

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

REGULAR MEETING AGENDA

Regular Meeting
May 30, 2024

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

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

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of May 16, 2024 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for Processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report form the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Business Engagement, Partnerships and Programs Manager 5-6
2. **RATIFY** job announcement bulletin for Custodian 7
3. **RATIFY** job announcement bulletin for Energy and Sustainability Manager 8-9
4. **RATIFY** job announcement bulletin for Energy and Sustainability Manager (Revised) 10-11
5. **RATIFY** job announcement bulletin for Senior Health Assistant 12-13
6. **APPROVE** the certification of Administrative Secretary eligibility list 24-0221-3339 established 05/29/2024 14

7.	APPROVE the certification of Administrative Secretary – BL Spanish eligibility list 24-0220-5140 established 05/29/2024	14
8.	APPROVE the certification of Carpenter eligibility list 24-0213-0114 established 05/24/2024	14
9.	APPROVE the certification of Custodial Crew Supervisor eligibility list 24-0218-5245 established 05/23/2024	14
10.	APPROVE the certification of Head Start Instructional Aide – BL Spanish eligibility list 24-0237-5235 established 05/21/2024	14
11.	APPROVE the certification of Nutrition Services Worker eligibility list 24-0245-5068 established 05/24/2024	14
12.	APPROVE the certification of Recreation Aide eligibility list 24-0244-5255 established 05/23/2024	14
13.	APPROVE the certification of School Safety Officer eligibility list 24-0211-5014 established 05/28/2024	15
14.	APPROVE the certification of Senior Associate General Counsel – Human Resources eligibility list 24-0234-5325 established 05/21/2024	15
15.	APPROVE the certification of Stage Technician eligibility list 24-0227-0379 established 05/23/2024	15
III.	OLD BUSINESS	
1.	None	
IV.	NEW BUSINESS	
1.	APPROVE the Creation of a New Classification – Campus Staff Assistant Supervisor	16-22
2.	APPROVE the Revision of a Class Specifications – Nutrition Services Operations and Training Specialist; Nutrition Services Operations Coordinator; and Production Center Supervisor	23-37
3.	APPEAL of a Disqualified Applicant ID 13658153	38-56
V.	OTHER ITEMS	
1.	None	
VI.	NEXT REGULAR MEETING	

June 13, 2024 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

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

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

MINUTES
Regular Meeting

May 16, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, May 16, 2024 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

Before roll call was announced, Sheryl Bender, Personnel Commission Chairperson, announced the reappointment of Terence Ulaszewski.

Terence Ulaszewski, Commissioner, thanked everybody that helped make his reinstatement possible. Commissioner Ulaszewski acknowledged his fellow Commissioners, the support of the Personnel Commission staff, CSEA Chapter 2, Regional CSEA Chapter and State Officials. Commissioner Ulaszewski said he is grateful for another term.

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Maria Braunstein, Interim Executive Officer; Oralia Leyva, Interim Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Maria Rojas, Interim Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Monica Gaytan, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; Jazmin Salgado, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Kellyanna Miller, CSEA Chapter 2 Administrator; and Eric Larsen, CSEA Site Representative Coordinator

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of May 2, 2024.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Maria Braunstein, Interim Executive Officer, reported final layoff notices were mailed via certified and U.S. Mail on May 9, 2024 in compliance with the May 15th deadline. Ms. Braunstein stated 14 full and one partial termination letter were sent. Ms. Braunstein mentioned there is still some movement of positions and as a result the final number of employees affected by full and partial termination may be reduced.

Ms. Braunstein informed the Commission that she has received kudos and positive feedback from various administrators and applicants on the timeliness of recruitments and onboarding of new employees. Ms. Braunstein thanked the Recruitment and Testing and the Certification Services staff.

Ms. Braunstein informed the Commission that the Communications Team is doing "Spotlight" videos on departments throughout the District. Ms. Braunstein mentioned at the Board of Education meeting on May 15, 2024, the "Spotlight" showcased the Warehouse. Ms. Braunstein shared the Communications Team has asked if the Personnel Commission would be interested in being featured for a future "Spotlight".

Ms. Braunstein mentioned at the Board of Education meeting on May 15, 2024, the board approved the resolution to support Classified Employees' Week. Ms. Braunstein spoke of a story Dr. Juan Benitez, Board Member, shared stating he visited a site and the project the kindergartners chose was to celebrate and honor a member of their custodial team. Ms. Braunstein also mentioned Dr. Jill Baker, Superintendent, expressed her gratitude and commended classified staff for all that they do for the students and the District. In addition, Dr. Baker encouraged sites to release their employees to attend the Classified Employee Celebration.

Lastly, Ms. Braunstein shared that Personnel Commission encourages staff to support and participate in District activities as it gives them an opportunity to see how their work affects the students and it is an opportunity to connect with colleagues throughout the District. Ms. Braunstein presented the Commissioners a flyer for the upcoming "Bite of Reality" event.

Lydia Tran, Associate Personnel Analyst, reported the Recruitment and Testing unit currently has 48 recruitments in various stages of progress, 18 accepting applications, and 10 in the testing phase. Ms. Tran mentioned that a Custodian recruitment has opened in alignment with the Custodial class at the Long Beach School for Adults. Ms. Tran mentioned the next job fair at Long Beach School for Adults is in the works for August 16, 2024.

Oralia Leyva, Interim Certification Manager, reported on the last Board of Education agenda there were 22 probationary, 17 substitute, and 22 exempt employee appointments approved.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accompanist
2. **RATIFY** job announcement bulletin for Assistant Facilities Project Manager (Extended)
3. **RATIFY** job announcement bulletin for Facilities Project Manager - Construction
4. **RATIFY** job announcement bulletin for Food Production Equipment Technician
5. **RATIFY** job announcement bulletin for Human Resources Technician
6. **RATIFY** job announcement bulletin for Nutrition Services Operation and Training Specialist

7. **RATIFY** job announcement bulletin for School Safety Applications Support Specialist
8. **RATIFY** job announcement bulletin for Senior Human Resources Analyst - HRS
9. **RATIFY** job announcement bulletin for Senior Office Assistant – BL Spanish
10. **RATIFY** job announcement bulletin for Van Driver – Catalina Island
11. **APPROVE** the certification of Associate Research Information Systems Analyst eligibility list 24-0189-5267 established 05/17/2024
12. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW12-5258 established 03/06/2024
13. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW13-5258 established 04/05/2024
14. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW14-5258 established 04/10/2024
15. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW15-5258 established 04/16/2024
16. **APPROVE** the certification of Custodian eligibility list 24-0216-0139 established 05/10/2024
17. **APPROVE** the certification of HVAC Technician eligibility list 24-0207-5103 established 05/16/2024
18. **APPROVE** the certification of Intermediate Payroll Accounting Technician eligibility list 24-0203-0756 established 05/09/2024
19. **APPROVE** the certification of Intermediate Nutrition Services Worker eligibility list 24-0201-5058 established 05/09/2024
20. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0233-5068 established 05/09/2024
21. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0239-5068 established 05/16/2024
22. **APPROVE** the certification of Recreation Aide eligibility list 24-0232-5255 established 04/22/2024
23. **APPROVE** the certification of Recreation Aide eligibility list 24-0240-5255 established 05/06/2024
24. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0228-5317 established 05/15/2024
25. **APPROVE** the certification of Senior Payroll Accounting Technician eligibility list 24-0204-0762 established 05/09/2024

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-10 and approve items 11-25.

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

OLD BUSINESS None

NEW BUSINESS 1. **APPROVE** the Creation of a New Classification – Human Resources Supervisor – Nutrition Services

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

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

2. **APPROVE** the Revision of a Classification – Business Services Administrator

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

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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, May 30, 2024 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION The Personnel Commission retired into closed session at 8:25 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:43 a.m. with no reportable actions.

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:43 a.m. in memory of Alyson Youderian, retired Human Resources Technician.

ABOUT OUR DISTRICT

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

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

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

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

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

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

Dual Exam 24-0252-5326 JA



**An Exciting Career
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SCHOOL DISTRICT**

**BUSINESS ENGAGEMENT,
PARTNERSHIPS AND
PROGRAMS MANAGER**

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



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

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Business Engagement, Partnerships and Programs Manager. This is a permanent 10 months Flex position. Under general direction, will plan, develop and maintain high-leverage business and industry partnerships, communications and working relationships with public and private businesses, corporations and governmental agencies to effect program enhancements which align with the District's mission in support of Pre-K-12 student's college and career readiness. Will also perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Administrative and Other, then Business Engagement, Partnerships and Programs Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in social science, English, public relations, education, social work or a related field. A Master's degree in one of these fields is desirable.

EXPERIENCE

Ideal candidates will have three years of experience engaging with and building business partnerships within a public education, government agency, or non-profit organization.

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

SPECIAL REQUIREMENTS

A successful candidate must be in possession of a valid California class C Driver's license, as traveling from one location to another.

SALARY AND BENEFITS:

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

OUR QUALIFYING PROCESS

This examination process will consist initially of a "paper screening" of the applicant's training, background and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application, written examination(s); 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.

Candidates are required to submit a letter of interest and resume with their application. Failure to include the letter of interest and resume at the time of application will result in the disqualification of your application. If you have questions about these items, please contact the Personnel Commission at 562-435-5708. Applications must be received no later than:

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

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

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



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WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

CLASSIFIED EMPLOYMENT OPPORTUNITY



CUSTODIAN

FINAL FILING DATE:

4:30 p.m., Friday, June 7th 2024.

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

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

OR

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

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

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

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

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

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SALARY RANGE HOURLY:

START:	\$22.68
6 MONTHS:	\$23.93
1 ½ YEARS:	\$25.24
2 ½ YEARS:	\$26.63
3 ½ YEARS:	\$28.09

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Exam 24-0260-0139 MP



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PERSONNEL COMMISSION

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Dual Exam 24-0251-5323 AA

LONG BEACH
UNIFIED SCHOOL DISTRICT
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Opportunity
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SCHOOL DISTRICT**

**ENERGY AND SUSTAINABILITY
MANAGER**

\$107,120 - \$125,777 Annually



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

Arny van der

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 Energy and Sustainability Manager. Under administrative direction, will plan, develop, coordinate and manage District-wide energy and sustainability programs and initiatives, while addressing energy use, resource conservation, and waste reduction. Will also advise and provide recommendations regarding available energy saving measures and alternate energy sources. In addition, will train and supervise the performance of assigned staff and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Maintenance, then Energy and Sustainability Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in environmental studies, energy management, architecture, urban planning, business administration, public administration or a related field. Leadership in Energy and Environmental Design (LEED) Accredited Professional (AP) certification or certification as a Certified Energy Manager (CEM) is preferred. In addition, will possess at least three years of experience managing programs and initiatives in water or energy conservation, sustainability or energy management. Experience in a school district or similar public agency is preferred. Two years of additional energy and sustainability experience may be substituted on a year for year basis for up to two years of the required education

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

SPECIAL REQUIREMENTS:

Positions in this class require the use of personal automobile and possession of a valid California Class C Driver's license, as traveling from one location to another is required. Additionally, an incumbent will be required to work an irregular schedule that includes early and late hours, weekends and holidays.

SAVINGS AND BENEFITS:

The annual salary for Information Technology Portfolio Manager is \$107,120 to \$125,777 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.

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

Application Deadline: Monday, June 03, 2024 at 4:30 PM

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Dual Exam 24-0251-5323 AA

***REVISED BULLETIN**

**LONG BEACH
UNIFIED SCHOOL DISTRICT**

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**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**ENERGY AND SUSTAINABILITY
MANAGER**

\$107,120 - \$125,777 Annually



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

Ann van der

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 Energy and Sustainability Manager. Under administrative direction, will plan, develop, coordinate and manage District-wide energy and sustainability programs and initiatives, while addressing energy use, resource conservation, and waste reduction. Will also advise and provide recommendations regarding available energy saving measures and alternate energy sources. In addition, will train and supervise the performance of assigned staff and perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Maintenance, then Energy and Sustainability Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in environmental studies, energy management, architecture, urban planning, business administration, public administration or a related field; Leadership in Energy and Environmental Design (LEED) Accredited Professional (AP) certification or certification as a Certified Energy Manager (CEM) is preferred. In addition, will possess at least three years of experience managing programs and initiatives in water or energy conservation, sustainability or energy management. Experience in a school district or similar public agency is preferred. Two years of additional energy and sustainability experience may be substituted on a year for year basis for up to two years of the required education

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

SPECIAL REQUIREMENTS:

Positions in this class require the use of personal automobile and possession of a valid California Class C Driver's license, as traveling from one location to another is required. Additionally, an incumbent will be required to work an irregular schedule that includes early and late hours, weekends and holidays.

SAVINGS AND BENEFITS:

The annual salary for *Energy and Sustainability Manager is \$107,120 to \$125,777 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: Monday, June 03, 2024 at 4:30 PM

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

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



www.lbschools.net/jobs

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

CLASSIFIED EMPLOYMENT OPPORTUNITY



SENIOR HEALTH ASSISTANT

FINAL FILING DATE:

4:30 p.m., Tuesday, June 11, 2024.

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

One year of experience working in a health care service environment. Experience working with school-aged children is highly desirable.

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

SPECIAL REQUIREMENTS:

(1) Incumbents in this classification at a minimum must possess and maintain licensure to practice in California as a Licensed Vocational Nurse throughout employment in this classification. (2) Incumbents in this classification must possess and maintain a valid CPR Card issued by an authorized agency throughout employment in this classification. (3) Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license. (4) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START:	\$29.75
6 MONTHS:	\$31.39
1 ½ YEARS:	\$33.12
2 ½ YEARS:	\$34.93
3 ½ YEARS:	\$36.86

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0262-5174 JG



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

Maria Braunstein

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 14-15

Date: May 30, 2024

Reason for Consideration: Approval

ADMINISTRATIVE SECRETARY

DUAL

24-0221-3339

List Valid: 05/29/2024-05/29/2025

Total Applications Received: 42

Passed: 21 Failed: 8

Total Invited to Exam: 32

Withdrew: 3

Screened Out: 10

**ADMINISTRATIVE SECRETARY – BL
SPANISH**

DUAL

24-0220-5140

List Valid: 05/29/2024-05/29/2025

Total Applications Received: 35

Passed: 15 Failed: 6

Total Invited to Exam: 25

Withdrew: 4

Screened Out: 10

CARPENTER

DUAL

24-0213-0114

List Valid: 05/24/2024-05/24/2025

Total Applications Received: 73

Passed: 3 Failed: 12

Total Invited to Exam: 22

Withdrew: 7

Screened Out: 51

CUSTODIAL CREW SUPERVISOR

DUAL

24-0218-5245

List Valid: 05/23/2024-05/23/2025

Total Applications Received: 62

Passed: 9 Failed: 8

Total Invited to Exam: 36

Withdrew: 18

Screened Out: 27

**HEAD START INSTRUCTIONAL AIDE – BL
SPANISH**

DUAL

24-0237-5235

List Valid: 05/21/2024-05/21/2025

Total Applications Received: 6

Passed: 0 Failed: 0

Total Invited to Exam: 0

Withdrew: 0

Screened Out: 6

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

24-0245-5068

List Valid: 05/24/2024-11/24/2024

Total Applications Received: 15

Passed: 8 Failed: 1

Total Invited to Exam: 9

Withdrew: 0

Screened Out: 6

RECREATION AIDE

OPEN CONTINUOUS

24-0244-5255

List Valid: 05/23/2024-11/23/2024

Total Applications Received: 26

Passed: 17 Failed: 0

Total Invited to Exam: 17

Withdrew: 1

Screened Out: 8

SCHOOL SAFETY OFFICER

DUAL

24-0211-5014

List Valid: 05/28/2024-11/28/2024

Total Applications Received: 22

Passed: 1 Failed: 1

Total Invited to Exam: 4

Withdrew: 2

Screened Out: 18

**SENIOR ASSOCIATE GENERAL COUNSEL –
HUMAN RESOURCES**

DUAL

24-0234-5325

List Valid: 05/21/2024-05/21/2025

Total Applications Received: 8

Passed: 3 Failed: 3

Total Invited to Exam: 6

Withdrew: 0

Screened Out: 2

STAGE TECHNICIAN

DUAL

24-0227-0379

List Valid: 05/23/2024-05/23/2025

Total Applications Received: 18

Passed: 3 Failed: 5

Total Invited to Exam: 8

Withdrew: 0

Screened Out: 10

CERTIFIED TO BE CORRECT: Maria Braunstein DATE: May 30, 2024

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

May 30, 2024

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification: Campus Staff Assistant Supervisor

Background and Findings

The High School Office, under the direction of the Assistant Superintendent of Secondary Schools, has requested the creation of a new classification of Campus Staff Assistant Supervisor. This request is necessitated as part of a restructuring of roles and responsibilities within the High School's organization structure.

Historically, each individual Campus Staff Assistant (CSA) has reported directly to their site Principal or certificated designee. In the Secondary Office's consultation with the District's High School Principals, the CSA's will be directly supervised by the newly created CSA Supervisor class. These Supervisors will then report directly to the High School Office central administration, with dotted-line reporting to their assigned school site Principal or designee.

In reviewing salary placement for this newly proposed job classification, staff looked to internal alignment and parity within the LBUSD organization and recommends salary schedule placement at Salary Range 24 on the Confidential, Supervisory and Management (S1) salary schedule. This placement is consistent with other Supervisory classes of similar size and scope. Should the CSA program evolve and grow, this salary placement also allows for possible future hierarchical adjustments with the possible introduction of a middle, or bridge classification situated between the staff level and supervisory level.

On behalf of the Secondary and High School Offices, the High School Office certificated Administrative Assistant has worked with, reviewed, and is in support of the newly proposed classification and salary schedule recommendations.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the new classification specification for Campus Staff Assistant Supervisor;
2. Allocate the classification of Campus Staff Assistant Supervisor to salary range 24 on the Confidential, Supervisory, and Management (S1) salary schedule.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:

Maria Braunstein

Maria Braunstein
Interim Executive Officer, Personnel Commission

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: XXXX
Salary Range: 24 (S1)

CAMPUS STAFF ASSISTANT SUPERVISOR

JOB SUMMARY

Under general supervision, directly supervise the planning, development, and implementation of the staff, activities and operations of Campus Staff Assistants (CSA) at one or more assigned school sites; serve as a role model and mentor to students and staff; build relationships and engage with students to promote and encourage positive and safe school experiences; monitor Campus Staff Assistant - student relationships and student behavior; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Serve as a role model and mentor to staff and students; oversee staff and participate in providing guidance to students regarding appropriate behaviors and the importance of following school rules; supervise staff and provide staff training to identify effective techniques to build rapport with students and assist in promoting a positive, productive, and safe campus climate. **E**
- Train and assist CSA's in working with students' self-esteem building by providing examples and general guidance and support; assist staff in guiding students to improve self-awareness and respect while encouraging positive behavior and relationships with adults and peers. **E**
- Identify and intervene in conflicts between staff, individuals and groups of students and de-escalate situations; train staff and participate in assisting students to problem-solve issues and resolve conflicts in a positive and constructive manner. **E**
- Train and supervise the performance of assigned staff at one or more schools; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Conduct in-service training for CSA's and other designated staff regarding campus safety best practices, District and site protocols, and other related school safety issues; coach, and encourage positive interactions and relationship building with and between students and staff. **E**
- Evaluate Campus Staff Assistants, coordinate and schedule CSA overtime in accordance with District policies, practices and collective bargaining agreements; assign, schedule, and review the work of staff. **E**
- Monitor and supervise CSA staff activities and assist site administration and public agencies during emergencies such as lockdowns or evacuations; collaborate with administration on Safety Plan implementation; supervise staff and participate in escorting students and staff to identify safe areas. **E**

Campus Staff Assistant Supervisor

- Patrol on foot, a school campus and its vicinity, before, after, and during school hours. *E*
- Assign staff and observe and monitor student behavior in alternative classroom environments, non-classroom activities, including, but not limited to, before-school and lunchtime activities, passing periods, and school activities such as dances and athletic events, referring students to an administrator as necessary. *E*
- Supervise staff and participate in identifying and intervening in conflicts between individuals and groups of students and de-escalate situations; assist students in problem-solving issues and resolve conflicts in a positive and constructive manner. *E*
- Assign staff and ensure buildings and gates are secured, as directed by District and school policies and procedures; supervise staff and participate in assisting administration with searches of student lockers and property; confiscate inappropriate items; arrange for temporary clothing for dress code infractions. *E*
- Approach students and campus visitors suspected of violating rules and regulations. *E*
- Provide support to faculty and staff regarding student misconduct and how to prevent impending problems. *E*
- Prepare, maintain, and supervise staff in the completion of a variety of reports, logs, and forms; prepare a variety of reports, personnel forms, requisitions and related documents. *E*
- Operate a variety of office equipment including a computer, software, two-way radio and telecommunications devices; drive a personal vehicle to conduct work, as needed. *E*
- May participate in home visits and parent conferences, as requested.
- 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 the Campus Staff Assistant Supervisor role directly supervise Campus Staff Assistants (CSA) at one or more District school sites. Incumbents in this class are responsible for supervising, planning, developing and implementing the daily operations of a team responsible for observing and monitoring students, student activities, and school facilities to ensure the well-being and safety of students, staff and visitors, while promoting a positive, productive and safe campus climate.

EMPLOYMENT STANDARDS

Knowledge of:

Individual student and group behavior as related to adolescent school-age students.
General principles of adolescent behavior and development.
General behavioral management strategies and techniques.
Diverse needs of students from varying socioeconomic and cultural backgrounds.
Group behaviors and dynamics.
General conflict resolution techniques.
Applicable laws, codes, rules, and regulations related to assigned activities.

Principles and practices of training and supervision.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Public speaking techniques.
Operation of a variety of office equipment, computer hardware, software and telecommunications equipment.
Operation of a two-way radio.
Report writing, record-keeping and filing techniques.

Ability to:

Model a relational approach to interacting with students, staff, and the public.
Understand adolescent behavior and be a positive role model to adolescents.
Train, supervise and evaluate the performance of assigned staff.
Demonstrate understanding and patience toward students.
Build positive relationships and strengthen student engagement.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Work collaboratively as an educational team member.
Analyze situations accurately and adopt an effective course of action.
Interpret, apply, and explain applicable laws, codes, rules, and regulations.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Prepare and deliver written and oral presentations.
Train and provide work direction and guidance to others.
Communicate effectively both orally and in writing.
Prepare and maintain a variety of records, reports, and files.
Prioritize and schedule work.
Operate a variety of office equipment including a computer and assigned software.
Operate a two-way radio.

Education:

Equivalent to high school graduation, supplemented by college-level coursework in education, psychology, counseling, child development or a related field.

Experience:

Three (3) years of experience working with at-risk adolescents or young adults in a structured environment or community-based organization, including some experience in a lead or supervisory role.

OR

Three (3) years of experience as a Campus Staff Assistant with the Long Beach Unified School District.

Campus Staff Assistant Supervisor

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

SPECIAL REQUIREMENTS

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

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.

In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application.

Incumbents may be required to work adjustable schedules including evenings and weekend assignments.

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

WORKING ENVIRONMENT

Indoor and outdoor campus environment.
Seasonal heat and cold or adverse weather conditions.
Contact with dissatisfied or abusive individuals.
Driving a vehicle to conduct work.
Occasional evening or varied hours.

PHYSICAL DEMANDS

Hearing and speaking to exchange information in person and on the telephone.
Seeing to monitor activities and read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting, standing, and walking for extended periods of time.
Bending at the waist, kneeling, or crouching to move supplies and equipment.

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:

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

May 30, 2024

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of Class Specifications:
Nutrition Services Operations and Training Specialist (SR 26 - M2)
Nutrition Services Operations Coordinator (SR 35 – M2)
Production Center Supervisor (SR 26 – S1)

Background and Findings

The Nutrition Services Director is requesting revisions to the language in the classification specifications, “Nutrition Services Operations and Training Specialist” (SR 26 – M2), “Nutrition Services Operations Coordinator” (SR 35 – M2) and “Production Center Supervisor” (SR 26 – S1). These changes update the language to more accurately describe the work currently performed in these classes.

In reviewing salary placement for these revised job classifications, staff looked to internal alignment and parity within the LBUSD organization and finds these classes have not changed in scope and complexity and recommends salary placement remain at their existing salary ranges, as identified.

The Nutrition Services Director has reviewed and is in support of the proposed revisions. Annotated copies of the revised classification specifications are attached for review. ~~Strikethroughs~~ annotate deletions; **bold, italicized** text identify newly proposed language.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised class specification of Nutrition Services Operations and Training Specialist
2. Adopt the revised class specification of Nutrition Services Operations Coordinator
3. Adopt the revised class specification of Production Center Supervisor

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:

Maria Braunstein

Maria Braunstein
Interim Executive Officer, Personnel Commission

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
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Class Code: 5062
Salary Range: 26 (M2)

NUTRITION SERVICES OPERATIONS AND TRAINING SPECIALIST

JOB SUMMARY

Under general supervision, plan, develop and conduct a wide variety of staff training programs for new and current Nutrition Services personnel regarding Nutrition Services policies, procedures, laws and regulations and point of sale computerized systems; serve as a substitute site supervisor as needed to assure smooth and efficient delivery of nutrition services to students and staff; and perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, develop and conduct a wide variety of staff training programs for new and current Nutrition Services personnel; assist in assuring departmental compliance with applicable laws, codes, rules and regulations related to assigned activities. **E**
- Schedule and conduct ~~monthly~~ departmental orientation sessions for new employees; review ~~departmental organization~~, applicable policies and procedures and health and sanitation laws; ~~conduct guided tours of the Central Kitchen~~; demonstrate use of computerized point of sale system, use of kitchen equipment and methods of preparing, cooking and serving food. **E**
- Schedule and conduct ~~in-service~~ trainings on a wide variety of topics including supervisory skills, use of computerized point of sale system, card rack preparation, methods of preparing, cooking and serving food, proper use and maintenance of cafeteria equipment and **small ware**, ordering and storing supplies and completion of nutrition services paperwork. **E**
- **Oversee the issuance of key sets for school kitchens to Nutrition Services personnel; update and maintain the key logs to ensure security of school kitchens. E**
- ~~Perform monthly point of sale system backups at school sites;~~ Review point of sale reports; correct errors such as overrings and eligibility changes; revise reports as necessary. **E**
- Troubleshoot and resolve point of sale system operating issues; change student Personal Identification Numbers (PIN's) as needed; communicate with computer support staff regarding installation and repair of hardware, software and equipment; install software upgrades. **E**
- Collaborate with Fiscal Services regarding position control issues and assignment changes such as funding sources, calendars and full-time equivalents (FTE); verify appropriate changes are made to classified positions. **E**
- Conduct on-site training and provide assistance to **Nutrition Services personnel at school sites** ~~supervisors and staff~~ as necessary; identify and resolve operational or

personnel issues at assigned sites; observe presentations of employee performance evaluations as requested; provide performance improvement guidance to **Nutrition Services personnel at school sites** to ~~employees and substitute Nutrition Services Worker (NSW) limited term workers~~; maintain confidentiality of sensitive and privileged information *E*

- **Review performance evaluations with substitute Nutrition Service Workers and provide performance improvement guidance; maintain confidentiality of sensitive information. E**
- Conduct ~~regularly scheduled~~ site visits and time-studies at assigned school sites; observe and evaluate meal service operations; prepare recommendations for improvements; take immediate corrective action **in accordance with federal and State regulations and requirements and safety and sanitation laws** and ~~meal service issues~~ as needed; follow up with sites to assure procedures are being followed. *E*
- Serve as a substitute site supervisor as needed to assure smooth and efficient delivery of nutrition services to students and staff; assure safe and sanitary service of appetizing meals. *E*
- ~~Develop production and work schedules for sites as needed; develop opening and closing procedures and schedules for new supervisory staff. E~~
- **Assist the assigned manager to develop production and job schedules including opening and closing procedures; monitor compliance, prepare recommendations for revisions and provide training and coaching to personnel to comply with established production and job schedules. E**
- Review ~~weekly~~ site production records for accuracy and completeness; verify meal counts and identify discrepancies; present lists of discrepancies to sites for resolution; assure compliance with State and federal guidelines. *E*
- **Monitor inventory levels and ordering details for assigned school sites to ensure adequate stock levels and fiscal accountability. E**
- ~~Monitor~~ **Conduct monitoring visits for the Child Nutrition Programs After School Snack program operations** to assure compliance with State and federal guidelines. *E*
- Review and complete daily paperwork including ~~eligibility applications~~, classroom rosters, **meal rosters**, meal production reports and edit checks for assigned specialized school sites ~~such as storefront locations and charter schools~~; develop forms and guidelines for processing paperwork; **prepare and distribute to a variety of stakeholders documents regarding student meal access to the Child Nutrition Programs. E**
- **Review and direct student meal access to the Child Nutrition Programs for assigned school sites including certification of free and reduced-price meal applications, direct certification benefit issuance, and verification in accordance with applicable laws and regulations. E**
- Continuously survey existing Nutrition Services operations for safety, service costs and areas in need of improvement; advise departmental administration of areas in need of improvement. *E*
- Prepare and review the preparation of a variety of records and reports related to assigned activities including reimbursement meal claims, edit check, site monitoring reports, weekly paperwork checklists, daily sales records, production records and inventory reports. *E*

- Research and compile a variety of information for special projects as directed; attend to administrative details on special matters as assigned. *E*
- Communicate with school site staff, parents, administrators and outside agencies to exchange information, coordinate activities, respond to inquiries and resolved issues and concerns regarding Nutrition Services policies and procedures. *E*
- Train and supervise the performance of staff as assigned by the position; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Operate a variety of office equipment including a computer and assigned software; operate a computerized point of sale systems; drive a vehicle to conduct work. *E*
- Attend a variety of conferences and meetings to maintain current knowledge of applicable laws, codes, rules and regulations related to assigned activities. *E*
- ***Participate in planning and preparation of opening school year and summer school period; perform year-end closing procedures to include school breaks, year-end, and summer school for traditional and year-round schools. E***
- Participate in the taste testing and evaluation of new food products and menu items.
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

The Nutrition Services Operations and Training Specialist is an entry-level management-level classification, dedicated to developing and presenting training programs to new and current Nutrition Services personnel regarding Nutrition Services policies, procedures, laws and regulations and point of sale computerized systems. Incumbents may be assigned primarily to training staff in Nutrition Services methods, policies and procedures, point of sale systems or a combination of both. Incumbents travel extensively to school sites to evaluate site operations and provide recommendations for improvements and serve as substitute site supervisors as necessary to assure smooth and efficient delivery of services to students and staff.

EMPLOYMENT STANDARDS

Knowledge of:

Methods for preparing and serving food in large quantities.
Laws, codes, rules and regulations related to assigned activities.
Principles and practices of training and supervision.
Sanitation and safety practices related to the handling and serving of food in large quantities.
Nutrition Services organization, operations, policies and objectives.
Health and safety regulations.
Public speaking techniques.
Operation of a computerized point of sale system.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.
Mathematical computations.
Modern commercial kitchen equipment and utensils.
Proper methods of food rotation and storage.
Inventory methods and practices.
Proper lifting techniques.

Ability to:

Plan, develop and conduct a wide variety of staff training programs for new and current Nutrition Services personnel.
Prepare and deliver oral presentations.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain a variety of records and prepare reports.
Train, supervise and evaluate the performance of assigned staff.
Maintain nutrition service equipment and areas in a clean and sanitary condition.
Demonstrate proper cooking, food serving techniques and use of kitchen equipment.
Observe and follow health and safety regulations.
Operate modern commercial kitchen equipment and utensils.
Review and modify work procedures and schedules.
Operate a computerized point of sale system.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Complete work with many interruptions.
Make accurate mathematical computations.
Analyze situations accurately and adopt an effective course of action.
Maintain current knowledge of applicable laws, codes, rules and regulations.
Work independently with little direction.
Plan and organize work.

Education and Training:

Graduation from high school. College-level coursework in institutional food management, organizational training or a related field is preferred.

Experience:

Four years of quantity food preparation and service experience including one year in a supervisory or management capacity or two years of experience as a Nutrition Services Supervisor III. Experience conducting nutrition service training programs is highly desirable.

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

SPECIAL REQUIREMENTS

Valid Food Safety Manager certificate issued by an authorized agency. Valid California Class C driver's license and use of a personal automobile.

WORKING ENVIRONMENT

Office and cafeteria environment.
Driving a vehicle to conduct work.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.
Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.
Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 7/1/2004
Revised: 2/4/2016
Revised: 5/30/2024 (pending PCA)

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5063
Salary Range: 35 (M2)

NUTRITION SERVICES OPERATIONS COORDINATOR

JOB SUMMARY

Under general supervision, plan, coordinate, and perform a variety of specialized administrative and operational activities in support of the Nutrition Services Branch and administrators; research, analyze and prepare complex reports and records; train and supervise assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, coordinate, and perform a variety of specialized administrative and operational activities in support of the Nutrition Services Branch and administrators; assure compliance with applicable laws, codes, rules and regulations. **E**
- Prepare or direct the maintenance of a variety of complex federal, State and District reports and records; research, analyze and compile necessary information and data; prepare documentation for periodic federal and State audits as directed; maintain files related to assigned activities. **E**
- Perform special projects and prepare related forms and reports on behalf of Branch administration; attend to administrative details on special matters as assigned. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Provide technical expertise, information, and assistance to Branch administration regarding nutrition service operations; assist in the formulation and development of programs and policies to assure an economical, safe and efficient work environment; advise administration of unusual trends or problems and recommend appropriate corrective action. **E**
- Research past trends and forecast future use of food, commodities and supplies; prepare purchase orders for commodities, food, and supplies; maintain inventory of USDA commodities and usage. **E**
- Provide assistance with menu development, monitoring and allocation of commodities and the purchase of food and supplies to meet menu requirements; determine viability of potential items based upon shelf life and supply chain constraints. **E**
- Assure proper inventory levels are maintained with limited waste; identify and monitor limited shelf life items. **E**
- Provide assistance with and monitor food ordering computerized systems. **E**

- Oversee and direct student meal access to the Child Nutrition Programs in accordance with applicable laws and regulations including free and reduced meal applications, certification, benefit issuance and verification. *E*
- **Oversee staff in the preparation and distribution of** ~~Prepare and distribute~~ documents regarding student meal access to the Child Nutrition Programs to stakeholders; respond to inquiries regarding student meal access. *E*
- Oversee **staff in** the distribution and timely completion of performance evaluations for Nutrition Services employees; **oversee staff in, and** assist managers and supervisors with a variety of personnel issues including documentation of work, preparation of performance evaluations and disciplinary actions. *E*
- Monitor and oversee **staff in** the interviewing, hiring, training and assignments of substitute and permanent Nutrition Services staff; **supervise designated staff in, and** serve as a liaison with Human Resource Services and Personnel Commission staff regarding the hiring process, evaluations and disciplinary issues. *E*
- Communicate with administrators, school sites, parents, personnel, outside agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Attend and participate in a variety of meetings, conferences and inservice trainings; prepare and deliver presentations to individuals or groups concerning Nutrition Services operations, policies, procedures and activities. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to travel to various sites to conduct work. *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

Incumbents in the Nutrition Services Operations Coordinator classification plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services Branch and administrators. Incumbents research, analyze and prepare complex reports and records relating to various aspects of the Nutrition Services program and are assigned a variety of special projects.

EMPLOYMENT STANDARDS

Knowledge of:

- Research methods and report writing techniques.
- General techniques and methodologies of project management.
- Statistical record-keeping techniques.
- Oral and written communication skills.
- Health and safety regulations.
- Inventory methods and practices.
- Public speaking techniques.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

Ability to:

Plan, coordinate and perform a variety of specialized administrative and operational activities in support of the Nutrition Services Branch and administrators.
Train, supervise and evaluate the performance of assigned staff.
Assure District personnel policies and procedures are followed.
Research, compile and analyze data.
Learn and apply rules and regulations of the National School Lunch Program.
Prepare comprehensive narrative and statistical reports.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Interpret, apply and explain rules, regulations, policies and procedures.
Learn space utilization and inventory control methods and practices relating to food items.
Learn and apply methodology used in menu planning and procurement of food, commodities and related supplies for the Child Nutrition Programs.
Learn specialized computer programs related to the Child Nutrition Programs.
Establish and maintain cooperative and effective working relationships with others.
Observe health and safety regulations.
Operate a computer and assigned office equipment.
Make mathematical computations quickly and accurately.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Maintain confidentiality of sensitive and privileged information.
Maintain records and files.
Work independently with little direction.
Plan and organize work.

Education and Training:

Bachelor's degree in institutional food management, human resources, public administration, business administration or a related field.

Experience:

Two years of supervisory experience involving analyzing data and preparing reports and recommendations regarding business processes and functions such as budgets, procurement, organizational efficiency, project management, staffing or records management. Experience in a large-scale institutional food service operation is preferred.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license and use of a personal automobile.

Some positions may require a valid Food Safety Manager certificate issued from an authorized agency.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 7/1/2004
Revised: 3/29/2012
Revised: 10/17/2013
Revised: 2/4/2016
Revised: 2/27/2016
Revised: 5/30/2024 (pending PCA)

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5070
Salary Range: 26 (S1)

PRODUCTION CENTER SUPERVISOR

JOB SUMMARY

Under general supervision, plan, organize and oversee the operations and activities of assigned units within the Central Kitchen Production Center; assure food production and packaging schedules meet site needs and distribution timelines; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize and oversee the operations and activities of assigned units within the Central Kitchen Production Center; prepare food and meals for distribution to school sites and special programs and locations such as storefronts, Child Development Centers and Head Start sites; assure compliance with safety and sanitation regulations and distribution timelines; **oversee emergency and special requests and coordinate communications with all parties; organize the delivery of such requests. E**
- Review site and program menus and meal service counts to forecast and determine appropriate gross quantities of food items for assembly, cooking or baking; adjust and extend recipes as needed to meet menu requirements and site meal counts. **E**
- Participate in the development of new recipes utilizing commodity food products; make recommendations regarding new menu items and variations on current recipes; maintain food quality standards including appearance and nutritional requirements. **E**
- Supervise and participate in the preparation and cooking of meats, soups, vegetables, gravies, sauces, baked goods and a variety of other items in large quantities to meet menu requirements, meal component equivalents, menu counts and operating timelines; assemble and mix a variety of ingredients and prepare salads and sandwiches. **E**
- Portion bulk quantities of food items for distribution; oversee and participate in the wrapping, arranging and storage of foods; weigh products to assure accurate portions; package, label and load carts with food items for distribution to sites and specific programs. **E**
- Monitor and maintain inventory levels of food, supplies and equipment for the Production Center and assigned units; conduct periodic and daily inventories; estimate and order appropriate amounts of food and supplies necessary for daily operations and emergency needs; assure availability of fresh products to meet production schedules. **E**
- **Plan, organize, and oversee catering requests from District sites; process billing and paperwork accordingly. E**

- Review delivery paperwork and compare inventory master lists with site orders; receive and inspect delivery of food supplies; check orders and inventory lists for discrepancies; contact vendors regarding orders. *E*
- Participate in the coordination and implementation of emergency food production and distribution procedures; arrange for and expedite emergency deliveries and orders to warehouse loading docks. *E*
- Oversee and participate in the thawing, storage and rotation of food according to established guidelines and procedures; dispose of unusable leftovers; take and record freezer and refrigerator temperatures. *E*
- Prepare and submit a variety of records and reports related to assigned activities such as portion control, forecast reports, production reports, orders, daily work sheets, pack out reports, inventories and recipes. *E*
- Train and evaluate the performance of assigned staff; coordinate personnel to meet production schedules; assign and schedule rotation work stations; interview and select employees and recommend transfers reassignment, termination and disciplinary actions; train and supervise student workers. *E*
- Maintain nutrition service facilities and equipment in a clean and sanitary condition; clean preparation surfaces and central kitchen appliances. *E*
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Compile payroll for assigned staff; assure completion and submission of time sheets; monitor absences and vacation hour balances; assure confidentiality of payroll information; arrange for substitute workers as needed. *E*
- Operate a computer and assigned software; input a wide variety of data related to food production activities; maintain automated records and generate computerized reports. *E*
- Operate and make minor adjustment to nutrition service equipment such as slicers, strainers, mixers, griddles, tilting skillets, warmers, wrapping and heat seal machines, ovens and can openers; arrange for major repairs as necessary. *E*
- Attend a variety of meetings and in-service trainings; drive a District or personal vehicle to conduct work and attend meetings. *E*
- ***May provide back-up support and operational assistance to the department's warehousing operations and food delivery and distribution services, as assigned.***
- ***May serve as a substitute cafeteria supervisor as needed to assure smooth and efficient operations in school kitchens.***
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

Incumbents in the Production Center Supervisor Classification plan, organize and oversee the operations and activities of assigned units within the Central Kitchen Production Center. ***of one or more units within the Production Center.*** Incumbents work with a large variety of menus, order food items from outside vendors, work closely with warehouse personnel, assure food production and packaging schedules meet

distribution timelines and assure the quality of items produced. ~~Incumbents will be assigned to one of the four main units, Pastry Production, Cook/Chili, Deli Sandwiches/Salads and Reconstruction with other areas of responsibility assigned in addition to the main units. The additional areas of responsibility may include: Ingredient Room, Pot Room, Vending, Slicing Room, Deck Distribution, Pack Out, Summer School, Parks, Nurse, Child Development Center programs, Head Start or Employee Scheduling.~~ Incumbents may be expected to supervise additional units or areas as needed to assure smooth and efficient daily operations.

EMPLOYMENT STANDARDS

Knowledge of:

Methods of cooking, baking and preparing food items in large quantities.
Methods of adjusting and extending recipes and proper substitutions.
Sanitation and safety practices related to the cooking, preparation and serving food in large quantities.
Operation of commercial kitchen equipment and utensils.
Principles and practices of training and supervision.
Laws, codes, rules and regulations related to assigned activities.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Proper methods of food rotation and storage.
Inventory methods and practices.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Mathematical computations.
Proper lifting techniques.

Ability to:

Plan, organize and oversee the operations and activities of assigned units within the Central Kitchen Production Center.
Prepare, cook and bake food items in accordance with health and sanitation regulations.
Prepare attractive, appetizing and nutritious meals for students and staff.
Develop, follow, adjust and extend recipes.
Train, supervise and evaluate the performance of assigned staff.
Maintain nutrition service equipment and areas in a clean and sanitary condition.
Observe and follow health and safety regulations.
Operate commercial kitchen utensils and equipment.
Operate a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain a variety of records and prepare reports.
Complete work with many interruptions.

Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.
Plan and organize work.
Meet schedules and timelines.

Education and Training:

Graduation from high school. College-level coursework in institutional food management, quantity food preparation or a related field is preferred.

Experience:

Four years of institutional or commercial quantity food preparation experience including one year in a supervisory capacity or two years of experience as a Nutrition Services Supervisor III.

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

SPECIAL REQUIREMENTS

Incumbents must obtain a valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

Positions in this classification require possession of a valid California Class C driver's license and the use of a personal or District automobile. Applicants for this classification will be required to obtain, at his/her own expense, and submit, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Production center kitchen environment.
Subject to heat from ovens and cold from refrigerators or freezers.
Exposure to hot foods and equipment.
Working with knives, slicers or other sharp objects.
Exposure to cleaning chemicals and fumes.

PHYSICAL DEMANDS

Standing and walking for extended periods of time.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.

Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to monitor food quality and quantity and read a variety of materials.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 7/1/2004

Revised: 9/24/2009

Revised: 2/4/2016

Revised: 4/23/2020

Revised 5/30/2024 (pending PCA)

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Appeal of a Disqualified Applicant ID 13658153 PAGE: 38-56

Date: May 30, 2024

Reason for Consideration: 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.11 “an applicant, candidate, or eligible may be disqualified from current exams, from eligibility lists, and possibly from future exams for conviction of drug use and/or use of intoxicating beverages to excess, or sale, possession for sale, or transportation of controlled substances, dangerous drugs or narcotics, including marijuana, or the possession or use of narcotics other than marijuana.

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.