

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

REGULAR MEETING AGENDA

Regular Meeting
October 20, 2022

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

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

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accompanist 6-7
2. **RATIFY** job announcement bulletin for Custodian 8
3. **RATIFY** job announcement bulletin for Grounds Service Manager 9-10
4. **RATIFY** job announcement bulletin for Head Start Instructional Aide 11-12
5. **RATIFY** job announcement bulletin for Head Start Instructional Aide – Bilingual Spanish 13-14
6. **RATIFY** job announcement bulletin for Maintenance Team Lead 15-16
7. **RATIFY** job announcement bulletin for Plumber 17-18
8. **RATIFY** job announcement bulletin for Production Specialist 19-20
9. **RATIFY** job announcement bulletin for Salary Services Supervisor 21-22
10. **RATIFY** job announcement bulletin for Senior Executive Secretary (C) 23-24
11. **RATIFY** job announcement bulletin for Senior Office Assistant – Bilingual Spanish 25-26
12. **RATIFY** job announcement bulletin for Staff Secretary – BL Spanish 27-28

13. **APPROVE** the certification of Campus Staff Assistant eligibility list 23-0024-5288 established 10/12/2022 29
14. **APPROVE** the certification of Custodian eligibility list 22-0272-0139 established 10/13/2022 29
15. **APPROVE** the certification of Grounds Equipment Operator II - Driver eligibility list 23-0010-5031 established 10/07/2022 29
16. **APPROVE** the certification of Human Resources Assistant eligibility list 23-0050-3350 established 10/18/2022 29
17. **APPROVE** the certification of Human Resources Technician eligibility list 23-0051-3352 established 10/19/2022 29
18. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0067-0448 established 10/13/2022 29
19. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0089-0448 established 10/21/2022 29
20. **APPROVE** the certification of Maintenance Laborer eligibility list 22-0273-5275 established 10/14/2022 30
21. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0088-5068 established 10/14/2022 30
22. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0091-5068 established 10/20/2022 30
23. **APPROVE** the certification of Recreation Aide eligibility list 23-0083-5255 established 10/12/2022 30
24. **APPROVE** the certification of Recreation Aide eligibility list 23-0084-5255 established 10/12/2022 30
25. **APPROVE** the certification of Recreation Aide eligibility list 23-0085-5255 established 10/14/2022 30
26. **APPROVE** the certification of Recreation Aide eligibility list 23-0115-5255 established 10/21/2022 30
27. **APPROVE** the certification of Recreation Aide – Catalina Island eligibility list 23-0069-5255 established 10/11/2022 30
28. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0106-5257 established 10/21/2022 30
29. **APPROVE** the certification of School Safety Supervisor eligibility list 23-0054-5016 established 10/18/2022 31

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48417442 32-49
2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48270062 50-57
3. **APPROVE** the Appeal of Disqualified Applicant ID 49538325 58-76
4. **DISCUSS** the following: 77-86
Revision to the Rules and Regulations of the Classified Service

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

November 3, 2022 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

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

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

MINUTES
Regular Meeting

October 6, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, September 22, 2022 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
 Terence Ulaszewski
 Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Joanna Guzman, Human Resources Technician; Monica Gaytan, Human Resources Assistant; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Anthony Kruzic, CSEA Chapter 2 Vice President-Unit B; Brian Jackson, Administrator, Technology Support Services.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of September 22, 2022.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that he attended the College and Career Fair at Millikan High School with Jesus Rios Jr., Certification Services Manager, and Veronica Bustamante, Human Resources Assistant.

Amy Van Fossen, Associate Personnel Analyst, reported there are 58 open recruitments with 38 accepting applications. Ms. Van Fossen shared the staff has administered 23 in-person exams since September 19, 2022. Ms. Van Fossen recognized Monica Gaytan, Human Resources Assistant, who will be on a temporary upgrade to Human Resources Technician.

Veronica Bustamante, Human Resources Assistant, shared that her experience at the Career and College Fair at Millikan High School was a great opportunity to have interaction and outreach with the students. Ms. Bustamante explained how she was able to describe to the students the job opportunities and the process in which to apply.

Jesus Rios Jr., Certification Services Manager, reported that staff continue to send the eligibility lists out to schools and departments to fill their vacancies. Mr. Rios recognized Veronica Bustamante, Human Resources Assistant, for her great work at the College and Career Fair held at Millikan High School. Mr. Rios shared positive feedback from the Office of School Support Services regarding Lydia Smith, Human Resources Technician, for her efforts to process walk-on coaches.

Susan Leaming, Personnel Analyst, introduced Brian Jackson, Administrator, Technology Support Services, who was in attendance to support New Business Item 3. Ms. Leaming shared that she, Mindi Ritter, Senior Administrative Secretary, Jesus Rios Jr., Certification Services Manager, and Monica Gaytan, Human Resources Assistant, recently attended a MyPD administrator training session and thanked Amy Pendray, Program Specialist, and Leo Ramos, Program Specialist, for conducting the training.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrative Secretary
2. **RATIFY** job announcement bulletin for Administrative Secretary – BL Spanish
3. **RATIFY** job announcement bulletin for Building Maintenance Worker
4. **RATIFY** job announcement bulletin for Carpenter
5. **RATIFY** job announcement bulletin for School Data Technician
6. **RATIFY** job announcement bulletin for Senior Purchasing Agent
7. **APPROVE** the certification of ASB Financial Technician eligibility list 23-0007-0751 established 10/07/2022
8. **APPROVE** the certification of Campus Staff Assistant (Catalina Island) eligibility list 23-0023-5288 established 10/03/2022
9. **APPROVE** the certification of Grounds Equipment Operator I eligibility list 23-0011-0175 established 10/07/2022
10. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 23-0009-0176 established 10/07/2022

11. **APPROVE** the certification of Head Start Family Services Liaison eligibility list 23-0008-5075 established 09/27/2022
12. **APPROVE** the certification of Instructional Assistant – School for Adults eligibility list 22-0223-0766 established 09/27/2022
13. **APPROVE** the certification of Network Specialist eligibility list 23-0042-5119 established 09/29/2022
14. **APPROVE** the certification of Nutrition Services Worker (Catalina Island) eligibility list 23-0027-5068 established 10/05/2022
15. **APPROVE** the certification of Nutrition Services Manager eligibility list 23-0015-5061 established 10/07/2022
16. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0058-5068 established 09/28/2022
17. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0073-5068 established 10/05/2022
18. **APPROVE** the certification of Plant Utilities Operator eligibility list 22-0170-3308 established 10/07/2022
19. **APPROVE** the certification of Plant Utilities Operator eligibility list 22-0241-3308 established 10/07/2022
20. **APPROVE** the certification of Recreation Aide eligibility list 23-0080-5255 established 09/27/2022
21. **APPROVE** the certification of Recreation Aide eligibility list 23-0081-5255 established 09/30/2022
22. **APPROVE** the certification of Recreation Aide eligibility list 23-0082-5255 established 10/04/2022
23. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0079-5255 established 10/04/2022
24. **APPROVE** the certification of Technology Field Operations Supervisor eligibility list 22-0276-5249 established 10/07/2022
25. **APPROVE** the certification of Transportation Scheduler eligibility list 23-0006-5040 established 10/04/2022
26. **APPROVE** the certification of Water-Boiler Treatment Specialist eligibility list 22-0224-3299 established 09/28/2022
27. **APPROVE** the certification of Van Driver – Catalina Island eligibility list 23-0029-5280 established 10/05/2022

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-6 and approve items 7-27 with an amendment to number 14 on the Consent Agenda.

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

NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 50222681

New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48470574

New Business Item 2 was moved into closed session.

3. **APPROVE** the Reestablishment and Revision of a Classification – Information Technology Projects Manager

After discussion a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business Item 3.

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

OLD BUSINESS

1. **APPROVE** the Request for Hearing in Disciplinary Matter Employee E 00483834

Old Business Item 1 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 20, 2022 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:42 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:22 a.m. with the following reportable actions:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 50222681

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to dismiss staff's recommendation and allow Applicant ID 50222681 to remain on the eligibility list.

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

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48470574

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to dismiss staff's recommendation and allow Applicant ID 48470574 to remain on the eligibility list.

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

3. **APPROVE** the Request for Hearing in Disciplinary Matter Employee E 00483834

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, to approve the Request for Hearing in Disciplinary Matter Employee E 00483834.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:23 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

ACCOMPANIST

FINAL FILING DATE:

4:30 p.m., Friday, October 14, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, provide piano accompaniment for soloists and dance or choral groups at a variety of performances and special events including rehearsals, graduations, festivals and competitions; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

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

EXPERIENCE:

One year of experience as an accompanist.

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

WORKING ENVIRONMENT:

Classroom and theater environment. Indoor and outdoor locations. Evening, weekend and varied hours.

PHYSICAL DEMANDS:

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

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

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

SALARY RANGE HOURLY:

START: \$19.67
6 MONTHS: \$20.76
1 ½ YEARS: \$21.90
2 ½ YEARS: \$23.10
3 ½ YEARS: \$24.37

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0092-5213 JA

LBUSD employees, please see reverse side for important information.

Classified Employment



Long Beach Unified School District

www.lbschools.net/jobs

Ang Van

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN

FINAL FILING DATE:

4:30 p.m., Tuesday, October 25, 2022.

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, he/she will be requested to disclose information about felony and/or misdemeanor convictions.

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

SALARY RANGE HOURLY:

START: \$19.15
 6 MONTHS: \$20.20
 1 ½ YEARS: \$21.31
 2 ½ YEARS: \$22.48
 3 ½ YEARS: \$23.71

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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Open Exam 23-0114-0139 JG

Maria Lynn Braunstein



www.lbschools.net/jobs



CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUND SERVICE MANAGER

FINAL FILING DATE:

4:30 p.m., Wednesday, October 26, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under general direction, plan, organize and manage the daily operations and activities of the District's grounds services to assure smooth and efficient delivery of services to sites and offices; plan and schedule routine grounds maintenance, projects and repair work, train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate's degree including coursework in horticulture, agricultural technology, business administration or a related field.

EXPERIENCE:

Three years of supervisory or managerial grounds maintenance experience in a commercial or governmental environment including pesticide application. Experience working with a unified school district involving sports field and track maintenance is preferred.

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

SPECIAL REQUIREMENTS:

(1) Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (3) May be required to travel from one location to another. (4) Valid forklift operator certification within completion of the probationary period and maintain certification throughout employment in this classification. (5) Applicants for this classification are required to obtain a Qualified Applicator's Certificate or License issued by the California Department of Pesticide Regulation within completion of the probationary period and maintain certification throughout employment in this classification. (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 fuels, lubricants, acids, fertilizers, herbicides, pesticides, adhesives, and related materials. 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.

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SALARY RANGE HOURLY:

START: \$45.43
6 MONTHS: \$47.93
1 ½ YEARS: \$50.56
2 ½ YEARS: \$53.34

WORKING ENVIRONMENT

Indoor and outdoor work environment. Seasonal heat and cold or adverse weather conditions. Driving a District vehicle to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement. Emergency call-out.

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0111-5156 JA

LBUSD employees, please see reverse side for
important information.

Managers



www.lbschools.net/jobs

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD START INSTRUCTIONAL AIDE

FINAL FILING DATE:

4:30 p.m., Tuesday, October 25, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent and a valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

- Child Development Associate Teacher Permit
- Child Development Teacher Permit
- Child Development Master Teacher Permit
- Child Development Site Supervisor Permit
- Child Development Program Director Permit

SPECIAL REQUIREMENTS:

- (1) If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification.
- (2) To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense.
- (3) Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment.
- (4) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START:	\$15.84
6 MONTHS:	\$16.70
1 ½ YEARS:	\$17.63
2 ½ YEARS:	\$18.59
3 ½ YEARS:	\$19.61

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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[www.lbschools.net/Departments/
 Personnel_Commission](http://www.lbschools.net/Departments/Personnel_Commission)

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0112-0657 MG

LBUSD employees, please see reverse side for important information.



Amy Van der ... 11

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

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

Guidelines:

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD START INSTRUCTIONAL AIDE – BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m., Tuesday, October 25, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent and a valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

- Child Development Associate Teacher Permit
- Child Development Teacher Permit
- Child Development Master Teacher Permit
- Child Development Site Supervisor Permit
- Child Development Program Director Permit

SPECIAL REQUIREMENTS:

(1) If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification. (2) To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (3) Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment. (4) May be required to travel from one location to another. (5) Positions in the Head Start Instructional Aide – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/biliterate test.

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

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

SALARY RANGE HOURLY:

START:	\$15.84
6 MONTHS:	\$16.70
1 ½ YEARS:	\$17.63
2 ½ YEARS:	\$18.59
3 ½ YEARS:	\$19.61

APPLICATION:

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SELECTION PROCEDURE:

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PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0113-5235 MG

LBUSD employees, please see reverse side for important information.



Amy Van Jones 13

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

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

Guidelines:

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

MAINTENANCE TEAM LEAD

FINAL FILING DATE:

4:30 p.m. Tuesday, October 18, 2022

JOB INFORMATION:

Position is 12-months, 100% FTE (8 hours a day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, serve as a lead and participate in the activities of assigned crews or individual staff engaged in the construction, repair and maintenance of District equipment, facilities and properties; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION:

Graduation from high school or equivalent and completion of an approved apprenticeship program in one of the building maintenance trades.

OR

EXPERIENCE:

Four years of journey level trade experience in the construction, repair and maintenance of equipment, facilities and properties.

Experience in a lead or supervisory capacity is desirable.

Any other combination of training and experience which is likely to provide the desired knowledge and abilities may be considered.

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

Indoor and outdoor environment. Adverse seasonal weather conditions. Working around and with machinery having moving parts. Exposure to dust, fumes and odors. Driving a District vehicle to conduct work. Emergency call out.

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

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

SALARY RANGE HOURLY:

START: \$35.74
6 MONTHS: \$37.71
1 ½ YEARS: \$39.78
2 ½ YEARS: \$41.96
3 ½ YEARS: \$44.28

APPLICATION:

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

SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Examination 23-0100-5283 JA

LBUSD employees, please see reverse side for important information.



Amy Van Dyke 15

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

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Guidelines:

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

PLUMBER

FINAL FILING DATE:

4:30 p.m., Tuesday, October 18, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, to perform journey-level plumbing work in the installation, alteration, maintenance, and repair of plumbing fixtures and systems; perform maintenance and repair on heating systems and related equipment; and to perform related duties as required

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school supplemented by completion of a recognized four-year plumbing apprenticeship program or possession of a valid journey-level plumbing certificate or license issued from an authorized agency.

- OR -

EXPERIENCE:

Four years of journey-level experience in plumbing installation, alterations and repair work.

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

SPECIAL REQUIREMENTS:

(1) Valid Class C driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standards. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) A Backflow Testers License Issued by the Los Angeles County Health Department must be obtained by completion of the probationary period. (4) A Certificate issued by P.I.P.E. and a Los Angeles County Certificate showing acceptance by the State Fire Marshal in Fire Suppression Systems are desired. (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. (6) May be required to travel from one location to another.

WORKING ENVIRONMENT:

Indoor and outdoors; inclement weather; work in tight spaces such as vaults, attics and under floors of buildings; dust; exposure to offensive vapors and fumes and sewage.

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

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

SALARY RANGE HOURLY:

START: \$32.94
6 MONTHS: \$34.75
1 ½ YEARS: \$36.66
2 ½ YEARS: \$38.69
3 ½ YEARS: \$40.81

PHYSICAL DEMANDS:

Heavy work; lifting; carrying; and/or pushing 100 lbs. with frequent lifting and/or carrying of objects weighing up to 50 lbs. dexterity of fingers and hands to operate hand and power tools and equipment; stooping, kneeling, crouching, and crawling under flooring, vaults and similar spaces.

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0102-0242 AA

LBUSD employees, please see reverse side for important information.



www.lbschools.net/jobs

Amry Van 182

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

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Guidelines:

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

PRODUCTION SPECIALIST

FINAL FILING DATE:

4:30 p.m., Monday, October 24, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under immediate supervision, participate in a variety of pre- and post-production activities for studio, field and live event productions including set-up and operation of audio, video, lighting and other technical production equipment; create and publish a wide variety of social media content; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school supplemented by college-level course work in film, video production or a closely related field.

EXPERIENCE:

One year of experience in digital film or video production. Experience creating and publishing social media content is desirable.

Completion of an internship with the Long Beach Unified School District's Marketing and Media Services department will substitute for the required college-level course work and experience.

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 the use of a personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one location to another. (3) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant 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:	\$21.93
6 MONTHS:	\$23.13
1 ½ YEARS:	\$24.41
2 ½ YEARS:	\$25.75
3 ½ YEARS:	\$27.16

APPLICATION:

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

SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0110-5301 MG

LBUSD employees, please see reverse side for important information.

Manojm Braumstein



www.lbschools.net/jobs

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

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- ❖ **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

SALARY SERVICES SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Friday, October 21, 2022

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). The current vacancy is located in Human Resources Services. This position may be designated as "confidential", which will result in a 2 range salary increase. The eligibility list will be used to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general direction, plan, oversee and supervise the processes, personnel and documents relating to the salary placement of certificated staff; monitor certificated assignment salary placement and progression levels; approve and audit on-line certificated staff salary transactions; train and evaluate the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate's degree with course work in finance, business administration, human resources management or a related field.

EXPERIENCE:

Three years of human resources experience involving processing or reviewing documents for compliance with policies and procedures and including some experience in a lead or supervisory capacity. Experience involving transcript analysis for certificated employees is desired.

OR

Three years of financial or statistical record-keeping and analysis experience including some experience in a lead or supervisory capacity.

OR

Three years of experience as a Human Resources Technician or Credential Services Specialist with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

START: \$ 31.07
6 MONTHS: \$ 32.78
1 ½ YEARS: \$ 34.58
2 ½ YEARS: \$ 36.48

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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[www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel%20Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0109-5009 JA

LBUSD employees, please see reverse side for important information.



María Lynn Braunstein

www.lbschools.net/jobs

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR EXECUTIVE SECRETARY (C)

FINAL FILING DATE:

4:30 p.m., Friday, October 21, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of a senior Executive Staff-level administrator, such as a Deputy Superintendent or Chief Business and Financial Officer, perform highly responsible and confidential secretarial and administrative support duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and coordinate flow of communications and information for the assigned administrator; train and evaluate the performance of assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate's degree with course work in business administration, secretarial science or a related field.

EXPERIENCE:

Five years of secretarial or administrative support experience including two years in a supervisory capacity or two years of experience at the level of Executive Secretary with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of a personal automobile and possession of a valid California driver's license. (2) May be required to travel from one location to another. (3) Incumbents must obtain a license to serve as a Notary Public within sixty days of employment. (4) This classification requires that incumbents be skilled in typing/ keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

SALARY RANGE HOURLY:

START: \$35.58
6 MONTHS: \$37.54
1 ½ YEARS: \$39.60
2 ½ YEARS: \$41.78

APPLICATION:

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

SELECTION PROCEDURE:

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

Incumbents in this classification are members of the classified service, but by action of the Board of Education on 12/14/1995 are exempt from obtaining permanent status in their positions per the provisions of Education Code Section 45272(b).

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0101-0679 JA

LBUSD employees, please see reverse side for
important information.



Maria Lynn Braunstein

www.lbschools.net/jobs

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

SENIOR OFFICE ASSISTANT – BILINGUAL SPANISH

FINAL FILING DATE

4:30 p.m. Tuesday, October 18, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of an assigned supervisor, perform complex and varied clerical support duties involving frequent and responsible public contacts requiring an understanding of a process or functional area at an assigned school, District office or program; greet and assist visitors; assist in assuring smooth and efficient office operations; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Either two years of clerical experience involving public contact or one year of experience at the level of Intermediate Office Assistant.

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

SPECIAL REQUIREMENTS:

- (1) Positions in the Senior Office Assistant - BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.
- (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.
- (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.
- (4) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START: \$21.93
 6 MONTHS: \$23.13
 1 ½ YEARS: \$24.41
 2 ½ YEARS: \$25.75
 3 ½ YEARS: \$27.16

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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Dual Exam 23-0099-5089 AA

LBUSD employees, please see reverse side for important information.



www.lbschools.net/jobs

Amy Van Dyke 25

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

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

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

STAFF SECRETARY-BL SPANISH

FINAL FILING DATE:

4:30 p.m., Friday, October 14, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under the direction of an assigned supervisor, provide varied and responsible secretarial and clerical support services to relieve the supervisor of administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor; perform related duties as assigned

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

Two years of clerical experience or one year of experience at the level of Intermediate Office Assistant with 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) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) May be required to travel from one location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (4) Positions in the Staff Secretary-Bilingual classification require the ability to communicate effectively, both orally and in writing, in a designated second language. Incumbents must successfully pass the District's bilingual/biliterate test.

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

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

SALARY RANGE HOURLY:

START: \$21.93
6 MONTHS: \$23.13
1 ½ YEARS: \$24.41
2 ½ YEARS: \$25.75
3 ½ YEARS: \$27.16

APPLICATION:

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SELECTION PROCEDURE:

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PERSONNEL COMMISSION

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Dual Exam 23-0098-5085 JA

LBUSD employees, please see reverse side for important information.

Classified Employment



Long Beach Unified School District

www.lbschools.net/jobs

Carmy Van

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

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Guidelines:

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 29-31

Date: October 20, 2022

Reason for Consideration: Approval

CAMPUS STAFF ASSISTANT

DUAL CONTINUOUS 23-0024-5288

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

Total Applications Received: 29

No. Passed: 3 No. Failed: 2

Total Invited to Exam: 6

No. Withdrew: 1 No. Screened Out: 23

CUSTODIAN

OPEN CONTINUOUS 22-0272-0139

List Valid: 10/13/2022-10/13/2023

Total Applications Received: 99

No. Passed: 8 No. Failed: 18

Total Invited to Exam: 49

No. Withdrew: 23 No. Screened Out: 50

**GROUND'S EQUIPMENT OPERATOR II -
DRIVER**

DUAL 23-0010-5031

List Valid: 10/07/2022-10/07/2023

Total Applications Received: 6

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 1 No. Screened Out: 4

HUMAN RESOURCES ASSISTANT

DUAL 23-0050-3350

List Valid: 10/18/2022-10/18/2023

Total Applications Received: 122

No. Passed: 10 No. Failed: 12

Total Invited to Exam: 32

No. Withdrew: 10 No. Screened Out: 90

HUMAN RESOURCES TECHNICIAN

DUAL 23-0051-3352

List Valid: 10/19/2022-10/19/2023

Total Applications Received: 73

No. Passed: 10 No. Failed: 14

Total Invited to Exam: 35

No. Withdrew: 11 No. Screened Out: 38

INSTRUCTIONAL AIDE – SPECIAL

OPEN CONTINUOUS 23-0067-0448

List Valid: 10/13/2022-10/13/2023

Total Applications Received: 31

No. Passed: 7 No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 1 No. Screened Out: 23

INSTRUCTIONAL AIDE – SPECIAL

OPEN CONTINUOUS 23-0089-0448

List Valid: 10/21/2022-10/21/2023

Total Applications Received: 25

No. Passed: 4 No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 1 No. Screened Out: 20

MAINTENANCE LABORER**DUAL****22-0273-5275**

List Valid: 10/14/2022-10/14/2023

Total Applications Received: 81

No. Passed: 15 No. Failed: 7

Total Invited to Exam: 39

No. Withdrew: 17 No. Screened Out: 42

NUTRITION SERVICES WORKER**OPEN****23-0088-5068**

List Valid: 10/14/2022-04/14/2023

Total Applications Received: 14

No. Passed: 4 No. Failed: 2

Total Invited to Exam: 11

No. Withdrew: 5 No. Screened Out: 3

NUTRITION SERVICES WORKER**OPEN****23-0091-5068**

List Valid: 10/20/2022-04/20/2023

Total Applications Received: 11

No. Passed: 7 No. Failed: 1

Total Invited to Exam: 10

No. Withdrew: 2 No. Screened Out: 1

RECREATION AIDE**OPEN CONTINUOUS****23-0083-5255**

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

Total Applications Received: 21

No. Passed: 17 No. Failed: 0

Total Invited to Exam: 17

No. Withdrew: 0 No. Screened Out: 4

RECREATION AIDE**OPEN CONTINUOUS****23-0084-5255**

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

Total Applications Received: 15

No. Passed: 14 No. Failed: 0

Total Invited to Exam: 14

No. Withdrew: 0 No. Screened Out: 1

RECREATION AIDE**OPEN CONTINUOUS****23-0085-5255**

List Valid: 10/14/2022-10/14/2023

Total Applications Received: 22

No. Passed: 18 No. Failed: 0

Total Invited to Exam: 18

No. Withdrew: 0 No. Screened Out: 4

RECREATION AIDE**OPEN CONTINUOUS****23-0115-5255**

List Valid: 10/21/2022-10/21/2023

Total Applications Received: 11

No. Passed: 11 No. Failed: 0

Total Invited to Exam: 11

No. Withdrew: 0 No. Screened Out: 0

RECREATION AIDE – CATALINA ISLAND**OPEN CONTINUOUS****23-0069-5255**

List Valid: 10/11/2022-10/11/2023

Total Applications Received: 2

No. Passed: 2 No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 0 No. Screened Out: 0

RECREATION AIDE – KIDS' CLUB**OPEN CONTINUOUS****23-0106-5257**

List Valid: 10/21/2022-04/21/2023

Total Applications Received: 11

No. Passed: 11 No. Failed: 0

Total Invited to Exam: 11

No. Withdrew: 0 No. Screened Out: 0

SCHOOL SAFETY SUPERVISOR

DUAL

23-0054-5016

List Valid: 10/18/2022-10/18/2023

Total Applications Received: 11

Total Invited to Exam: 6

No. Passed: 4

No. Failed: 0

No. Withdrew: 2

No. Screened Out: 5

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: October 20, 2022

SUBJECT: Removal from Eligibility List ID 48417442 PAGES: 32-49

Date: October 20, 2022

Reason for Consideration: Restricted Action

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

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

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

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 48270062 PAGES: 50-57

Date: October 20, 2022 Reason for Consideration: Restricted Action

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

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

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

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Appeal of a Disqualified Applicant 49538325 PAGES: 58-76

Date: October 20, 2022

Reason for Consideration: Restricted Action

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

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

Staff submits an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail and electronic mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

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

PERSONNEL COMMISSION



October 11, 2022

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

Background and Findings

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

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

The attached rule is being submitted for a first reading for revision with the following rationale:

Chapter 10 COMPENSATION: This rule is being modified throughout to remove gender-specific terminology, correct formatting, and appropriately reference other rules and codes.

Deletions to the rule are annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission support this rule revision for further consideration and a second reading.

Prepared by:

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

Susan Leaming
Personnel Analyst

Approved and Recommended:

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

Kenneth Kato
Executive Officer

**CHAPTER X
COMPENSATION**

10.1 SALARY ADVANCEMENT WITHIN A CLASS

- A. PAY PERIOD DEFINED. For purposes of compensation, a "pay period" is one (1) calendar month.

- B. STEP ADVANCEMENT. Except as permitted by Section G, each full or part-time regular employee subject to a six (6) month probationary period shall advance to the next higher step in the applicable salary range as follows:

Initial Step:

First day of assignment through completion of the six (6) months or 130 days of probationary work, whichever is longer.

Following Step:

The day following completion of the six (6) month or 130 days of probationary work (which is known as the employee's step anniversary date) through completion of one additional year of service. (Positions designated in Rule 7.1.A serve a one (1) year probationary period. However, advancement to the first following step shall occur as above, following the six (6) month or 130 day period, whichever is longer.)

Following Step:

The employee's anniversary date through completion of one (1) additional year of service.

Following Step:

The employee's anniversary date through completion of one (1) additional year of service.

Following Step:

The employee's anniversary date through completion of one (1) additional year of service.

- C. CREDITABLE PAY PERIOD. A creditable pay period is one in which the employee is compensated for 75% or more of the working days in a given pay period. Fifty percent or more of an employee's pay periods a year must be creditable for service to qualify as one (1) service year.

- D. YEAR OF SERVICE. For computing "year of service" for compensation purposes, the yearly basis upon which employees are elected shall be used.
- E. LEAVE OF ABSENCE. Employees on leave of absence to attend school for the purpose of improving their efficiency in the work for which they are employed by the Board of Education, as determined by the Department Head under whom the employees serve, shall be permitted to include such time toward qualifying for advancement to the next higher step in the salary range upon return to active service.
- F. SALARY ON REINSTATEMENT. Any employee who is reinstated following resignation or reemployed following a layoff for lack of work or lack of funds to a position in the same class in which ~~they he~~ had acquired status, under the provisions of Rule 9.3 within 39 months from the last day of paid employment, shall receive the same step in the salary range as at the time of resignation or displacement, provided such salary shall not exceed the maximum salary step for the class to which ~~they he~~ shall be assigned.

Reference: California Education Code 45309

- G. EMPLOYMENT AT ADVANCED RATE. New employees shall normally be hired at the first step in the salary range for the class. New employees who exceed the minimum qualifications for the class in which they are selected may be employed at higher steps in the salary range by special action of the Board of Education. Factors that shall be considered in determining advanced salary step placement are recruitment difficulty and exceptional or unique qualifications. Salary history may be considered in determining an advanced salary step placement if the candidate voluntarily discloses the information without prompting.
- H. SATISFACTORY PERFORMANCE RATING REQUIRED. In order to qualify for advancement to a higher step in the salary range, the last performance report of the employee filed must indicate a level of overall performance not lower than "satisfactory." Advances to a higher step in the salary range may be made to employees with lower ratings upon written recommendation of the Department Head, and with the approval of the Personnel Commission.
- I. SALARY STEP ON PROMOTION. A promotion in rank shall result in an employee advancing to that step in the salary range for the class to which promoted that is at least one (1) step (5.5%) above the rate the employee is receiving in the regular (probationary or permanent) class from which promoted, but not more than the maximum of the new class to which promoted. Additional advances in the salary range for the class to which promoted will be made in accordance with the principle established in the Rule 10.1.B on step advancement.
- J. WITHHOLDING SALARY ADVANCEMENT. The Board of Education may withhold a progressive advancement for all employees within a class on an annual basis when such action becomes necessary in order to serve the best interests of the ~~School D~~istrict.

10.2 SALARY AFTER POSITIONS OR CLASSIFICATIONS ARE RECLASSIFIED OR NEWLY CLASSIFIED

- A. UPWARD. Salary eligibility shall be determined when an incumbent has been placed in a higher class and at which time ~~his/her~~their rate will be adjusted to the nearest higher amount in the new range; however, the increase shall not be less than an amount equal to a one-~~(1)~~(1) step increase (~~5.5% - 1/2 percent~~) in the incumbent's present salary rate, provided that such an increase is not more than the maximum salary range rate for the higher class.
- B. DOWNWARD. When a regular classified employee, whether probationary or permanent, is demoted to a position in a lower salary range by an action of the Commission to a newly classified or reclassified position, and the employee has been performing satisfactorily, and no vacancy exists to which ~~he~~they can be transferred without a salary change, the employee's salary shall be continued as a Y-rate. The Y-rate shall terminate on the earlier of these dates:
1. The effective date of an annual salary increase which results in the Y-rate falling within the salary range of the class to which the position was reclassified.
 2. The date a vacancy exists in the same class from which the employee was Y-rated; if the employee does not accept the vacancy, but elects to remain in ~~his~~their present position, the Y-rate shall terminate.
 3. On the date the Y-rate terminates, salary eligibility shall be determined when an incumbent has been placed in the lower class and at which time ~~his/her~~their rate will be adjusted to the nearest dollar amount of ~~his/her~~their current salary rate provided it does not result in an increase that is more than the maximum salary range rate for the lower class nor an amount equal to more than a one ~~(1)~~(1)-step increase (~~5.5% - 1/2 percent~~) in the incumbent's present salary.
- C. AT THE SAME LEVEL. Incumbents shall remain at the same step.

10.3 REALLOCATION OF A CLASSIFICATION

- A. A reallocation of a classification is a change from one salary range to another salary range and includes all positions allocated to the class at the time of the change. Reallocation is based on (1) findings that compensation for a classification are significantly different from market survey data (2) maintenance of the organization's internal relationships with other classifications within and among job families of the classification plan or (3) reallocation of a classification's salary range due to negotiations with a bargaining unit. The Personnel Commission Executive Officer shall determine and direct the methodology for reallocation studies and make recommendations to the Personnel Commission.

- B. When a class is reallocated to a higher salary range, each regular incumbent shall be placed on the step in the higher range that they had reached in the lower range. A change in an employee's rate resulting from a reallocation shall not change their step increment date.
- C. When a class is reallocated to a lower salary range, an employee's salary may be continued as a Y-rate as outlined in section 10.2.B.

10.4 SEQUENCE OF IMPLEMENTATION OF SALARY ACTIONS

- A. When step advancement, reallocation, reclassification, promotion or demotion from or within such class become effective on the same date, incumbents affected by more than one action shall receive salary adjustment for each action in accordance with the following sequence
 - 1. Step advancement
 - 2. Increase or decrease based on reallocation or reclassification of the class.
 - 3. Increase or decrease based on promotion or demotion

10.5 CIVIC CENTER AND ADDITIONAL SCHOOL ACTIVITY ASSIGNMENTS

- A. ELIGIBILITY FOR ASSIGNMENTS. Classified employees shall be eligible to receive assignments for work at Civic Center or additional school or community activities in addition to their regular work assignments.

An employee may receive a Civic Center or additional school or community activity appointment whose regular assignment is concurrent with or overlaps the time specified for the additional activity. However, payments for the additional activity will be made only for the actual time worked in excess of the regular daily assignment.

- B. PRIORITY OF ASSIGNMENTS. Priority for such assignments shall be given to employees whose regular permanent assignment most closely matches the duties performed. However, when employees in such classes are not available, other classified employees may be used.
- C. COMPENSATION IN EMPLOYEE'S CLASS. If the assignment is for work that would be within the scope of the classification of the employee, the employee shall be paid at ~~his~~ their regular rate.
- D. OVERTIME RATE. Work performed under the provisions of this section shall be compensated as provided under the provisions of Rule 10.6.4 (Overtime ~~Rule~~.)

10.6 OVERTIME

- A. **LIMITATION ON OVERTIME WORKED.** Overtime is permitted when required and authorized. No employee shall be required or permitted to work overtime unless such overtime work is authorized by the responsible supervisor. Such overtime shall be approved and reported according to procedures established by the Assistant Superintendent, Human Resource Services, and the appropriate department head. No full-time employee shall work during the period Monday through Thursday more than eight (8) hours beyond ~~his-their~~ regular assigned time nor more than 20 hours overtime a calendar week, except with the approval of the Assistant Superintendent, Human Resource Services, or the appropriate department head. Time limitations in this rule do not apply to overtime caused by ~~extraordinary an~~ emergency ~~situation such as fire, flood, earthquake, or danger to life and property, or to work upon public, military or naval works of defenses in time of war,~~ as set forth in ~~the California Code of Regulations Title 2, § 599.710. Section 17, Article XX of the State Constitution.~~
- B. **RATE OF COMPENSATION FOR OVERTIME.** Overtime shall be paid at the rate of time and one-half of the employee's regular rate of pay when the overtime was worked. Payment may be either in cash or in compensating time off, as determined by the employee's department head or his designated representative. Cash payment shall be made no later than the end of the pay period following that in which the overtime was worked. Compensating time off shall be taken not later than 12 calendar months from the date the overtime was worked, and subject to the approval of the employee's department head or ~~his-their~~ designated representative. Upon termination of employment, any accrued compensating time off may be paid in cash at the employee's pay rate when the overtime was worked.
- C. **HOURS OF EMPLOYMENT.** Except as may otherwise be provided in Education Code Sections 45127, 45128, 45131, and 45132, overtime shall be computed on the basis of compensated hours of employment in the classified service of the school district in excess of eight (8) hours in any one day or in excess of 40 hours in any calendar week. To be compensable overtime must be ordered and worked.
- D. **HOLIDAYS.** Employees who perform authorized work on days declared to be holidays shall receive compensation at the rate of time and one-half for the holiday. Time and one-half compensation shall be paid in addition to the pay to which the employees may be entitled under Rule 10.6. If a holiday falls on a day Monday through Thursday, the limitation of eight (8) hours of overtime during that period shall be increased by the amount of the reduction of the work week due to holidays.
- E. **ASSIGNMENT OF OVERTIME.** Overtime shall be equitably distributed among qualified members of a given work unit as the circumstances will permit. Need, seniority, availability, and fitness are proper factors in making this distribution.
- F. **EXCLUSION OF SUPERVISORY, ADMINISTRATIVE, OR EXECUTIVE POSITION.** Notwithstanding the provisions of Education Code Sections 45127 and 45128, and in accordance with Education Code Section 45130, the Personnel Commission may designate

classes to be management positions of a supervisory, administrative, or executive nature, having found that the duties, flexibility of hours, salary, benefit structure, and authority of such positions or classes are of such a nature that they should be set apart from those which are subject to the overtime provisions, and that employees serving in such excluded positions or classes will not be unreasonably discriminated against as a result of the exclusion.

Exemptions to the exclusion of employees in these classes from the overtime payment provisions to this rule shall be made by prior authorization of the Board of Education.

10.7 PART-TIME EMPLOYEES

When requested by the Superintendent and so designated by the Personnel Commission, individual substitutes, short-term, or limited-term employees, including those in provisional status, may be authorized benefits accorded regular classified employees by the Board of Education under Education Code Section 45136 ~~of the Code~~.

10.8 HOLIDAYS

- A. ELIGIBILITY FOR HOLIDAY PAY. Holiday pay will not be due or granted to otherwise eligible employees under the following circumstances:
1. When a holiday immediately precedes the first day of employment or assignment, either as a regular or limited term employee.
 2. When a holiday immediately follows the termination of employment or assignment.
- B. RATE OF PAY. Holiday pay shall be at the rate the employee would have received had the day not been a holiday.
1. When a holiday immediately follows the completion of a specific assignment by a regular employee in a position other than the one to which ~~he-they are is~~ regularly assigned the employee shall be compensated for the holiday at the rate of ~~his~~ their assignment immediately preceding the holiday.
 2. When a holiday immediately precedes the first day of service by a regular employee in a new assignment on a permanent basis, the employee shall be compensated for the holiday at the rate of ~~his~~ their assignment immediately preceding the holiday.
- C. HOLIDAYS DURING ~~CHRISTMAS-WINTER~~ RECESS. Employees whose regular assignments do not require their attendance at work during the ~~Christmas-Winter~~ recess period, but who have been compensated for any portion of the working day next preceding or immediately following the recess period, shall be entitled to pay for legal holidays. Assigned time shall be the basis for all holiday pay.

- D. HOLIDAY ON WEEKEND. When a holiday falls on the first day of an employee's weekend, the employee shall observe the immediate preceding day as though it were a holiday, when a holiday falls on the second day of an employee's weekend, the employee shall observe the following day as though it were a holiday. The two (2) days that employees are not regularly required to work when they are assigned to an atypical workweek will be considered their "weekend."
- E. HOLIDAY ON VACATION OR PAID LEAVE. When a holiday occurs while an employee is on vacation or a paid leave of absence, the holiday shall be paid as a holiday and not charged against any leave benefits.
- F. PAID MILITARY LEAVE. Paid military leave shall not be deemed to be paid leave of absence for purpose of this rule.
- G. HOLIDAY PAY FOR WORKING EXCLUDED EMPLOYEE. If a person serving in an excluded position is required to work on a designated holiday, he/shethey shall be paid in addition to the regular pay for the holiday, compensation, or be given compensating time off, at a rate not less than his/hertheir normal rate of pay. (Education Code 45130.)

10.9 PAY DIFFERENTIAL FOR SHIFT WORK

- A. SHIFT DIFFERENTIAL RATES.
 - 1. All persons in the classified service whose regularly assigned time requires them to work between the hours of 5 p.m. and 12 midnight shall be paid shift differential pay (AA) for each hour or portion of an hour worked; and those whose regularly assigned time requires them to work between 12 midnight and 7 a.m. shall be paid shift differential pay (BB) for each hour or portion of an hour worked. No shift differential pay shall be paid to an employee whose regular shift ends at or before 6 p.m. nor to an employee whose regular shift starts at or after 6 a.m.
 - 2. DIFFERENTIAL PAY ON DAYS WORKED. If an employee is regularly assigned to work between 5 p.m. and 7 a.m., less frequently than five (5) days a week, shift differential pay shall be paid only for those days on which such work is done.
 - 3. FIRST DAY EFFECTIVE. Shift differential pay shall be paid effective the first day that an employee is assigned to work between 5 p.m. and 7 a.m.
 - 4. TEMPORARY DAY ASSIGNMENTS. Employees assigned to shift work on a continuous basis who are nevertheless ordered to temporary day time work for periods of not to exceed 20 working days each shall suffer no reduction in compensation by reason of the temporary change. Shift differential pay shall terminate effective the first day that an employee is reassigned to day time work hours.

5. OVERTIME RATE. Overtime work performed between 5:00 p.m. and 7:00 a.m. shall be paid at the appropriate rate for overtime as provided in Section 10.6.B.
6. TEMPORARY ABSENCE. Employees assigned to shift work on a continuous basis who are temporarily absent on a paid basis shall continue to receive shift differential pay for not to exceed ten working days, except as provided in ~~Paragraph item number seven – (7)~~ of this section ~~rule~~ (Vacation) and Rule 12.7 (Absence ~~For Judicial And Official Appearances~~~~Because of Appearance in Court.~~)
7. VACATION. Shift differential pay for an otherwise eligible employee while receiving vacation benefits shall be paid in accordance with the provisions of Rule 12.1~~7~~~~8~~.

10.10 SALARY DIFFERENTIAL FOR CERTAIN DUTIES

- A. Classifications in a series shall be separated by at least two (2) salary ranges. Classifications serving in a lead capacity shall be separated by a minimum of three (3) salary ranges above the highest-level subordinate. Supervisory, confidential and management classifications shall be separated by a minimum of four (4) salary ranges above the highest-level subordinate. Market data may dictate differences above these minimums.

Reallocations required to conform to this policy shall be authorized simultaneously with any reallocation of an existing classification or establishment of a new classification.

- B. An employee serving in a position designated as confidential but the classification is not, shall receive compensation equal to two (2) salary ranges above the specified salary range for the classification. The confidential differential shall be earned as long as the position remains designated as confidential.
- C. Work Week Including Saturday or Sunday Differential

An hourly differential pay will be paid for hours regularly assigned on Saturday and/or Sunday.

10.11 CAREER INCREMENT

Classified employees are eligible for career increments as established by the Board of Education. Classified employees are eligible for career increment compensation following completion of 14, 19, 24, and 29 years of service with the Long Beach Unified School District. Career increment compensation rates can be found in the current published Classified salary schedules.

- A. A credited year of service is one in which at least fifty percent (50%) of the pay periods are creditable. A creditable pay period is one in which the employee is compensated for at least seventy-five percent (75%) of the working days in the pay period.

- B. Payment of career increment compensation to an employee is on a prorated basis as determined by the number of pay periods in the employee's currently assigned work year, and in accordance with the employee's current percent of assignment, effective the first pay period following attainment of the required number of years of credited service.

10.12 DISTRICT PAID HEALTH INSURANCE OPTIONS UPON RETIREMENT

- A. Effective April 11, 1994, non-bargaining employees will be able to exercise an individual option concerning eligibility for and duration of district-paid health insurance for self and dependents upon retirement.

Option I

- a. Eligibility: At least age 55 at retirement (or STRS members may elect "30 and out" regardless of age) and 17 or more service years with the district. A service year accrues when compensated for at least 50% of a full time assignment.
- b. Duration: Until retiree reaches age 67, except that retirees who are eligible to apply for Medicare coverage at age 65 and fail to do so will not continue to receive district-paid health insurance from age 65 to 67.

Option II

- a. Eligibility: At least age 55 at retirement (or STRS members may elect "30 and out" regardless of age) and 15 or more years of service with the district. A service year accrues when compensated for at least 50% of a full time assignment.
- b. Duration: Until retiree reaches age 65.

- B. Employees who are retiring but do not have the requisite number of years of service with the Long Beach Unified School District to receive paid health insurance by the school district, may elect to purchase health benefits through the district plan. The retiring employee must provide proof that ~~he/she has~~ they have submitted paperwork into CalPERS in order to participate in the health benefit plan.

10.13 SICK LEAVE SERVICE CREDIT PLAN

Pursuant to CalPERS guidelines, unused sick leave may be converted into service credit at retirement in accordance with CalPERS guidelines.