

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

REGULAR MEETING AGENDA

Regular Meeting  
May 16, 2024

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

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

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

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accompanist 5-6
2. **RATIFY** job announcement bulletin for Assistant Facilities Project Manager (Extended) 7-8
3. **RATIFY** job announcement bulletin for Facilities Project Manager - Construction 9-10
4. **RATIFY** job announcement bulletin for Food Production Equipment Technician 11-12

5.	<b>RATIFY</b> job announcement bulletin for Human Resources Technician	13-14
6.	<b>RATIFY</b> job announcement bulletin for Nutrition Services Operation and Training Specialist	15-16
7.	<b>RATIFY</b> job announcement bulletin for School Safety Applications Support Specialist	17-18
8.	<b>RATIFY</b> job announcement bulletin for Senior Human Resources Analyst - HRS	19-20
9.	<b>RATIFY</b> job announcement bulletin for Senior Office Assistant – BL Spanish	21-22
10.	<b>RATIFY</b> job announcement bulletin for Van Driver – Catalina Island	23-24
11.	<b>APPROVE</b> the certification of Associate Research Information Systems Analyst eligibility list 24-0189-5267 established 05/17/2024	25
12.	<b>APPROVE</b> the certification of Child Care Worker eligibility list 24-CCW12-5258 established 03/06/2024	25
13.	<b>APPROVE</b> the certification of Child Care Worker eligibility list 24-CCW13-5258 established 04/05/2024	25
14.	<b>APPROVE</b> the certification of Child Care Worker eligibility list 24-CCW14-5258 established 04/10/2024	25
15.	<b>APPROVE</b> the certification of Child Care Worker eligibility list 24-CCW15-5258 established 04/16/2024	25
16.	<b>APPROVE</b> the certification of Custodian eligibility list 24-0216-0139 established 05/10/2024	25
17.	<b>APPROVE</b> the certification of HVAC Technician eligibility list 24-0207-5103 established 05/16/2024	25
18.	<b>APPROVE</b> the certification of Intermediate Payroll Accounting Technician eligibility list 24-0203-0756 established 05/09/2024	26
19.	<b>APPROVE</b> the certification of Intermediate Nutrition Services Worker eligibility list 24-0201-5058 established 05/09/2024	26
20.	<b>APPROVE</b> the certification of Nutrition Services Worker eligibility list 24-0233-5068 established 05/09/2024	26
21.	<b>APPROVE</b> the certification of Nutrition Services Worker eligibility list 24-0239-5068 established 05/16/2024	26

22. **APPROVE** the certification of Recreation Aide eligibility list 24-0232-5255 established 04/22/2024 26
23. **APPROVE** the certification of Recreation Aide eligibility list 24-0240-5255 established 05/06/2024 26
24. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0228-5317 established 05/15/2024 26
25. **APPROVE** the certification of Senior Payroll Accounting Technician eligibility list 24-0204-0762 established 05/09/2024 26

### III. OLD BUSINESS

1. None

### IV. NEW BUSINESS

1. **APPROVE** the Creation of a New Classification – Human Resources Supervisor – Nutrition Services 27-33
2. **APPROVE** the Revision of a Classification – Business Services Administrator 34-42

### V. OTHER ITEMS

1. None

### VI. NEXT REGULAR MEETING

May 30, 2024 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

### VII. CLOSED SESSION

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

### VIII. ADJOURNMENT

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

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

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

MINUTES  
Regular Meeting

May 2, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, May 2, 2024 at 8:16 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender  
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Lisa Gardner, Administrative Coordinator, Personnel Commission (retired); Oralia Leyva, Interim Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Maria Rojas, Interim Employment Services Supervisor; Judith Alonso, Human Resources Technician; Wendy Bell, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Joanna Guzman, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; Margarita Paiz, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Silaue Taeleifi, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Robin Jongerius, Administrative Assistant, Human Resource Services; Kellyanna Miller, CSEA Chapter 2 Administrator; and Terence Ulaszewski, Guest.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of April 18, 2024.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, reported on April 17, 2024 the Board of Education approved the 4% Cost of Living Adjustment (COLA) raise for CSEA units A and B and the new salary schedules reflecting the raise are now posted on the Personnel Commission website.

Ms. Leaming informed the Commission a record number of 109 nominations for 60 employees were received for the 2024 Classified Employee of the Year. The Employee of the Year

selection committee has assembled and is reviewing the nominations to determine the finalists and ultimately selecting the Classified Employee of the Year.

Ms. Leaming introduced Robin Jongerius, Administrative Assistant, Investigative Services – Human Resource Services, who is here in support of New Business Item 3.

Amy Van Fossen, Associate Personnel Analyst, reported the Recruitment and Testing managers have been meeting with subject matter experts from various departments to develop recruitment strategies and examination plans for the 44 recruitments currently in progress and the additional 11 recruitments pending to open.

Ms. Van Fossen mentioned Classified Managers were invited to attend Quality Control Visits (QCV) at school sites throughout the district. Ms. Van Fossen, Maria Braunstein, Personnel Analyst, and Lydia Tran, Associate Personnel Analyst, observed classrooms at Hoover Middle School, Cabrillo High School and Rogers Middle School. Ms. Van Fossen shared the QCV teams including site staff, administrators, and Classified Managers were invited to observe teacher interactions with students and were invited to engage in rich dialogue about their experiences.

Ms. Leaming mentioned that at the recent District Leaders meeting, Kimberly Weber, Instructional Director/Principal Supervisor of Elementary and K-8 Schools, did a presentation on the Quality Control Visits, mentioning this was the first year Classified Managers were participating. Ms. Weber's presentation gave interesting examples of how having classified staff participating in the visits was eye opening and brought a completely different perspective. Ms. Leaming stated this was a great opportunity for the Personnel Commission to get out in the community and connect.

Maria Rojas, Interim Employment Services Supervisor, reported on the last Board of Education agenda there were 17 probationary, 17 substitute, and 25 exempt employee appointments approved.

Lastly, Ms. Leaming informed the Commission of the recent passing of Alyson Youderian, retired Human Resources Technician, and requested the Commission adjourn today's meeting in her honor.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Facilities Project Manager
2. **RATIFY** job announcement bulletin for Information Technology Projects Coordinator
3. **RATIFY** job announcement bulletin for Nutrition Services Worker
4. **RATIFY** job announcement bulletin for Recreation Aide
5. **RATIFY** job announcement bulletin for Recreation Aide (Catalina Island)
6. **RATIFY** job announcement bulletin for Recreation Aide – Expanded Learning
7. **RATIFY** job announcement bulletin for Senior Health Assistant (Extended)
8. **APPROVE** the certification of General Counsel eligibility list 24-0223-5294 established 05/03/2024
9. **APPROVE** the certification of Instructional Aide - Special (Revised) eligibility list 24-0166-0448 established 03/13/2024

10. **APPROVE** the certification of Instructional Aide - Special eligibility list 24-0194-0448 established 04/26/2024
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0226-5068 established 04/26/2024
12. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 24-0202-5071 established 05/02/2024
13. **APPROVE** the certification of Student Data Systems Specialist eligibility list 24-0190-5164 established 05/01/2024

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-7 and approve items 8-13.

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

OLD BUSINESS None

NEW BUSINESS 1. **APPROVE** meeting dates for Personnel Commission 2024-2025

A motion was made by Linda Vaughan, and following discussion, seconded by Sheryl Bender, with the noted amendment of canceling the November 28, 2024 and December 26, 2024, meeting dates. The motion was carried with a unanimous vote of those present to approve New Business Item 1.

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

2. **APPROVE** the Adoption of Resolution regarding Classified School Employee Week

A motion was made by Sheryl Bender, seconded by Linda Vaughan, and following discussion, the motion was carried with a unanimous vote of those present to approve New Business Item 2.

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

3. **APPROVE** the Creation of a Classification - Internal Investigator

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and following discussion, 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		
Linda Vaughan	X		

OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 16, 2024 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.
CLOSED SESSION	The Personnel Commission retired into closed session at 8:27 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:00 a.m. with no reportable actions.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:00 a.m. in memory of Alyson Youderian, retired Human Resources Technician.



# CLASSIFIED EMPLOYMENT OPPORTUNITY



## ACCOMPANIST

**FINAL FILING DATE:**

4:30 p.m., Thursday, May 23, 2024 .

**JOB INFORMATION:**

Permanent 10-month position. Position is 60% FTE at Renaissance High School.

Eligibility list is being created 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 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level coursework 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:	\$23.30
6 MONTHS:	\$24.59
1 ½ YEARS:	\$25.94
2 ½ YEARS:	\$27.36
3 ½ YEARS:	\$28.86

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

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

Dual Exam 24-0255-5213 MP



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LBUSD employees, please see reverse for important information.

**PERSONNEL COMMISSION**

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

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

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

**Guidelines:**

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

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

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

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

## **ABOUT OUR DISTRICT**

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Hispanic, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts.

LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The fourth largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national and international leader in preparing young men and women for success.

Dual Continuous 24-0242-5104 JG



**An Exciting Career  
Opportunity  
Awaits You At**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**ASSISTANT FACILITIES  
PROJECT MANAGER**  
**\$88,566 - \$104,020 Annually**



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

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Information Assistant Facilities Project Manager. Under general direction, will perform a variety of increasingly complex and technical duties related to the District's facilities planning and construction program. Will provide project coordination and management support to department activities and projects, as well as, collect and account for developer fees. In addition, will prepare and maintain a variety of records related to facilities planning and construction and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Facilities Development and Planning, then Assistant Facilities Project Manager.

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field. Additionally, candidates will have two years of professional experience in construction or facilities planning. Experience in educational facility planning and construction is preferred.

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

## **SPECIAL REQUIREMENTS**

At the time of appointment, a successful candidate must be in possession of a valid California class C Driver's license, as traveling from one location to another may be required. An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

## **SALARY AND BENEFITS**

The annual salary for Assistant Facilities Project Manager is \$88,566 to \$104,020 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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

## **HOW TO APPLY**

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel/Commission/> The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday - Friday, 8:00 a.m. - 4:30 p.m.

A resume will not substitute for the required forms. Completed forms must be received no later than:

**Application Deadline: ~~4:30 p.m., Thursday, May 2, 2024~~  
EXTENDED DEADLINE: 4:30 P.M., FRIDAY, MAY 17, 2024**

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

Long Beach Unified School District  
Office of Personnel Commission  
4400 Ladoga Avenue, Lakewood, CA 90713  
(562) 435-5708



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

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Dual Exam 24-0257-5189 AA

**LONG BEACH**  
UNIFIED SCHOOL DISTRICT  
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**LONG BEACH UNIFIED  
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**FACILITIES PROJECT MANAGER --  
CONSTRUCTION**

**\$119,392 -- \$140,171 Annually**



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

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Facilities Project Manager – Construction. Under general direction, will perform a variety of administrative and professional duties related to the District's facilities construction program. Will also plan and coordinate the improvement, modernization and new construction of District facilities. In addition, will serve as a liaison between District personnel and outside agencies as well as supervise and evaluate the performance of assigned personnel. Likewise, to perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Facilities Development and Planning, then Facilities Project Manager – Construction.

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in construction management, architecture or a related field. Licensure as a professional architect, general contractor or engineer is desirable. Additionally, candidates will have three years of construction management experience. Experience in educational construction is preferred.

Additional construction management experience may substitute for the required education on a basis of two years of additional experience for one year of education.

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

## **SPECIAL REQUIREMENTS:**

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment, as traveling from one location to another may be required. In addition, an applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. Moreover, an incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

## **SAVARY AND BENEFITS:**

The annual salary for Information Technology Portfolio Manager is \$119,392 to \$140,171 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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

## **HOW TO APPLY**

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/> The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday - Friday, 8:00 a.m. - 4:30 p.m.

A resume will not substitute for the required forms. Completed forms must be received no later than:

**Application Deadline: Friday, May 24, 2024**

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

Long Beach Unified School District  
Office of Personnel Commission  
4400 Ladoga Avenue, Lakewood, CA 90713  
(562) 435-5708



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

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

# CLASSIFIED EMPLOYMENT OPPORTUNITY



## FOOD PRODUCTION EQUIPMENT TECHNICIAN

**FINAL FILING DATE:**

4:30 p.m., Monday, May 20, 2024.

**JOB INFORMATION:**

Permanent 12-month position. Position is a 100% FTE. The current vacancy is located at Nutrition Services.

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

**JOB SUMMARY:**

Under general supervision, perform work in the installation, repair and maintenance of commercial food production, handling, storage, packaging and related equipment and appliances; and to perform related duties as required

**MINIMUM QUALIFICATIONS**

**EDUCATION AND TRAINING:**

Equivalent to graduation from high school.

Completion of a recognized apprentice training program in at least one of the skilled trade areas such as electrician, electronic, refrigeration, plumbing or equivalent.

**EXPERIENCE:**

Three years experience in the field of plant facilities maintenance with at least one year of specific work involving the troubleshooting, repair and maintenance of large quantity commercial food production and related equipment and systems, including mechanical, electronic, electrical, plumbing, heating, refrigeration and steam system repairs.

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

**SPECIAL REQUIREMENTS:**

(1) Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Some positions in this class may be required to obtain "Universal Refrigerant Technician Certification" at the time of appointment or following employment, Type I and Type II or Universal, in accordance with Environmental Protection agency Regulations (4) Incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

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

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

**SALARY RANGE HOURLY:**

START:	\$39.02
6 MONTHS:	\$41.17
1 ½ YEARS:	\$43.43
2 ½ YEARS:	\$45.84
3 ½ YEARS:	\$48.35

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0248-0476 VO



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

LBUSD employees, please see reverse for important information.



### PERSONNEL COMMISSION

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

4400 Ladoaa Avenue. Lakewood. CA 90713 • (562) 435-5708 • [www.lbschools.net/jobs](http://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 PROMOTIONAL EMPLOYMENT OPPORTUNITY



## HUMAN RESOURCES TECHNICIAN

**FINAL FILING DATE:**

4:30 p.m., Wednesday, May 29, 2024.

**REQUIREMENTS TO APPLY:**

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

**JOB INFORMATION:**

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

**JOB SUMMARY:**

Under the direction of an assigned supervisor, perform a variety of complex and technical personnel duties in support of the District's classified or certificated human resources program; coordinate and participate in one or more technical personnel functions; serve as a technical resource for assigned staff in specific functions within classified or certificated units.

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

Graduation from high school is required. College course work in human resources, business, English, social science or related field is highly desirable.

**EXPERIENCE:**

Three years of clerical experience in a Human Resources or Personnel office. Experience in a public agency Human Resources or Personnel office is desirable.

OR

One year of experience as a Human Resources Assistant with LBUSD.

OR

Three years of experience with LBUSD 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) 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.

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:	\$27.43
6 MONTHS:	\$28.94
1 ½ YEARS:	\$30.52
2 ½ YEARS:	\$32.21
3 ½ YEARS:	\$33.98

**APPLICATION:**

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**SELECTION PROCEDURE:**

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Promo Exam 24-0250-3352 JG



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LBUSD employees, please see reverse for important information.

**PERSONNEL COMMISSION**

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

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

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

**Guidelines:**

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

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

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

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

## **ABOUT OUR DISTRICT**

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national and international model of excellence. The Global Education Study by the nonprofit Battelle for Kids organization lists LBUSD among five of the world's highest performing school systems. LBUSD also is one of the world's top 20 school systems -- and one of the top three in the U.S. -- in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD is a five-time finalist for the prize. The district also was listed among California "Districts Beating the Odds" by the Learning Policy Institute. Long Beach was identified as a "positive outlier" district where Hispanic, white and African American students achieve at higher than predicted levels, performing better than students of similar racial, ethnic and socioeconomic backgrounds in most other districts.

LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The fourth largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance and low absenteeism, more students taking college preparatory courses, and safer schools. Local schools continue to post significant gains in student achievement.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national and international leader in preparing young men and women for success.

Dual 24-0247-5062 VO



**An Exciting Career  
Opportunity  
Awaits You At**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**NUTRITION SERVICES  
OPERATION AND TRAINING  
SPECIALIST**

**\$58,731 - \$68,956 Annually**



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

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

### **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Nutrition Services Operations and Training Specialist. Under general supervision, plan, develop and conduct a wide variety of staff training programs for new and current Nutrition Services personnel regarding Nutrition Services policies, procedures, laws and regulations and point of sale computerized systems; serve as a substitute site supervisor as needed to assure smooth and efficient delivery of nutrition services to students and staff; perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Nutrition Services, then Nutrition Services Operations and Training Specialist.

The current vacancy is a 10 month, 100% FTE (8 hours per day). Position is located at Nutrition Services.

### **IDEAL CANDIDATE**

Successful candidates will have graduated from high school. College-level coursework in institutional food management, organizational training or a related field. Additionally, candidates will have four years of quantity food preparation and service experience including one year in a supervisory or management capacity or two years of experience as a Nutrition Services Supervisor III. Experience conducting nutrition service training programs is highly desirable.

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

### **SPECIAL REQUIREMENTS**

A successful candidate must possess a valid Food Safety Manager certificate issued by an authorized agency. Must also be in possession of a valid California Class C driver's license and use of a personal automobile, as traveling from one location to another may be required.

### **SALARY AND BENEFITS**

The annual salary for Nutrition Services Operations and Training Specialist is \$58,731 to \$68,956 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

### **OUR QUALIFYING PROCESS**

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

### **HOW TO APPLY**

All applications must be submitted online via the Personnel Commission's website at <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday - Friday, 8:00 a.m. - 4:30 p.m.

A resume will not substitute for the required forms. Completed forms must be received no later than:

**Application Deadline: 4:30 pm Thursday, May 16, 2024**

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

Long Beach Unified School District  
Office of Personnel Commission  
4400 Ladoga Avenue, Lakewood, CA 90713  
(562) 435-5708



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

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

# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY



## SCHOOL SAFETY APPLICATIONS SUPPORT SPECIALIST

**FINAL FILING DATE:**

4:30 p.m., Friday, May 31, 2024.

**REQUIREMENTS TO APPLY:**

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

**JOB INFORMATION:**

Permanent 10-month, 100% FTE position (220 Day Flex). Located at School Safety and Emergency Preparedness. Eligibility list is being created to fill current and future vacancies as they occur.

**JOB SUMMARY:**

Under general supervision, perform a variety of specialized duties related to the District-wide use of electronic door and elevator access, and security camera systems; serve as liaison to sites regarding system issues and status requests; respond to site requests for service and problem resolution; develop and deliver user system training; perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND TRAINING:**

Graduation from high school or equivalent supplemented by college-level coursework, workshops, or trainings in computer science, information systems, software applications or a related field.

**EXPERIENCE:**

Two years of clerical record-keeping and customer service experience including some experience involving developing and delivering user training and performing first-level troubleshooting for specialized software applications. Experience working with electronic access management and security camera systems is preferred.

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

**SPECIAL REQUIREMENTS:**

(1) Positions in this classification require 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) 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 probationary period for the class.

Note: Before being considered for employment, once an applicant meets the minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**SALARY RANGE HOURLY:**

START:	\$28.96
6 MONTHS:	\$30.55
1 ½ YEARS:	\$32.24
2 ½ YEARS:	\$34.01
3 ½ YEARS:	\$35.87

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Promo Exam 24-0259-5329 JA



*Curry*

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

LBUSD employees, please see reverse for important information.

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

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

**Guidelines:**

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

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

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

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

# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY



## SENIOR HUMAN RESOURCES ANALYST – HRS

**FINAL FILING DATE:**

4:30 p.m., Monday, May 20, 2024.

**REQUIREMENTS TO APPLY:**

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

**JOB INFORMATION:**

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

**JOB SUMMARY:**

Under general direction, plan, develop, administer and manage major functions of the Human Resource Services department for the certificated service of the District; perform related duties as assigned.

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

Bachelor's degree with course work in human resources, education, business administration, public administration, social science or a related field.

**EXPERIENCE:**

Four years of professional human resources experience, preferably in a public agency, involving conducting and conveying research into human resources issues or trends, and hands-on administration of employment, recruitment, selection and retention programs, one year of which must have included experience in a leadership or supervisory role.

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

**SPECIAL REQUIREMENTS:**

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

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

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

**SALARY RANGE HOURLY:**

START: \$54.36  
6 MONTHS: \$57.36  
1 ½ YEARS: \$60.51  
2 ½ YEARS: \$63.84

**APPLICATION:**

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**SELECTION PROCEDURE:**

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Promo Exam 24-0249-5330 AA



*Maria Lynn Braunstein*  
[www.lbschools.net/jobs](http://www.lbschools.net/jobs)

LBUSD employees, please see reverse for  
important information.

## PERSONNEL COMMISSION

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

4400 Ladoga Avenue, Lakewood, CA 90713 • (562) 435-5708 • [www.lbschools.net/jobs](http://www.lbschools.net/jobs)

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- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **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., Friday, May 24, 2024.

**JOB INFORMATION:**

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

**JOB SUMMARY:**

Under 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.

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

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

**SALARY RANGE HOURLY:**

START:	\$25.98
6 MONTHS:	\$27.40
1 ½ YEARS:	\$28.92
2 ½ YEARS:	\$30.51
3 ½ YEARS:	\$32.18

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0256-5089 MG



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

LBUSD employees, please see reverse for important information.

### PERSONNEL COMMISSION

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

4400 Ladoga Avenue, Lakewood, CA 90713 • (562) 435-5708 • [www.lbschools.net/jobs](http://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

LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

## VAN DRIVER – CATALINA ISLAND

**FINAL FILING DATE:**

Open Continuous

**JOB INFORMATION:**

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

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

The position begins at approximately 5:30 a.m. in Two Harbors and is responsible for transporting students throughout the island to and from the Avalon school and to and from field trips on Catalina Island. Catalina Island is located 22 miles southwest of the Los Angeles Harbor Breakwater. **Employees must live on the island, and/or arrange for their own transportation to and from the island.**

**JOB SUMMARY:**

Under general direction, drive a nine (9) passenger van on Catalina Island to transport students safely and efficiently to locations along a designated route; perform daily vehicle inspections; prepare a variety of records and reports related to assigned activities; perform related duties as assigned.

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

Graduation from high school or equivalent is desirable.

**EXPERIENCE:**

Two years of experience operating a motor vehicle. Experience driving a passenger van or bus is highly desirable.

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

**SPECIAL REQUIREMENTS:**

(1) May be required to travel from one location to another. (2) Valid California Class C driver's license. (3) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing. (4) Incumbents in this classification must possess and maintain a valid First Aid Certificate and CPR Card issued by an authorized agency by time of appointment and maintain certification throughout employment in this classification.

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

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

**SALARY RANGE HOURLY:**

START: \$23.95  
6 MONTHS: \$25.27  
1 ½ YEARS: \$26.66  
2 ½ YEARS: \$28.12  
3 ½ YEARS: \$29.67

Catalina Island employees receive an additional \$4.22 per hour.

**APPLICATION:**

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

**SELECTION PROCEDURE:**

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

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

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0254-5280 JG



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

LBUSD employees, please see reverse for important information.

*Amy Van*

**PERSONNEL COMMISSION**

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**Guidelines:**

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 25-26

Date: May 16, 2024

Reason for Consideration: Approval

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**ASSOCIATE RESEARCH INFORMATION  
SYSTEMS ANALYST**

**DUAL**

**24-0189-5267**

List Valid: 05/17/2024-05/17/2025  
Total Applications Received: 31  
Passed: 4                      Failed: 4

Total Invited to Exam: 8  
Withdrew: 0

Screened Out: 23

**CHILD CARE WORKER**

**OPEN**

**24-CCW12-5258**

List Valid: 03/06/2024-09/06/2024  
Total Applications Received: 11  
Passed: 10                      Failed: 0

Total Invited to Exam: 10  
Withdrew: 0

Screened Out: 1

**CHILD CARE WORKER**

**OPEN**

**24-CCW13-5258**

List Valid: 04/05/2024-10/05/2024  
Total Applications Received: 19  
Passed: 17                      Failed: 1

Total Invited to Exam: 18  
Withdrew: 0

Screened Out: 1

**CHILD CARE WORKER**

**OPEN**

**24-CCW14-5258**

List Valid: 04/10/2024-10/10/2024  
Total Applications Received: 21  
Passed: 21                      Failed: 0

Total Invited to Exam: 21  
Withdrew: 0

Screened Out: 0

**CHILD CARE WORKER**

**OPEN**

**24-CCW15-5258**

List Valid: 04/16/2024-10/16/2024  
Total Applications Received: 36  
Passed: 32                      Failed: 3

Total Invited to Exam: 35  
Withdrew: 1

Screened Out: 0

**CUSTODIAN**

**OPEN**

**24-0216-0139**

List Valid: 05/10/2024-05/10/2025  
Total Applications Received: 190  
Passed: 47                      Failed: 6

Total Invited to Exam: 74  
Withdrew: 21

Screened Out: 116

**HVAC TECHNICIAN**

**DUAL**

**24-0207-5103**

List Valid: 05/16/2024-05/16/2025  
Total Applications Received: 39  
Passed: 2                      Failed: 14

Total Invited to Exam: 19  
Withdrew: 3

Screened Out: 20

**INTERMEDIATE PAYROLL ACCOUNTING  
TECHNICIAN**

**DUAL**

**24-0203-0756**

List Valid: 05/09/2024-05/09/2025  
Total Applications Received: 57  
Passed: 13 Failed: 6

Total Invited to Exam: 28  
Withdrew: 9

Screened Out: 29

**INTERMEDIATE NUTRITION SERVICES  
WORKER**

**DUAL**

**24-0201-5058**

List Valid: 05/09/2024-05/09/2025  
Total Applications Received: 87  
Passed: 31 Failed: 16

Total Invited to Exam: 62  
Withdrew: 15

Screened Out: 25

**NUTRITION SERVICES WORKER**

**OPEN CONTINUOUS**

**24-0233-5068**

List Valid: 05/09/2024-11/09/2024  
Total Applications Received: 41  
Passed: 16 Failed: 5

Total Invited to Exam: 30  
Withdrew: 9

Screened Out: 11

**NUTRITION SERVICES WORKER**

**OPEN CONTINUOUS**

**24-0239-5068**

List Valid: 05/16/2024-11/16/2024  
Total Applications Received: 27  
Passed: 6 Failed: 1

Total Invited to Exam: 16  
Withdrew: 9

Screened Out: 11

**RECREATION AIDE**

**OPEN CONTINUOUS**

**24-0232-5255**

List Valid: 04/22/2024-10/22/2024  
Total Applications Received: 26  
Passed: 20 Failed: 0

Total Invited to Exam: 20  
Withdrew: 2

Screened Out: 4

**RECREATION AIDE**

**OPEN CONTINUOUS**

**24-0240-5255**

List Valid: 05/06/2024-11/06/2024  
Total Applications Received: 21  
Passed: 14 Failed: 0

Total Invited to Exam: 14  
Withdrew: 3

Screened Out: 4

**RECREATION AIDE – EXPANDED  
LEARNING**

**OPEN CONTINUOUS**

**24-0228-5317**

List Valid: 05/15/2024-11/15/2024  
Total Applications Received: 26  
Passed: 23 Failed: 0

Total Invited to Exam: 23  
Withdrew: 2

Screened Out: 1

**SENIOR PAYROLL ACCOUNTING  
TECHNICIAN**

**DUAL**

**24-0204-0762**

List Valid: 05/09/2024-05/09/2025  
Total Applications Received: 24  
Passed: 6 Failed: 4

Total Invited to Exam: 14  
Withdrew: 4

Screened Out: 10

CERTIFIED TO BE CORRECT:           Maria Braunstein           DATE:           May 16, 2024

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

May 1, 2024

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification – Human Resources Supervisor – Nutrition Services

## Background and Findings

The Nutrition Services Director has requested the creation of a new classification, “Human Resources Supervisor – Nutrition Services”. This classification will supervise and participate in oversight of the broad range of general and complex personnel functions within the Nutrition Services Department.

This work is currently performed and described as a limited function within the broad Nutrition Services Operations Coordinator job classification. Over time, the body of work has increased in volume and variety, to where the preponderance of duties of one of the positions in the existing class are now far in excess of 50%, necessitating the creation of a class that more accurately describes the body of work being performed.

In determining salary placement for the new job classification, staff conducted a review of internal alignment and parity within the LBUSD organization. The new class is similar in essential functions, scope, complexity, skills, knowledge, abilities and minimum qualifications to the District’s Employment Services Supervisor (SR 25 – S1) and Human Resources Supervisor (SR 25 – S1) classifications. Consequently, an internal equity analysis supports salary placement at Salary Range 25 on the Confidential, Supervisory and Management (S1) Salary Schedule.

There are no classification/re-classification impacts on existing staff. The incumbent primarily performing these duties is retiring effective June 30, 2024, and will continue to perform these duties along with the other duties of the Nutrition Services Operations Coordinator class until retirement.

The Nutrition Services Director has reviewed and is in support of the proposed classification specification and salary recommendations.

## Recommendations

Staff recommends the Personnel Commission:

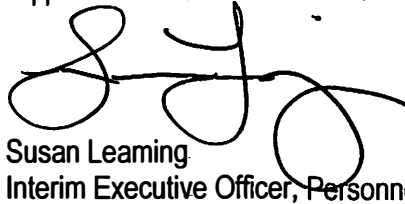
1. Approve the new classification specification of Human Resources Supervisor – Nutrition Services;
2. Allocate the classification of Human Resources Supervisor – Nutrition Services to salary range 25 on the Confidential, Supervisory and Management (M2) salary schedule.

Prepared by:

*Lisa A. Gardner*

Lisa A. Gardner  
Administrative Coordinator, PC (retired)

Approved and Recommended:



Susan Leaming  
Interim Executive Officer, Personnel Commission



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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

Class Code: XXXX  
Salary Range: 25 (S1)

## HUMAN RESOURCES SUPERVISOR – NUTRITION SERVICES

### JOB SUMMARY

Under general direction plan, oversee and participate in the review and processing of documents relating to the District's Nutrition Services classified personnel employment and support services; serve as a resource to school sites, staff and other departments regarding technical classified personnel issues; train and evaluate the performance of assigned staff; perform related duties as assigned.

### EXAMPLES OF DUTIES

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

- Plan, oversee and participate in the review and processing of documents relating to the District's Nutrition Services classified personnel support services, including employment of classified, limited term and exempt employees; assure smooth and efficient office operations. **E**
- Review and approve hiring packets for new and current employees; inspect documents for completeness and accuracy; maintain confidentiality of privileged and sensitive information related to personnel matters. **E**
- Review and approve Vacancy Assignments (VA's); verify eligibility of former employees for rehire; forward authorization to offer probationary employment; oversee the assignment of start and Board of Education action dates to employees after approval of the hiring packet and required clearances. **E**
- Review and approve assignment changes, additional hourly elections and promotions; check employee evaluations to verify satisfactory past job performance. **E**
- Review classified files for accuracy; remove items from the employee records as appropriate; scan new information into employee records; oversee the preparation of classified files to be transported for mass scanning; maintain outgoing and returned files log. **E**
- Collaborate with Fiscal Services and Personnel Commission regarding position control issues and assignment changes such as funding sources, calendars and full-time equivalents (FTE); verify appropriate changes are made to classified positions. **E**
- Oversee and participate in the daily operation and activities of the classified substitute system for the Nutrition Services Department; monitor the entry of classified employee substitute assignments; monitor and compile data and reports regarding classified substitute use. **E**

- Oversee and participate in Extended School Year (ESY)/Summer Employment Nutrition Services classified staffing activities; assure assignments are online and the timely distribution of employment notification. *E*
- Determine exempt applicant eligibility for Nutrition services employment; meet with exempt applicants and explain applicable laws, codes, rules and regulations as needed. *E*
- Conduct site employee file reviews with employees; assure proper contents; remain present with employees and union representatives during the file review process; provide copies of documents in accordance with established procedures. *E*
- Serve as a resource to school sites, staff and other departments regarding technical Nutrition Services classified personnel issues; research and resolve the more difficult and complex personnel issues. *E*
- Prepare, maintain and submit a variety of records and reports pertaining to assigned activities; compile and verify data; compose correspondence, forms and other documents. *E*
- Initiate and receive phone calls to obtain and provide specialized information regarding District and Nutrition Services personnel policies, procedures and regulations. *E*
- Provide customer service assistance to applicants, District employees and the public; respond to a variety of general and complex inquiries regarding employment. *E*
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and review work of staff for accuracy, completeness and compliance with applicable laws, codes, rules and regulations. *E*
- Operate a variety of office equipment, telecommunications, computer hardware and software technologies; drive a personal vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, conferences and trainings; maintain current knowledge of laws, codes rules and regulations; conduct presentations as requested. *E*
- Conduct applicant interviews as directed; may fingerprint applicants as needed.
- Participate in and oversee the preparation of special projects as directed.
- Perform related duties as assigned.

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

### **DISTINGUISHING CHARACTERISTICS**

The Human Resources Supervisor – Nutrition Services supervises other personnel providing clerical and technical support for various classified employment and personnel functions and activities within the Nutrition Services Department, while performing work requiring a thorough knowledge of personnel rules, regulations, classified employment contracts and applicable sections of the California Education Code. Incumbents in this class compile data, complete and monitor completion of personnel transactions, resolve discrepancies and have responsibility for a wide variety of classified employment personnel matters. Incumbents are required to maintain the confidentiality of sensitive

and privileged information and must demonstrate exceptional interpersonal skills and positive public relations in their contacts with the public and District employees.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Merit System rules and regulations.
- Applicable sections of state codes and other laws regarding assigned personnel activities.
- Local, State and federal laws applicable to assigned functions.
- Classified and exempt employee payroll procedures, timelines and practices.
- Bargaining unit contracts and salary schedules.
- District organization, operations, policies and objectives.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping and report preparation techniques.
- Modern office practices and procedures.
- Principles and practices of effective supervision and training.
- Effective oral and written communication skills.
- Operations and applications of a variety of office machines, telecommunication devices, computer technologies and software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic math.
- Telephone techniques and etiquette.

**Ability to:**

- Plan, oversee and participate in the review and processing of documents relating to the District's classified Nutrition Services classified, limited term and exempt employment personnel support services.
- Provide technical information and assistance to others.
- Investigate and resolve the more difficult and complex Nutrition Services personnel issues.
- Read, interpret, apply and explain applicable laws, codes, rules, regulations and policies.
- Maintain records and reports.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction.
- Compile and verify data.
- Maintain confidentiality of sensitive and privileged information.
- Complete work with many interruptions.
- Assure compliance with applicable local, State and federal laws.
- Effectively supervise, train and evaluate assigned staff.
- Establish and maintain a variety of records and files.
- Plan and organize work.
- Communicate effectively both orally and in writing.

Operate a variety of office machines, telecommunication technologies, computer hardware and software.

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

**Education and Training**

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

**Experience**

Three years of human resources generalist experience including some experience in a lead or supervisory capacity.

OR

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

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

**SPECIAL REQUIREMENTS**

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

**SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS**

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.

**WORKING ENVIRONMENT**

Office environment.

Frequent interruptions.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

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

PCA:

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

May 3, 2024

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

## Background and Findings

The Chief Business and Financial Officer recently reviewed the Business Services Administrator (salary range 64 M2) classification specification and requested the classification be retitled and updated to reflect the current responsibilities of the incumbent. The classification was last revised in 2006.

The title change to Assistant Superintendent – Facilities and Operations is recommended to better define the scope of responsibility of the classification which includes Facilities Development and Planning, Maintenance, Nutrition Services, Operations, and Transportation. Organizationally, the classification is at the level of certificated Assistant Superintendents. Past recruitments have yielded small applicant pools as the title is not truly descriptive of the position.

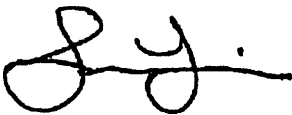
The Chief Business and Financial Officer and Business Services Administrator have reviewed and are in support of the proposed revisions. Since the revisions were extensive, copies of the current and revised class specifications are attached for review.

## Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification and title of Assistant Superintendent – Facilities and Operations and direct all positions and employment lists be reclassified for the purpose of title change only.
2. Reclassify Alan Reising, Business Services Administrator, to Assistant Superintendent – Facilities and Operations.

Prepared, Approved, and Recommended:



Susan Learning  
Interim Executive Officer, Personnel Commission and Classified Employment



## PERSONNEL COMMISSION

**Class Code: 0427**  
**Salary Range: 64 (M2)**

### BUSINESS SERVICES ADMINISTRATOR

#### JOB SUMMARY

Under administrative direction, plan and coordinate the activities of assigned business functions through assigned subordinate managers including but not limited to the Maintenance, Nutrition Services, Transportation and Operations departments; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Plan and coordinate such functions as the maintenance of all school district buildings, equipment and properties, operations/security, transportation and nutrition services. ***E***
- Recommend changes to the organization and procedures to ensure cost effective accomplishment of goals and objectives. ***E***
- Interpret and implement the rules and policies of the Board of Education and administrative directions as they affect the assigned areas of responsibility. ***E***
- Confer with school administrators, professional experts, business executives, and the public concerning problems within the scope of assigned activities. ***E***
- Consult with and advise administrators regarding the requirements of the law and the requirements, services, and procedures. ***E***
- Administer and interpret statutes, regulations and policies concerned with the legal responsibilities of the division. ***E***
- Coordinate the formulation of budgets for controlling funds and forecasting income such as through job cost systems deferred maintenance program, etc. ***E***
- Direct and coordinate regular or special preventative maintenance programs to insure safe, efficient, reliable operation of facilities, equipment and systems and to comply with regulatory codes. ***E***
- Direct and coordinate the development of new procedures to improve security, safety, and energy conservation. ***E***

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

**DISTINGUISHING CHARACTERISTICS**

A Business Services Administrator is an administrative head of several assigned business department functions and is responsible for the planning and coordination of those activities through appropriate subordinate management level personnel.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Theory and practice of modern school business management, including such items as building maintenance, purchasing, operations, transportation, security, and nutrition services.

Staff training and management development techniques.

The application of electronic data processing to the control of fiscal resources, work control, tracking of data, and generating meaningful management reports.

Principles of organization; work management and personnel supervision.

Fiscal and budgeting principles and practices.

Laws applicable to financial procedures and funding in public schools and in the California Education Code provisions pertaining to such areas as school district maintenance, transportation, security, safety, custodial operations, etc.

The principles of bidding, competitive negotiations, purchasing, warehousing, material handling, receiving, distribution, inventory control, testing inspection procedures.

Legal contracts and other binding agreements.

**Ability to:**

Plan, organize, direct, and coordinate a variety of technical business functions.

Prepare and/or present clear and concise problem analyses and reports.

Organize, motivate, direct and/or supervise the activities of others engaged in various school business activities.

Perform long range budget planning.

Speak and write clearly and concisely.

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

Insure compliance with fiscal policies, operating procedures, applicable statutes and regulations.

Analyze and interpret legislation affecting such school related areas as building maintenance, construction, reconstruction, transportation, operations, etc.

Develop and administer a large budget.

Assimilate and evaluate data and prepare sound recommendations based on such information.

Review proposed agreements, including descriptions of conditions, services, stipulations and appropriate contract language and recommend action.

Establish priorities and delegate effectively.

Operate a district vehicle while observing legal and defensive driving practices.



**Education and Training:**

Graduation from a recognized college or university, preferably with a major in business administration, public administration, education or related fields is required. Post-graduate course work, or possession of a masters degree in one of the above fields is desirable.

**Experience:**

Five years of recent experience in an administrative or executive position involving maintenance and/or operating responsibilities in a large public or private organization with an overall annual operating budget approximating \$150,000,000 is required.

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

**SPECIAL REQUIREMENTS**

Possession of a valid Class C California driver's license at the time of appointment.

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

**WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

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

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

(Board Action 1/96 effective 1/96 designated senior management. 8/22/96)

Rev 3/25/04

Rev. 4/21/2005

Rev: 10/5/2006

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

Class Code: XXXX  
Salary Range: 64 (M2)

## ASSISTANT SUPERINTENDENT – FACILITIES AND OPERATIONS

### JOB SUMMARY

Under the direction of the Chief Business and Financial Officer, serve as a principal advisor and provide visionary, collaborative and proactive leadership in the planning, organization and administration of assigned business departments including Maintenance, Nutrition Services, Facilities Development and Planning, Transportation and Operations; ensure business solutions and strategic plans are in alignment with the mission, vision and values of the Board of Education and Superintendent of Schools; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

### EXAMPLES OF DUTIES

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

- Provide visionary leadership to assigned business departments, including Maintenance, Nutrition Services, Facilities Development and Planning, Transportation and Operations; facilitate the development of goals and objectives and accountability measures that are in alignment with the District's strategic vision. **E**
- Facilitate cross-departmental collaboration with a focus on best practices, modernization, and innovation. **E**
- Coordinate and direct communications, personnel and resources to ensure smooth and efficient delivery of services and proper levels of support; communicate with administrators, District personnel, professional experts, and outside agencies to coordinate programs and activities, resolve issues and exchange information. **E**
- Collaborate with administrators, schools and offices to determine needs and solutions; identify and evaluate potential products and services; ensure compliance with established District objectives, priorities and resources. **E**
- Develop strategic relationships with vendors and partners; oversee and direct the development of specifications, evaluation of vendor proposals and contract negotiations. **E**
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Promote the development of staff to ensure the perpetuation of a professional and talented work force; provide for planned development of successors for department positions; identify opportunities and facilitate participation of staff in educational and training programs. **E**

- Collaborate with departmental leaders in the development of budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Develop and coordinate the implementation of District-wide policies, procedures and standards related to assigned activities; advise administration of unusual trends or issues and recommend appropriate corrective action. *E*
- Develop systems to ensure that departmental practices are in compliance with applicable laws, codes, rules and regulations. *E*
- Direct the preparation and maintenance of reports, records and files related to assigned activities; compile data and prepare detailed statistical and narrative reports regarding assigned activities; develop newsletters and other communication tools. *E*
- Attend, participate in and facilitate a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging industry trends and best practices; make presentations regarding District business objectives, plans and achievements to groups and committees. *E*
- Operate office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
- Perform related duties as assigned.

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

**DISTINGUISHING CHARACTERISTICS**

The Assistant Superintendent – Facilities and Operations provides visionary, collaborative and proactive leadership in the planning, organization and administration of assigned business departments including Maintenance, Nutrition Services, Facilities Development and Planning, Transportation and Operations. The Assistant Superintendent – Facilities and Operations coordinates with Department leaders to ensure smooth and efficient delivery of services and proper levels of support with a focus on collaboration, best practices, modernization and innovation.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Principles and practices of modern school business management including maintenance, facilities development and planning, operations, transportation, and nutrition services.
- Methods and techniques of developing business process models and determining best practices.
- Issues and challenges facing large, diverse, urban school districts.
- Structure and operations of public schools.
- Strategic planning methodologies.
- Research methods and statistical analysis techniques.
- Principles and practices of administration, leadership, supervision and training.
- Principles and practices of government purchasing and contract administration.
- Fiscal accountability and budget preparation and control.

Applicable laws, codes, rules and regulations related to assigned activities.  
Record-keeping and report preparation techniques.  
Oral and written communication skills.  
Operation of a variety of office equipment including a computer and assigned software.  
Interpersonal skills using tact, patience and courtesy.  
Public speaking techniques.

**Ability to:**

Plan, organize, control and administer assigned business departments and functions including Maintenance, Nutrition Services, Facilities Development and Planning, Transportation and Operations.  
Provide visionary leadership and develop innovative business and operational plans and solutions to meet the needs of the District.  
Encourage forward-thinking, strategic and open departmental mindset to accelerate change and reach creative, leading-edge solutions.  
Develop, articulate, and build buy-in to a clear vision and mission.  
Collaborate continually to refine objectives and align current and future initiatives to drive strategic plans and goals forward.  
Review proposed agreements, including descriptions of conditions, services, stipulations and appropriate contract language and recommend action.  
Analyze and interpret legislation affecting school district operations including building maintenance, construction, reconstruction, and transportation.  
Prioritize the use of resources to maximize organizational effectiveness.  
Accept and carry out responsibility for direction, control and planning.  
Analyze situations accurately and adopt an effective course of action.  
Present and clearly convey complex information to a variety of audiences.  
Maintain current knowledge of industry trends and technological advances in the field.  
Establish and maintain cooperative and effective working relationships with others.  
Supervise and evaluate the performance of assigned personnel.  
Foster a culture of customer-focus, service delivery, innovation, and continual learning.  
Interpret, apply, explain and ensure compliance with applicable laws, codes, rules and regulations.  
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.  
Oversee and administer departmental budgets.  
Ensure compliance with fiscal policies, operating procedures, applicable statutes and regulations.  
Direct the establishment and maintenance of records and files.  
Prepare and deliver oral presentations.  
Communicate effectively both orally and in writing.  
Operate a variety of office equipment including a computer and assigned software.

**Education and Training:**

Bachelor's degree in business administration, public administration, education or a related field. A master's degree in a related field is desirable.

**Experience:**

Six years of management-level business administration experience in a school district, institution of higher education, or similar public agency involving maintenance, facilities, and operations. Experience involving transportation, warehouse or nutrition services is preferred.

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

**SPECIAL REQUIREMENTS**

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

**WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

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

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

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

(Board Action 1/96 effective 1/96 designated senior management. 8/22/96)

Revised: 3/25/2004  
Revised: 4/21/2005  
Revised: 10/5/2006  
Revised: