare, implement and monitor grants.

Attend and represent the District in a variety of internal and external stakeholder meetings.

Assure compliance with applicable local, state and federal laws.

Maintain current knowledge of educational reforms, initiatives and trends.

Effectively manage, train and evaluate assigned staff.

Conduct research, compile information and data and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain a variety of records and files.

Prepare and deliver oral and written presentations.

Plan and organize work.

Communicate effectively both orally and in writing.

Operate a variety of office machines, technologies and software.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Training

Bachelor's degree in social science, English, public relations, education, social work or a related field.

A Master's degree in one of these fields is desirable.

Experience

Three years of experience engaging with and building business partnerships within a public education, government agency, or non-profit organization.

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

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

Positions in this class may require out-of-area travel, evening, weekend and extended work hours, as necessary.

WORKING ENVIRONMENT

Office environment.
Frequent interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Stamina, poise and presence sufficient to speak knowledgeably and confidently to large groups.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA:



PERSONNEL COMMISSION

Class Code: 3338
Salary Range: 48 (M2)

ADMINISTRATOR, K-16 COLLABORATIONS & EXTERNAL PROGRAMS

JOB SUMMARY

Under general direction, plan, develop and maintain communications and working relationships with public and private corporations, state and federal legislative branches, and other governmental agencies to effect policy and program enhancements for the Long Beach Unified School District; 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, develop and maintain communications and working relationships with public and private corporations, state and federal legislative branches, and other governmental agencies to effect policy and program enhancements for the Long Beach Unified School District. **E**
- Plan, organize, manage, and integrate special funding activities and partnerships including identifying possible funding and collaboration sources in the corporate and foundation arenas, expanding initial programs to full collaborative partnerships, and preparing grant application materials. **E**
- Oversee communications and public relations for assigned external programs; act as a liaison and facilitate communication with California State University, Long Beach, Long Beach City College, the City of Long Beach, the Port of Long Beach and a variety of state and federal agencies related to the K-16 collaborations in which the District participates. **E**
- Manage and provide leadership to assigned K-16 collaborations and external programs; coordinate meetings, public speaking, conference presentations, receptions and reception sponsors; prepare strategic planning models and continually monitor and report progress of ongoing programs. **E**
- Facilitate effective networking and position the Long Beach Unified School District as an organization promoting active partnerships among public and private corporate and public agency sponsors. **E**
- Develop, conduct and evaluate District educational initiatives and campaigns for assigned programs, including direct partnerships and collaboration with media, governmental agencies, corporate or other organizations and stakeholders. **E**
- Establish and serve on assigned steering committees and leadership teams and effectively represent the Long Beach Unified School District. **E**
- Develop and coordinate roles for local employers, community-based organizations, workforce development agencies, vocational schools and post-secondary education

institutions that connect school to careers and support student employability and workforce preparation through Linked Learning. *E*

- Provide focus on detail and follow-through for program proposals and implementation; provide broad, imaginative strategies for developing partnerships and funding sources that enhance the education of students and attain policy goals of the District's mission. *E*
- Meet with and address a variety of groups, including school administrators, Superintendent of Schools, Board of Education members, officials of public and private agencies and corporations, to gather and disseminate information relative to a variety of educational reforms, school initiatives, external programs and partnerships and other related issues. *E*
- Establish and monitor goals, benchmarks and milestones with partners; steward existing collaborative relationships to further enhance and improve program outcomes. *E*
- Develop or assist in the development and preparation of research data and analyses of proposed, pending or existing local, county, state and federal measures on designated subjects that could affect District collaborative programs, administration or fiscal policies. *E*
- Develop and monitor assigned budgets; provide operating analyses to various groups including the Board of Education, District administration and oversight committees; assure compliance with applicable laws, codes, rules and regulations. *E*
- Prepare or direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide professional development support for and mentor assigned staff. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends. *E*

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

DISTINGUISHING CHARACTERISTICS

An Administrator, K-16 Collaborations and External Programs plans, develops and maintains communications and working relationships with public and private corporations, state and federal legislative branches, and other governmental agencies to effect policy and program enhancements for the Long Beach Unified School District.

EMPLOYMENT STANDARDS

Knowledge of:

Federal, state and local regulations related to grant-funded programs, as well as foundation sources.

History of and emerging issues in school reform work and of school reform efforts in California and nationally.

Grant writing processes, applications, procedures and deadlines.

Public education concerns, issues and legislation.

Strategic planning and project management techniques.

Concepts, principles, kinds, and practices of grant development.

Budget preparation and control.

Fundraising activities and grant acquisition techniques.

Marketing techniques and strategies including online resources and other communication medias.

Applicable laws, codes, rules and regulations related to assigned activities.

Public speaking techniques.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Ability to:

Plan, develop and maintain communications and working relationships with public and private corporations, state and federal legislative branches, and other governmental agencies to effect policy and program enhancements for the Long Beach Unified School District.

Represent the Long Beach Unified School District in a professional manner.

Formulate and express ideas and concepts in a clear and concise manner, verbally and in writing, with special sensitivity to the needs of a diverse population.

Build partnership associations and coalitions with a variety of corporate and government agencies.

Adapt to changing circumstances and work quickly under pressure of deadlines.

Research potential partnerships and funding sources through use of online resources and other communication medias.

Develop and monitor budgets.

Prepare and deliver effective oral presentation including the use of PowerPoint or similar computer software.

Establish and maintain effective working relationships with public and corporate executives, elected officials and others.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Assure compliance with applicable laws, codes, rules and regulations.

Supervise and evaluate the performance of assigned staff.

Develop and implement long-term strategic plans.

Accept and carry out responsibility for direction, control and planning.
Maintain current knowledge of educational reforms, initiatives and trends.
Communicate effectively both orally and in writing.
Direct the maintenance of a variety of reports and files related to assigned activities.
Operate a computer and assigned software.

Education and Training:

Graduation from an accredited four-year college or university with a degree in social science, English, public relations, social work, education, or related field is required.

A Master's degree in one of these fields is desirable.

Experience

Three years experience in lobbying, advocacy, public policy, coalition building, and grant writing, for public, non-profit agencies is required. Experience within a public education setting is preferred.

To have established a network or resources for partnerships, collaborative and public and private corporations, and agency sponsors is desirable.

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

SPECIAL REQUIREMENTS

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

Positions in this class may routinely require District paid travel throughout the United States, with varied work hours.

WORKING ENVIRONMENT

Office environment.
Frequent interruptions.
Continuous visits to sites and other agencies.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and deliver oral presentations.
Stamina, poise and presence sufficient to speak knowledgeably and confidently to groups.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 5/26/2000

Revised: 12/10/2015



PERSONNEL COMMISSION

Class Code: 5226
Salary Range: 48 (M2)

ADMINISTRATOR, K-16 COLLABORATIONS & DISTRICT PROGRAMS

JOB SUMMARY

Under administrative direction, plan and develop and maintain District programs, communications and working relationships with external partners to advance the strategic priorities of the Long Beach Unified School District; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize, manage, and integrate District programs and partnerships including identifying possible funding and collaboration sources, expanding initial pilots to full collaborative projects, and preparing grant application materials. **E**
- Plan and support communications and collaborations for assigned external partnerships; where necessary, act as a District representative with K-16 partners such as California State University, Long Beach, Long Beach City College, the City of Long Beach and other institutions. **E**
- Manage and provide leadership to assigned District programs and K-16 collaborations; coordinate program implementation, meetings and presentations; prepare strategic planning models and continually monitor and report progress of ongoing programs and collaborations. **E**
- Develop, conduct and evaluate educational initiatives and outreach efforts for assigned District programs, including direct partnerships and collaborations with higher education institutions and other organizations and stakeholders. **E**
- Provide focus on detail and follow-through for program proposals and implementation; provide broad, imaginative strategies for developing partnerships and funding sources that enhance the education of students, support school sites and attain policy goals of the District's mission. **E**
- Meet with and address a variety of groups, including school administrators, Superintendent of Schools, Board of Education members and higher education representatives, to gather and disseminate information relative to a variety of educational reforms, school initiatives, District programs and partnerships and other related issues. **E**
- Establish and serve on assigned steering committees and leadership teams and effectively represent the Long Beach Unified School District. **E**
- Establish and monitor goals, benchmarks and milestones with stakeholders and external partners; steward existing collaborative relationships to further enhance and improve District program outcomes. **E**

- Develop and monitor assigned budgets; present operating analyses to various groups including the Board of Education, District administration and stakeholder committees; assure program compliance with applicable laws, codes, rules and regulations. *E*
- Prepare or direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide professional development support for and mentor assigned staff. *E*
- Develop or assist in the development and preparation of research data and analyses of proposed, pending or existing local, county, state and federal measures on designated subjects that could affect District collaborative programs, administration or fiscal policies. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends. *E*

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

DISTINGUISHING CHARACTERISTICS

An Administrator, K-16 Collaborations and District Programs plans, develops and maintains District programs, communications and working relationships with external partners to advance the strategic priorities of the Long Beach Unified School District.

EMPLOYMENT STANDARDS

Knowledge of:

Federal, state and local regulations related to grant-funded programs, as well as foundation sources.

History of and emerging issues in school reform work and of school reform efforts in California and nationally.

Grant writing processes, applications, procedures and deadlines.

Public education concerns, issues and legislation.

Strategic planning and project management techniques.

Concepts, principles, kinds, and practices of grant development.

Budget preparation and control.

Fundraising activities and grant acquisition techniques.

Marketing techniques and strategies including online resources and other communication media.

Applicable laws, codes, rules and regulations related to assigned activities.

Public speaking techniques.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Ability to:

Build partnership associations and coalitions with a variety of higher education institutions and other stakeholders.

Research potential partnerships and funding sources through use of online resources and other communication media.

Represent the Long Beach Unified School District in a professional manner.

Formulate and express ideas and concepts in a clear and concise manner, verbally and in writing, with special sensitivity to the needs of a diverse population.

Adapt to changing circumstances and work quickly under pressure of deadlines.

Develop and monitor budgets.

Prepare and deliver effective oral presentations including the use of PowerPoint or similar computer software.

Establish and maintain effective working relationships with external partners, higher education representatives, elected officials and others.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Assure compliance with applicable laws, codes, rules and regulations.

Supervise and evaluate the performance of assigned staff.

Develop and implement long-term strategic plans.

Accept and carry out responsibility for direction, control and planning.

Maintain current knowledge of educational reforms, initiatives and trends.

Communicate effectively both orally and in writing.

Direct the maintenance of a variety of reports and files related to assigned activities.

Operate a computer and assigned software.

Education and Training:

Graduation from an accredited four-year college or university with a degree in social science, public or business administration, public relations, education, or related field is required.

A Master's degree in one of these fields is desirable.

Experience

Three years of program implementation experience for public, private, or non-profit agencies is required. Experience within a public education setting is preferred.

To have established a network or resources for partnerships is desirable.

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

SPECIAL REQUIREMENTS

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

Positions in this class may routinely require District paid travel throughout the United States, with varied work hours.

WORKING ENVIRONMENT

Office environment.
Frequent interruptions.
Continuous visits to sites and other agencies.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and deliver oral presentations.
Stamina, poise and presence sufficient to speak knowledgeably and confidently to groups.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 7/7/2016