

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

REGULAR MEETING AGENDA

Regular Meeting
July 13, 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 June 29, 2023 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 Glazier 5-6
2. **RATIFY** job announcement bulletin for Grounds Equipment Operator II 7-8
3. **RATIFY** job announcement bulletin for Human Resources Assistant 9-10
4. **RATIFY** job announcement bulletin for Instructional Aide – Deaf/Hard of Hearing 11-12
5. **RATIFY** job announcement bulletin for Instructional Aide – Educare, Instructional Aide – Educare Bilingual Spanish 13-14
6. **RATIFY** job announcement bulletin for Instructional Aide – Instrumental Music 15-16
7. **RATIFY** job announcement bulletin for Painter 17-18
8. **RATIFY** job announcement bulletin for Plant Supervisor I 19-20
9. **RATIFY** job announcement bulletin for Plant Supervisor II 21-22

10. RATIFY job announcement bulletin for School Safety Officer	23-24
11. RATIFY job announcement bulletin for School Safety Operations Manager	25-26
12. RATIFY job announcement bulletin for Speech – Language Pathology Assistant	27-28
13. RATIFY job announcement bulletin for Speech – Language Pathology Assistant Bilingual Spanish	29-30
14. APPROVE the certification of Computer Support Technician eligibility list 23-0261-5108 established 07/12/2023	31
15. APPROVE the certification of Custodian eligibility list 23-0315-0139 established 07/03/2023	31
16. APPROVE the certification of Digital Media Assistant eligibility list 23-0317-5314 established 07/06/2023	31
17. APPROVE the certification of Grounds Equipment Operator II eligibility list 23-0280-0176 established 07/03/2023	31
18. APPROVE the certification of Instructional Aide - Special eligibility list 23-0324-0448 established 07/12/2023	31
19. APPROVE the certification of Recreation Aide eligibility list 23-0325-5255 established 07/11/2023	31
20. APPROVE the certification of Recreation Aide – Catalina Island eligibility list 23-0307-5255 established 07/12/2023	31
21. APPROVE the certification of Telecommunications Technician eligibility list 23-0248-3309 established 07/03/2023	32
III. OLD BUSINESS	
None	
IV. NEW BUSINESS	
1. APPROVE the Abolishment of a Classification – Computer Support Supervisor	33-38
2. APPROVE the Revision of a Classification – Child Care Worker	39-43
3. APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 14481411	44-64
4. APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 50427042	65-82
5. APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 53166029	83-109
V. OTHER ITEMS	
None	
VI. NEXT REGULAR MEETING	
July 27, 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 Ave.
Lakewood, CA 90713

MINUTES
Regular Meeting

June 29, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, June 29, 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 Chairperson, Linda Vaughan.

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment; Jesus Rios Jr., Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Anne Follett, Human Resources Technician; Monica Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; Jazmin Salgado, Human Resources Technician; and Silaue Taelieifi, Human Resources Technician.

GUESTS PRESENT

Trinita Renfroe, CSEA Chapter 2 Chief Job Steward; Maria Leon, CSEA Chapter 2 Secretary; and Valeeta Pharr, Intermediate Office Assistant (retired).

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Special Meeting of June 13, 2023 and Regular Meeting of June 15, 2023.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

Trinita Renfroe, CSEA Chief Job Steward, asked who would she speak to regarding the summer school placement of Instructional Aide – Specials. Jesus Rios Jr., Certification Services Manager, explained summer school placements for Instructional Aide – Specials are done by the Special Education department, and referred Ms. Renfroe to specific individuals in Special Education.

REPORT FROM
EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment, shared she was invited to attend the recent Technology and Information Services (TISB) annual branch meeting and that it was very informative in regards to ongoing technology projects throughout the District. Ms. Leaming also discussed the cyber security trainings Commission staff are required to complete by September 30, 2023.

Lydia Tran, Associate Personnel Analyst, reported there are 47 recruitments in progress and 26 pending. Ms. Tran acknowledged staff for their excellent work obtaining raters for recent employment examinations.

Jesus Rios Jr., Certification Services Manager, reported that 24 probationary and 14 substitute employees were appointed into the Classified Service at the last Board of Education meeting. Mr. Rios shared that summer school began on July 26, 2023 and staff had over 1,200 employee assignments to key in online as the assignments are spread over two fiscal years. Mr. Rios mentioned he and Oralía Leyva, Employment Services Supervisor, and Vanessa Ortiz, Human Resources Technician, will be assisting Nutrition Services with hiring events on July 18, 19, and 24, 2023.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Chief Technology Officer
2. **RATIFY** job announcement bulletin for Cyber Security Manager – Recruitment Extended
3. **RATIFY** job announcement bulletin for District Security Officer
4. **RATIFY** job announcement bulletin for Heavy Truck Driver
5. **RATIFY** job announcement bulletin for Instructional Aide – Expanded Learning
6. **RATIFY** job announcement bulletin for Intermediate Payroll Accounting Technician
7. **RATIFY** job announcement bulletin for Recreation Aide – Expanded Learning
8. **RATIFY** job announcement bulletin for Senior Accounting Assistant
9. **APPROVE** the certification of Custodian (Catalina Island) eligibility list 23-0030-0139 established 06/30/2023
10. **APPROVE** the certification of Head Start Instructional Aide – Bilingual Spanish eligibility list 23-0245-5235 established 06/28/2023
11. **APPROVE** the certification of Instructional Aide - Art eligibility list 23-0313-5311 established 06/22/2023
12. **APPROVE** the certification of Instructional Aide – Educare Bilingual Spanish eligibility list 23-0267-5205 established 06/26/2023
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0322-0448 established 06/28/2023

14. **APPROVE** the certification of Library/Media Assistant eligibility list 23-0284-0465 established 06/30/2023
15. **APPROVE** the certification of Library/Media Assistant eligibility list 23-0302-0465 established 06/26/2023
16. **APPROVE** the certification of Mail Delivery Driver eligibility list 23-0278-0219 established 06/28/2023
17. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0311-5068 established 06/27/2023
18. **APPROVE** the certification of Recreation Aide eligibility list 23-0309-5255 established 06/28/2023
19. **APPROVE** the certification of Senior Program Manager, Facilities Development and Planning eligibility list 23-0270-5307 established 06/28/2023
20. **APPROVE** the certification of Staff Secretary – Bilingual Spanish eligibility list 23-0285-5085 established 06/28/2023
21. **APPROVE** the Extension of Site Specialist – Student Engagement eligibility list 22-0244-5300

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-8 and approve items 9-21 on the Consent Agenda.

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

NEW BUSINESS None

OLD BUSINESS 1. **ANNUAL ELECTION OF OFFICERS** per PC Rule 2.6

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to elect Sheryl Bender, Chairperson.

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

A motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to elect Terence Ulaszewski, Vice-Chairperson.

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

- OTHER ITEMS Valeeta Pharr, Intermediate Office Assistant (retired), stated that she will be moving out of state and expressed her thankfulness to the Long Beach Unified School District and California School Employees Association (CSEA) for the support over the years. Ms. Pharr said she will continue her retiree work with CSEA and expects to visit the Long Beach area frequently. The Commissioners all shared sentiments of gratitude for her work within the District and wished her continued success in the future.
- NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 13, 2023 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.
- CLOSED SESSION The Personnel Commission retired into closed session at 8:27 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 9:01 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

GLAZIER

FINAL FILING DATE:

4:30 p.m., Wednesday, July 12, 2023

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, to install, replace and repair glass for windows, doors, transoms, walls, cabinets, skylights and other selected equipment; to cut and smooth edges of glass or other related materials; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school and completion of a recognized apprentice training program of at least three years.

EXPERIENCE:

At least three years of experience in a wide variety of glazing assignments, one year of which must be at the journey level.

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

SPECIAL REQUIREMENTS:

(1) 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) May be required to travel from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

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

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

SALARY RANGE HOURLY:

START:	\$31.89
6 MONTHS:	\$33.64
1 ½ YEARS:	\$35.49
2 ½ YEARS:	\$37.44
3 ½ YEARS:	\$39.49

APPLICATION:

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

SELECTION PROCEDURE:

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

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Dual Exam 24-0008-0111 AA

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Mari Lynn B...



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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDS EQUIPMENT OPERATOR II

FINAL FILING DATE:

4:30 p.m., Monday, July 17, 2023

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

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

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:	\$27.09
6 MONTHS:	\$28.59
1 ½ YEARS:	\$30.16
2 ½ YEARS:	\$31.82
3 ½ YEARS:	\$33.58

APPLICATION:

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

SELECTION PROCEDURE:

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

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Dual Exam 24-0014-0176 JA

LBUSD employees, please see reverse side for important information.



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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.*

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HUMAN RESOURCES ASSISTANT

FINAL FILING DATE:

4:30 p.m., Thursday, July 20, 2023

JOB INFORMATION:

Permanent 12 month position. Position is 100% FTE (8 hours per day). There is also a current need for substitutes. This 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 responsible personnel and clerical duties related to certificated and classified staff; prepare and maintain personnel records and files; provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, District policies and procedures; maintain confidentiality of sensitive and privileged information.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school is required. College coursework in human resources, English, sociology, business or related field is desirable.

EXPERIENCE:

A minimum of one year of clerical experience, including 6 months working in a Human Resources or Personnel office, involving extensive public contact, or one year of experience with LBUSD at the level of Intermediate Office Assistant / Intermediate Office Assistant - Schools is required.

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

APPLICATION:

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SELECTION PROCEDURE:

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

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Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE-DEAF/HARD OF HEARING

FINAL FILING DATE:

4:30 p.m., Monday, July 17, 2023

JOB INFORMATION:

Permanent 10 month position. Position is 75% FTE. The current vacancy is located at Bryant. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, assist a certificated teacher in reinforcing instruction to individual or small groups of deaf and hard of hearing students in a classroom or other learning environment; perform a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs; 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 course work relating to total communication as used in this class such as, American Sign Language or Signing Exact English. Completion of course work in Deaf Studies, Early Child Education or a related field is preferred.

EXPERIENCE:

Six months of experience using total communication, preferably working with children.

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

SPECIAL REQUIREMENTS:

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

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

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

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

Long Beach Unified School District
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Classified Employment



Long Beach Unified School District

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE - EDUCARE INSTRUCTIONAL AIDE - EDUCARE BILINGUAL SPANISH

FINAL FILING DATE:

Continuous

JOB INFORMATION:

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

JOB SUMMARY:

Under general and reflective supervision, assist Educare teachers in providing quality, comprehensive child development services to children and families; assist teachers in case managing specific needs with families, advocating for parents and encouraging parent involvement in the program; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

An Associate's degree in Early Childhood Education, Child Development or a related field is preferred.

EXPERIENCE:

Six months of experience working in an early childhood program.

SPECIAL REQUIREMENTS:

(1) If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification. (2) To remain employed in this classification, an incumbent must meet the respective Child Development Permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (3) Positions in the Instructional Aide – Educare, 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.

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

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



SALARY RANGE HOURLY:

START:	\$19.57
6 MONTHS:	\$20.65
1 ½ YEARS:	\$21.78
2 ½ YEARS:	\$22.97
3 ½ YEARS:	\$24.24

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

PERSONNEL COMMISSION

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE-INSTRUMENTAL MUSIC

FINAL FILING DATE:

4:30 p.m., Tuesday, July 18, 2023

JOB INFORMATION:

Permanent 10-month positions. The current vacancies are located at Rogers Middle School (50% FTE) and Cabrillo High School (75% FTE). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, will assist and participate in the instruction, rehearsal and performance of students in band, choir, orchestra and other music education classes and 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 also show proof of completion of one college-level course in music.

EXPERIENCE:

One year of experience playing an instrument in a band, orchestra or as a soloist. Experience in charting field formations for marching bands is desired.

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

START:	\$20.66
6 MONTHS:	\$21.80
1 ½ YEARS:	\$23.00
2 ½ YEARS:	\$24.26
3 ½ YEARS:	\$25.59

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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Amy Van

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

PAINTER

FINAL FILING DATE:

4:30 p.m., Monday, July 17, 2023

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, to perform journey-level surface preparation and painting of District facilities, furniture and equipment; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to completion of high school.
Completion of a recognized apprentice training program of at least three years duration.

EXPERIENCE:

At least three years of experience in a wide variety of painting assignments, two years of which must have been at the journey level.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. Some employees in this class may be required to take training in order to obtain at District expense a valid class B drivers license after appointment. (2) May be required to drive from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

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

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

SALARY RANGE HOURLY:

START:	\$31.89
6 MONTHS:	\$33.64
1 ½ YEARS:	\$35.49
2 ½ YEARS:	\$37.44
3 ½ YEARS:	\$39.49

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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Dual Exam 24-0013-0231 AA

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

PLANT SUPERVISOR I

FINAL FILING DATE:

4:30 p.m., Monday, July 24, 2023

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

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

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

PHYSICAL DEMANDS:

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

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

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

SALARY RANGE HOURLY:

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

APPLICATION:

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

SELECTION PROCEDURE:

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PERSONNEL COMMISSION

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Classified Employment



Long Beach Unified School District

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

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Guidelines:

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

PLANT SUPERVISOR II

FINAL FILING DATE:

4:30 p.m., Monday, July 24, 2023

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

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

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

PHYSICAL DEMANDS:

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

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

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

SALARY RANGE HOURLY:

START: \$28.01
6 MONTHS: \$29.55
1 ½ YEARS: \$31.17
2 ½ YEARS: \$32.88

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

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

Dual Exam 24-0026-5027 AA

LBUSD employees, please see reverse side for important information.

Classified Employment



Long Beach Unified School District

www.lbschools.net/jobs

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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.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL SAFETY OFFICER

FINAL FILING DATE:

4:30 p.m., Monday, July 24, 2023

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

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

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

Must provide proof of graduation from or current enrollment in a Police Officers Standard and Training (P.O.S.T.). **A copy must be attached to your application.**

*Note: If you have had a three year or longer break in service, you are required by P.O.S.T. to complete the P.O.S.T. Requalification Course. **Proof of completion of requalification must be attached to your application.**

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation. (2) possession of a valid California class c driver's license is required at the time of appointment. (3) an applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) incumbents must complete 24 hours of accredited training per calendar year. Training is at the district's expense. (5) incumbents must qualify periodically with a district approved firearm at a specified police or sheriff's range. (6) incumbents will be required to work adjustable work schedules that will include evenings, weekend assignments and graveyard shifts. (6) may be required to travel from one school location to another.

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

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

SALARY RANGE HOURLY:

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

PHYSICAL DEMANDS:

Visual field and depth and color. Hearing and speaking to exchange information in person and on the telephone. Seeing to read, prepare and proofread documents and perform assigned duties. Sitting and standing for extended periods of time. Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment. Lifting objects weighing up to 50 pounds. Agility and strength to make apprehensions and to protect self from attack.

APPLICATION:

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SELECTION PROCEDURE:

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PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline: (560-2) 491-JOBS
[www.lbschools.net/Departments/
Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

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

Dual Exam 24-0024-5014 AF

LBUSD employees, please see reverse side for important information.



www.lbschools.net/jobs

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

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Guidelines:

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

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.

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Promo Exam 24-0016-5273 AF

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT

Excellence & Equity

An Exciting Career Opportunity Awaits You

LONG BEACH UNIFIED SCHOOL DISTRICT

SCHOOL SAFETY OPERATIONS MANAGER

\$103,001 - \$120,931 Annually



www.lbschools.net/jobs

Amy Van Dyke

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 School Safety Operations Manager. Under general direction, plan, organize and manage the daily administrative and operational activities of the Office of School Safety and Emergency Preparedness; oversee, manage and assure the functionality of school safety systems including security cameras, emergency notification, visitor management and electronic lock access control systems; train and evaluate the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose School Safety and Emergency Preparedness, then School Safety Operations Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree including coursework in criminal justice, public administration, business administration, emergency management or a related field. Completion of a P.O.S.T approved Background Investigation Course is desired.

Additionally, candidates will have three years of experience performing P.O.S.T background investigations including some experience in a supervisory capacity or three years of experience in law enforcement or security work, preferably with juveniles or adolescents, including some experience in a supervisory capacity.

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

SPECIAL REQUIREMENTS:

Incumbents in this classification not possessing P.O.S.T Background Investigation training must complete District-provided training within one year of employment. Prior to employment in this classification, successful candidates must pass a comprehensive background investigation. Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license. May be required to travel from one location to another.

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

SALARY AND BENEFITS:

The annual salary for School Safety Operations Manager is \$103,001 to \$120,931 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., Tuesday, July 18, 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
Personnel Commission Office
4400 Ladoga Avenue
Lakewood, CA 90713
(562) 435-5708

<http://www.lbschools.net/Departments/Personnel Commission/>

WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

SPEECH- LANGUAGE PATHOLOGY ASSISTANT

FINAL FILING DATE:
Open Continuous

JOB INFORMATION:
Permanent 10-month position at Special Education. Position is 75% FTE (6 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

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

MINIMUM QUALIFICATIONS EDUCATION AND TRAINING:
Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program.

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

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

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

SPECIAL REQUIREMENTS:
(1) Applicants must provide proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology at the time of appointment and maintain current registration throughout employment in this classification.
(2) Possession of a valid California Class C driver's license at the time of appointment and the use of a personal automobile. (3) Positions in the Speech-Language Pathology Assistant - BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Applicants must successfully pass the District's bilingual/biliterate test. (4) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START: \$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:

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

Personnel Commission

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www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0021-5024 AA

LBUSD employees, please see reverse side for important information.



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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SPEECH- LANGUAGE PATHOLOGY ASSISTANT- BILINGUAL SPANISH

FINAL FILING DATE:
Open Continuous

JOB INFORMATION:
Permanent 10-month position at Special Education. Position is 75% FTE (6 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

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

MINIMUM QUALIFICATIONS
EDUCATION AND TRAINING:
Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program.

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

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

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

SPECIAL REQUIREMENTS:
(1) Applicants must provide proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology at the time of appointment and maintain current registration throughout employment in this classification. (2) Possession of a valid California Class C driver's license at the time of appointment and the use of a personal automobile. (3) Positions in the Speech-Language Pathology Assistant - BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Applicants must successfully pass the District's bilingual/biliterate test. (4) May be required to travel from one location to another.

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SELECTION PROCEDURE:

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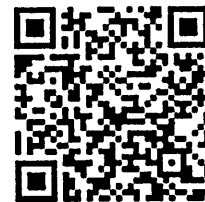
Personnel Commission

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24-hour job hotline: (562) 491-JOBS
www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0022-5163 AA

LBUSD employees, please see reverse side for important information.



www.lbschools.net/jobs

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

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Guidelines:

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 31-32

Date: July 13, 2023

Reason for Consideration: Approval

COMPUTER SUPPORT TECHNICIAN

DUAL

23-0261-5108

List Valid: 07/12/2023-07/12/2024

Total Applications Received: 55

No. Passed: 23 No. Failed: 13

Total Invited to Exam: 42

No. Withdrew: 6 No. Screened Out: 13

CUSTODIAN

OPEN

23-0315-0139

List Valid: 07/03/2023-07/03/2024

Total Applications Received: 75

No. Passed: 20 No. Failed: 1

Total Invited to Exam: 31

No. Withdrew: 10 No. Screened Out: 44

DIGITAL MEDIA SPECIALIST

DUAL

23-0317-5314

List Valid: 07/06/2023-07/06/2024

Total Applications Received: 65

No. Passed: 9 No. Failed: 0

Total Invited to Exam: 11

No. Withdrew: 2 No. Screened Out: 54

GROUNDS EQUIPMENT OPERATOR II

DUAL

23-0280-0176

List Valid: 07/03/2023-07/03/2024

Total Applications Received: 14

No. Passed: 0 No. Failed: 4

Total Invited to Exam: 5

No. Withdrew: 1 No. Screened Out: 9

INSTRUCTIONAL AIDE - SPECIAL

OPEN CONTINUOUS

23-0324-0448

List Valid: 07/12/2023-07/12/2024

Total Applications Received: 24

No. Passed: 5 No. Failed: 0

Total Invited to Exam: 9

No. Withdrew: 4 No. Screened Out: 15

RECREATION AIDE

OPEN CONTINUOUS

23-0325-5255

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

Total Applications Received: 35

No. Passed: 29 No. Failed: 0

Total Invited to Exam: 29

No. Withdrew: 0 No. Screened Out: 6

RECREATION AIDE – CATALINA ISLAND

OPEN CONTINUOUS

23-0307-5255

List Valid: 07/12/2023-01/12/2024

Total Applications Received: 3

No. Passed: 2 No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 0 No. Screened Out: 1

TELECOMMUNICATIONS TECHNICIAN

DUAL

23-0248-3309

List Valid: 07/03/2023-07/03/2024

Total Applications Received: 21

Total Invited to Exam: 17

No. Passed: 6

No. Failed: 6

No. Withdrew: 5

No. Screened Out: 4

CERTIFIED TO BE CORRECT: Susan Leaming DATE: July 13, 2023

PERSONNEL COMMISSION



July 3, 2023

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

Background and Findings

In January 2015, the supervision of the Electronics and Telecommunications shops and personnel was shifted from Maintenance to Technology and Information Services. As part of the reorganization, in May 2018, the classification of Technology Field Operations Supervisor (salary range 42 M2) was created to supervise the Electronics, Telecommunications and Computer Support shops.

The class of Computer Support Supervisor (salary range 42 S1) has been vacant since November 2019. There is no reemployment list in place for this classification and no staff will be impacted by this action.

The Executive Director, Information and Technology Systems supports the abolishment of the classification and does not anticipate utilizing it in the future.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of:
 - Computer Support Supervisor

Prepared, Approved, and Recommended by:

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

Susan Learning
Interim Executive Officer, Personnel Commission and Classified Employment



PERSONNEL COMMISSION

Class Code: 5110
Salary Range: 42 (S1)

COMPUTER SUPPORT SUPERVISOR

JOB SUMMARY

Under general direction, participate in the planning, organization and implementation of the daily operations and activities related to the installation, configuration and maintenance of computer hardware, software, local (LAN) and wide area (WAN) networks and peripheral equipment District-wide; train and supervise assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Participate in the planning, organization and implementation of the daily operations and activities related to the installation, configuration and maintenance of computer hardware, software, local (LAN) and wide area (WAN) networks and peripheral equipment District-wide. **E**
- Train and supervise assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; prioritize and schedule requests for technical support services; prepare work schedules and assign work orders to shop personnel. **E**
- Oversee and participate in the troubleshooting, diagnosis and repair of computer hardware, software, networks and peripheral equipment; assure user needs are met and technical support issues are resolved in a timely manner; provide technical assistance to personnel working in the field as needed; conduct site visits as necessary. **E**
- Estimate materials, labor, equipment and time requirements for daily computer support activities; maintain appropriate levels of inventory and order parts as required to fulfill the requirements of the unit. **E**
- Perform a variety of technical duties involved in the design, installation, configuration, and maintenance of the District's networks; resolve computer equipment related issues. **E**
- Oversee and participate in the loading of specific software packages such as operating systems, instructional and office automation applications to user computers. **E**
- Communicate with administrators, contractors, consultants and other vendors to coordinate activities and programs, schedule work, resolve issues and exchange information. **E**

- Assist with evaluating computers, software and peripheral equipment for use in the District; provide recommendations concerning the purchase of new computer systems, software and equipment; assure compliance with established District objectives and resources. *E*
- Assist in evaluating the effectiveness of existing and proposed computer systems and equipment; analyze and recommend changes to enhance District computer systems; assist in the development of standards of hardware and software use. *E*
- Prepare and maintain a variety of records, files and reports related to assigned activities. *E*
- Provide technical expertise and assistance to others regarding assigned functions; advise administrators of unusual trends or problems and recommend appropriate corrective action. *E*
- Serve as the Computer Support Manager in the absence of the Computer Support Manager as assigned. *E*
- Operate a computer and assigned software programs; operate other office equipment as assigned; operate a variety of tools and equipment utilized in the operation and repair of computer systems. *E*
- Drive a District-issued or personal vehicle to various District sites to conduct work; transport computers and peripheral equipment from site to site as necessary. *E*
- Attend and participate in meetings, conferences and seminars related to computer technology to maintain current knowledge of technological advances in the field. *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 Computer Support Supervisor participates in the planning, organization and implementation of the daily operations and activities related to the installation, configuration and maintenance of computer hardware, software, networks and peripheral equipment District-wide. Incumbents directly supervise staff involved in the installation, configuration and maintenance of computer hardware, software and peripheral equipment and also participate in the daily computer support activities of the office.

EMPLOYMENT STANDARDS

Knowledge of:

Methods and practices related to the installation, configuration and maintenance of computer hardware, software, networks and peripheral equipment.

Computer languages, operating systems, hardware and software applications utilized by the District including Windows and Apple platforms.

Network server systems such as Novell and Apple.

Components and capabilities of network hubs, switches, routers, servers and cabling.

Local and wide area network configurations and software.

Common symptoms of malfunctions of network components.
Materials, methods and tools used in the operation, maintenance and repair of computer hardware, software and peripherals.
Inventory methods and practices.
Basic record keeping and report preparation techniques.
Technical aspects of field of specialty.
Oral and written communication skills.
Basic principles and practices of supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Participate in the planning, organization and implementation of the daily operations and activities related to the installation, configuration and maintenance of computer hardware, software, networks and peripheral equipment.
Train and supervise assigned personnel.
Oversee and participate in the troubleshooting, diagnosis and repair of computer hardware, software, networks and peripheral equipment.
Maintain current knowledge of technological advances in the field.
Interpret, apply and explain rules, regulations, policies and procedures.
Provide technical guidance and recommendations regarding new and existing computer systems, networks and equipment.
Provide technical assistance to computer system users.
Understand and resolve issues, complaints or problems.
Operate a variety of tools and equipment utilized in the operation and repair of computer systems.
Maintain records and prepare routine reports.
Prioritize and schedule work.
Meet schedules and timelines.
Assign and review the work of others.
Communicate effectively both orally and in writing.
Drive a vehicle to conduct work.
Establish and maintain effective working relationships with others.
Read and understand sketches, drawings and specifications.

Education and Training:

Associate's degree in computer science or a closely related field. A Bachelor's degree is highly desirable.

A+ certification.

Experience:

Three years of experience in the installation, maintenance and repair of computer hardware, software and peripheral equipment in an organization with a network having a minimum of 30 servers.

Experience serving in a lead or supervisory capacity 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 class require the use of a personal automobile and possession of a valid California Class C driver's license.

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

WORKING ENVIRONMENT

Indoor work environment.

Driving a vehicle to conduct work.

Working in a cramped or restrictive work chamber.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate hand tools, computer keyboards and other specialized equipment.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing or pulling heavy objects weighing up to 50 pounds.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Good visual acuity.

Climbing ladders and working from heights.

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 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: 6/14/2007

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

July 6, 2023

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

Background and Findings

The Director, Child Development Centers requested staff make minor revisions to the Child Care Worker (salary range 914 NR) classification specification.

Specifically, duties were added to reflect an emphasis on assisting children with academic support and personal care routines. The physical demands were also updated to reflect personal care routines.

The Director, Child Development Centers has reviewed and is in support of the proposed revisions.

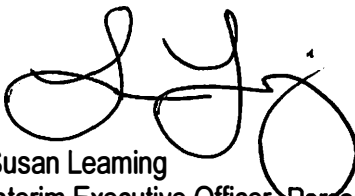
A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification of Child Care Worker

Prepared, Approved, and Recommended:



Susan Learning
Interim Executive Officer, Personnel Commission and Classified Employment



**Class Code: 5258
Salary Range: 114 (NR)**

CHILD CARE WORKER

JOB SUMMARY

Under immediate supervision, provide for and assure a safe, clean and secure environment for children enrolled in the Child Development Center (CDC) program; organize and oversee recreational, meal periods and playground 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.

- Organize and oversee recreational, meal periods, playground and other Child Development Center (CDC) program activities such as indoor and outdoor games, meal periods, nap times, arts and crafts, music, homework, field trips and assisting during instructional time. **E**
- Apply District and State program policies, procedures and regulations related to assigned activities. **E**
- Maintain good behavior management and discipline of children participating in classroom, playground, meal periods and recreational activities; communicate playground rules and expectations to children; facilitate problem-solving skills. **E**
- Monitor and circulate throughout assigned areas and classrooms; promote safety and acceptable attitudes related to good citizenship, integrity, fair play, sportsmanship and respect for property and the rights of others. **E**
- Monitor and support behavior management of children during indoor and outdoor activities; assist with meal preparation; serve meals and snacks; encourage good manners and proper nutrition during meal periods. **E**
- Model, monitor and support the academic needs of children; provide assistance with homework and academic activities. **E**
- Encourage children to communicate by asking questions, initiating and extending conversations and providing emotional support; assist children to maintain interest in activities; support the cognitive and language growth of children. **E**
- Assist children with their personal care including buttoning and zipping clothing items, tying shoes and in the caring for their personal belongings including articles of clothing, backpacks, completed art projects and other items; assist children with toileting as needed. **E**

- Communicate with center and program administration and school staff regarding pertinent information such as special events, site programs, and observations and incidents relating to specific children; greet visitors and assist parents dropping off and picking up children. *E*
- Conduct regular inventory and safety checks of playground supplies; properly store playground equipment and supplies. *E*
- Perform daily visual inspections of classrooms, playgrounds, restrooms and surrounding areas for potential hazards; report safety concerns, injuries and unusual incidents to supervisor. *E*
- Perform incidental housekeeping tasks such as arranging objects, putting items away, wiping down tables, chairs, restrooms, work and play areas, toys and equipment, creating bulletin boards and displays, and arranging furniture. *E*
- Operate a walkie-talkie and radio for emergency assistance as necessary; operate a variety of office equipment including a computer and assigned software. *E*
- Provide routine clerical assistance to program staff as needed including filing, completion of forms, answering phones, and preparing materials for program activities. *E*
- Administer first aid or necessary physical assistance to ill or distressed children; notify supervisor of injuries and complete required forms; assist children with toileting and diapering as needed. *E*
- Attend and participate in meetings, workshops, in-services and training programs; assist with family recruitment events 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 actively participate in the activities of a Child Development Center (CDC) program designed to provide child care both before and after regular school hours, and may range from 6:30am to 6:30pm or as otherwise established. Incumbents are expected to be role models for the children in a culturally diverse environment and encourage the development of prosocial interactions among the children. Incumbents 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. Child Care Worker assignments may not exceed 18 hours per week.

EMPLOYMENT STANDARDS

Knowledge of:

Safe playground practices and appropriate student conduct.

Basic concepts of child development and behavior.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of office equipment including a computer and assigned software.

Basic first aid techniques.

Ability to:

Organize and oversee recreational, playground and off-campus activities.
Promote a positive environment conducive to learning.
Demonstrate understanding and patience towards children.
Work independently and as a member of a team.
Understand and follow oral and written instructions.
Understand, apply and explain program rules, regulations and procedures.
Establish and maintain cooperative and effective working relationships with others.
Learn District and program organization, operations, policies and procedures.
Observe health and safety regulations.
Complete forms and prepare routine reports related to assigned activities.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Operate a walkie-talkie and variety of office equipment including a computer and assigned software.
Administer first aid or necessary physical assistance to ill or distressed children.

Education and Training:

Graduation from high school or equivalent.

OR

Proof of enrollment in an accredited California college.

Experience:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with children in an instructional, extended day care or similar recreation program is highly desirable.

WORKING ENVIRONMENT

Playground, indoor and outdoor environment.
Evening and varied hours.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.
Twisting and turning to monitor activities of children.
Hearing and speaking to exchange information in person and on the telephone.
Dexterity of hands and fingers to operate playground and office equipment and assist children with personal care routines.
Seeing to monitor activities of children.

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: 12/20/2018 (effective 1/1/2019)

Revised: 10/24/2019

Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 14481411 PAGES: 44-64

Date: July 13, 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.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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 50427042 PAGES: 65-82

Date: July 13, 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.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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 53166029 PAGES: 83-109

Date: July 13, 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.8 – “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

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

It is recommended the Commission act to approve this recommendation.

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