

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

REGULAR MEETING AGENDA

Regular Meeting  
October 6, 2022

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of September 22, 2022 1-5
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrative Secretary 6-7
2. **RATIFY** job announcement bulletin for Administrative Secretary – BL Spanish 8-9
3. **RATIFY** job announcement bulletin for Building Maintenance Worker 10-11
4. **RATIFY** job announcement bulletin for Carpenter 12-13
5. **RATIFY** job announcement bulletin for School Data Technician 14-15
6. **RATIFY** job announcement bulletin for Senior Purchasing Agent 16-17
7. **APPROVE** the certification of ASB Financial Technician eligibility list 23-0007-0751 established 10/07/2022 18
8. **APPROVE** the certification of Campus Staff Assistant (Catalina Island) eligibility list 23-0023-5288 established 10/03/2022 18
9. **APPROVE** the certification of Grounds Equipment Operator I eligibility list 23-0011-0175 established 10/07/2022 18
10. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 23-0009-0176 established 10/07/2022 18

11. **APPROVE** the certification of Head Start Family Services Liaison eligibility list 23-0008-5075 established 09/27/2022 18
12. **APPROVE** the certification of Instructional Assistant – School for Adults eligibility list 22-0223-0766 established 09/27/2022 18
13. **APPROVE** the certification of Network Specialist eligibility list 23-0042-5119 established 09/29/2022 18
14. **APPROVE** the certification of Nutrition Services (Catalina Island) eligibility list 23-0027-5068 established 10/05/2022 19
15. **APPROVE** the certification of Nutrition Services Manager eligibility list 23-0015-5061 established 10/07/2022 19
16. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0058-5068 established 09/28/2022 19
17. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0073-5068 established 10/05/2022 19
18. **APPROVE** the certification of Plant Utilities Operator eligibility list 22-0170-3308 established 10/07/2022 19
19. **APPROVE** the certification of Plant Utilities Operator eligibility list 22-0241-3308 established 10/07/2022 19
20. **APPROVE** the certification of Recreation Aide eligibility list 23-0080-5255 established 09/27/2022 19
21. **APPROVE** the certification of Recreation Aide eligibility list 23-0081-5255 established 09/30/2022 19
22. **APPROVE** the certification of Recreation Aide eligibility list 23-0082-5255 established 10/04/2022 19
23. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0079-5255 established 10/04/2022 20
24. **APPROVE** the certification of Technology Field Operations Supervisor eligibility list 22-0276-5249 established 10/07/2022 20
25. **APPROVE** the certification of Transportation Scheduler eligibility list 23-0006-5040 established 10/04/2022 20
26. **APPROVE** the certification of Water-Boiler Treatment Specialist eligibility list 22-0224-3299 established 09/28/2022 20
27. **APPROVE** the certification of Van Driver – Catalina Island eligibility list 23-0029-5280 established 10/05/2022 20

III. OLD BUSINESS

1. **APPROVE** the Request for Hearing in Disciplinary Matter Employee E 00483834

IV. NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 50222681 21-34
2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 48470574 35-50
3. **APPROVE** the Resestablishment and Revision of a Classification – Information Technology Projects Manager 51-60

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

October 20, 2022 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

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

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

MINUTES  
Regular Meeting

September 22, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, September 22, 2022 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender  
Terence Ulaszewski  
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Susan Leaming, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Andrea Armas, Human Resources Technician; and Joanna Guzman, Human Resources Technician.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Anthony Kruzic, CSEA Chapter 2 Vice President-Unit B; David Zaid, Assistant Superintendent, Human Resource Services; Yumi Takahashi, Chief Business & Financial Officer; Stacey Lewis, CEO, HR Interrupted; Appellant ID 50116724 and Appellant ID CCW-AL.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of September 8, 2022.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that the 2023 Annual Conference of the California School Personnel Commissioners Association (CSPCA) will be hosted in Long Beach.

Amy Van Fossen, Associate Personnel Analyst, reported there are 69 recruitments in various stages of completion.

Jesus Rios Jr., Certification Services Manager, reported that staff continue to send the eligibility lists out to schools and departments to fill their vacancies. Mr. Rios shared that at the last Board of Education meeting, 45 probationary classified employees were appointed which demonstrates the amount of onboarding the unit has been completing. Mr. Rios recognized Silaue Taeleifi, Human Resources Technician, and the front desk staff for assisting with the employment processing of Recreation Aides.

Susan Leaming, Personnel Analyst, informed the Commission that a CPR/First Aid class has been scheduled at Buffum Total Learning Center.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Recreation Aide – WRAP Expanded Learning
2. **RATIFY** job announcement bulletin for Recreation Leader – WRAP Expanded Learning
3. **RATIFY** job announcement bulletin for School Safety Officer
4. **APPROVE** the certification of Associate Personnel Analyst eligibility list 23-0032-3270 established 09/19/2022
5. **APPROVE** the certification of Elementary School Office Supervisor eligibility list 22-0265-3345 established 09/15/2022
6. **APPROVE** the certification of Grounds Crew Supervisor eligibility list 23-0012-0605 established 09/20/2022
7. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0057-0448 established 09/23/2022
8. **APPROVE** the certification of Locker Room Attendant eligibility list 22-0236-0208 established 09/19/2022
9. **APPROVE** the certification of Middle School Office Supervisor eligibility list 22-0264-3357 established 09/15/2022
10. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0046-5068 established 09/23/2022
11. **APPROVE** the certification of Recreation Aide eligibility list 23-0064-5255 established 09/14/2022
12. **APPROVE** the certification of Recreation Aide eligibility list 23-0068-5255 established 09/16/2022
13. **APPROVE** the certification of Recreation Aide eligibility list 23-0070-5255 established 09/19/2022

14. **APPROVE** the certification of Recreation Aide eligibility list 23-0071-5255 established 09/20/2022
15. **APPROVE** the certification of Recreation Aide eligibility list 23-0072-5255 established 09/20/2022
16. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0065-5255 established 09/20/2022
17. **APPROVE** the certification of Translator Interpreter – Bilingual Spanish eligibility list 23-0018-5079 established 09/21/2022
18. **APPROVE** the certification of Translator Interpreter – Bilingual Spanish eligibility list 23-0066-5079 established 09/21/2022
19. **APPROVE** the certification of Warehouse Supervisor eligibility list 23-0014-0300 established 09/21/2022

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-3 and approve items 4-19 on the Consent Agenda.

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

**NEW BUSINESS**

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 50116724

New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 49393464

New Business Item 2 was moved into closed session.

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

New Business Item 3 was moved into closed session.

4. **APPROVE** the Request for Hearing in Disciplinary Matter Employee E 00483834

New Business Item 4 was moved into closed session.

5. **DISCUSS** the following: Review of the Personnel Commission

Stacey Lewis, Founder and CEO of HR Interrupted, presented an overview of the upcoming Personnel Commission/Human Resource Services Organizational Alignment

Review and led discussions with the audience regarding the scope of work and various aspects of the review.

OLD BUSINESS None

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, October 6, 2022 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION The Personnel Commission retired into closed session at 8:47 a.m.

OPEN SESSION The Personnel Commission returned to open session at 10:14 a.m. with the following reportable actions:

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 50116724

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation to remove Applicant ID 50116724 from the eligibility list.

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

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 49393464

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to sustain staff's recommendation to remove Applicant ID 49393464 from the eligibility list.

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

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

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

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

4. **APPROVE** the Request for Hearing in Disciplinary Matter Employee E 00483834

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, to postpone New Business Item 4 until the next Personnel Commission meeting on October 6, 2022.

<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 10:15 a.m.





# CLASSIFIED EMPLOYMENT OPPORTUNITY

## ADMINISTRATIVE SECRETARY

### FINAL FILING DATE:

4:30 p.m., Friday, October 14, 2022

### JOB INFORMATION:

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

### JOB SUMMARY:

Under the direction of an assigned Director or administrator, provide varied and complex secretarial support services to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor; train and evaluate assigned personnel; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

#### EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Staff Secretary with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable.

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

#### SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (3) May be required to travel from one location to another.

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

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

### SALARY RANGE HOURLY:

START:	\$29.43
6 MONTHS:	\$31.04
1 ½ YEARS:	\$32.76
2 ½ YEARS:	\$34.56

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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24 hour job hotline:(562) 491-JOBS  
[www.lbschools.net/Departments/Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0093-3339 AF

LBUSD employees, please see reverse side for important information.



*Amy Van Dyke* 6

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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

## ADMINISTRATIVE SECRETARY – BL SPANISH

### FINAL FILING DATE:

4:30 p.m., Friday, October 14, 2022

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

### JOB SUMMARY:

Under the direction of an assigned Director or administrator, provide varied and complex secretarial support services to relieve the administrator of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the assigned supervisor; train and evaluate assigned personnel; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

#### EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Staff Secretary with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable.

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

#### SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) Positions in the Administrative Secretary – Bilingual Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (4) May be required to travel from one location to another.

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

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### SALARY RANGE HOURLY:

START:	\$29.43
6 MONTHS:	\$31.04
1 ½ YEARS:	\$32.76
2 ½ YEARS:	\$34.56

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Promo Exam 23-0094-5140 AF

LBUSD employees, please see reverse side for important information.



*Cathy Van Dyke* 8

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## BUILDING MAINTENANCE WORKER

### FINAL FILING DATE:

4:30 p.m., Friday, October 14, 2022

### JOB INFORMATION:

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

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school.

#### EXPERIENCE:

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

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

#### SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) 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. (4) Some positions in this classification may require valid Forklift Operator Certification. Certification will be provided by the District. (5) May be required to travel from one location to another.

#### WORKING ENVIRONMENT:

Outdoors, occasionally in inclement weather; indoors in buildings including classrooms; maintenance shops with machinery and noise; closed and confined spaces, attics, vaults, under buildings; dust, odors, fumes, vapors, mold spores and chemicals.

#### PHYSICAL DEMANDS:

Strength; heavy work, lifting, carrying, and/ or pushing 100 pounds with frequent lifting and/or carrying of object weighing up to 50 pounds; climbing and descending ladders and scaffolding and working from heights; standing for extended periods of time; walking, stooping, pushing, bending, and kneeling; reaching overhead above shoulders and horizontally for extended periods of time; crawling in attics, tight spaces and under buildings; dexterity of hands and fingers to operate hand and power tools; visual acuity to distinguish the color of wires; speak to exchange information in person or on the telephone .

**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:	\$24.45
6 MONTHS:	\$25.79
1 ½ YEARS:	\$27.21
2 ½ YEARS:	\$28.71
3 ½ YEARS:	\$30.28

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0095-0625 AA

LBUSD employees, please see reverse side for  
important information.



*Amy Van Dyke*

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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## CARPENTER

### FINAL FILING DATE:

4:30 p.m., Friday, October 14, 2022.

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, to perform journey-level rough and finish carpentry in the construction, installation, alteration and repair of District facilities; to perform a variety of related installation, alteration and repair work at District facilities and on District structures; to fabricate, assemble and repair school and office furniture and cabinets in the carpenter shop; and to perform related duties as required.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school supplemented by completion of a recognized carpenter apprentice training program of four years duration.

#### EXPERIENCE:

Four years of experience in carpentry installation, alteration and repair work, three at the journey level.

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

#### SPECIAL REQUIREMENTS:

(1) Possession of a valid Class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. Some employees in this class may be required to take training in order to obtain at District expense a valid class B driver's license after appointment. (2) Under federal law those employees required to possess a class B driver's license shall be subject to alcohol and controlled substance testing. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District. (5) May be required to travel from one location to another.

#### WORKING ENVIRONMENT:

Outdoors in inclement weather; working indoors and in shop environment; driving from site to site.

**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:	\$30.37
6 MONTHS:	\$32.04
1 ½ YEARS:	\$33.81
2 ½ YEARS:	\$35.67
3 ½ YEARS:	\$37.62

### PHYSICAL DEMANDS:

Considerable physical effort; climbing and descending scaffolding and ladders; operating heavy equipment such as trenchers; walking and standing for extended periods of time; kneeling; bending at the waist; crouching; reaching overhead; lifting objects weighing up to 60 pounds; crawling in attics, under floors and in tight spaces; working at heights from a crane lift; dexterity of fingers and hands to operate specialized equipment; working around machinery having moving parts; hearing and speaking to exchange information.

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0097-0114 AA

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12  
*Cory Van*

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

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**Guidelines:**

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SCHOOL DATA TECHNICIAN

### FINAL FILING DATE:

4:30 p.m., Tuesday, October 18, 2022

### JOB INFORMATION:

The current vacancy is a 10-month position, 100% FTE (8 hours per day). Vacancy is located at in the Research Department. Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under the direction of an assigned supervisor, perform technical duties related to the electronic data processing operations and systems at an assigned school site; assure accurate accounting of student enrollment and attendance; generate various monthly and annual ADA reports; establish, prepare and maintain accurate student records and files; communicate with staff, student, parents and others to provide information concerning student attendance and related data; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school.

#### EXPERIENCE:

Two years of clerical experience including experience involving maintaining computerized student attendance records and statistics.

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

#### SPECIAL REQUIREMENTS:

(1) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

### SALARY RANGE HOURLY:

START:	\$21.34
6 MONTHS:	\$22.52
1 ½ YEARS:	\$23.76
2 ½ YEARS:	\$25.07
3 ½ YEARS:	\$26.44

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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Dual Exam 23-0104-3360 AF

LBUSD employees, please see reverse side for important information.



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*Ang Van* 14

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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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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SENIOR PURCHASING ASSISTANT

### FINAL FILING DATE:

4:30 p.m., Tuesday, October 18, 2022

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, perform a variety of complex and varied duties related to the preparation of vital documents involved in the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services; serve as a lead in the office and assist in monitoring the flow and completion of clerical work; prepare and distribute bid packages; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in purchasing, business administration or a related field is highly desirable.

#### EXPERIENCE:

Two years of clerical purchasing or contract experience. Experience in a public agency is preferred.

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

#### SPECIAL REQUIREMENTS:

(1) Positions in this classification assigned to the Nutrition Center require the use of a personal automobile, possession of a valid California Class C driver's license and applicants are 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. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

### SALARY RANGE HOURLY:

START:	\$23.78
6 MONTHS:	\$25.10
1 ½ YEARS:	\$26.48
2 ½ YEARS:	\$27.94
3 ½ YEARS:	\$29.48

### APPLICATION:

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### SELECTION PROCEDURE:

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Dual Exam 23-0103-5133 AF

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*Amey Van D...*

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 18-20

Date: October 6, 2022

Reason for Consideration: Approval

**ASB FINANCIAL TECHNICIAN**

**DUAL**

**23-0007-0751**

List Valid: 10/07/2022-10/07/2023

Total Applications Received: 33

No. Passed: 5 No. Failed: 12

Total Invited to Exam: 25

No. Withdrew: 8 No. Screened Out: 8

**CAMPUS STAFF ASSISTANT  
(CATALINA ISLAND)**

**DUAL**

**23-0023-5288**

List Valid: 10/03/2022-10/03/2023

Total Applications Received: 8

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 5

**GROUND EQUIPMENT OPERATOR I**

**DUAL**

**23-0011-0175**

List Valid: 10/07/2022-10/07/2023

Total Applications Received: 24

No. Passed: 1 No. Failed: 5

Total Invited to Exam: 7

No. Withdrew: 1 No. Screened Out: 17

**GROUND EQUIPMENT OPERATOR II**

**DUAL**

**23-0009-0176**

List Valid: 10/07/2022-10/07/2023

Total Applications Received: 7

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 1 No. Screened Out: 5

**HEAD START FAMILY SERVICES LIAISON**

**DUAL**

**23-0008-5075**

List Valid: 09/27/2022-09/27/2023

Total Applications Received: 71

No. Passed: 13 No. Failed: 18

Total Invited to Exam: 53

No. Withdrew: 22 No. Screened Out: 18

**INSTRUCTIONAL ASSISTANT – SCHOOL FOR  
ADULTS**

**DUAL**

**22-0223-0766**

List Valid: 09/27/2022-09/27/2023

Total Applications Received: 27

No. Passed: 1 No. Failed: 2

Total Invited to Exam: 5

No. Withdrew: 2 No. Screened Out: 22

**NETWORK SPECIALIST**

**DUAL**

**23-0042-5119**

List Valid: 09/29/2022-09/29/2023

Total Applications Received: 8

No. Passed: 0 No. Failed: 1

Total Invited to Exam: 2

No. Withdrew: 1 No. Screened Out: 6

**NUTRITION SERVICES (CATALINA ISLAND)****OPEN****23-0027-5068**

List Valid: 10/05/2022-04/05/2023

Total Applications Received: 5

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 1 No. Screened Out: 3

**NUTRITION SERVICES MANAGER****DUAL****23-0015-5061**

List Valid: 10/07/2022-10/07/2023

Total Applications Received: 14

No. Passed: 5 No. Failed: 4

Total Invited to Exam: 12

No. Withdrew: 3 No. Screened Out: 2

**NUTRITION SERVICES WORKER****OPEN****23-0058-5068**

List Valid: 09/28/2022-03/28/2023

Total Applications Received: 37

No. Passed: 16 No. Failed: 3

Total Invited to Exam: 28

No. Withdrew: 9 No. Screened Out: 9

**NUTRITION SERVICES WORKER****OPEN****23-0073-5068**

List Valid: 10/05/2022-04/05/2023

Total Applications Received: 21

No. Passed: 9 No. Failed: 0

Total Invited to Exam: 15

No. Withdrew: 5 No. Screened Out: 7

**PLANT UTILITIES OPERATOR****DUAL****22-0170-3308**

List Valid: 10/07/2022-10/07/2023

Total Applications Received: 8

No. Passed: 1 No. Failed: 1

Total Invited to Exam: 3

No. Withdrew: 1 No. Screened Out: 5

**PLANT UTILITIES OPERATOR****DUAL****22-0241-3308**

List Valid: 10/07/2022-10/07/2023

Total Applications Received: 13

No. Passed: 2 No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 3 No. Screened Out: 8

**RECREATION AIDE****OPEN CONTINUOUS****23-0080-5255**

List Valid: 09/27/2022-09/27/2023

Total Applications Received: 9

No. Passed: 8 No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 0 No. Screened Out: 1

**RECREATION AIDE****OPEN CONTINUOUS****23-0081-5255**

List Valid: 09/30/2022-09/30/2023

Total Applications Received: 22

No. Passed: 19 No. Failed: 0

Total Invited to Exam: 19

No. Withdrew: 0 No. Screened Out: 3

**RECREATION AIDE****OPEN CONTINUOUS****23-0082-5255**

List Valid: 10/04/2022-10/04/2023

Total Applications Received: 20

No. Passed: 17 No. Failed: 0

Total Invited to Exam: 17

No. Withdrew: 0 No. Screened Out: 3

**RECREATION AIDE – KIDS’ CLUB****OPEN CONTINUOUS 23-0079-5255**

List Valid: 10/04/2022-04/04/2023  
 Total Applications Received: 9  
 No. Passed: 9                      No. Failed: 0

Total Invited to Exam: 9  
 No. Withdrew: 0                      No. Screened Out: 0

**TECHNOLOGY FIELD OPERATIONS SUPERVISOR****DUAL 22-0276-5249**

List Valid: 10/07/2022-10/07/2023  
 Total Applications Received: 27  
 No. Passed: 9                      No. Failed: 8

Total Invited to Exam: 21  
 No. Withdrew: 4                      No. Screened Out: 6

**TRANSPORTATION SCHEDULER****DUAL 23-0006-5040**

List Valid: 10/04/2022-10/04/2023  
 Total Applications Received: 36  
 No. Passed: 4                      No. Failed: 4

Total Invited to Exam: 11  
 No. Withdrew: 3                      No. Screened Out: 25

**WATER-BOILER TREATMENT SPECIALIST****DUAL 22-0224-3299**

List Valid: 09/28/2022-09/28/2023  
 Total Applications Received: 6  
 No. Passed: 3                      No. Failed: 0

Total Invited to Exam: 4  
 No. Withdrew: 1                      No. Screened Out: 2

**VAN DRIVER – CATALINA ISLAND****OPEN CONTINUOUS 23-0029-5280**

List Valid: 10/05/2022-10/05/2023  
 Total Applications Received: 9  
 No. Passed: 3                      No. Failed: 0

Total Invited to Exam: 5  
 No. Withdrew: 2                      No. Screened Out: 4

CERTIFIED TO BE CORRECT:           Kenneth Kato                DATE: October 6, 2022

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:      Removal from Eligibility List ID 50222681      PAGES: 21-34

Date:              October 6, 2022                                      Reason for Consideration: Restricted Action

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Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be disqualified for the following reason:

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

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

It is recommended the Commission act to approve this recommendation.

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



Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:      Removal from Eligibility List ID 48470574      PAGES: 35-50

Date:              October 6, 2022                                      Reason for Consideration: Restricted Action

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Personnel Commission Rule 4.2.A provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for the following reason:

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

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

It is recommended the Commission act to approve this recommendation.

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

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# PERSONNEL COMMISSION

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September 23, 2022

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

## Background and Findings

The classification of Information Technology Projects Manager (salary range 46 M2) was created in 2007 and never filled. The classification was abolished in 2012 as part of a departmental reorganization.

The Executive Director, Information and Technology Systems requested creation of a "portfolio manager" with similar duties and scope of responsibility as found in the inactive Information Technology Projects Manager classification. Therefore, it is appropriate to reestablish this classification and update the title and duties to reflect current technologies and anticipated scope of responsibility.

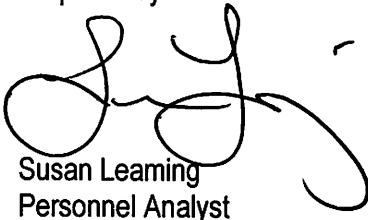
The Executive Director, Information and Technology Systems has reviewed and is in support of the proposed title and revisions. Since the revisions were extensive, copies of the previous and revised class specifications are attached for review.

## Recommendations

Staff recommends the Personnel Commission:

1. Reestablish the classification of Information Technology Projects Manager at salary range 46 (M2)
2. Adopt the revised title and classification specification of Information Technology Portfolio Manager

Prepared by:



Susan Learning  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Spec: 5123**  
**Salary Range: 46 (M2)**

### INFORMATION TECHNOLOGY PROJECTS MANAGER

#### JOB SUMMARY

Under general direction, plan, manage and oversee information systems technology projects District-wide; develop project budgets; monitor and evaluate the progress of projects; collect data, conduct studies and prepare reports; supervise and evaluate 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, manage and oversee information systems technology projects District-wide; assure compliance with applicable laws, codes, rules and regulations. **E**
- Confer with end-users, administrators and Information Services personnel in order to develop and determine project objectives and the scope and depth of project activities. **E**
- Conduct site inspections with vendors and District staff; determine what resources are required for projects; develop cost projections for equipment, personnel, services and contract proposals; create project plans and schedule work. **E**
- Train and supervise the performance of personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; conduct staff meetings and in-service trainings. **E**
- Manage support activities and services for successful completion of projects; monitor the completion of project phases; identify and resolve issues delaying progress or delivery of products and services; advise administration of financial status of projects and issues affecting completion of projects. **E**
- Develop budgets and oversee administration of project budget components; identify funding sources and work with accounting personnel to assure accounts follow funding source regulations and requirements. **E**
- Obtain estimates for service from outside vendors; recommend approval of estimates. **E**
- Prepare and negotiate contracts in conjunction with District contract management personnel for the delivery of technology equipment and services from vendors; review the work of vendors. **E**
- Serve as member of committees and attend special conferences to evaluate new developments and strategies affecting project objectives and results. **E**

- Conduct special studies and evaluations of problem areas affecting information services and technology as directed. *E*
- Prepare and authorize E-rate proposals to obtain funding for projects; identify scope of proposed work; create overall project plan to schedule work implementation; oversee and inspect work in progress; review and approve invoices for payment. *E*
- Provide technical expertise and information to the Director regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Director of unusual trends or problems and recommend appropriate corrective action. *E*
- Communicate with administrators, District staff and outside agencies to exchange information, coordinate activities and resolve issues. *E*
- Attend and participate in a variety of meetings related to assigned activities; prepare and deliver oral presentations as requested. *E*
- Maintain a variety of records and files related to assigned activities. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to inspect work and visit sites. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

An Information Technology Projects Manager plans, manages and oversees information systems technology projects District-wide. Incumbents serve as a liaison between Information Services and other departments to coordinate project activities. Incumbents supervise and evaluate the work of clerical and support staff.

Incumbents in this class perform a wide scope of complex duties and responsibilities in the coordination and tracking of projects which involves the exercise of independent judgement and a combination of contract administration, administrative analysis, space management and budget planning.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Data processing and computer systems capabilities including hardware, software and networking components and how they are combined to deliver service.

Techniques and methodologies of project management.

Methods and techniques of developing business process models and determining best practices.

Principles and practices of supervision and training.

Microsoft Project and Access software.

Principals of financial analysis and accounting.

Budget preparation and control.

Principals and practices of government purchasing.  
Contract administration.  
Writing skills to prepare clear and concise specifications.  
Interpersonal skills using tact, patience and courtesy.  
Applicable laws, codes, rules and regulations.  
Record-keeping techniques.  
Public speaking techniques.  
Oral and written communication skills.

**Ability to:**

Plan, manage and oversee information systems technology projects.  
Coordinate support activities and services for successful completion of projects.  
Analyze situations accurately and adopt an effective course of action.  
Prepare and present oral and written reports and recommendations clearly, concisely and logically.  
Train, supervise and evaluate personnel.  
Prepare detailed project plans and documentation.  
Prepare and interpret statistical computations, charts and graphs.  
Conduct investigations, determine methodologies and obtain the data necessary to evaluate complex problems and issues and recommend solutions.  
Develop and prepare preliminary budgets.  
Monitor and control expenditures.  
Develop project management standards, including procedures, checklists and forms.  
Assure compliance with applicable laws, codes, rules and regulations.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and timelines.  
Plan and organize work.  
Operate a variety of office equipment including a computer and assigned software.  
Work independently with little direction.  
Prepare and deliver oral presentations.

**Education and Training:**

Bachelor's degree in business administration, computer science or a closely related field.

**Experience:**

Four years of experience involving independent analysis and evaluation of information systems projects, preferably in a public agency, and including one year in a lead or supervisory capacity.

Two years additional experience may be substituted for two years of the required 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.

**WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information and make presentations.  
Sitting for extended periods of time.  
Some light lifting and carrying.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling and crouching to inspect work.

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

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

DATE: 6/14/2007



## PERSONNEL COMMISSION

**Class Spec: XXXX**  
**Salary Range: 46 (M2)**

### INFORMATION TECHNOLOGY PORTFOLIO MANAGER

#### JOB SUMMARY

Under administrative direction, plan, manage and oversee the District-wide information technology projects portfolio; establish, monitor and control project governance; monitor and evaluate the progress of projects; facilitate communication across various projects and cross-functional teams; collect data, conduct studies and prepare a wide variety of reports; supervise and evaluate 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, manage and oversee the District-wide information technology projects portfolio; establish methodologies, practices and systems for projects; assure compliance with applicable laws, codes, rules and regulations. **E**
- Establish, monitor and control project governance through industry best practices and by establishing working groups, training and communication with stakeholders; foster a culture of effectiveness and continuous improvement through mentoring, feedback, and metrics. **E**
- Collaborate with project managers, end-users, administrators and Technology and Information Services (TISB) personnel to develop and determine project objectives and the scope and depth of project activities; provide support to project managers. **E**
- Create, review and modify review project proposals and plans; establish, validate and adjust project schedules; develop cost projections for equipment, personnel, services and contract proposals; determine and assign technical resources and personnel. **E**
- Manage the health status of programs to anticipate risks and potential issues; develop and implement mitigation plans; proactively manage dependencies and coordinate across teams to resolve issues and mitigate risks. **E**
- Utilize project management information systems and tools to monitor the completion of project activities, phases and deliverables; identify and resolve issues delaying progress or delivery of products and services. **E**
- Provide regular and timely updates to administration regarding strategies, budgets, project deliveries, controls and risks; conduct studies, compile data and prepare a wide variety of detailed reports regarding assigned activities. **E**
- Oversee and manage the software development pipeline for District business systems; collaborate with programmers to design developments and implement life-cycle methodologies. **E**

- Develop budgets and oversee administration of project budget components; identify funding sources and work with accounting personnel to assure accounts follow funding source regulations and requirements. *E*
- Train and supervise the performance of personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; conduct staff meetings and in-service training. *E*
- Prepare and negotiate contracts in conjunction with District contract management personnel for the delivery of technology equipment and services from vendors; review the work of vendors. *E*
- Serve as member of assigned committees and attend a variety of workshops and conferences to evaluate new developments and strategies affecting information technology portfolio objectives and results. *E*
- Conduct special studies and evaluations of issues affecting the delivery of information technology projects; research, evaluate, recommend and implement solutions. *E*
- Provide technical expertise and information to administration regarding assigned functions and participate in the formulation of policies, procedures and programs; advise administration of unusual trends or problems and recommend appropriate corrective action. *E*
- Serve as a resource and communicate with administrators, District staff and outside agencies to exchange information, coordinate activities and resolve issues. *E*
- Attend and participate in a variety of meetings related to assigned activities including project meetings, staff meetings and planning sessions; prepare and deliver presentations as requested. *E*
- Develop and conduct trainings for staff, stakeholders and others regarding project and portfolio management processes, information systems, and related tools. *E*
- Maintain and manage the maintenance of a variety of records and files related to assigned activities. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to inspect work and visit sites. *E*
- Perform related duties as assigned.

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

### **DISTINGUISHING CHARACTERISTICS**

An Information Technology Portfolio Manager plans, manages and oversees the District-wide information technology projects portfolio including infrastructure, software development and operations projects. Incumbents serve as a liaison between Technology and Information Services (TISB) personnel, project managers, other departments and outside agencies to provide leadership and coordinate activities through the use of project governance best practices, tools and methodologies.

Incumbents in this class perform a wide scope of complex duties and responsibilities in the establishment and monitoring of project governance which involves the exercise of independent judgement and a combination of project management, interpersonal skills, administrative analysis, and budget planning.



**EMPLOYMENT STANDARDS**

**Knowledge of:**

Techniques, frameworks and methodologies of project governance and management such as Project Management Body of Knowledge (PMBOK), Agile, Scrum, Six Sigma and Waterfall.

Microsoft 365 suite products and capabilities.

Project management information systems (PMIS) and related tools.

Methods and techniques of developing business process models and determining best practices.

Principles and practices of providing quality customer service.

Principles and practices of supervision and training.

Principles of financial analysis and accounting including budget preparation and control.

Governmental procurement policies and purchasing services.

Writing skills to prepare clear and concise specifications.

Interpersonal skills using tact, patience and courtesy.

Applicable laws, codes, rules and regulations.

Record-keeping techniques.

Public speaking techniques.

Oral and written communication skills.

**Ability to:**

Plan, manage and oversee the District-wide information technology projects portfolio.

Establish project management governance based on industry best practices and standards, including systems, documentation, procedures, checklists and forms.

Determine and assign activities and resources for successful completion of projects.

Establish and maintain effective controls over financial, material and labor resources.

Analyze situations accurately and adopt an effective course of action.

Prepare and present oral and written reports and recommendations clearly, concisely and logically.

Prepare detailed project plans and documentation.

Prepare and interpret statistical computations, charts and graphs.

Conduct investigations, determine methodologies and obtain the data necessary to evaluate complex issues and recommend solutions.

Train, supervise and evaluate personnel.

Develop and prepare preliminary budgets.

Monitor and control expenditures.

Assure compliance with applicable laws, codes, rules and regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Plan and organize work.

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

Work independently with little direction.

Prepare and deliver oral presentations.

**Education and Training:**

Bachelor's degree in computer science, information technology, business administration or a related field.

**Experience:**

Four years of information technology portfolio or project management experience. Experience in an educational environment is preferred.

Two years additional experience may be substituted for two years of the required education.

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

**SPECIAL REQUIREMENTS**

Applicants must provide proof of certification as a Project Management Professional (PMP) issued by an authorized agency at the time of application and maintain certification throughout employment in this classification.

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.  
Driving a vehicle to conduct work.  
Occasional evening and variable hours.

**PHYSICAL DEMANDS**

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

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA: