

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

REGULAR MEETING AGENDA

Regular Meeting
March 9, 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 February 23, 2023 1-5
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Athletic Trainer 6-7
2. **RATIFY** job announcement bulletin for Building Maintenance Worker 8-9
3. **RATIFY** job announcement bulletin for Building Maintenance Worker/Driver 10-11
4. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish 12-13
5. **RATIFY** job announcement bulletin for Intermediate Office Assistant, Intermediate Office Assistant – Bilingual Spanish 14-15
6. **RATIFY** job announcement bulletin for Kids' Club Assistant 16
7. **RATIFY** job announcement bulletin for Nutrition Services Operations & Training Specialist 17-18
8. **RATIFY** job announcement bulletin for Plumber 19-20

9. RATIFY job announcement bulletin for Speech-Language Pathology Assistant	21-22
10. RATIFY job announcement bulletin for Speech-Language Pathology Assistant – Bilingual Spanish	23-24
11. RATIFY job announcement bulletin for Telecommunications Technician	25-26
12. APPROVE the certification of Facilities Project Manager - Construction eligibility list 23-0164-5189 established 03/03/2023	27
13. APPROVE the certification of Facilities Project Manager - Planning eligibility list 23-0166-5190 established 03/08/2023	27
14. APPROVE the certification of Head Start Instructional Aide eligibility list 23-0190-0657 established 03/01/2023	27
15. APPROVE the certification of Head Start Instructional Aide – Bilingual Spanish eligibility list 23-0191-0657 established 03/01/2023	27
16. APPROVE the certification of Instructional Aide – Catalina Island eligibility list 23-0195-0436 established 03/06/2023	27
17. APPROVE the certification of Instructional Aide – Special (Catalina Island) eligibility list 23-0026-0448 established 03/06/2023	27
18. APPROVE the certification of Nutrition Services Worker eligibility list 23-0172-5068 established 02/28/2023	27
19. APPROVE the certification of Nutrition Services Worker eligibility list 23-0222-5068 established 03/03/2023	28
20. APPROVE the certification of Plant Supervisor - Avalon eligibility list 23-0193-5081 established 03/07/2023	28
21. APPROVE the certification of Recreation Aide eligibility list 23-0230-5255 established 03/01/2023	28
22. APPROVE the certification of Recreation Aide (Catalina Island) eligibility list 23-0171-5255 established 03/01/2023	28
23. APPROVE the certification of Recreation Aide – Kids' Club eligibility list 23-0229-5257 established 03/01/2023	28
24. APPROVE the certification of Speech-Language Pathology Assistant eligibility list 23-0148-5024 established 03/02/2023	28
25. APPROVE the certification of Speech-Language Pathology Assistant – Bilingual Spanish eligibility list 23-0162-5163 established 03/02/2023	28
26. APPROVE the certification of Van Driver (Catalina Island) eligibility list 23-0194-5280 established 03/07/2023	28

III. OLD BUSINESS

None

IV. NEW BUSINESS

1. **APPROVE** the Creation of a New Classification – Senior Associate General Counsel - REVISED 29-34
2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 440944 35-48

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

March 23, 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

February 23, 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, February 23, 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.

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

ROLL
STAFF MEMBERS
PRESENT

Kenneth Kato, Executive Officer; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Lydia Smith, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralía Leyva, Employment Services Supervisor; Joanna Guzman, Human Resources Technician; Ashleigh Fernando, Human Resources Technician and Jazmin Salgado, Human Resources Technician.

GUESTS PRESENT

Stacey Lewis, Kellyanna Miller, CSEA Representative, Appellant 46685158 and Appellant 48165963

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 Regular Meeting of February 9, 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

None

REPORT FROM
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, shared that Proposition 28 has moved forward expanding the arts in the classroom program which may require additional classified staff.

Amy Van Fossen, Associate Personnel Analyst, reported there are 60 recruitments in varying stages of completion with 24 in the examination process. Ms. Van Fossen explained that the unit is busy working to schedule examinations to create eligibility lists

for the recruitments. Ms. Van Fossen shared that she, has been corresponding with Nicole Lopez, Principal, Long Beach School for Adults (LBSA) on ways to assist students in the Custodian course with interviewing. Ms. Van Fossen and staff will be going to the LBSA on March 2 and 9, 2023 to speak with students on ways to positively represent yourself during interviews.

Jesus Rios Jr., Certification Services Manager, reported that staff continue to send the eligibility lists out to schools and departments to fill their vacancies. Mr. Rios shared that at the last Board of Education meeting a total of 25 probationary and 6 substitute employees were appointed in the classified service. Mr. Rios explained that staff has been working on the Head Start project for employee fingerprint compliance. Mr. Rios mentioned that 439 applications have been submitted and the deadline to submit is March 17, 2023.

Mr. Kato mentioned that Monica Gaytan, Human Resources Assistant, is organizing the planning of the First Aid/CPR class on Friday, February 28, 2023, held at the Teacher Resource Center (TRC).

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker
2. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker
3. **APPROVE** the certification of Accounting Technician eligibility list 23-0150-0750 established 02/24/2023
4. **APPROVE** the certification of Head Start Instructional Aide eligibility list 23-0139-0657 established 02/23/2023
5. **APPROVE** the certification of Instructional Aide – Deaf/Hard of Hearing eligibility list 23-0165-3271 established 02/24/2023
6. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0220-0448 established 02/24/2023
7. **APPROVE** the certification of Kids' Club Assistant eligibility list 23-0185-0694 established 02/15/2023
8. **APPROVE** the certification of Library/Media Assistant eligibility list 23-0189-0465 established 02/23/2023
9. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0187-5068 established 02/17/2023
10. **APPROVE** the certification of Nutrition Services Worker (Catalina Island) eligibility list 23-0219-5068 established 02/21/2023
11. **APPROVE** the certification of Painter eligibility list 23-0152-0113 established 02/21/2023

12. **APPROVE** the certification of Recreation Aide eligibility list 23-0223-5255 established 02/21/2023
13. **APPROVE** the certification of Recreation Aide – WRAP eligibility list 23-0159-5261 established 02/15/2023
14. **APPROVE** the certification of Recreation Leader - WRAP eligibility list 23-0161-5262 established 02/15/2023
15. **APPROVE** the certification of School/Community Liaison – Bilingual Spanish eligibility list 23-0173-5178 established 02/15/2023

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 1-2 and approve items 3-15 on the Consent Agenda.

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

NEW BUSINESS

1. **APPROVE** the Creation of a New Classification – Chief Technology Officer

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve New Business item 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 Creation of a New Classification – Senior Associate General Counsel

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

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

3. **APPEAL** of a Disqualified Applicant ID 46685158

New Business item 3 was moved into closed session.

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID CCW-QT

New Business item 4 was moved into closed session.

5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48165963

New Business item 5 was moved into closed session.

OLD BUSINESS	None
OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 9, 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 8:26 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 11:05 a.m. with the following reportable actions.

1. **APPEAL** of a Disqualified Applicant ID 46685158

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to dismiss staff's recommendation and allow Applicant ID 46685158 to remain on the eligibility list.

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

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

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

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

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48165963

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff's recommendation and remove Applicant ID 48165963 from the eligibility list.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 11:07 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

ATHLETIC TRAINER

FINAL FILING DATE:

4:30 p.m., Tuesday, March 14, 2023

JOB INFORMATION:

Permanent 10-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 direction, provide preventive and rehabilitative services and treatment to student athletes engaged in a variety of high school sports in accordance with instructions from coaching staff and authorized physicians; attend athletic practices, home games and specified away games; fit uniforms and protective gear and equipment prior to practices and games; prepare and maintain a variety of records and files related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Athletic Trainer Certified (ATC®) credential issued by the National Athletic Trainers' Association Board of Certification (NATA BOC).

EXPERIENCE:

One year of athletic training experience working with high school athletes 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) Incumbents in this classification must possess a valid Athletic Trainer Certified (ATC®) credential issued by the National Athletic Trainers' Association Board of Certification (NATA BOC) at the time of application and maintain certification throughout employment in this classification. (2) Valid Class C California Driver's License. (3) 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: \$32.61
6 MONTHS: \$34.40
1 ½ YEARS: \$36.29
2 ½ YEARS: \$38.29
3 ½ YEARS: \$40.40

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

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Dual Exam 23-0251-5306 AF

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

BUILDING MAINTENANCE WORKER

FINAL FILING DATE:

4:30 p.m., Thursday, March 23, 2023

JOB INFORMATION:

Positions are for 10-months and 12-months, 100% FTE (8 hours a day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to perform work in connection with the repair or maintenance of school properties or equipment; may assist carpenters, painters, plumbers, electricians or other mechanics; to perform more simple kinds of repair and maintenance work.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

At least two years of experience in which an incumbent has acquired the competence in performing building and related maintenance work.

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

SPECIAL REQUIREMENTS:

- (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.
- (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.
- (3) May be required to travel from one location to another.
- (4) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear or equipment as required by law and provided by the District.
- (5) Some positions in this classification may require valid Forklift Operator Certification. Certification will be 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:	\$25.55
6 MONTHS:	\$26.95
1 ½ YEARS:	\$28.44
2 ½ YEARS:	\$30.00
3 ½ YEARS:	\$31.65

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

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Dual Exam 23-0253-0625 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.*

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

BUILDING MAINTENANCE WORKER/DRIVER

FINAL FILING DATE:

4:30 p.m., Thursday, March 23, 2023

JOB INFORMATION:

Positions are for 10-months and 12-months, 100% FTE (8 hours a day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, to perform work in connection with the repair or maintenance of school properties or equipment; may assist carpenters, painters, plumbers, electricians or other mechanics; to perform more simple kinds of repair and maintenance work; operate a truck to tow a trailer or heavy equipment; operate a mobile crane; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

At least two years of experience in which an incumbent has acquired the competence in performing building and related maintenance work.

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

SPECIAL REQUIREMENTS:

(1) Employees performing the work of the Building Maintenance Worker/Driver class must possess a valid Class A driver's license and valid Mobile Crane Operator Certification. Training to obtain the license and crane certification is at District's expense. Under federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) May be required to travel from one location to another. (4) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear or 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:	\$26.24
6 MONTHS:	\$27.69
1 ½ YEARS:	\$29.22
2 ½ YEARS:	\$30.82
3 ½ YEARS:	\$32.51

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.

NOTE: As a part of the Personnel Commission's ongoing effort to streamline recruitment processes, employees applying for BMW/Driver who have held status as a BMW may not be required to participate in the written and performance tests. Individuals who currently or previously held status in maintenance trades with training and experience similar to those of a BMW will be reviewed on a case-by-case basis to determine the level of testing required.

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Dual Exam 23-0254-0880 JA

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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

HEAD START INSTRUCTIONAL AIDE HEAD START INSTRUCTIONAL AIDE- BILINGUAL SPANISH

FINAL FILING DATE:

Dual Continuous

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

START:	\$16.55
6 MONTHS:	\$17.46
1 ½ YEARS:	\$18.42
2 ½ YEARS:	\$19.43
3 ½ YEARS:	\$20.49

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

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
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*WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER*

Dual Continuous Exam 23-0244-0657 JS
Dual Continuous Exam 23-0245-5235 JS

LBUSD employees, please see reverse side for important information.



Amy Van Jones 12

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

INTERMEDIATE OFFICE ASSISTANT INTERMEDIATE OFFICE ASSISTANT-BL SPANISH

FINAL FILING DATE:

4:30 p.m., Tuesday, March 14, 2023

JOB INFORMATION:

The current need is for substitutes. Eligibility list may be used to fill future vacancies as they occur.

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of general and varied clerical duties in support of an assigned school, District office or program; serve as receptionist answering phones and greeting and assisting students, parents and visitors; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

One year of clerical experience involving public contact.

Or

One year of experience as an Office Assistant with the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

- (1) Positions in the Intermediate Office Assistant-BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.
- (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.
- (3) May be required to travel from one location to another.
- (4) 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:	\$20.55
6 MONTHS:	\$21.69
1 ½ YEARS:	\$22.88
2 ½ YEARS:	\$24.14
3 ½ YEARS:	\$25.46

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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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0241-0673 AF
23-0242-5050

LBUSD employees, please see reverse side for important information.



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

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

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
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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

KIDS' CLUB ASSISTANT

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent 10-month positions. Positions are 45% FTE (18 hours a week). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, assist in the implementation of a Kids' Club (day care) program which meets the needs of individual children; participate in and monitor children in program activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school. College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

EXPERIENCE:

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

Any other combination of training and experience that could likely provide the required knowledge and abilities may be considered.

SPECIAL REQUIREMENTS:

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

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required 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:	\$16.55
6 MONTHS:	\$17.46
1 ½ YEARS:	\$18.42
2 ½ YEARS:	\$19.43
3 ½ YEARS:	\$20.49

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. **The eligibility list for this classification will remain in effect for a period of 6 months.**

PERSONNEL COMMISSION

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VII/MERIT SYSTEM EMPLOYER

Open 23-0240-0694 JS



www.lbschools.net/jobs

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."

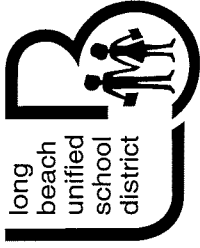
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time 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.

17

Dual Continuous 23-0239-5062 VO



An Exciting Career Opportunity Awaits You at

LONG BEACH UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES OPERATIONS & TRAINING SPECIALIST

\$5,102 - \$5,991 Monthly



A handwritten signature in black ink, located at the bottom right of the page, below the QR code and a horizontal line.

JOB SUMMARY

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

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

The current vacancies are two, 10 month, 100% FTE (8 hours per day). Both vacancies are located at Nutrition Services.

THE IDEAL CANDIDATE

Successful candidates will have graduated from high school. College-level coursework in institutional food management, organizational training or related field is preferred.

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

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

SPECIAL REQUIREMENTS:

- (1) Valid Food Safety Manager certificate issued by an authorized agency.
- (2) Valid California Class C driver's license and use of a personal automobile.
- (3) May be required to travel from one location to another.

SALARY AND BENEFITS

The monthly salary for Nutrition Services Operations & Training Specialist is \$5,102 - \$5,991 plus excellent benefits including medical, dental, vision, and life insurance, coverage. For more information regarding benefits package please visit:

[http://www.lbschools.net/Departments/Personnel Commission/classified_benefits.cfm](http://www.lbschools.net/Departments/Personnel_Commission/classified_benefits.cfm)

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. - 4:00 p.m.

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

Application Deadline: 4:30 pm, March 16, 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
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<http://www.lbschools.net/Departments/Personnel Commission/>
WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

PLUMBER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

- OR -

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Valid Class C driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standards. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) A Backflow Testers License Issued by the Los Angeles County Health Department must be obtained by completion of the probationary period. (4) A Certificate issued by P.I.P.E. and a Los Angeles County Certificate showing acceptance by the State Fire Marshal in Fire Suppression Systems are desired. (5) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District. (6) May be required to travel from one location to another.

WORKING ENVIRONMENT:

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

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

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

SALARY RANGE HOURLY:

START: \$34.42
6 MONTHS: \$36.32
1 ½ YEARS: \$38.31
2 ½ YEARS: \$40.43
3 ½ YEARS: \$42.65

PHYSICAL DEMANDS:

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

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Continuous 23-0252-0242 AA

LBUSD employees, please see reverse side for important information.



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Amy Van D...

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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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

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: \$26.24
6 MONTHS: \$27.69
1 ½ YEARS: \$29.22
2 ½ YEARS: \$30.82
3 ½ YEARS: \$32.51

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 will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The Bilingual exam consists of a language written and oral exam in English and (Khmer or Spanish) scored on a pass/fail basis only.

Personnel Commission

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Dual Exam 23-0246-5024 AA

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.*

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

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.

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.

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SALARY RANGE HOURLY:

START: \$26.24
6 MONTHS: \$27.69
1 ½ YEARS: \$29.22
2 ½ YEARS: \$30.82
3 ½ YEARS: \$32.51

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. The Bilingual exam consists of a language written and oral exam in English and (Khmer or Spanish) scored on a pass/fail basis only.

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Dual Exam 23-0247-5163 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

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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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

TELECOMMUNICATIONS TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Tuesday, March 21, 2023

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, install, test, repair, program and maintain a processor controlled digital telecommunications system and related voice mail equipment; maintain and repair Nortel and Avaya telephone and voice mail systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

Four years of journey-level experience in telephone installation, maintenance and repair work.

Possession of a certificate of qualification in the installation, maintenance and repair of Nortel and Avaya products is preferred.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) May be required to travel from one location to another. (4) An incumbent in this class may be required to wear protective clothing, gear and equipment as required by law.

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

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

SALARY RANGE HOURLY:

START: \$ 34.42
6 MONTHS: \$ 36.32
1 ½ YEARS: \$ 38.31
2 ½ YEARS: \$ 40.43
3 ½ YEARS: \$ 42.65

APPLICATION:

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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 23-0248-3309 JA

LBUSD employees, please see reverse side for important information.

Classified Employment



Long Beach Unified School District

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 27-28

Date: March 9, 2023

Reason for Consideration: Approval

**FACILITIES PROJECT MANAGER -
CONSTRUCTION**

DUAL

23-0164-5189

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

Total Applications Received: 30

No. Passed: 8 No. Failed: 3

Total Invited to Exam: 14

No. Withdrew: 3 No. Screened Out: 16

FACILITIES PROJECT MANAGER – PLANNING

DUAL

23-0166-5190

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

Total Applications Received: 10

No. Passed: 4 No. Failed: 1

Total Invited to Exam: 7

No. Withdrew: 2 No. Screened Out: 3

HEAD START INSTRUCTIONAL AIDE

DUAL

23-0190-0657

List Valid: 03/01/2023-03/01/2024

Total Applications Received: 4

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 3

**HEAD START INSTRUCTIONAL AIDE -
BILINGUAL SPANISH**

DUAL

23-0191-0657

List Valid: 03/01/2023-03/01/2024

Total Applications Received: 4

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 3

INSTRUCTIONAL AIDE – CATALINA ISLAND

DUAL

23-0195-0436

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

Total Applications Received: 1

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 1 No. Screened Out: 0

**INSTRUCTIONAL AIDE – SPECIAL
(CATALINA ISLAND)**

OPEN CONTINUOUS

23-0026-0448

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

Total Applications Received: 3

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 3

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

23-0172-5068

List Valid: 02/28/2023-08/28/2023

Total Applications Received: 37

No. Passed: 14 No. Failed: 1

Total Invited to Exam: 32

No. Withdrew: 15 No. Screened Out: 7

NUTRITION SERVICES WORKER**OPEN****23-0222-5068**

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

Total Applications Received: 39

No. Passed: 11 No. Failed: 1

Total Invited to Exam: 31

No. Withdrew: 18 No. Screened Out: 9

PLANT SUPERVISOR – AVALON**DUAL****23-0193-5081**

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

Total Applications Received: 9

No. Passed: 2 No. Failed: 2

Total Invited to Exam: 4

No. Withdrew: 0 No. Screened Out: 5

RECREATION AIDE**OPEN CONTINUOUS****23-0230-5255**

List Valid: 03/01/2023-09/01/2023

Total Applications Received: 29

No. Passed: 23 No. Failed: 0

Total Invited to Exam: 23

No. Withdrew: 0 No. Screened Out: 6

RECREATION AIDE (CATALINA ISLAND)**DUAL****23-0171-5255**

List Valid: 03/01/2023-09/01/2023

Total Applications Received: 1

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 0

RECREATION AIDE – KIDS’ CLUB**DUAL****23-0229-5257**

List Valid: 03/01/2023-09/01/2023

Total Applications Received: 8

No. Passed: 8 No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 0 No. Screened Out: 0

SPEECH-LANGUAGE PATHOLOGY ASSISTANT**DUAL****23-0148-5024**

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

Total Applications Received: 11

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 0

No. Withdrew: 0 No. Screened Out: 11

**SPEECH-LANGUAGE PATHOLOGY ASSISTANT
BILINGUAL SPANISH****DUAL****23-0162-5163**

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

Total Applications Received: 6

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 0

No. Withdrew: 0 No. Screened Out: 6

VAN DRIVER (CATALINA ISLAND)**DUAL****23-0194-5280**

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

Total Applications Received: 7

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 1 No. Screened Out: 5

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: MARCH 9, 2023

PERSONNEL COMMISSION

LONG BEACH UNIFIED SCHOOL DISTRICT

Excellence & Equity

March 9, 2023

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

Background and Findings

The Executive Officer received a request from General Counsel to create a new classification for the District to provide additional legal services for District departments and staff. Staff worked with the General Counsel to develop the new classification of Senior Associate General Counsel and identify the essential duties of the class.

This new classification will serve as lead counsel to other legal and support staff in the District and will serve as the lead counsel for special education hearings and related matters. The General Counsel plans to develop a legal department with additional staff in the future.

As a result of development of the Senior Associate General Counsel classification, the legal counsel for the District in special education legal matters shall be assigned to this new classification. Therefore, the vacant classification of General Counsel-Special Education is recommended for abolishment.

Salary Placement

For salary comparison purposes, school districts in California were surveyed for compensation comparison, however, the results of the survey did not provide a guideline for salary placement.

Staff also looked at internal relationships between the proposed classification and the existing classified executive officer. Placement at salary range ~~66~~ 68 (M2) is appropriate based on the internal relationship with these classifications.

The General Counsel agrees with the proposed classification specification and recommended salary placement.

Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Senior Associate General Counsel.
2. Allocate the class of Senior Associate General Counsel to salary range ~~66~~ 68 (M2)
3. Abolish classification of General Counsel-Special Education salary range 59 (M2)

Prepared by:



Bill Ewing
Acting Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Code: 5308
Salary Range: 68 (M2)

SENIOR ASSOCIATE GENERAL COUNSEL

JOB SUMMARY

Under the direction of General Counsel, serve as Lead Counsel and provide professional legal services and counsel to the School Support Services division in matters related to special education including compliance, resolution, mediation and due process; represent the District before a variety of administrative and legislative bodies; provide staff training and advice related to District's legal procedures and related matters; 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 Lead Counsel and perform a variety of professional duties involved in providing a full range of legal services related to special education; effectively represent the District and assure compliance with applicable laws, codes, rules and regulations. **E**
- Confer with, advise, and render legal opinions for the District on areas of the law including, but not limited to, special education, student rights and responsibilities, student discipline, litigation and administrative hearings, federal appeals, the Americans with Disabilities Act, issues related to the Office of Civil Rights and Section 504 of the Rehabilitation Act, and other legal matters. **E**
- Coordinate and represent the District in due process proceedings including resolution sessions, mediations, prehearing conferences, and administrative hearings; develop related policies and procedures. **E**
- Represent the District and assure compliance with applicable laws, codes, rules, and regulations; review and interpret laws, regulations, legislation, and other guidelines,
- Analyze proposed and existing legislative bills and subsequent amendments relating to special education; report recommendations to District administration;
- Consult with and advise on legal matters and participate in the development of changes in administrative policy; anticipate legal effects of emerging programs and projects; assist special education administration with drafting rules, regulations, resolutions, agreements, legal forms, and other documents. **E**
- Prepare written opinions and conduct independent research concerning legal relationships, duties, obligations, and rights involving policies, programs, and projects related to special education; review, revise, and draft Board policies, agreements, and contracts as needed, and prepare a variety of legal documents. **E**

- Maintain and direct the preparation and maintenance of reports, records and files related to assigned activities; compile data and prepare detailed reports regarding assigned activities. ***E***
- Serve as a resource and communicate with administrators, District personnel, and outside agencies to coordinate activities, resolve issues, and exchange information; discuss special education program needs with administrators, teachers and other appropriate staff;
- Respond to filings, subpoenas and compliance complaints; compose legal memoranda, briefs, reports, correspondence and other related documents. ***E***
- Attend and participate in a variety of meetings, conferences and trainings. ***E***
- Maintain current knowledge of laws and regulations governing special education;
- Develop and conduct staff development training workshops related to assigned activities for District personnel; conduct presentations as requested. ***E***
- Evaluate cases as necessary, recommend and manage outside counsel when necessary. ***E***
 Serve as legal advisor and representative for District staff in special legal matters arising out of the course and scope of their employment.; evaluate claims, provide legal advice, and participate in the negotiations of settlements as requested. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. ***E***
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

The Senior Associate General Counsel will serve as Lead Counsel and provide professional legal services and counsel to the District in matters related to special education including compliance, resolution, mediation and due process. An incumbent will coordinate the delivery of legal services related to special education and represent the District in due process proceedings including resolution sessions, mediations, prehearing conferences, and administrative hearings.

EMPLOYMENT STANDARDS

Knowledge of:

Legal concepts, terminology, principles and procedures.

Alternative Dispute Resolution (ADR) processes.

Rules of evidence and conduct of court proceedings.

Applicable legislation relating to public and special education including Individuals with Disabilities Education Act (IDEA), California Education Code, and Elementary and Secondary Education Act (ESEA).

State Bar of California Rules of Professional Conduct.

Methods and practices of legal research.

District organization, operations, policies and objectives.

Record-keeping and report preparation techniques.

Principles of administration, supervision and training.

Public speaking techniques.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Perform a variety of professional duties involved in providing a full range of legal services related to special education.
Coordinate and represent the District in due process proceedings and other legal hearings.
Develop administrative policies, procedures, rules, and regulations related to special education.
Process and file due process claims and other litigation
Provide legal advice to staff
Present statements of law, fact, and argument clearly and logically
Research legal issues and prepare sound legal opinions.
Communicate effectively both orally and in writing
Prepare and deliver oral presentations.
Compile and verify data and prepare reports.
Compose a variety of legal correspondence and documents
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Direct the establishment and maintenance of records and files.
Prepare and deliver oral presentations.
Plan and organize work.
Maintain confidentiality of sensitive and privileged information.
Understand and work within scope of authority.
Operate a computer and assigned software.
Establish and maintain cooperative and effective working relationships.

Education and Training

Juris Doctorate degree from an accredited law school.

Experience

Seven (7) years of experience practicing law including some experience providing legal counsel to school districts, educational institutions, or public agencies.

Legal experience working or interning at a California school district is desired.

Experience as a teacher and/or administrator in a public school is desired.

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

SPECIAL REQUIREMENTS

Active membership and good standing in the State Bar of California throughout employment in this classification.

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

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 440944 PAGES: 35-48

Date: March 9, 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.