

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

REGULAR MEETING AGENDA

Regular Meeting  
August 11, 2022

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

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 July 14, 2022 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Personnel Analyst 5-6
2. **RATIFY** job announcement bulletin for Bus Driver (Catalina Island) 7-8
3. **RATIFY** job announcement bulletin for Campus Staff Assistant (Catalina Island) 9-10
4. **RATIFY** job announcement bulletin for Custodian (Catalina Island) 11
5. **RATIFY** job announcement bulletin for Instructional Aide – Special (Catalina Island) 12-13
6. **RATIFY** job announcement bulletin for Nutrition Services Worker (Catalina Island) 14
7. **RATIFY** job announcement bulletin for Recreation Aide 15
8. **RATIFY** job announcement bulletin for Recreation Aide (Catalina Island) 16
9. **RATIFY** job announcement bulletin for Recreation Aide – Kids' Club 17
10. **RATIFY** job announcement bulletin for Recreation Aide – WRAP Expanded Learning 18
11. **RATIFY** job announcement bulletin for Recreation Leader – WRAP Expanded Learning 19-20
12. **RATIFY** job announcement bulletin for Van Driver (Catalina Island) 21-22

13. **APPROVE** the certification of Assistant Purchasing & Contracts Director eligibility list 22-0270-0777 established 08/08/2022 23
14. **APPROVE** the certification of Associate Research Information Systems Analyst eligibility list 22-0188-5267 established 07/25/2022 23
15. **APPROVE** the certification of Bus Driver – Catalina Island eligibility list 22-0151-0101 established 07/13/2022 23
16. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0251-5288 established 07/19/2022 23
17. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0278-5288 established 08/02/2022 23
18. **APPROVE** the certification of Campus Staff Assistant – Catalina Island eligibility list 22-0109-5288 established 07/13/2022 23
19. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW12-5258 established 04/05/2022 23
20. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW13-5258 established 05/03/2022 24
21. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW14-5258 established 05/23/2022 24
22. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW15-5258 established 06/06/2022 24
23. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW1-5258 established 07/12/2022 24
24. **APPROVE** the certification of Electronics Technician eligibility list 22-0256-0110 established 07/29/2022 24
25. **APPROVE** the certification of Groundskeeper eligibility list 22-0283-0172 established 08/09/2022 24
26. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0296-0448 established 08/09/2022 24
27. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0013-0448 established 07/28/2022 24
28. **APPROVE** the certification of Instructional Aide – Special – Catalina Island eligibility list 22-0076-0448 established 07/13/2022 24
29. **APPROVE** the certification of Laborer eligibility list 22-0235-0204 established 08/04/2022 25
30. **APPROVE** the certification of Recreation Aide eligibility list 23-0031-5255 established 08/10/2022 25
31. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 22-0287-5257 established 06/28/2022 25

32.	<b>APPROVE</b> the certification of Speech – Language Pathology Assistant eligibility 22-0247-5024 established 08/08/2022	25
33.	<b>APPROVE</b> the certification of Van Driver – Catalina Island eligibility list 22-0206-5280 established 07/13/2022	25
III.	OLD BUSINESS	
	<b>APPROVE</b> the Revisions to the <i>Rules and Regulations of the Classified Service</i>	26-29
IV.	NEW BUSINESS	
1.	<b>APPROVE</b> the Recommendation to Remove from Eligibility List Applicant ID 49930600	30-49
2.	<b>APPROVE</b> the Recommendation to Remove from Eligibility List Applicant ID 49389754	50-70
3.	<b>APPROVE</b> the Recommendation to Remove from Eligibility List Applicant ID CCW-KH	71-81
4.	<b>APPROVE</b> the Recommendation to Remove from Eligibility List Applicant ID 37432258	82-97
V.	OTHER ITEMS	
	None	
VI.	NEXT REGULAR MEETING	
	August 25, 2022 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

August 11, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Vice-Chairperson, on Thursday, July 14, 2022 at 8:17 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender  
Terence Ulaszewski

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Jazmin Salgado, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Cynthia Young, Senior Director Early Childhood Education and Expanded Learning, Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A, Appellant 49727048, and Appellant CCW-KC.

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 June 30, 2022.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Jesus Rios, Associate Personnel Analyst, reported that the unit is continuing to open recruitments and shared that there are 84 recruitments currently open, 11 of the recruitments are currently pending, 40 are currently accepting applications and 33 are in the testing and scoring stages.

Maria Braunstein, Personnel Analyst, introduced Veronica Bustamante, Human Resources Assistant, who will be filling the vacancy as the result of a recent promotion in the Recruitment and Testing Unit. Amy Van Fossen, Associate Personnel Analyst,

introduced Jazmin Salgado, Human Resources Technician, as an additional staff member to the Personnel Commission, who will be assigned to examinations and appointments in the departments of WRAP, Head Start, and the Child Development Centers.

Oralia Leyva Leonor, Employment Services Supervisor, recognized and thanked the staff in the Certification Unit for their work on the appointment for regular positions and summer school opportunities. Ms. Leonor and Mr. Rios reported that the assignments for the Long Beach Unified School District summer school programs have been busy this year.

## CONSENT AGENDA

1. **RATIFY** job announcement bulletin for ASB Financial Technician
2. **RATIFY** job announcement bulletin for Grounds Crew Supervisor
3. **RATIFY** job announcement bulletin for Grounds Equipment Operator I
4. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
5. **RATIFY** job announcement bulletin for Grounds Equipment Operator II/Driver
6. **RATIFY** job announcement bulletin for Head Start Family Services Liaison
7. **RATIFY** job announcement bulletin for Instructional Aide – Special
8. **RATIFY** job announcement bulletin for Network Specialist
9. **RATIFY** job announcement bulletin for Nutrition Services Manager
10. **RATIFY** job announcement bulletin for Translator-Interpreter – BL Spanish
11. **RATIFY** job announcement bulletin for Transportation Scheduler
12. **RATIFY** job announcement bulletin for Warehouse Supervisor
13. **APPROVE** the certification of Custodian eligibility list 22-0191-0139 established 07/15/2022
14. **APPROVE** the certification of HVAC Technician eligibility list 22-0212-5103 established 07/11/2022
15. **APPROVE** the certification of HVAC Technician eligibility list 22-0282-5103 established 07/11/2022
16. **APPROVE** the certification of Instructional Aide – Special eligibility list 22-0291-0448 established 07/07/2022
17. **APPROVE** the certification of Instructional Warehouse Assistant eligibility list 22-0031-3353 established 07/08/2022

- 18. **APPROVE** the certification of Intermediate Nutrition Services Worker eligibility list 22-0228-5058 established 07/15/2022
- 19. **APPROVE** the certification of Sign Language Interpreter eligibility list 22-0168-5214 established 06/28/2022
- 20. **APPROVE** the certification of Textbook/Library Services Supervisor eligibility list 22-0266-5197 established 07/05/2022

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 ratify items 1-12 and approve items 13-20 on the Consent Agenda.

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

**NEW BUSINESS**

- 1. **APPROVE** the Revision of a Classification – Kids’ Club Lead Assistant

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 New Business Item 1.

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

- 2. **APPROVE** the Revisions to the *Rules and Regulations of the Classified Service* (First Reading)

Mr. Kato provided an overview of New Business Item 2 and also stated this is the Commission receiving the first reading and will be brought forward for a second reading and approval at the next Commission meeting. No vote was taken to approve the changes to the Rules and Regulations.

- 3. **APPROVE** the Recommendation to Remove from Eligibility List – Child Care Worker

New Business Item 3 was moved into closed session.

- 4. **APPROVE** the Recommendation to Remove from Eligibility List ID 49727048

New Business Item 4 was moved into closed session.

OLD BUSINESS

1. **APPROVE** the following: Revision to the *Rules and Regulations of the Classified Service* (Second Reading)

Following discussion, a motion for Old Business Item 1 was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve Old Business Item 1.

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

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, July 28, 2022 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 8:48 a.m.

1. **APPROVE** the recommendation to remove from Eligibility List Child Care Worker

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 grant the appeal of Eligibility List Child Care Worker and allow the candidate to move forward in the recruitment process.

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

2. **APPROVE** the recommendation to remove from Eligibility List ID 49727048

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 to remove Applicant ID 49727048 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

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

OPEN SESSION

The Personnel Commission returned to open session at 9:00 a.m. with no reportable actions.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:01 a.m.

**ABOUT OUR DISTRICT**

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

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

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

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

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

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

Dual Exam 23-0032-3270 JA

*Marie Lynn Baumstein*

**PERSONNEL COMMISSION**



**An Exciting Career  
Opportunity  
Awaits You**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**ASSOCIATE PERSONNEL  
ANALYST**

**\$78,146 - \$91,749 Annually**





### **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Associate Personnel Analyst. Under general supervision, perform a variety of technical and professional personnel administration related duties with increasing requirements of initiative and independence of action; participate in test development, methods, and procedures for entry-level and selected classifications; train and supervise assigned staff; perform related duties as assigned.

The current vacancy is a 12-month permanent position. Position is 100% FTE (8 hours per day). Current vacancy is located at Personnel Commission.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Human Resource Services and Personnel Commission, then Associate Personnel Analyst.

### **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in public, business, or human resources administration, industrial/organizational psychology or a closely related field.

Additionally, candidates will have two years of technical or professional personnel experience involving recruitment, testing and selection processes, conducting classification and compensation studies, or psychological testing methods. Experience in a lead or supervisory capacity is desirable.

A master's degree in public, business, or human resources administration, industrial/organizational psychology or a closely related field may be substituted for one year of the required experience.

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

### **SPECIAL REQUIREMENTS:**

At the time of appointment, a successful candidate must be in possession of a valid California Class C driver's license, as the position requires the use of a personal automobile and traveling from one location to another.

### **SALARY AND BENEFITS:**

The annual salary for Associate Personnel Analyst is \$78,146 to \$91,749, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

### **OUR QUALIFYING PROCESS**

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

### **HOW TO APPLY**

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

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

**Application Deadline: 4:30 p.m. Friday, August 12, 2022**

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

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

[http://www.lbschools.net/Departments/Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)  
**WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER**



# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## BUS DRIVER CATALINA ISLAND

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

**PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.**

The position begins at approximately 5:30 a.m. in Two Harbors and is responsible for transporting students throughout the island to and from the Avalon school and to and from field trips on Catalina Island. Catalina Island is located 22 miles southwest of the Los Angeles Harbor Breakwater.

**Employees must live on the island, and/or arrange for their own transportation to and from the island.**

### JOB SUMMARY:

Under the direction of a Transportation Supervisor, drive a school bus to transport students safely and efficiently to locations along designated routes; perform daily safety inspections; prepare a variety of records and reports related to assigned activities; Bus Drivers assigned to Santa Catalina Island drive school buses of approximately 19 and 42 passenger capacity; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

### EDUCATION AND TRAINING:

Equivalent to graduation from high school.

### EXPERIENCE:

One year of experience driving a bus of approximately 78 passenger capacity.

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 B driver's license with passenger and air brake endorsements. (2) Valid unrestricted California Special Driver Certificate for school bus operation. (3) Valid Medical Card. (4) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing. (5) Under federal law, those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

**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:	\$25.11
6 MONTHS:	\$26.50
1 ½ YEARS:	\$27.96
2 ½ YEARS:	\$29.49
3 ½ YEARS:	\$31.11

Catalina Island employees receive an additional \$3.56 per hour.

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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

### PERSONNEL COMMISSION

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

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

Dual Continuous 23-0101

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.**
- ❖ **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 ON CATALINA ISLAND

## CAMPUS STAFF ASSISTANT CATALINA ISLAND

**FINAL FILING DATE:**  
Open Continuous

**JOB INFORMATION:**  
PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

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

Catalina Island is located 22 miles southwest of the Los Angeles Breakwater. Employees must live on the island and/or arrange for their own transportation to and from the island.

**JOB SUMMARY:**  
Under general supervision, observe and monitor activities and facilities at an assigned campus to assure the well-being and safety of students, staff and visitors; advise students of appropriate standards of behavior and the importance of following school rules; assist school site administration in promoting a positive, productive and safe campus climate; perform related duties as assigned.

**MINIMUM QUALIFICATIONS**  
**EDUCATION AND TRAINING:**  
Graduation from high school or equivalent. College-level coursework in psychology, child development, counseling or a related field is desirable.

**EXPERIENCE:**  
One year of experience working with adolescents or young adults in a structured environment or community-based organization. Experience working with at-risk youth is desirable. Any other combination of education, training and experience which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS:**  
(1) May be required to travel from one location to another (2) Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (5) Incumbents may be required to work adjustable work schedules including evenings and weekend assignments. (6) 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, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**SALARY RANGE HOURLY:**  
START: \$19.62  
6 MONTHS: \$20.70  
1 ½ YEARS: \$21.84  
2 ½ YEARS: \$23.04  
3 ½ YEARS: \$24.31

Catalina Island employees will receive an additional \$3.56 per hour.

**PHYSICAL DEMANDS:**  
Hearing and speaking to exchange information in person and on the telephone. Seeing to monitor campus activities and read a variety of materials. Dexterity of hands and fingers to operate a computer keyboard. Standing and walking for extended periods of time. Bending at the waist, kneeling or crouching to move supplies and equipment. Sufficient strength to lift or restrain students. Lifting, carrying, pushing or pulling objects weighing up to 25 pounds, and occasionally up to approximately 50 pounds with assistance.

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

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

**PERSONNEL COMMISSION**  
Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood, CA 90713  
Office: (562) 435-5708  
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Dual Continuous 23-5288

LBUSD employees, please see reverse side for important information.



*Marie Sp...*

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 ON CATALINA ISLAND

## CUSTODIAN CATLINA ISLAND

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

The current need is for substitutes. List may be used to fill vacancies. Catalina Island is located 22 miles southwest of the Los Angeles Breakwater. Employees must live on the island, and/or arrange their own transportation to and from the island.

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

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

OR

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

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

#### SPECIAL REQUIREMENTS:

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

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

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

### SALARY RANGE HOURLY:

START: \$19.15

6 MONTHS: \$20.20

1 ½ YEARS: \$21.31

2 ½ YEARS: \$22.48

3 ½ YEARS: \$23.71

Catalina Island employees receive an additional \$3.56 per hour.

### APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Paper applications must be made on official application and supplemental application forms obtained from the Personnel Commission.

### SELECTION PROCEDURE:

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

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

### PERSONNEL COMMISSION

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Open Continuous 23-0139





# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## INSTRUCTIONAL AIDE-SPECIAL CATALINA ISLAND

**FINAL FILING DATE:**  
Open Continuous

**JOB INFORMATION:**  
PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

Catalina Island is located 22 miles southwest of the Los Angeles Harbor Breakwater. **Employees must live on the island, and/or arrange for their own transportation to and from the island.**

**JOB SUMMARY:**  
Under general supervision, assist certificated staff in reinforcing instructional activities for students with special needs identified in an Individualized Education Program (IEP); participate in the monitoring, discipline and behavior modification of students; assist in meeting the physical care and hygienic needs of students; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

**EDUCATION AND TRAINING:**  
Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two (2) years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission, which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

**EXPERIENCE:**  
Six (6) months of paid or volunteer experience working with children in a structured environment.  
Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered; however, experience cannot substitute for the required minimum education.

**SPECIAL REQUIREMENTS:**  
(1) Some assignments will require successful completion of District-provided CPR/First Aid training. (2) Some assignments will require successful completion of District-provided training to perform physical health care treatments to meet student needs. (3) After an employee in this class has been provided initial training to work with students with physical health care needs and feels the need for additional training, they may request it. Requests shall be in writing to the site administrator who shall arrange for the needed training and notify the employee.

**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

**SALARY RANGE HOURLY:**  
START: \$18.14  
6 MONTHS: \$19.14  
1 ½ YEARS: \$20.19  
2 ½ YEARS: \$21.29  
3 ½ YEARS: \$22.47  
Catalina Island employees will receive an additional \$3.56 per hour

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

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

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

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Dual Continuous 23-0448

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*Handwritten signature*

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 ON CATALINA ISLAND

## NUTRITION SERVICES WORKER CATALINA ISLAND

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

**PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.**

The current need is for substitutes. List may be used to fill vacancies as they occur. Permanent and substitute positions will be located at Avalon school site. Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes. Catalina Island is located 22 miles southwest of the Los Angeles Harbor Breakwater. **Employees must live on the island, and/or arrange for their own transportation to and from the island.**

### JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

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

#### SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

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: \$14.56  
6 MONTHS: \$15.37  
1 ½ YEARS: \$16.21  
2 ½ YEARS: \$17.11  
3 ½ YEARS: \$18.05

Catalina Island employees receive an additional \$3.56 per hour.

### APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

### SELECTION PROCEDURE:

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

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

PERSONNEL COMMISSION  
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Open Continuous 23-5068



*Marie Jones*  
14



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## RECREATION AIDE

### FINAL FILING DATE:

Open Continuous.

### JOB INFORMATION:

List may be used for substitutes and to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under the supervision of a Principal or designee, provide for and assure a safe, clean and secure environment for students participating in playground, physical education, meal periods and recreational activities; organize and oversee recreational and playground activities; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

### TRAINING AND EXPERIENCE:

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

### WORKING ENVIRONMENT

Indoor and outdoor work environment.  
Seasonal heat and cold or adverse weather conditions.

### PHYSICAL DEMANDS

- Walking or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Lifting and carrying light objects weighing up to ten pounds.
- Reaching overhead, above the shoulders and horizontally.
- Twisting and turning to monitor student activities.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate playground equipment.
- Seeing to monitor student activities.

**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: \$16.57

### APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Paper applications must be completed on an official LBUSD application and supplemental application forms obtained from the Personnel Commission.

### 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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# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## RECREATION AIDE CATALINA ISLAND

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

**PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.**

List may be used for substitutes and to fill future vacancies as they occur.

Catalina Island is located 22 miles southwest of the Los Angeles Harbor Breakwater. Employees must live on the island, and/or arrange for their own transportation to and from the island.

### JOB SUMMARY:

Under the supervision of a Principal or designee, provide for and assure a safe, clean and secure environment for students participating in playground, physical education, meal periods and recreational activities; organize and oversee recreational and playground activities; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

### TRAINING AND EXPERIENCE:

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

### SPECIAL REQUIREMENTS:

May be required to travel from one location to another.

### WORKING ENVIRONMENT:

Indoor and outdoor work environment. Seasonal heat and cold or adverse weather conditions.

### PHYSICAL DEMANDS:

Walking or standing for extended periods of time. Bending at the waist, kneeling or crouching to assist students. Lifting and carrying light objects weighing up to ten pounds. Reaching overhead, above the shoulders and horizontally. Twisting and turning to monitor student activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate playground equipment. Seeing to monitor student activities.

**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: \$16.57

Catalina Island employees receive an additional \$3.56 per hour.

### APPLICATION:

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

### SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process.

This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations

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Open Continuous Exam 23-5255



*Wafar Jagan Bhat*



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## RECREATION AIDE-KIDS' CLUB

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

Part-time 10 month positions. Positions are 37.5% FTE (less than 20 hours per week, no benefits). Eligibility list may be used to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for children enrolled in the Kids' Club program; organize and oversee recreational and playground activities; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

### TRAINING AND EXPERIENCE:

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

### SPECIAL REQUIREMENTS:

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

### WORKING ENVIRONMENT:

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

### PHYSICAL DEMANDS:

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

**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:

\$15.00

### APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

### 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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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## RECREATION AIDE – WRAP EXPANDED LEARNING

### FINAL FILING DATE:

Open Continuous.

### JOB INFORMATION:

**PLEASE NOTE:** Positions are part-time 10 month (less than 20 hrs/week no benefits). Eligibility list is being created to fill current and future vacancies as they occur. The current vacancies are located at WRAP sites.

### JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for students enrolled in the Winners Reaching Amazing Potential (WRAP) program; assist in providing youth opportunities in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

Candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education;

OR

Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

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

### TRAINING AND EXPERIENCE:

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

**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:

\$15.00

### SPECIAL REQUIREMENTS:

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

### 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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*Marie Lynn  
Braunstein*





# CLASSIFIED EMPLOYMENT OPPORTUNITY

## RECREATION LEADER – WRAP EXPANDED LEARNING

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

**PLEASE NOTE:** Positions are part-time 10 month (less than 20 hrs/week, no benefits). Eligibility list is being created to fill current and future vacancies as they occur. The current vacancies are located at WRAP sites.

### JOB SUMMARY:

Under general supervision, oversee and participate in providing for and assuring a safe, clean and secure environment for students enrolled in the Winners Reaching Amazing Potential (WRAP) program; lead and provide work direction and guidance to assigned staff; assist in providing youth opportunities in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts; perform related duties as assigned

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING

Candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education;

OR

2. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

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

### EXPERIENCE:

One year of experience working with school-aged children in an instructional, expanded learning, or similar recreational program. Experience in a lead or supervisory capacity is desirable.

**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:

\$21.30

### SPECIAL REQUIREMENTS:

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

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Continuous 5262 - JS

LBUSD employees, please see reverse side for important information.

*Maria Lynn Braunstein*



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 ON CATALINA ISLAND

## VAN DRIVER CATALINA ISLAND

**FINAL FILING DATE:**  
Open Continuous

**JOB INFORMATION:**  
PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

The current need is for a 100% (8 hours per day), 10 month position on Catalina Island.

The position begins at approximately 5:30 a.m. in Two Harbors and is responsible for transporting students throughout the island to and from the Avalon school and to and from field trips on Catalina island. Catalina island is located 22 miles southwest of the Los Angeles Harbor Breakwater.

Employees must live on the island, and/or arrange for their own transportation to and from the island.

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

### MINIMUM QUALIFICATIONS

**EDUCATION AND TRAINING:**  
Graduation from high school or equivalent is desirable.

**EXPERIENCE:**  
Two years of experience operating a motor vehicle. Experience driving a passenger van or bus is highly desirable. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

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

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

### SALARY RANGE HOURLY:

START: \$20.21  
6 MONTHS: \$21.33  
1 ½ YEARS: \$22.50  
2 ½ YEARS: \$23.74  
3 ½ YEARS: \$25.04

Catalina Island employees receive an additional \$3.56 per hour.

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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

### PERSONNEL COMMISSION

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

Dual Continuous 23-5280

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:**

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

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SUBJECT: Eligibility Lists

PAGE: 23-25

Date: August 11, 2022

Reason for Consideration: Approval

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**ASSISTANT PURCHASING & CONTRACTS  
DIRECTOR**

**DUAL**

**22-0270-0777**

List Valid: 08/08/2022-08/08/2023

Total Applications Received: 43

No. Passed: 3                      No. Failed: 3

Total Invited to Exam: 6

No. Withdrew: 0                      No. Screened Out: 37

**ASSOCIATE RESEARCH INFORMATION  
SYSTEMS ANALYST**

**DUAL**

**22-0188-5267**

List Valid: 07/25/2022-07/25/2023

Total Applications Received: 23

No. Passed: 1                      No. Failed: 2

Total Invited to Exam: 5

No. Withdrew: 1                      No. Screened Out: 19

**BUS DRIVER – CATALINA ISLAND**

**OPEN CONTINUOUS**

**22-0151-0101**

List Valid: 07/13/2022-07/13/2023

Total Applications Received: 2

No. Passed: 0                      No. Failed: 0

Total Invited to Exam: 0

No. Withdrew: 0                      No. Screened Out: 2

**CAMPUS STAFF ASSISTANT**

**DUAL**

**22-0251-5288**

List Valid: 07/19/2022-07/19/2023

Total Applications Received: 28

No. Passed: 4                      No. Failed: 2

Total Invited to Exam: 7

No. Withdrew: 1                      No. Screened Out: 21

**CAMPUS STAFF ASSISTANT**

**DUAL**

**22-0278-5288**

List Valid: 08/02/2022-08/02/2023

Total Applications Received: 42

No. Passed: 1                      No. Failed: 5

Total Invited to Exam: 6

No. Withdrew: 0                      No. Screened Out: 36

**CAMPUS STAFF ASSISTANT – CATALINA  
ISLAND**

**OPEN CONTINUOUS**

**22-0109-5288**

List Valid: 07/13/2022-07/13/2023

Total Applications Received: 6

No. Passed: 0                      No. Failed: 0

Total Invited to Exam: 0

No. Withdrew: 1                      No. Screened Out: 5

**CHILD CARE WORKER**

**OPEN**

**22-CCW12-5258**

List Valid: 04/05/2022-10/05/2022

Total Applications Received: 7

No. Passed: 7                      No. Failed: 0

Total Invited to Exam: 7

No. Withdrew: 0                      No. Screened Out: 0

**CHILD CARE WORKER****OPEN****22-CCW13-5258**

List Valid: 05/03/2022-11/03/2022

Total Applications Received: 7

No. Passed: 7                      No. Failed: 0

Total Invited to Exam: 7

No. Withdrew: 0

No. Screened Out: 0

**CHILD CARE WORKER****OPEN****22-CCW14-5258**

List Valid: 05/23/2022-11/23/2022

Total Applications Received: 8

No. Passed: 8                      No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 0

No. Screened Out: 0

**CHILD CARE WORKER****OPEN****22-CCW15-5258**

List Valid: 06/06/2022-12/06/2022

Total Applications Received: 20

No. Passed: 15                      No. Failed: 0

Total Invited to Exam: 15

No. Withdrew: 0

No. Screened Out: 5

**CHILD CARE WORKER****OPEN****23-CCW1-5258**

List Valid: 07/12/2022-01/12/2023

Total Applications Received: 15

No. Passed: 15                      No. Failed: 0

Total Invited to Exam: 15

No. Withdrew: 0

No. Screened Out: 0

**ELECTRONICS TECHNICIAN****DUAL****22-0256-0110**

List Valid: 07/29/2022-07/29/2023

Total Applications Received: 23

No. Passed: 2                      No. Failed: 3

Total Invited to Exam: 6

No. Withdrew: 1

No. Screened Out: 17

**GROUNDSKEEPER****DUAL****22-0283-0172**

List Valid: 08/09/2022-08/09/2023

Total Applications Received: 66

No. Passed: 11                      No. Failed: 7

Total Invited to Exam: 27

No. Withdrew: 9

No. Screened Out: 39

**INSTRUCTIONAL AIDE - SPECIAL****OPEN CONTINUOUS****22-0296-0448**

List Valid: 08/09/2022-08/09/2023

Total Applications Received: 24

No. Passed: 1                      No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 2

No. Screened Out: 21

**INSTRUCTIONAL AIDE - SPECIAL****OPEN CONTINUOUS****23-0013-0448**

List Valid: 07/28/2022-07/28/2023

Total Applications Received: 26

No. Passed: 4                      No. Failed: 1

Total Invited to Exam: 5

No. Withdrew: 0

No. Screened Out: 21

**INSTRUCTIONAL AIDE – SPECIAL – CATALINA ISLAND****OPEN CONTINUOUS****22-0076-0448**

List Valid: 07/13/2022-07/13/2023

Total Applications Received: 4

No. Passed: 0                      No. Failed: 1

Total Invited to Exam: 1

No. Withdrew: 0

No. Screened Out: 3

**LABORER****DUAL****22-0235-0204**

List Valid: 08/04/2022-08/04/2023  
 Total Applications Received: 92  
 No. Passed: 11                      No. Failed: 28

Total Invited to Exam: 77  
 No. Withdrew: 38                      No. Screened Out: 15

**RECREATION AIDE****OPEN CONTINUOUS      23-0031-5255**

List Valid: 08/10/2022-08/10/2023  
 Total Applications Received: 19  
 No. Passed: 16                      No. Failed: 0

Total Invited to Exam: 19  
 No. Withdrew: 0                      No. Screened Out: 3

**RECREATION AIDE – KIDS’ CLUB****OPEN CONTINUOUS      22-0287-5257**

List Valid: 06/28/2022-12/28/2022  
 Total Applications Received: 12  
 No. Passed: 9                      No. Failed: 0

Total Invited to Exam: 12  
 No. Withdrew: 0                      No. Screened Out: 3

**SPEECH-LANGUAGE PATHOLOGY ASSISTANT****DUAL****22-0247-5024**

List Valid: 08/08/2022-08/08/2023  
 Total Applications Received: 14  
 No. Passed: 4                      No. Failed: 0

Total Invited to Exam: 7  
 No. Withdrew: 3                      No. Screened Out: 7

**VAN DRIVER – CATALINA ISLAND****OPEN CONTINUOUS      22-0206-5280**

List Valid: 07/13/2022-07/13/2023  
 Total Applications Received: 8  
 No. Passed: 0                      No. Failed: 0

Total Invited to Exam: 0  
 No. Withdrew: 3                      No. Screened Out: 5

CERTIFIED TO BE CORRECT:           Kenneth Kato                DATE: AUGUST 11, 2022

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# PERSONNEL COMMISSION

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August 11, 2022

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission and Classified Employment  
SUBJECT: Revisions to the *Rules and Regulations of the Classified Service*

## Background and Findings

California Education Code 45260 Rules; Standards; Authority of Commission states, in part,

*"The Commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness".*

The attached rule is being submitted for a second reading for approval with the following rationale:

Chapter 9 RESIGNATIONS, LAYOFF AND REEMPLOYMENT: This rule is being modified to remove gender-specific terminology throughout and provide clear guidelines regarding demotions following layoff and reemployment in a lower classification. Specifically, the rule is being modified so employees seeking to demote to another classification following layoff or requesting to be reemployed in a lower classification, must meet the employment standards of the classification as determined by the Personnel Commission and complete a probationary period if they had not previously held status in the classification. If the employee had previously held status, the rule was amended to clarify that they must continue to meet the minimum qualifications of the class as determined by the Personnel Commission in the event the qualifications changed since the employee last held status in the class.

Deletions to the rule are annotated with ~~strike throughs~~ and additions underlined.

## Recommendations

Staff recommends the Personnel Commission approve this rule revision.

Prepared by:

Handwritten signature of Susan Leaming.

Susan Leaming  
Personnel Analyst

Approved and Recommended:

Handwritten signature of Kenneth Kato.

Kenneth Kato  
Executive Officer

**CHAPTER IX  
RESIGNATIONS, LAYOFF AND REEMPLOYMENT**

**9.1 RESIGNATION**

- A. RESIGNATION DURING PROBATION. A person who resigns while in good standing during ~~his-their~~ probationary term may be returned to ~~his-their~~ original place on the eligibility list at the discretion of the Commission provided said list is still in effect. A person who resigns because of inability to successfully perform the responsibilities will have no standing under this rule.
  
- B. APPOINTMENT AFTER RESIGNATION. A former employee who resigned in good standing and who is appointed from a valid eligibility list shall be accorded only the benefits and rights of a new employee in probationary basis.
  
- C. REINSTATEMENT AFTER RESIGNATION. A permanent employee who resigned may be reinstated in a permanent or limited term assignment to ~~theirhis~~ former position or a position in a former class or in a related class. An employee who resigned may also be reinstated in a lower class in which the employee formerly held permanent status or a position in a related lower class, without further competitive examination. A reinstatement must occur within 39 months after ~~his/hertheir~~ last date of paid employment. If reinstated as a permanent employee, it shall be with the same seniority, sick leave, vacation allowance and other privileges which ~~theyhe~~ had acquired at the time of resignation. The reinstated employee shall also receive the same step in the salary range as ~~theyhe~~ would have been entitled to at the time of resignation, provided that the maximum salary step for ~~thehis~~ class is not exceeded.

Reinstatement under this section shall be at the discretion of the Board of Education and upon the recommendation of the department head under whom the employee is to serve.

Reference: California Education Code, Section 45309

- D. ABANDONMENT OF POSITIONS. An employee who fails to report for duty for three consecutive working days without notice to and/or approval from ~~theirhis~~ immediate supervisor shall be deemed to have abandoned ~~theirhis~~ position. This shall constitute resignation from the position and from the employment of the ~~d~~District by the employee. An employee who fails to return from a leave of absence within three working days after the expiration of leave shall be deemed to have abandoned ~~theirhis~~ position.

**9.2 LAYOFF (See Section 6.2 regarding refusal of appointments.)**

- A. LAYOFF OF EMERGENCY, PROVISIONAL OR LIMITED TERM EMPLOYEES PRIOR TO PERMANENT OR PROBATIONARY EMPLOYEES. No permanent or probationary employee shall be laid off from any position while employees serving under emergency, provisional, or limited term employment are retained in positions of the same classification.

A limited term employee may be laid off at the completion of ~~their~~his assignment without regard to the procedures set forth in this rule.

- B. COMPUTATION OF SENIORITY. All service in the classification plus higher classifications shall count as seniority within the classification. Continuous status as a probationary or permanent employee within the classification, plus higher classifications shall determine seniority.

No seniority shall be earned during periods of separation from the service of the ~~school~~ district. A permanent employee who resigns and is subsequently reinstated shall accumulate seniority rights from ~~their~~his earliest date of entrance into the classification in which layoff occurs, excluding any breaks in service.

The word "classification" as used in this rule shall be interpreted to include two or more classifications having the same or equivalent duties and responsibilities when such classifications are the result of a reclassification action separating an existing classification into two or more classifications. Seniority for the purposes of this rule shall include the total service in each classification both before and after separation of the classification.

A permanent or probationary employee serving as a substitute or in a temporary upgrade shall accrue seniority in the class in which the employee currently holds permanent or probationary status.

- C. DEMOTION FOLLOWING LAYOFF. Following layoff a permanent or probationary employees may elect demotion to any classification with the same or a lower maximum salary in which ~~they~~he had previously served under a permanent or probationary appointment and in which ~~they~~he holds seniority rights greater than those of the incumbent provided they meet the minimum qualifications of the class in accordance with Rule 4.1.B.2. Any employee replaced by such a demotion shall have the same option of demotion afforded by this rule as if ~~his~~their position had been abolished.

An employee who is laid off may elect demotion to a lower classification in which ~~they~~he had not served in a permanent or probationary status if there is a vacant position in the lower classification. The employee electing ~~a~~ demotion into a vacant position instead of layoff shall be placed as a probationary employee and must meet the minimum qualifications of the lower vacant position classification, as determined by the Personnel Commission.

### 9.3 REEMPLOYMENT

- A. PROVISIONAL OR LIMITED TERM EMPLOYEES. Provisional or limited term employees, whose services have been discontinued because of lack of work or lack of funds, shall hold no reemployment rights.
- B. PERMANENT EMPLOYEES. Permanent and probationary employees laid off because of lack of work or lack of funds, shall be placed upon a reemployment list in an order or rank

determined by seniority computed in accordance with provisions of Rule 9.2.B. No probationary employee shall be reemployed at a time when a permanent employee is upon the reemployment list. Persons whose names are placed on reemployment lists shall retain their rights to reemployment for a period of thirty-nine months, except as indicated in Education Code Section 45298 from the date of layoff or demotion.

- C. REEMPLOYMENT IN LOWER CLASS. An employee on a reemployment list may be reemployed in a vacant position in a related lower classification in which they have not held status, without further competitive examination, over other candidates on the open ~~or promotional~~ eligibility list as a ~~permanent, probationary or limited term~~ employee providing he is they meet the minimum qualifications of the lower classification as determined by the Personnel Commission, physically able to perform the duties. Such candidates shall not have rights over ~~candidates individuals~~ on the ~~class~~ reemployment list for the classification.

An employee on a reemployment list may be reemployed in a vacant position in a lower classification in which they held probationary or permanent status, without further competitive examination, over other candidates on the open eligibility list providing they meet the minimum qualifications of the lower classification in accordance with Rule 4.1.B.2. If the employee held probationary status in the lower class, they must complete a full probationary period upon returning to the class.

If reemployed as a permanent employee into a lower class, it shall be with the same seniority, accumulated sick leave, eligibility for vacation allowance and other privileges which they he had acquired at the time of layoff and at the same step in the salary range as they he would have been entitled to at the time of layoff provided that the maximum salary step for his the class is not exceeded.

- D. COMPENSATION AFTER REEMPLOYMENT. If there has been a break in service following layoff, reemployment shall be at the same step in the salary range received at the time of layoff. The employee shall have the same seniority, accumulative sick leave, eligibility for vacation, and other privileges which they he had acquired at the time of layoff.



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:      Removal from Eligibility List ID 49930600      PAGES: 30-49

Date:              August 11, 2022                                      Reason for Consideration: Restricted Action

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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 removed from an eligibility list for the following reason:

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

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

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:      Removal from Eligibility List ID 49389754      PAGES: 50-70

Date:              August 11, 2022                                      Reason for Consideration: Restricted Action

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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 removed from an eligibility list 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.”

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:      Removal from Eligibility List ID 37432258      PAGES: 82-97

Date:            August 11, 2022

Reason for Consideration: Restricted Action

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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 removed from an eligibility list 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.”

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