

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

REGULAR MEETING AGENDA

Regular Meeting
November 16, 2023

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

Pursuant to Government Code section 54954.3, section (b)(1) and Chaffee vs. San Francisco Public Library Commission (2005) 134 Cal App 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 November 2, 2023 1-5
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Cyber Security Manager 6-7
2. **RATIFY** job announcement bulletin for Head Start Health and Nutrition Manager 8-9
3. **RATIFY** job announcement bulletin for Senior Health Assistant 10-11
4. **APPROVE** the certification of Bus Driver (Catalina Island) eligibility list 24-0081-0101 established 11/14/2023 12
5. **RATIFY** the certification of Child Care Worker eligibility list 23-CCW13-5258 established 04/03/2023 12
6. **RATIFY** the certification of Child Care Worker eligibility list 23-CCW14-5258 established 04/17/2023 12
7. **RATIFY** the certification of Child Care Worker eligibility list 23-CCW15-5258 established 05/09/2023 12

8. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW16-5258 established 06/06/2023 12
9. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW1-5258 established 07/11/2023 12
10. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW2-5258 established 07/25/2023 12
11. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW3-5258 established 08/03/2023 13
12. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW4-5258 established 09/06/2023 13
13. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW5-5258 established 10/04/2023 13
14. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW6-5258 established 11/08/2023 13
15. **APPROVE** the certification of Cyber Security Manager eligibility list 24-0064-5310 established 11/06/2023 13
16. **APPROVE** the certification of High School Office Supervisor eligibility list 24-0062-3349 established 11/07/2023 13
17. **APPROVE** the certification of Information Technology Portfolio Manager eligibility list 24-0091-5305 established 11/06/2023 13
18. **APPROVE** the certification of Instructional Aide – Expanded Learning (Catalina Island) eligibility list 24-0113-5319 established 11/15/2023 13
19. **APPROVE** the certification of Instructional Aide - Special eligibility list 24-0107-0448 established 11/17/2023 14
20. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0125-5068 established 11/14/2023 14
21. **APPROVE** the certification of Recreation Aide eligibility list 24-0130-5255 established 11/09/2023 14
22. **APPROVE** the certification of Recreation Aide eligibility list 24-0135-5255 established 11/17/2023 14
23. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 24-0101-5255 established 11/03/2023 14
24. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0092-5317 established 11/17/2023 14
25. **APPROVE** the certification of School Safety Officer eligibility list 24-0067-5014 established 11/08/2023 14

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **APPROVE** the Extension of School Data Technician 23-0104-3360 eligibility list established 12/01/2022 15
2. **APPROVE** the Creation of a New Classification – Instructional Aide – Expanded Learning – BL Spanish 16-20
3. **RESCIND** the Abolishment of a Classification – Air Conditioning and Refrigeration Technician 21
4. **APPROVE** the Recommendation to Remove from Eligibility List – Applicant ID 36134865 22-40

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

December 7, 2023 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

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

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

MINUTES
Regular Meeting

November 2, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Vice-Chairperson, on Thursday, November 2, 2023 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Oralia Leyva, Employment Services Supervisor; Ashleigh Fernando, Interim Senior Administrative Secretary; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Jazmin Salgado, Human Resources Technician; and Paul Welch, Human Resources Assistant.

GUESTS PRESENT

Lord Galayo, CSEA Chapter Communications Officer; Eric Larsen, CSEA Site Representative Coordinator.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of October 19, 2023.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, introduced and welcomed Paul Welch, Human Resources Assistant, to the Personnel Commission. Ms. Leaming noted that Mr. Welch is filling the vacancy in the front lobby. Ms. Leaming notified the Commission that two CPR/First Aid training sessions were held on October 20, 2023, and 63 classified employees were certified. Ms. Leaming thanked Veronica Bustamante, Human Resources Assistant, for her assistance organizing the training sessions, including logging registration forms and sending training confirmations. Ms. Leaming shared that the management team recently received Surface Pro tablets which should aid in improving department efficiency, and thanked the Technology and Information Services Branch

(TISB) for their assistance. Ms. Leaming informed the Commission that she has been attending the monthly District Leadership meetings and was invited to participate in Strategy Goal 8: System Wide Culture and Structure of Adult Learning. Ms. Leaming, announced Maria Braunstein, Personnel Analyst, has been invited to sit on the District Health Benefits Committee, which looks for ways to mitigate health benefit costs. Lastly, Ms. Leaming thanked staff for planning a fun Halloween party for the department including a Halloween trivia contest and a best costume award.

Amy Van Fossen, Associate Personnel Analyst, shared that Recruitment and Testing has 42 recruitments currently in various stages and 25 recruitments are accepting applications.

Jesus Rios Jr., Certification Services Manager, reported that at the last Board of Education meeting, 30 classified permanent positions and 20 substitute positions were filled. Mr. Rios Jr. explained that 120 fingerprint transactions were reported last month, which should become new hires on future Board of Education agendas. Mr. Rios Jr., acknowledged Wendy Bell, Human Resources Technician, and Maria Rojas, Human Resources Technician, for sending out 325 permanent and probationary evaluations last month.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accountant
2. **RATIFY** job announcement bulletin for Maintenance Cost Estimator
3. **RATIFY** job announcement bulletin for Maintenance Laborer
4. **RATIFY** job announcement bulletin for Library/Media Assistant
5. **RATIFY** job announcement bulletin for Recreation Aide – Expanded Learning
6. **RATIFY** eligibility list for Truck Driver
7. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 24-0087-0176 established 10/31/2023
8. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0099-5319 established 11/02/2023
9. **APPROVE** the certification of Instructional Aide – Special eligibility list 24-0100-0448 established 11/07/2023
10. **APPROVE** the certification of Intermediate Office Assistant – Bilingual Spanish eligibility list 24-0053-5050 established 10/31/2023
11. **APPROVE** the certification of Intermediate Office Assistant – Bilingual Spanish eligibility list 24-0073-5050 established 11/01/2023
12. **APPROVE** the certification of Landscape Irrigation Worker eligibility list 24-0065-0617 established 10/24/2023

13. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0096-5068 established 10/31/2023
14. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0102-5068 established 10/31/2023
15. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0103-5068 established 11/03/2023
16. **APPROVE** the certification of Recreation Aide eligibility list 24-0126-5255 established 11/02/2023

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-6 and approve items 7-16.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the extension of Educare Family Support Specialist – Bilingual Spanish 23-0045-5204 eligibility list established 11/29/2023

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

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

2. **APPROVE** the Abolishment of a Classification - Air Conditioning and Refrigeration Technician

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business item 2.

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

3. **APPROVE** the Revision of a Classification - District Security Officer

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business item 3.

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

4. **APPROVE** the Reestablishment and Revision of a Classification – Human Resource Services Operations Manager

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business item 4.

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

5. **APPROVE** the Recommendation to Remove from Eligibility List – Applicant ID 23439969

New Business Item 5 was moved into closed session.

6. **APPROVE** the Recommendation to Remove from Eligibility List – Applicant ID 9105554

New Business Item 6 was moved into closed session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 16, 2023 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 8:28 a.m.

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

5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 23439969

Following discussion, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to disapprove staff’s recommendation and allow the Applicant to remain on the eligibility list. The Commissioners also requested staff strongly emphasize to the candidate the need to reveal all information completely and accurately on future District employment applications to avoid a cause for rejection.

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

6. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 9105554

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to disapprove staff’s recommendation and allow the Applicant to remain on the eligibility list.

The Commissioners also requested staff strongly emphasize to the candidate the need to reveal all information completely and accurately on future District employment applications to avoid a cause for rejection.

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

ADJOURNMENT

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

ABOUT 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 24-0132-5310 JA



**An Exciting Career
Opportunity
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**LONG BEACH UNIFIED
SCHOOL DISTRICT**

CYBER SECURITY MANAGER

\$114,795 - \$134,784 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 Cyber Security Manager. Under administrative direction, will perform lead duties in the design, installation, configuration, and operation of cyber security solutions to protect all physical and digital assets. Will monitor, troubleshoot, and respond to incidents of hardware and software related to cyber security solutions, and end-point client protection systems. In addition, will provide lead technical support to other technology staff regarding cybersecurity concerns.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Information Services, then Cyber Security Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in computer science, information technology, business administration or a related field. Additionally, candidates will have four years of information technology cyber security experience. Experience in an educational environment is preferred. Two years additional experience may be substituted for two years of the required education.

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 provide proof of certification in two or more industry recognized security standards issued by an authorized agency at the time of application and maintain certification throughout employment in this classification. Must also be in possession of a valid California Class C driver's license, as traveling from one location to another may be required.

SAVINGS AND BENEFITS

The annual salary for Information Technology Portfolio Manager is \$114,795 to \$134,784 with excellent benefits and retirement package with access to IFRS 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: Continuous until filled

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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[http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)
WE ARE AN EQUAL OPPORTUNITY TITLE VI/MERIT SYSTEM EMPLOYER

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Dual Continuous 24-0137-5278 JA

LONG BEACH
UNIFIED SCHOOL DISTRICT

Excellence & Equity

**An Exciting Career
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Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**HEAD START HEALTH AND
NUTRITION MANAGER**

\$85,176 - \$100,006 Annually



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Don't miss your chance

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

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

IDEAL CANDIDATE

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

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

SPECIAL REQUIREMENTS:

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

SAVINGS AND BENEFITS:

The annual salary for Head Start Health and Nutrition Manager is \$85,176 to \$100,006 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

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

Application Deadline: 4:30 p.m. Monday, November 27, 2023

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

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

CLASSIFIED EMPLOYMENT OPPORTUNITY



SENIOR HEALTH ASSISTANT

FINAL FILING DATE:

4:30 p.m., Wednesday, November 29, 2023.

JOB INFORMATION:

Part-time, 10-month position. Position is 47.5% (3.8 hours/day).
Full-Time, 12-month position. Position is 100% (8 hours/day).
Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general direction, provide a variety of specialized health services to students at assigned school sites; administer first aid and CPR and screen ill or injured students in accordance with State laws and District regulations; prepare and maintain related records, files and reports; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school supplemented at a minimum by completion of a Licensed Vocational Nurse program approved by the California Board of Vocational Nursing and Psychiatric Technicians.

EXPERIENCE:

One year of experience working in a health care service environment. Experience working with school-aged children 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) Incumbents in this classification at a minimum must possess and maintain licensure to practice in California as a Licensed Vocational Nurse throughout employment in this classification. (2) Incumbents in this classification must possess and maintain a valid CPR Card issued by an authorized agency throughout employment in this classification. (3) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (4) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START:	\$28.61
6 MONTHS:	\$30.19
1 ½ YEARS:	\$31.85
2 ½ YEARS:	\$33.59
3 ½ YEARS:	\$35.44

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 24-0138-5174 AA



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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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 12-14

Date: November 16, 2023

Reason for Consideration: Approval

BUS DRIVER (CATALINA ISLAND)

DUAL

24-0081-0101

List Valid: 11/14/2023-11/14/2024

Total Applications Received: 3

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 1 No. Screened Out: 2

CHILD CARE WORKER *RATIFY*

OPEN

23-CCW13-5258

List Valid: 04/03/2023-10/03/2023

Total Applications Received: 2

No. Passed: 2 No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 0 No. Screened Out: 0

CHILD CARE WORKER *RATIFY*

OPEN

23-CCW14-5258

List Valid: 04/17/2023-10/17/2023

Total Applications Received: 3

No. Passed: 3 No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 0 No. Screened Out: 0

CHILD CARE WORKER *RATIFY*

OPEN

23-CCW15-5258

List Valid: 05/09/2023-11/09/2023

Total Applications Received: 4

No. Passed: 3 No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 0 No. Screened Out: 1

CHILD CARE WORKER

OPEN

23-CCW16-5258

List Valid: 06/06/2023-12/06/2023

Total Applications Received: 11

No. Passed: 10 No. Failed: 0

Total Invited to Exam: 10

No. Withdrew: 0 No. Screened Out: 1

CHILD CARE WORKER

OPEN

24-CCW1-5258

List Valid: 07/11/2023-01/11/2024

Total Applications Received: 21

No. Passed: 15 No. Failed: 1

Total Invited to Exam: 16

No. Withdrew: 2 No. Screened Out: 3

CHILD CARE WORKER

OPEN

24-CCW2-5258

List Valid: 07/25/2023-01/25/2024

Total Applications Received: 11

No. Passed: 10 No. Failed: 1

Total Invited to Exam: 11

No. Withdrew: 0 No. Screened Out: 0

CHILD CARE WORKER**OPEN****24-CCW3-5258**

List Valid: 08/03/2023-02/03/2024

Total Applications Received: 26

No. Passed: 21 No. Failed: 1

Total Invited to Exam: 22

No. Withdrew: 0 No. Screened Out: 4

CHILD CARE WORKER**OPEN****24-CCW4-5258**

List Valid: 09/06/2023-03/06/2024

Total Applications Received: 40

No. Passed: 37 No. Failed: 1

Total Invited to Exam: 38

No. Withdrew: 0 No. Screened Out: 2

CHILD CARE WORKER**OPEN****24-CCW5-5258**

List Valid: 10/04/2023-04/04/2024

Total Applications Received: 19

No. Passed: 17 No. Failed: 0

Total Invited to Exam: 17

No. Withdrew: 0 No. Screened Out: 2

CHILD CARE WORKER**OPEN****24-CCW6-5258**

List Valid: 11/08/2023-05/08/2024

Total Applications Received: 25

No. Passed: 23 No. Failed: 0

Total Invited to Exam: 23

No. Withdrew: 0 No. Screened Out: 2

CYBER SECURITY MANAGER**DUAL****24-0064-5310**

List Valid: 11/06/2023-11/06/2024

Total Applications Received: 18

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 4

No. Withdrew: 3 No. Screened Out: 14

HIGH SCHOOL OFFICE SUPERVISOR**DUAL****24-0062-3349**

List Valid: 11/07/2023-11/07/2024

Total Applications Received: 71

No. Passed: 17 No. Failed: 6

Total Invited to Exam: 32

No. Withdrew: 9 No. Screened Out: 39

**INFORMATION TECHNOLOGY PORTFOLIO
MANAGER****DUAL****24-0091-5305**

List Valid: 11/06/2023-11/06/2024

Total Applications Received: 8

No. Passed: 2 No. Failed: 2

Total Invited to Exam: 4

No. Withdrew: 0 No. Screened Out: 4

**INSTRUCTIONAL AIDE – EXPANDED LEARNING
(CATALINA ISLAND)****OPEN****24-0113-5319**

List Valid: 11/015/2023-05/15/2024

Total Applications Received: 3

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 1 No. Screened Out: 1

INSTRUCTIONAL AIDE - SPECIAL

List Valid: 11/17/2023-11/17/2024
 Total Applications Received: 31
 No. Passed: 6 No. Failed: 0

OPEN CONTINUOUS 24-0107-0448

Total Invited to Exam: 8
 No. Withdrew: 2 No. Screened Out: 23

NUTRITION SERVICES WORKER

List Valid: 11/14/2023-05/14/2024
 Total Applications Received: 51
 No. Passed: 24 No. Failed: 3

OPEN CONTINUOUS 24-0125-5068

Total Invited to Exam: 38
 No. Withdrew: 11 No. Screened Out: 13

RECREATION AIDE

List Valid: 11/09/2023-05/09/2024
 Total Applications Received: 28
 No. Passed: 20 No. Failed: 0

OPEN CONTINUOUS 24-0130-5255

Total Invited to Exam: 20
 No. Withdrew: 0 No. Screened Out: 8

RECREATION AIDE

List Valid: 11/17/2023-05/17/2024
 Total Applications Received: 24
 No. Passed: 20 No. Failed: 0

OPEN CONTINUOUS 24-0135-5255

Total Invited to Exam: 24
 No. Withdrew: 0 No. Screened Out: 4

RECREATION AIDE (CATALINA ISLAND)

List Valid: 11/03/2023-05/03/2024
 Total Applications Received: 3
 No. Passed: 2 No. Failed: 0

OPEN CONTINUOUS 24-0101-5255

Total Invited to Exam: 2
 No. Withdrew: 0 No. Screened Out: 1

RECREATION AIDE – EXPANDED LEARNING

List Valid: 11/17/2023-05/17/2024
 Total Applications Received: 39
 No. Passed: 37 No. Failed: 0

OPEN 24-0092-5317

Total Invited to Exam: 37
 No. Withdrew: 0 No. Screened Out: 2

SCHOOL SAFETY OFFICER

List Valid: 11/08/2023-05/08/2024
 Total Applications Received: 13
 No. Passed: 1 No. Failed: 0

DUAL 24-0067-5014

Total Invited to Exam: 2
 No. Withdrew: 1 No. Screened Out: 11

CERTIFIED TO BE CORRECT: Susan Leaming DATE: November 16, 2023

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Extended Eligibility Lists

PAGE: 15

Date: November 16, 2023

Reason for Consideration: Approval

SCHOOL DATA TECHNICIAN

DUAL

23-0045-5204

Extended list expiration date: 06/01/2024

Extended list period: 6 months

Total applications on list: 8

No. of current eligible: 8

No. of waivers or removals: 0

CERTIFIED TO BE CORRECT: Susan Leaming DATE: November 16, 2023

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

November 7, 2023

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

Background and Findings

The Expanded Learning Opportunities Program (ELO-P) administration requested staff create a new classification of Instructional Aide – Expanded Learning BL Spanish in order to provide quality services and communicate effectively with bilingual students and families. The recommended salary range is the same level as the existing Instructional Aide – Expanded Learning (salary range 10 C1).

The Director, Early Learning and ELO-P is in support of the proposed new bilingual classification.

Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Instructional Aide – Expanded Learning BL Spanish
2. Allocate the classification of Instructional Aide – Expanded Learning BL Spanish to salary range 10 (C1)

Prepared, Approved and Recommended:



Susan Learning
Interim Executive Officer, Personnel Commission and Classified Employment

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

**Class Specification
Salary Range: 10 (C1)**

CLASS CODE

TITLE

5319

INSTRUCTIONAL AIDE – EXPANDED LEARNING

XXX

INSTRUCTIONAL AIDE – EXPANDED LEARNING, BL SPANISH

JOB SUMMARY

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

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.

- Assist in the planning and implementation of Expanded Learning Opportunities Programs (ELO-P) which meet the needs of individual students by considering interest, special needs and special talents. **E**
- Participate in and monitor students in program activities such as games, songs, physical exercises, free play, arts and crafts, snack and meal times, homework, breakfast and cooking clubs, and during instructional time. **E**
- Cultivate and maintain an environment promoting social and physical growth, self-esteem, reinforcement of positive attitudes, as well as opportunities for learning. **E**
- Maintain standards of student behavior to achieve effective participation in activities without interfering with the natural, informal atmosphere of the program; assist in enforcing discipline with positive strategies. **E**
- Organize activities including setting up materials, crafts and games, preparing bulletin boards, replenishing supplies, arranging furniture to facilitate program needs, and creating an orderly and clean environment. **E**
- Set up, prepare and serve snack and meal items; operate a griddle, oven and popcorn and snow-cone machines; clean up following snack and meal times. **E**
- Enroll students; collect program and activity fees; prepare and issue receipts; assist in the maintenance of accounting procedures including income and expenditures and inventory of equipment and supplies. **E**
- Communicate with and serve as a liaison between District staff, students, families, and others to exchange information, coordinate activities and resolve issues or concerns. **E**
- Participate in promoting enrollment and communication of program objectives and activities; assist in planning and conducting program orientation sessions for families to communicate policies, procedures, and schedule of program activities. **E**

- Perform a variety of program associated clerical work including answering telephones, filing, duplicating and typing materials, and preparing and maintaining a variety of records, logs and files related to assigned activities. *E*
- Operate a variety of office and instructional equipment including a computer and assigned software; drive a personal vehicle as assigned by the position. *E*
- Attend and participate in workshops, in-services, staff meetings, and training programs. *E*
- Administer first aid or necessary physical assistance to ill or distressed students; may assist students with toileting and diapering as necessary; may administer prescribed medication in accordance with established District procedure. *E*
- Assist in monitoring the program for compliance with applicable health and safety regulations. *E*
- Open or close the program site as assigned by the position; may train and provide work direction and guidance to others as assigned. *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

Incumbents in this class will assist in the planning and implementation of the activities of Expanded Learning Opportunities Programs (ELO-P). An incumbent is required, under limited direct supervision, to carry out program functions within established guidelines and regulations. Programs are designed to provide child care and school enrichment services both before and after regular school times, and may range from 6:30 a.m. to 6:30 p.m. They will be assigned a work schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule. Incumbents in the Instructional Aide – Expanded Learning, BL Spanish classification perform the essential duties of the class utilizing bilingual skills as necessary to translate materials and interpret for parents, students and staff.

EMPLOYMENT STANDARDS

Knowledge of:

Concepts of child development and behavior.
Safe practices in classroom and playground activities.
Record keeping and filing techniques.
Personal hygiene practices.
Generally accepted standards of health and sanitation.
CPR and first aid techniques.
Basic subjects taught in District schools.
Operation of office and classroom equipment including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Assist in the planning and implementation of Expanded Learning Opportunities (ELO-P) Programs which meet the needs of individual students.
Participate in and monitor students in a variety of program activities.
Motivate students to participate in program activities.
Maintain equipment and facilities in a clean and orderly condition.
Work independently and as a member of a team.
Meet schedules and timelines.
Resolve discipline issues using positive strategies.
Interact with families and others in a direct, professional manner.
Apply and follow District and program rules, regulations, and daily practices.
Establish and maintain cooperative and effective working relationships with others.
Interpersonal skills using tact, patience and courtesy.
Perform a variety of program associated clerical work.
Maintain routine records, logs and files.
Administer first aid or necessary physical assistance to ill or distressed students.
Administer prescribed medication in accordance with established District procedures.
Understand and carry out oral and written instructions.
Operate a variety of office and classroom equipment including a computer and assigned software.

Education and Training:

Graduation from high school or equivalent.

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

Experience:

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

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

SPECIAL REQUIREMENTS

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

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

Positions in the Instructional Aide – Expanded Learning, BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test.

WORKING CONDITIONS

Classroom, learning center, community settings and playground environment.
Evening and varied hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Reaching overhead, above the shoulders and horizontally.
Seeing to read a variety of materials and monitor activities.
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.
Hearing and speaking to exchange information in person and on the telephone.
May include lifting, pushing, pulling or crawling on the floor.
Walking.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of 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: 5/16/1996
Revised: 10/24/2002
Revised: 6/23/2016
Revised: 7/14/2022
Revised: 4/6/2023
Revised: 6/15/2023
Revised:

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

November 8, 2023

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

Background and Findings

At their regular meeting on November 2, 2023, the Personnel Commission approved the abolishment of the Air Conditioning and Refrigeration Technician classification. It has since been brought to staff's attention that there are two incumbents still in the classification located at Nutrition Services. Moving forward, Maintenance will utilize the HVAC Technician classification and Nutrition Services will continue to use the Air Conditioning and Refrigeration Technician classification.

Recommendations

Staff recommends the Personnel Commission:

1. Rescind the abolishment of the Air Conditioning and Refrigeration Technician classification

Prepared, Approved, and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission and Classified Employment

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 36134865 PAGES: 22-40

Date: November 16, 2023

Reason for Consideration: Restricted Action

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

4.2.A.6 – “presently continuing to serve a judicially imposed sentence including a probationary period for a conviction, unless the District waives this subsection

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

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

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

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