

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

REGULAR MEETING AGENDA

Regular Meeting
June 13, 2024

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

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

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of May 30, 2024 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for Processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report form the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Communications Specialist 5-6
2. **RATIFY** job announcement bulletin for Energy and Sustainability Manager (Extended) 7-8
3. **RATIFY** job announcement bulletin for Expanded Learning Supervisor 9-10
4. **RATIFY** job announcement bulletin for Facilities Project Manager - Construction 11-12
5. **RATIFY** job announcement bulletin for Food Production Equipment Technician (Extended) 13-14
6. **RATIFY** job announcement bulletin for Groundskeeper 15-16

7.	RATIFY job announcement bulletin for HVAC Technician	17-18
8.	RATIFY job announcement bulletin for Instructional Aide - Special	19-20
9.	RATIFY job announcement bulletin for Internal Investigator	21-22
10.	RATIFY job announcement bulletin for Maintenance Team Lead	23-24
11.	RATIFY job announcement bulletin for Nutrition Services Operations and Training Specialist	25-26
12.	RATIFY job announcement bulletin for Plant Supervisor – High School	27-28
13.	RATIFY job announcement bulletin for Pool Lifeguard	29-30
14.	RATIFY job announcement bulletin for Risk Management Director	31-32
15.	APPROVE the certification of Electrician eligibility list 24-0210-0161 established 06/12/2024	33
16.	APPROVE the certification of Expanded Learning Supervisor (Promotional) eligibility list 24-0235-5320 established 06/07/2024	33
17.	APPROVE the certification of Expanded Learning Supervisor (Open) eligibility list 24-0235-5320 established 06/07/2024	33
18.	APPROVE the certification of Grounds Equipment Operator II eligibility list 24-0205-0176 established 06/03/2024	33
19.	APPROVE the certification of Grounds Equipment Operator II/Driver eligibility list 24-0206-5031 established 06/03/2024	33
20.	APPROVE the certification of Recreation Aide eligibility list 24-0258-5255 established 06/03/2024	33
21.	APPROVE the certification of School Support Secretary (Promotional) eligibility list 24-0195-3361 established 06/03/2024	33
22.	APPROVE the certification of School Support Secretary – BL Spanish (Promotional) eligibility list 24-0192-5159 established 06/03/2024	34
23.	APPROVE the certification of Senior Health Assistant eligibility list 24-0238-5174 established 06/12/2024	34
24.	APPROVE the certification of Senior Human Resources Analyst - HRS (Promotional) eligibility list 24-0249-5330 established 06/07/2024	34

III. OLD BUSINESS

1. None

IV. NEW BUSINESS

1. **APPROVE** the Revision of Class Specifications – Behavior Intervention Assistant and Behavior Intervention Supervisor 35-45
2. **ANNUAL ELECTION OF OFFICERS** per PC Rule 2.6 46
3. **ANNOUNCE** the Personnel Commission staff for years of service
4. **ANNOUNCE** the Personnel Commission Employee of the Year

V. OTHER ITEMS

1. None

VI. NEXT REGULAR MEETING

June 27, 2024 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

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

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

MINUTES
Regular Meeting

May 30, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, May 30, 2024 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Maria Braunstein, Interim Executive Officer; Oralia Leyva, Interim Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Maria Rojas, Interim Employment Services Supervisor; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Monica Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; Margarita Paiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Kellyanna Miller, CSEA Chapter 2 Administrator; Trinita Renfro, CSEA Chapter 2 Chief Job Steward; and Eric Larsen, CSEA Site Representative Coordinator

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of May 16, 2024.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

Kellyanna Miller, CSEA Chapter 2 Administrator spoke about a grievance that was brought to CSEA's attention, regarding a Campus Staff Assistant (CSA) taking promotion as a District Security Officer and then wanting to return back into the grandfathered CSA position that held a higher salary range. Ms. Miller also mentioned she will be retiring from her position as CSEA Chapter 2 Administrator.

REPORT FROM EXECUTIVE OFFICER

Maria Braunstein, Interim Executive Officer, thanked staff for their assistance with the Classified Employee Celebration. Ms. Braunstein reported over 600 employees attended the event and enjoyed food, games, and prizes. Ms. Braunstein mentioned some raffle prizes were reserved for employees who could not attend the event including some prizes for staff on Catalina Island. Ms. Braunstein announced Michael De-Four, Plant Supervisor II at

Browning High School, was selected as the Classified Employee of the Year and Multimedia Services will be doing a spotlight video acknowledging him.

Ms. Braunstein informed the Commission that Vanessa Ortiz, Human Resources Technician, will be moving out of state and the Nutrition Services Branch will be selecting a replacement. Ms. Braunstein also mentioned that the position will be changing from a 10-month to a 12-month position, to support staffing work that is completed over the summer months to fill Nutrition Services positions in time for the start of the school year.

Lastly, Ms. Braunstein acknowledged staff for their continued hard work and acknowledged milestones in their personal lives including major events for their children such as graduating High School, getting into their School of Choice, participating in school shows and receiving school scholarships.

Amy Van Fossen, Associate Personnel Analyst, reported the Recruitment and Testing unit currently has 17 recruitments accepting applications, and 12 in the testing phase. Ms. Van Fossen mentioned meeting with Maintenance department staff to revamp trade performance exams. Ms. Van Fossen mentioned being invited to a virtual information event on June 26, 2024 for job seekers and will be discussing hiring processes, recruitments and participate in a Q&A session.

Oralia Leyva, Interim Services Certification Manager, thanked staff for all their hard work. Ms. Leyva reported Personnel Commission will be sending out 690 summer assignment letters along with 156 regret letters. Ms. Leyva stated this year 847 summer school applications were received making this the largest application submission since COVID.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Business Engagement, Partnerships and Programs Manager
2. **RATIFY** job announcement bulletin for Custodian
3. **RATIFY** job announcement bulletin for Energy and Sustainability Manager
4. **RATIFY** job announcement bulletin for Energy and Sustainability Manager (Revised)
5. **RATIFY** job announcement bulletin for Senior Health Assistant
6. **APPROVE** the certification of Administrative Secretary eligibility list 24-0221-3339 established 05/29/2024
7. **APPROVE** the certification of Administrative Secretary – BL Spanish eligibility list 24-0220-5140 established 05/29/2024
8. **APPROVE** the certification of Carpenter eligibility list 24-0213-0114 established 05/24/2024
9. **APPROVE** the certification of Custodial Crew Supervisor eligibility list 24-0218-5245 established 05/23/2024
10. **APPROVE** the certification of Head Start Instructional Aide – BL Spanish eligibility list 24-0237-5235 established 05/21/2024
11. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0245-5068 established 05/24/2024

12. **APPROVE** the certification of Recreation Aide eligibility list 24-0244-5255 established 05/23/2024
13. **APPROVE** the certification of School Safety Officer eligibility list 24-0211-5014 established 05/28/2024
14. **APPROVE** the certification of Senior Associate General Counsel – Human Resources eligibility list 24-0234-5325 established 05/21/2024
15. **APPROVE** the certification of Stage Technician eligibility list 24-0227-0379 established 05/23/2024

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-5 and approve items 6-15.

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

OLD BUSINESS None

NEW BUSINESS 1. **APPROVE** the Creation of a New Classification – Campus Staff Assistant Supervisor

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

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

2. **APPROVE** the Revision of a Class Specifications – Nutrition Services Operations and Training Specialist; Nutrition Services Operations Coordinator; and Production Center Supervisor

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

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

3. **APPEAL** of a Disqualified Applicant ID 13658153

New Business Item 3 was moved into closed session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 13, 2024 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION The Personnel Commission retired into closed session at 8:29 a.m.

OPEN SESSION The Personnel Commission returned to open session at 8:43 a.m. with the following reportable actions.

3. **APPEAL** of a Disqualified Applicant ID 13658153

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 the appeal of Applicant ID 13658153. The Commissioners recommended the appellant look into getting the conviction expunged.

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

ADJOURNMENT The Regular Meeting of the Personnel Commission was declared adjourned at 8:43 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 educator's "top disruptors and innovators."

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

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

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

Dual Continuous 24-0273-5274 AA



**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

COMMUNICATIONS SPECIALIST
\$81,640 - \$95,908 Annually



www.lbschools.net/jobs

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

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Communications Specialist. Under general direction, will perform a variety of specialized duties in support of the District's Public Information Office. Will also participate in the marketing and communication initiatives of the District, as well as train and evaluate the performance of assigned staff. Will perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Administrative and Other, then Communications Specialist.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in public relations, journalism, communications or a related field. Additionally, will possess two years of professional or internship media and public relations experience involving print, internet and social media. Experience communicating effectively, both orally and in writing, in Spanish is highly desirable.

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

SPECIAL REQUIREMENTS:

Positions in this class require the use of personal automobile and possession of a valid California class C driver's license, as traveling from one location to another may be required.

SALARY AND BENEFITS:

The annual salary for Communications Specialist is \$81,640 to \$95,908 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

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

Application Deadline: 4:30 PM on Thursday, June 27, 2024

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

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



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

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Dual Exam 24-0251-5323 AA

EXTENDED RECRUITMENT

LONG BEACH
UNIFIED SCHOOL DISTRICT

Excellence & Equity

**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**ENERGY AND SUSTAINABILITY
MANAGER**

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



www.lbschools.net/jobs

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

Jimmy Van Dyke

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Energy and Sustainability Manager. Under administrative direction, will plan, develop, coordinate and manage District-wide energy and sustainability programs and initiatives, while addressing energy use, resource conservation, and waste reduction. Will also advise and provide recommendations regarding available energy saving measures and alternate energy sources. In addition, will train and supervise the performance of assigned staff and perform related duties as assigned.

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

IDEAL CANDIDATE

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

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

SPECIAL REQUIREMENTS

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

SALARY AND BENEFITS

The annual salary for Energy and Sustainability Manager is \$107,120 to \$125,777 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

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

**Application Deadline: ~~Monday, June 03, 2024 at 4:30 PM~~
EXTENDED DEADLINE: Monday, June 17, 2024 at 4:30 PM**

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

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



www.lbschools.net/jobs

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

CLASSIFIED EMPLOYMENT OPPORTUNITY



Expanded Learning Supervisor

FINAL FILING DATE:

4:30 p.m., Tuesday, June 25, 2024.

JOB INFORMATION:

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

Please note: This is an open/promotional recruitment with promotional list taking precedence. There will be an eligible list established consisting of promotional (in-house) candidates, and another separate list consisting of open (outside) candidates. The Rules and Regulations of the Classified Service allows for promotional candidates in the top three ranks to be considered prior to consideration of candidates on the open list, unless the promotional list consists of fewer than three ranks.

JOB SUMMARY:

Under general supervision, plan, organize, oversee and participate in the activities and operations of an Expanded Learning Opportunities Program (ELO-P) site; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Sixty units of college level coursework including 12 units of college-level coursework in early childhood education, social sciences, recreation or child development.

-OR-

One of the following valid Child Development Permits issued by the California Commission on Teacher Credentialing:

- Child Development Site Supervisor Permit
- Child Development Program Director Permit

EXPERIENCE:

Two years of experience working with children in an extended day care or similar recreation program with comprehensive theme-based activities. Lead or supervisory experience is preferred.

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) Positions in these classifications may require the use of a personal automobile and possession of a valid California Class C driver's license.
- (2) May be required to travel from one school location to another.
- (3) Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.
- (4) Incumbents must obtain a valid California Food Handlers Card within six months of 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:	\$28.35
6 MONTHS:	\$29.90
1 ½ YEARS:	\$31.55
2 ½ YEARS:	\$33.29

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0271-5320 JS

LBUSD employees, please see reverse for important information.



www.lbschools.net/jobs

PERSONNEL COMMISSION

"We find qualified candidates to meet the District's needs"

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

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

Guidelines:

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

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

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

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

ABOUT OUR DISTRICT

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

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

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

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

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

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

Dual Exam 24-0257-5189 AA

EXTENDED RECRUITMENT

LONG BEACH
UNIFIED SCHOOL DISTRICT

Excellence & Equity

**An Exciting Career
Opportunity**

Awaits You At

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**FACILITIES PROJECT MANAGER –
CONSTRUCTION**

\$119,392 – \$140,171 Annually



www.lbschools.net/jobs

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

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Facilities Project Manager – Construction. Under general direction, will perform a variety of administrative and professional duties related to the District's facilities construction program. Will also plan and coordinate the improvement, modernization and new construction of District facilities. In addition, will serve as a liaison between District personnel and outside agencies as well as supervise and evaluate the performance of assigned personnel. Likewise, to perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Facilities, Development and Planning, then Facilities Project Manager – Construction.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in construction management, architecture or a related field. Licensure as a professional architect, general contractor or engineer is desirable. Additionally, candidates will have three years of construction management experience. Experience in educational construction is preferred.

Additional construction management experience may substitute for the required education on a basis of two years of additional experience for one year of education.

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

SPECIAL REQUIREMENTS:

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment, as traveling from one location to another may be required. In addition, 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. Moreover, an incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

SAVARY AND BENEFITS:

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

OUR QUALIFYING PROCESS

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

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: [http://www.lbschools.net/Departments/Personnel Commission/](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: Friday, May 24, 2024 at 4:30 PM
EXTENDED DEADLINE: Friday, June 07, 2024 at 4:30 PM

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

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



www.lbschools.net/jobs

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

CLASSIFIED EMPLOYMENT OPPORTUNITY



-RECRUITMENT EXTENDED - FOOD PRODUCTION EQUIPMENT TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Monday, May 20, 2024.

4:30 p.m., Friday, June 14, 2024

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, to perform work in the installation, repair and maintenance of commercial food production, handling, storage, packaging and related equipment and appliances; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

Completion of a recognized apprentice training program in at least one of the skilled trades areas such as electrician, electronic, refrigeration, plumbing or equivalent.

EXPERIENCE:

Three years' experience in the field of plant facilities maintenance with at least one year of specific work involving the trouble shooting, repair and maintenance of large quantity commercial food production and related equipment and systems, including mechanical, electronic, electrical, plumbing, heating, refrigeration and steam system repairs.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in disqualification and/or rejection of the eligible regardless of any other standing. (3) Some positions in this class may be required to obtain "Universal Refrigerant Technician Certification" at the time of appointment or following employment, Type I and Type II or Universal, in accordance with Environmental Protection Agency Regulations. (4) Incumbents in this class may be required to wear protective clothing, gear and equipment as required by law. (5) May be required to travel from 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: \$39.02

6 MONTHS: \$41.17

1 ½ YEARS: \$43.43

2 ½ YEARS: \$45.84

3 ½ YEARS: \$48.35

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0248-0476 VO



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

4400 Ladoga Avenue, Lakewood, CA 90713 • (562) 435-5708 • www.lbschools.net/jobs

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

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

Guidelines:

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

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

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

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

GROUNDKEEPER

FINAL FILING DATE:

Continuous.

JOB INFORMATION:

Current need is for substitute positions. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Completion of the eighth grade.

EXPERIENCE:

Six months of paid residential or commercial gardening or landscaping work.

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

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, chemicals, herbicides and gases. Driving a District truck to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement.

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

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

SALARY RANGE HOURLY:

START:	\$23.95
6 MONTHS:	\$25.27
1 ½ YEARS:	\$26.66
2 ½ YEARS:	\$28.12
3 ½ YEARS:	\$29.67

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Continuous 0172 JG



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LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

4400 Ladoga Avenue, Lakewood, CA 90713 • (562) 435-5708 • www.lbschools.net/jobs

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

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

Guidelines:

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

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

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

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

CLASSIFIED EMPLOYMENT OPPORTUNITY



HVAC TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Friday, June 28, 2024.

JOB INFORMATION:

Permanent 10- and 12-month positions. Positions are 100% FTE (8 Hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, perform skilled journey-level work in the installation, repair and maintenance of heating, ventilation, refrigeration and air conditioning equipment systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school and completion of a recognized four-year apprenticeship program, degree or certificate program in the HVAC trade.

OR

EXPERIENCE:

Four-years experience installing, repairing and maintaining heating, ventilation, refrigeration and air conditioning equipment systems.

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) May be required to travel from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal). (5) Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list. (6) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

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

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

SALARY RANGE HOURLY:

START:	\$39.02
6 MONTHS:	\$41.17
1 ½ YEARS:	\$43.43
2 ½ YEARS:	\$45.84
3 ½ YEARS:	\$48.35

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0268-5103 MG



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LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

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

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Guidelines:

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

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

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

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

INSTRUCTIONAL AIDE - SPECIAL

FINAL FILING DATE:

Continuous

JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur. Positions are part time 3.8 hours & full-time 6 hour per day. Substitute positions are also available.

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 on a case-by-case basis.

SALARY RANGE HOURLY:

START:	\$21.49
6 MONTHS:	\$22.67
1 ½ YEARS:	\$23.92
2 ½ YEARS:	\$25.23
3 ½ YEARS:	\$26.62

APPLICATION:

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

SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Continuous 0448 MP



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

Maria Braunstein

PERSONNEL COMMISSION

"We find qualified candidates to meet the District's needs"

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

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Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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

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.

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Dual Exam 24-0267-5331 AA



**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**INTERNAL INVESTIGATOR
\$113,068 - \$132,787 Annually**



www.lbschools.net/jobs

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

Army Van Dyke

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Internal Investigator. Under general direction, will conduct and report on complex and highly sensitive investigations regarding alleged employee, student and contractor misconduct and allegations related to student safety. Will also prepare comprehensive reports of findings, conclusions, and recommendations as well as perform related duties as assigned.

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

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in human resources, criminology, legal studies, law enforcement, education, English, social sciences or a related field, including coursework, workshops, seminars or similar training in conducting workplace and/or child welfare investigations.

Additionally, candidates will have at least three years of experience conducting workplace and/or child welfare investigations. Experience in a public, K-12 school district is desirable.

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

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California class C driver's license, as traveling from one location to another may be required.

SALARY AND BENEFITS

The annual salary for Internal Investigator is \$113,068 to \$132,787 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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HOW TO APPLY

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

Application Deadline: 4:30 PM on Thursday, June 27, 2024

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



www.lbschools.net/jobs

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

CLASSIFIED EMPLOYMENT OPPORTUNITY



MAINTENANCE TEAM LEAD

FINAL FILING DATE:

4:30 p.m., Monday, June 17, 2024.

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, serve as a lead and participate in the activities of assigned crews or individual staff engaged in the construction, repair and maintenance of District equipment, facilities and properties; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent and completion of an approved apprenticeship program in one of the building maintenance trades.

OR

EXPERIENCE:

Four years of journey level trade experience in the construction, repair and maintenance of equipment, facilities and properties. Experience in a lead or supervisory capacity is desirable.

Any other combination of training and experience which is likely to provide the desired knowledge and abilities may be considered.

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) May be required to travel from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standards. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

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

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SALARY RANGE HOURLY:

START:	\$42.34
6 MONTHS:	\$44.67
1 ½ YEARS:	\$47.13
2 ½ YEARS:	\$49.71
3 ½ YEARS:	\$52.45

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0263-5283 JA



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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

4400 Ladoga Avenue, Lakewood, CA 90713 • (562) 435-5708 • www.lbschools.net/jobs

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

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

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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Dual 24-0270-5062 VO *Maria Brewster*



**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**NUTRITION SERVICES
OPERATIONS AND TRAINING
SPECIALIST**

\$58,731 - \$68,956 Annually



www.lbschools.net/jobs

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

JOIN OUR WINNING TEAM

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

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

The current vacancy is a 10 month, 100% FTE (8 hours per day). Position is located at Nutrition Services.

IDEAL CANDIDATE

Successful candidates will have graduated from high school. College-level coursework in institutional food management, organizational training or a related field. Additionally, candidates will have four years of quantity food preparation and service experience including one year in a supervisory or management capacity or two years of experience as a Nutrition Services Supervisor III. Experience conducting nutrition service training programs is highly desirable.

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

SPECIAL REQUIREMENTS

A successful candidate must possess a valid Food Safety Manager certificate issued by an authorized agency. Must also be in possession of a valid California Class C driver's license and use of a personal automobile, as traveling from one location to another may be required.

SALARY AND BENEFITS

The annual salary for Nutrition Services Operations and Training Specialist is \$58,731 to \$68,956 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

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

Application Deadline: 4:30 pm Friday, June 28, 2024

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



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

CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY



PLANT SUPERVISOR - HIGH SCHOOL

FINAL FILING DATE:

4:30 p.m., Thursday, June 27, 2024.

REQUIREMENTS TO APPLY:

Current LBUSD classified employees who have permanent status, whose most recent overall service rating is "Satisfactory," who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements.

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, plan, supervise and participate in custodial, grounds and general maintenance activities at an assigned comprehensive high school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

Four years of custodial experience including two years of experience in a supervisory capacity or two years of experience as a Plant Supervisor II in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

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

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:	\$33.37
6 MONTHS:	\$35.19
1 ½ YEARS:	\$37.14
2 ½ YEARS:	\$39.18

PHYSICAL DEMANDS:

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

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Promo Exam 24-0266-5029 MP



www.lbschools.net/jobs

PERSONNEL COMMISSION

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

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

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Guidelines:

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

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

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY



POOL LIFEGUARD

FINAL FILING DATE:

4:30 p.m., Tuesday, June 18, 2024.

JOB INFORMATION:

Permanent 12-month position. Position is 47.5% FTE (3.8 hours per day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, conduct continuous observation of assigned pool area for signs of swimmers in distress, violations of pool rules and safety regulations, and equipment malfunctions; maintain pool safety and provide assistance to swimmers in distress; perform related duties as assigned.

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

EXPERIENCE:

Some experience as a lifeguard or swim team or water polo coach or player 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) A valid Lifeguard certificate issued by the American Red Cross or YMCA of the USA is required at the time of appointment and must be maintained throughout employment in this classification.

WORKING ENVIRONMENT:

Indoor and outdoor work environment.
Evening and varied hours.
Seasonal heat and cold or adverse weather conditions.
Walking on wet and slippery surfaces.
Exposure to chemical fumes and odors.
Potential contact with blood and other bodily fluids.

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

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SALARY RANGE HOURLY:

START: \$21.49
6 MONTHS: \$22.67
1 ½ YEARS: \$23.92
2 ½ YEARS: \$25.23
3 ½ YEARS: \$26.62

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0253-5327 MG



www.lbschools.net/jobs

LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

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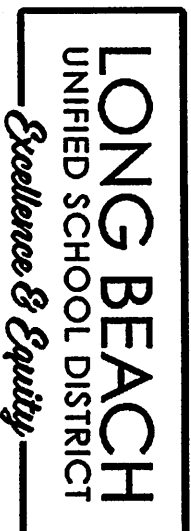
LBUSD also earned the District of the Year award from the national business news publisher Industry Dive and its publication, Education Dive. The honor is part of the Dive Awards recognizing education's "top disruptors and innovators."

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 25-0001-0578 MG *Maria Braunstein*



**An Exciting Career
Opportunity
Awaits You At**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

RISK MANAGEMENT DIRECTOR
\$152,401 - \$178,963 Annually



www.lbschools.net/jobs

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

JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Risk Management Director. Under general direction, will plan, organize, and direct the District's risk management program in the areas of workers compensation, health and welfare benefits, property and liability and insurance programs of the district. Will also supervise and evaluate the performance of assigned personnel as well as perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Administrative and Other, then Risk Management Director.

IDEAL CANDIDATE

Successful candidates will have graduated from an accredited college or university with a degree in business or public administration, or closely related field, preferably with course work relating to law, insurance, risk management, or safety engineering. Additionally, candidates will have at least five years of management experience in the administration of risk management programs including investigation and adjustment of Workers' Compensation and Liability claims, general liability and property claims, and employee group insurance including medical, dental, and vision plans, is required, with at least three years of the experience with an organization or third party administrator dealing with no less than 2000 employees is highly desirable.

Certification by the State of California as a Self Insurance Administrator is highly desirable.

Associate in Risk Management or Chartered Property and Casualty Underwriter or Certified Risk Manager or Fellow in Risk Management are highly desirable

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

SPECIAL REQUIREMENTS

A successful candidate must be in possession of valid California Class C driver's license, as traveling from one location to another may be required.

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.

SAVARY AND BENEFITS

The annual salary for Risk Management Director is \$152,401 to \$178,963 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

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

Application Deadline: 4:30pm on Friday, July 5, 2024

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

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



www.lbschools.net/jobs

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 33-34

Date: June 13, 2024

Reason for Consideration: Approval

ELECTRICIAN

DUAL

24-0210-0161

List Valid: 06/12/2024-06/12/2025

Total Applications Received: 65

Passed: 1 Failed: 36

Total Invited to Exam: 39

Withdrew: 2

Screened Out: 26

EXPANDED LEARNING SUPERVISOR

PROMOTIONAL

24-0235-5320

List Valid: 06/07/2024-06/07/2025

Total Applications Received: 10

Passed: 1 Failed: 4

Total Invited to Exam: 6

Withdrew: 1

Screened Out: 4

EXPANDED LEARNING SUPERVISOR

OPEN

24-0235-5320

List Valid: 06/07/2024-06/07/2025

Total Applications Received: 30

Passed: 2 Failed: 5

Total Invited to Exam: 9

Withdrew: 2

Screened Out: 21

GROUND EQUIPMENT OPERATOR II

DUAL

24-0205-0176

List Valid: 06/03/2024-06/03/2025

Total Applications Received: 32

Passed: 2 Failed: 0

Total Invited to Exam: 6

Withdrew: 4

Screened Out: 26

GROUND EQUIPMENT OPERATOR II/DRIVER

DUAL

24-0206-5031

List Valid: 06/03/2024-06/03/2025

Total Applications Received: 52

Passed: 2 Failed: 1

Total Invited to Exam: 6

Withdrew: 2

Screened Out: 47

RECREATION AIDE

OPEN CONTINUOUS

24-0258-5255

List Valid: 06/03/2024-12/03/2024

Total Applications Received: 22

Passed: 19 Failed: 0

Total Invited to Exam: 19

Withdrew: 0

Screened Out: 3

SCHOOL SUPPORT SECRETARY

PROMOTIONAL

24-0195-3361

List Valid: 06/03/2024-06/03/2025

Total Applications Received: 46

Passed: 12 Failed: 15

Total Invited to Exam: 35

Passed: 8

Failed: 11

**SCHOOL SUPPORT SECRETARY – BL
SPANISH**

PROMOTIONAL

24-0192-5159

List Valid: 06/03/2024-06/03/2025

Total Applications Received: 36

Passed: 9 Failed: 12

Total Invited to Exam: 28

Withdrew: 7

Screened Out: 8

SENIOR HEALTH ASSISTANT

DUAL

24-0238-5174

List Valid: 06/12/2024-06/12/2025

Total Applications Received: 10

Passed: 1 Failed: 1

Total Invited to Exam: 2

Withdrew: 0

Screened Out: 8

**SENIOR HUMAN RESOURCES ANALYST –
HRS**

PROMOTIONAL

24-0249-5330

List Valid: 06/07/2024-06/07/2025

Total Applications Received: 9

Passed: 3 Failed: 1

Total Invited to Exam: 4

Withdrew: 0

Screened Out: 5

CERTIFIED TO BE CORRECT: Maria Braunstein DATE: June 13, 2024

PERSONNEL COMMISSION



June 13, 2024

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of Classification Specifications: Behavior Intervention Assistant and Behavior Intervention Supervisor

Background and Findings

The Assistant Superintendent, Office of School Support Services, has requested revisions to the Behavior Intervention Assistant and Behavior Intervention Supervisor classification specifications. This request is necessitated by the introduction of new behavior strategies into the District’s student supports.

The current class specifications note that these classes “provide Applied Behavior Analysis” methods to support student behavior. With these revisions, the District is now adding “Positive Behavior Interventions and Support (PBIS)” strategies to the student behavioral support resources toolbox.

There are no special or additional education, training and experience requirements associated with these class spec revisions. Staff will receive on-the-job and formal in-house training to update their skills in this behavioral support strategy. This training is consistent with, and noted as an “essential duty” in the class specification “Examples of Duties”, specifically stating:

Behavior Intervention Assistant:

- *Attend a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of special education; **E***

Behavior Intervention Supervisor:

- *Attend a variety of meetings, workshops and conferences related to assigned activities; prepare and deliver oral presentations and trainings related to behavior services as requested. **E***

In reviewing salary placement for the revised job classifications, staff looked to internal alignment and parity within the LBUSD organization and finds the existing classes have not changed in scope and complexity, and recommends salary placements remain at Salary Range 20 on the Unit A – Clerical and Support Services (C1) Salary Schedule for the Behavior Intervention

Assistant, and Salary Range 38 on the Confidential, Supervisory and Management (S1) Salary Schedule for the Behavior Intervention Supervisor.

The Assistant Superintendent, Office of School Support Services, has reviewed and is in support of the proposed revisions to the classification specifications and salary recommendations.

Additional language in the revised class spec is annotated in ***bold and italics***; deletions are noted by ~~strikethroughs~~.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the revised classification specification for Behavior Intervention Assistant.
2. Affirm placement at Salary Range 20 on the Unit A – Clerical and Support Services (C1) Salary Schedule.

3. Approve the revised classification specification for Behavior Intervention Supervisor.
4. Affirm placement at Salary Range 38 on the Confidential, Supervisory and Management (S1) Salary Schedule.

Prepared by:

Lisa A. Gardner

Lisa A. Gardner
Administrative Coordinator, PC (retired)

Approved and Recommended:

Maria Braunstein

Maria Braunstein
Interim Executive Officer

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5216
Salary Range: 20 (C1)

BEHAVIOR INTERVENTION ASSISTANT

JOB SUMMARY

Under general supervision, provide Applied Behavior Analysis (ABA) and/or **Positive Behavior Interventions and Support (PBIS) strategies as well as other evidence based behavior intervention strategies to assist in the implementation of** behavior intervention plans with designated students in a variety of educational settings including the community and classroom; observe and manage behavior of students according to approved procedures; assist students with and demonstrate desired behaviors; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Provide Applied Behavior Analysis (ABA) and/or **Positive Behavior Interventions and Support (PBIS) strategies as well as other evidence based behavior intervention strategies to assist in the implementation of** behavior intervention plans with designated students in a variety of educational settings including the community and classroom. **E**
- Confer with supervisors, teachers and specialists to coordinate instructional efforts, implement Individualized Education Programs (IEP's) and create daily behavior learning activities; utilize appropriate methods of instruction to achieve goals and objectives set forth in the IEP; attend IEP meetings as requested. **E**
- Observe and manage behavior of students according to approved procedures; build motivation in students by rewarding performance of desired behaviors and completion of tasks with tangible or external reinforcement. **E**
- Utilize a variety of ABA methodologies including but not limited to, Discrete Trial Training, Picture Exchange Communication System (PECS) and Pivotal Response Training; prepare related instructional materials. **E**
- Work with individual and small groups of students in a variety of areas based on individual needs such as sitting and attending, generalization, stimulus control, sensory integration, functional skills, communications and language development skills, self-help, visual perception and academics including appropriate prompts to build independence. **E**
- Assist students with and demonstrate proper methods of physical care and personal hygiene including toileting, eating, grooming and dressing; capitalize on appropriate behaviors and establish favorable reactions to environmental cues. **E**

- Prepare, maintain and input daily data, detailed case records, summaries, contact logs, notes and progress reports related to assigned students and activities; maintain confidentiality of sensitive and privileged information. ***E***
- Observe, monitor, collect data, and report progress regarding student performance and behavior to District staff; confer with supervisors, teachers and specialists to apply behavior modification and management programs. ***E***
- Accompany and monitor students in a variety of non-classroom activities including field trips and community-based outings that assist students with developing social and community skills; assist students on and off the bus as necessary. ***E***
- Operate a variety of office and instructional equipment including a copier, laminator and computer and assigned software; operate adaptive equipment such as augmentative communication devices as necessary. ***E***
- Assure the health and safety of students by following health and safety practices and procedures; administer First Aid and CPR. ***E***
- Attend a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of special education; attend mandatory clinic meetings with IEP teams; may drive a vehicle to conduct work. ***E***
- Participate in student assessments as directed.
- Direct students in group activities as assigned.
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

The Behavior Intervention Assistant classification is distinguished from other instructional classifications by absence of immediate supervision, the independent judgment exercised and the special needs of the population served. Positions assigned to this class are further distinguished by the emphasis on knowledge of methodologies found to benefit some children including but not limited to, Discrete Trial Training, Picture Exchange Communication System (PECS) and Pivotal Response Training. Incumbents may drive a personal vehicle to travel to locations including the classroom and community to provide one-on-one or small group intensive behavior intervention services (Applied Behavior Analysis).

EMPLOYMENT STANDARDS

Knowledge of:

Principles, methods and practices of applied behavior analysis **and positive behavioral intervention strategies**, including the special needs and requirements of students with autism.

Child guidance principles and practices related to children with special education and autistic needs.

Positive behavior modification techniques to increase motivation, learning and supporting appropriate behaviors.

Basic subjects taught in District schools including but not limited to arithmetic, grammar, spelling, language and reading.
 Correct English usage, grammar, spelling, punctuation and vocabulary.
 Oral and written communication skills.
 Interpersonal skills using tact, patience and courtesy.
 Operation of office and instructional equipment including a computer and assigned software.
 Record-keeping and report preparation techniques.
 Personal hygiene practices.
 Health and safety regulations.

Ability to:

Provide Applied Behavior Analysis (ABA), **Positive Behavioral Intervention Strategies (PBIS) and other evidence-based interventions**, and implement behavior intervention plans with designated students in a variety of educational settings.
 Demonstrate an understanding, patient and receptive attitude toward students.
 Observe and manage behavior of students according to approved procedures.
 Monitor and evaluate student progress.
 Work independently with little direction.
 Prepare and maintain detailed case records, logs and reports.
 Prepare lessons and instructional materials for students.
 Communicate effectively both orally and in writing.
 Learn and apply non-violent crisis intervention techniques.
 Operate a variety of office and instructional equipment including a computer and assigned software.
 Maintain confidentiality of sensitive and privileged information.
 Plan and organize work.
 Determine appropriate action within clearly defined guidelines.
 Understand and work within scope of authority.
 Observe health and safety regulations.
 Learn to administer First Aid and CPR.
 Drive a vehicle to conduct work.
 Establish and maintain effective relationships with those contacted in the course of work.

Education and Training:

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

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

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or

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

Experience:

One year of experience implementing Applied Behavior Analysis programs.

Or

One year of experience at the level of LBUSD Instructional Aide-Special working with students with autism.

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

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

Incumbents must obtain a valid First Aid and CPR certificate within the designated probationary period for this classification.

Incumbents will be provided non-violent crisis intervention training within one year of employment in this classification.

WORKING ENVIRONMENT

Community, playground or classroom environment.

May drive a vehicle to conduct work.

Potential for contact with impulsive, frustrated and agitated students, who may demonstrate aggressive behaviors.

PHYSICAL DEMANDS

Lifting and carrying light objects and instructional equipment typically weighing up to 20 pounds.

Dexterity of hands and fingers to operate a variety of assigned equipment.

Bending at the waist, kneeling or crouching to assist students.

Standing, stooping and walking.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to monitor students and read a variety of materials.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 6/23/16

Revised: 5/24/2018

Revised: 6/13/2024 (pending PCA action)

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5212
Salary Range: 38 (S1)

BEHAVIOR INTERVENTION SUPERVISOR

JOB SUMMARY

Under general direction, plan, design, monitor and participate in implementing Applied Behavior Analysis (ABA), **Positive Behavior Intervention and Support (PBIS) strategies, and other evidence based behavior intervention strategies** programs and service delivery options to meet the needs of students diagnosed with behavior or social skills deficits; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, design, monitor and participate in implementing Applied Behavior Analysis (ABA) **and/or Positive Behavior Interventions and Support (PBIS) strategies as well as other evidence based behavior intervention strategies** programs and service delivery options to meet the needs of students diagnosed with behavior or social skills deficits at one or more assigned school sites; assure compliance with applicable laws, codes, rules and regulations. **E**
- Train and supervise the performance of assigned staff; recommend transfers, reassignment, termination and disciplinary actions; plan and conduct in-service trainings; schedule daily behavior staff coverage. **E**
- Monitor student progress towards goals; review data sheets and student case records; develop and implement appropriate behavior and social skills goals, accommodations and training. **E**
- Plan, organize and implement long and short-term goals and activities to develop behavior programs and services; consult with administrators, teachers, parents and other staff concerning the needs of students with behavior or social skills deficits. **E**
- Develop and implement transition programs to move students from in-home and Non-Public Agency (NPA) programs to school-based services; monitor, evaluate effectiveness of, and approve continuation of NPA services. **E**
- Confer with the Harbor Regional Center and other outside agencies to coordinate and provide appropriate transition processing for students with behavior issues into the District. **E**
- Collaborate with assessment teams in conducting on site behavior evaluations as components of multidisciplinary assessments of students; collect data and conduct Functional Behavior Assessments (FBA) to determine behavior services needed for individual students. **E**
- Participate in Individual Education Program (IEP) team meetings for students requiring behavior services; provide input and recommendations to the IEP team related to behavior services; track IEP goals and monitor the IEP process to assure

delivery of behavior services in accordance with applicable laws, codes, rules and regulations. ***E***

- Prepare and direct the preparation of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; maintain confidentiality of sensitive and privileged information. ***E***
- Implement procedures, coordinate reviews and monitor reporting forms and reports to assure compliance with applicable laws, codes, rules and regulations; enter student data and progress reports into assigned student information system. ***E***
- Serve as a resource and provide consultation related to behavior services as requested to District staff, teachers and parents; drive a vehicle to conduct, classroom and community visits as necessary. ***E***
- Confer with classroom teachers to coordinate appropriate teaching materials and classroom environments for students diagnosed with behavior or social skills deficits. ***E***
- Provide technical expertise, information and assistance to management and District staff regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise management of unusual trends or problems and recommend appropriate corrective action. ***E***
- Operate a variety of office equipment including a computer and assigned software. ***E***
- Attend a variety of meetings, workshops and conferences related to assigned activities; prepare and deliver oral presentations and trainings related to behavior services as requested. ***E***
- Provide direct services and implement ABA ***and PBIS*** programs in classrooms with students as necessary to assure adequate coverage and delivery of behavior services.
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

Behavior Intervention Supervisors plan, design, monitor and participate in implementing Applied Behavior Analysis (ABA) ***and Positive Behavior Intervention and Support (PBIS)*** programs and service delivery options to meet the needs of students diagnosed with behavior or social skills deficits at one or more assigned school sites. Incumbents in this classification directly supervise staff involved in implementing behavior services and programs. Incumbents coordinate behavior services efforts and activities with teachers, outside agencies and other District staff.

EMPLOYMENT STANDARDS

Knowledge of:

Designing, monitoring, revising and implementing behavior treatments and goals.

Principles of learning and behavior.

Skill-acquisition and behavior-reduction programs.

Applied Behavior Analysis methods, principles and practices.

Positive Behavior Intervention and Support strategies.

Conducting assessments related to the need for behavior intervention.

Special needs and requirements of students with behavior and social skills deficits.

Child guidance principles and practices related to children with special education and autistic needs.

Principles and practices of supervision and training.

Record-keeping and report preparation techniques.

Applicable laws, codes, rules and regulations.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

Ability to:

Plan, design, monitor and implement programs and service delivery options to meet the needs of students diagnosed with behavior and social skills deficits.

Provide leadership and direction to behavior intervention programs and services.

Develop and implement Applied Behavior Analysis (***ABA***) and ***Positive Behavior Intervention and Support (PBIS)*** programs.

Conduct assessments related to the need for behavior intervention for students.

Train and supervise the performance of assigned staff.

Evaluate the effects of behavior service delivery.

Interpret, apply, explain and maintain current knowledge of applicable laws, codes, rules and regulations related to assigned activities.

Operate a variety of office equipment including a computer and assigned software.

Establish and maintain effective working relationships with others.

Maintain confidentiality of sensitive and privileged information.

Work collaboratively as an educational team member.

Communicate effectively both orally and in writing.

Understand and work within scope of authority.

Plan and organize work.

Work independently with little direction.

Prepare comprehensive narrative and statistical reports.

Education and Training:

Board Certified Behavior Analyst (BCBA) certification issued by the Behavior Analyst Certification Board. Experience serving in a lead or supervisory capacity is desirable.

OR

A master's degree in education, psychology, counseling, behavior analysis, behavior science, human development, social work, rehabilitation, or a related field and two years

of experience designing, implementing and monitoring skill-acquisition and behavior-reduction programs. Experience serving in a lead or supervisory capacity is desirable.

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office environment, classrooms and various community sites.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 6/23/16
Revised: 5/24/2018
Revised: 6/13/2024 (pending PC action)

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Annual Election of Officers for 2024-2025

PAGE: 46

Date: June 13, 2024

Reason for Consideration: Action

Personnel Commission Rule 2.6 *Election of Officers* states that the Commission shall elect a new chairperson and vice-chairperson in May.