

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

Regular Meeting  
June 2, 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 May 19, 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 Campus Staff Assistant 6-7
2. **RATIFY** job announcement bulletin for Elementary School Office Supervisor 8-9
3. **RATIFY** job announcement bulletin for Environmental Health and Safety Manager 10-11
4. **RATIFY** job announcement bulletin for Recreation Aide 12
5. **RATIFY** job announcement bulletin for Recreation Aide – Kids' Club 13
6. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker 14-15
7. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0203-5288 established 06/01/2022 16
8. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0243-5288 established 05/27/2022 16
9. **APPROVE** the certification of Carpenter eligibility list 22-0161-0114 established 05/25/2022 16
10. **APPROVE** the certification of Head Start Instructional Aide eligibility list 22-0176-0657 established 06/03/2022 16

11.	<b>APPROVE</b> the certification of Instructional Aide Special eligibility list 22-0246-0448 established 06/06/2022	16
12.	<b>APPROVE</b> the certification of Nutrition Services Worker eligibility list 22-0249-5068 established 05/24/2022	16
13.	<b>APPROVE</b> the certification of Nutrition Services Worker eligibility list 22-0255-5068 established 05/24/2022	16
14.	<b>APPROVE</b> the certification of Recreation Aide eligibility list 22-0277-5255 established 05/24/2022	17
III.	OLD BUSINESS	
1.	<b>APPROVE</b> the Amended meeting dates for Personnel Commission 2022-2023	18
	NEW BUSINESS	
1.	<b>APPROVE</b> the Recommendation to Remove from Eligibility List ID 45970256	19-37
2.	<b>APPROVE</b> the Recommendation to Remove from Eligibility List ID 46542987	38-56
3.	<b>ANNOUNCE</b> Personnel Commission staff for years of service	
4.	<b>ANNOUNCE</b> the Personnel Commission Employee of the Year	
IV.	OTHER ITEMS	
	None	
V.	NEXT REGULAR MEETING	
	June 16, 2022 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713	
VI.	CLOSED SESSION	
1.	Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment	
VII.	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

May 19, 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, May 19, 2022 at 8:22 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

Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva Leonor, Employment Services Supervisor; Anne Follett, Human Resource Technician; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; and Joanna Guzman, Human Resources Technician.

GUESTS PRESENT

Christopher Itson, Assistant Director, Marketing and Media Services; Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Juan Perez, School Safety Officer; Michael Morgan, School Safety Officer; Employee E00483834; Appellant 28406021; and Krishna Murphy.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender. Employee E00483834 questioned the accuracy of the Roll-Call Vote in the minutes and following discussion, Chairperson Vaughan stated the minutes were accurate and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of May 5, 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

Mr. Kato stated he received an email from Employee E00483834 and has shared it with the Commissioners. Mr. Kato also shared that Employee E00483834 has an item on the agenda.

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, thanked Commissioner Ulaszewski for inviting Personnel Commission staff to attend a concert in the park celebration in honor of his late wife, Dr. Anna Ulaszewski, which benefited two charity organizations. Mr. Kato noted that the annual Classified Employee Celebration will be held tomorrow at the Teacher Resource Center (TRC) and the District Classified Employee of the Year will be announced at the event. Mr. Kato mentioned that Anne Follett, Human Resources Technician, was one of the 17 nominees for Classified Employee of the Year. Mr. Kato named the six finalists for the Classified Employee of the Year, Gregory Broadway, Plant Supervisor II – Marshall Middle School; Marcel Hodges, Nutrition Services Worker – Cabrillo High School; Grover Khem, Custodian – Jefferson Leadership Academy; Elizabeth Maglasang, Instructional Aide – Special – Edison Elementary; Toma McGuire, Recreation Aide – Holmes Elementary; and Norman Pacheco, Campus Staff Assistant – Cabrillo High School.

Mr. Kato shared that on May 11, 2022 Personnel Commission staff were invited to the Child Development Center (CDC) employee appreciation event and expressed gratitude for being invited. Mr. Kato mentioned the May 12, 2022 job fair was a great success and good relationships were established with Long Beach City College (LBCC). Mr. Kato mentioned that the California School Employee Association (CSEA) conducted contract voting in-person on May 13, 2022 at the Personnel Commission offices. Mr. Kato reported that he and Jesus Rios, Jr., Associate Personnel Analyst, attended the Computer and Office Studies Industry Advisory Committee meeting for LBCC and gave input for the curriculum of the industry. Mr. Kato shared that staff will be participating in a job fair coming up at the Long Beach Convention Center on June 7, 2022.

Amy Van Fossen, Associate Personnel Analyst, reported that there are 85 ongoing recruitments in progress with 43 recruitments accepting applications. Ms. Van Fossen explained that prior to the job fair there was a push to get as many job recruitments open as possible and thanked staff for their work.

Maria Braunstein, Personnel Analyst, reported over 800 people registered, and 367 attendees checked-in at the job fair. Ms. Braunstein explained LBCC has a policy that vaccinations are required to enter campus buildings and Personnel Commission staff assisted individuals not able to attend the event so they would feel welcomed by the Long Beach Unified School District (LBUSD). Ms. Braunstein mentioned that LBUSD Chromebooks were utilized by many attendees, which reduced paperwork and increased efficiency. Ms. Braunstein thanked the following for their help to make the job fair happen: Lincoln Elementary staff, LBUSD Communications and Community Engagement team of Chris Eftychiou, Deron Mashburn, and Chris Itson, LBUSD Duplicating staff, Personnel Commission staff, the Recruitment and Testing Unit for keeping the job fair organized, and Andrea Armas, Human Resources Technician for making logo shirts for her team. Ms. Braunstein stated the event was a success and staff is working diligently to complete eligibility lists so applicants can quickly be turned into LBUSD employees.

Dale Culton, Certification Services Manager, thanked Anne Follett and Jesus Rios, Jr., for assisting in training Oralia Leyva, Employment Services Supervisor, in her new position. Mr. Culton shared that a new Human Resources Technician will be starting on June 1, 2022 in the Certification and Employment Services unit.

Susan Leaming, Personnel Analyst, introduced Chris Itson, Assistant Director, Marketing and Media Services, and explained he was here in support of New Business Item 1. Ms. Leaming shared that on June 1, 2022 an in-person CalPERS retirement workshop will be held in the auditorium. Ms. Leaming mentioned that representatives from Payroll and Risk Management would also be present at the workshop to answer questions.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant Purchasing and Contracts Director
2. **RATIFY** job announcement bulletin for Contract Analyst
3. **RATIFY** job announcement bulletin for Custodian
4. **RATIFY** job announcement bulletin for Elementary School Office Supervisor
5. **RATIFY** job announcement bulletin for Groundskeeper
6. **RATIFY** job announcement bulletin for Groundskeeper – Catalina Island
7. **RATIFY** job announcement bulletin for HVAC Technician
8. **RATIFY** job announcement bulletin for Instructional Aide - Special
9. **RATIFY** job announcement bulletin for Intermediate Office Assistant, Intermediate Office Assistant BL - Spanish
10. **RATIFY** job announcement bulletin for Maintenance Laborer
11. **RATIFY** job announcement bulletin for Middle School Office Supervisor
12. **RATIFY** job announcement bulletin for Recreation Aide – Catalina Island
13. **RATIFY** job announcement bulletin for Salary Services Supervisor
14. **RATIFY** job announcement bulletin for Technology Field Operations Supervisor
15. **RATIFY** job announcement bulletin for Transportations Supervisor
16. **RATIFY** job announcement bulletin for School Safety Officer
17. **RATIFY** job announcement bulletin for Senior Office Assistant
18. **RATIFY** job announcement bulletin for Stage Technician
19. **RATIFY** job announcement bulletin for Textbook/Library Services Supervisor
20. **RATIFY** job announcement bulletin for Water/Boiler Treatment Specialist

- 21. **APPROVE** the certification of General Counsel eligibility list 22-0128-5294 established 05/05/2022
- 22. **APPROVE** the certification of Library Media Assistant eligibility list 22-0210-0465 established 05/10/2022
- 23. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0238-5068 established 05/13/2022
- 24. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0239-5068 established 05/13/2022
- 25. **APPROVE** the certification of Recreation Aide eligibility list 22-0250-5255 established 05/19/2022
- 26. **APPROVE** the certification of Senior Nutrition Services Worker eligibility list 22-0213-5071 established 05/17/2022

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 1-20 and approve items 21-26 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		

OLD BUSINESS

- 1. **APPROVE** the Request for Hearing in Disciplinary Matter Employee E00483834

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender. Mr. Kato explained that Personnel Commission procedures to approve the hearing are in compliance with the Brown Act and all applicable laws. Mr. Ulaszewski moved to amend the motion to include the hearing will be heard by a hearing officer, Sheryl Bender seconded, and the motion carried with a unanimous vote of those present to grant the hearing of Employee E00483834. Employee E00483834 asked a procedural question regarding hearing agenda items in open vs. closed session and the Commissioners responded to the inquiry.

<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 Media Services Job Family Review

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

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

2. **APPROVE** the recommendation to remove from Eligibility List ID 28406021

New Business Item 2 was moved into closed session.

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, June 2, 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 8:46 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:49 a.m. and the following reportable actions were taken.

1. **APPROVE** the recommendation to remove from Eligibility List ID 28406021

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve staff's recommendation to remove Applicant ID 28406021 from the current eligibility list and allow the applicant to reapply.

<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 9:50 a.m.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## CAMPUS STAFF ASSISTANT

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

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

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in psychology, child development, counseling or a related field is desirable.

#### EXPERIENCE:

One year of experience working with adolescents or young adults in a structured environment or community-based organization. Experience working with at-risk youth is desirable.

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

#### SPECIAL REQUIREMENTS:

(1) May be required to travel from one location to another (2) Positions in this classification require the use of a personal automobile and the possession of a valid class C California Driver's License. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (5) Incumbents may be required to work adjustable work schedules including evenings and weekend assignments. (6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

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

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

*Maria Braunstein*

### SALARY RANGE HOURLY:

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

### PHYSICAL DEMANDS:

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

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood, CA 90713  
Office: (562) 435-5708  
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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.*

**REVISED**



## **CLASSIFIED EMPLOYMENT OPPORTUNITY**

# **ELEMENTARY SCHOOL OFFICE SUPERVISOR**

### **FINAL FILING DATE:**

4:30 p.m., Thursday, May 26, 2022

### **JOB INFORMATION:**

Permanent 10 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 the direction of a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Vice-Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned elementary school; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND TRAINING:**

Graduation from high school or equivalent.

#### **EXPERIENCE:**

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant 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) May be required to travel from one location to another. (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.

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

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

### **SALARY RANGE HOURLY:**

START: \$25.27  
6 MONTHS: \$26.65  
1 ½ YEARS: \$28.12  
2 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.

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LBUSD employees, please see reverse side for important information.



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## **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 Continuous 0610 AF *Maria Branstein* *gth*

# **PERSONNEL COMMISSION**



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## **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 Environmental Health and Safety Manager. Under general direction, will plan, coordinate, implement and manage the District's Environmental Health and Safety programs including hazardous materials handling and student and employee safety. Furthermore, will serve as the District's Chemical Hygiene Officer, Radiation Safety Officer, Respiratory Protection Administrator and oversee other CAL/OSHA standards as required by the District's injury, illness, Prevention Program (IIPP). Additionally, the Environmental Health and Safety Manager will train, supervise, and evaluate the performance of assigned staff and perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Maintenance, then Environmental Health and Safety Manager.

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in environmental science, chemistry, biology or a closely related field.

Additionally, candidates are required to have three years of supervisory environmental health and safety experience in a large institutional or industrial setting including experience working with chemical hygiene programs.

Any other combination of training and/or 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.

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.

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.

Successful completion of AHERA building inspector/management planner, OSHA hazardous waste operations, Department of Health Services lead certification for inspector/assessor and first responder courses at time of application.

Be, and remain, clean shaven and a non-smoker while in this classification (necessitated by the requirement to safely wear protective clothing and the demonstrated hazards caused by smokers who work with asbestos).

Incumbents must successfully pass an asbestos respiratory medical examination and an initial lead medical examination at the time of appointment at the District's expense.

This is in compliance with the Title 8 of the California Code of Regulations, Sections 1529 and 1532.1. Failure to meet these requirements will result in withdrawal of the offer of employment.

## **SALARY AND BENEFITS:**

The annual salary for Environmental Health and Safety Manager is \$94,494 to \$110,947 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. - 4:00 p.m.

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

**Open until filled.**

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## RECREATION AIDE

### FINAL FILING DATE:

Open Continuous.

### JOB INFORMATION:

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

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

### TRAINING AND EXPERIENCE:

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

### WORKING ENVIRONMENT

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

### PHYSICAL DEMANDS

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

Note: Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

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

*Mario Braunstein* 

### SALARY RANGE HOURLY:

START: \$16.57

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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*

Open Continuous 5255 AF

LBUSD employees, please see reverse side for important information.



[www.lbschools.net/jobs](http://www.lbschools.net/jobs)



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## RECREATION AIDE-KIDS' CLUB

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

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

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### TRAINING AND EXPERIENCE:

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

#### SPECIAL REQUIREMENTS:

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

#### WORKING ENVIRONMENT:

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

#### PHYSICAL DEMANDS:

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

**Note:** Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be required to disclose information about felony and/or misdemeanor convictions.

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

### SALARY RANGE HOURLY:

\$15.00

### APPLICATION:

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

### SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations. The eligibility list for this classification will remain in effect for a period of 6 months.

### PERSONNEL COMMISSION

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LBUSD employees, please see reverse side for important information.



[www.lbschools.net/jobs](http://www.lbschools.net/jobs)



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SENIOR NUTRITION SERVICES WORKER

### FINAL FILING DATE:

4:30 p.m., Friday, June 10, 2022

### JOB INFORMATION:

Current need is to fill three 10 month positions ranging from 100% FTE (8 hours per day) to 75% FTE (6 hours per day) located at various locations. Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain nutrition service facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

One year of food service experience or six months of experience at the level of Intermediate Nutrition Service Worker.

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

#### SPECIAL REQUIREMENTS:

- (1) Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.
- (2) Positions in this classification require a valid California Class C driver's license and the use of a personal or District automobile. Applicants for this classification will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.
- (3) May be required to travel from one location to another.

**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:	\$17.65
6 MONTHS:	\$18.63
1 ½ YEARS:	\$19.65
2 ½ YEARS:	\$20.72
3 ½ YEARS:	\$21.86

### APPLICATION:

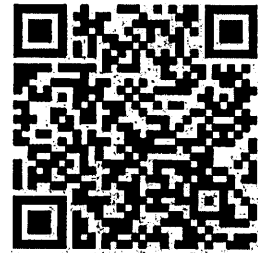
All applications must be submitted online via the Personnel Commission website. Be sure to complete all application materials. Supplemental questions are required for most jobs. If you need assistance completing your online application, please contact the Personnel Commission office.

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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Dual Exam 22-0290-5071 VO

LBUSD employees, please see reverse side for important information.

*Amy Van...* 14



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.*

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 16-17

Date: June 2, 2022

Reason for Consideration: Approval

**CAMPUS STAFF ASSISTANT**

**DUAL**

**22-0203-5288**

List Valid: 06/01/2022-06/01/2023

Total Applications Received: 57

No. Passed: 4 No. Failed: 2

Total Invited to Exam: 6

No. Withdrew: 0 No. Screened Out: 51

**CAMPUS STAFF ASSISTANT**

**DUAL**

**22-0243-5288**

List Valid: 05/27/2022-05/27/2023

Total Applications Received: 13

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 12

**CARPENTER**

**DUAL**

**22-0161-0114**

List Valid: 05/25/2022-05/25/2023

Total Applications Received: 22

No. Passed: 3 No. Failed: 6

Total Invited to Exam: 10

No. Withdrew: 1 No. Screened Out: 12

**HEAD START INSTRUCTIONAL AIDE**

**DUAL**

**22-0176-0657**

List Valid: 06/03/2022-06/03/2023

Total Applications Received: 17

No. Passed: 5 No. Failed: 1

Total Invited to Exam: 9

No. Withdrew: 3 No. Screened Out: 8

**INSTRUCTIONAL AIDE - SPECIAL**

**OPEN CONTINUOUS**

**22-0246-0448**

List Valid: 06/06/2022-06/06/2023

Total Applications Received: 26

No. Passed: 5 No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 0 No. Screened Out: 21

**NUTRITION SERVICES WORKER**

**OPEN**

**22-0255-5068**

List Valid: 05/24/2022-11/24/2022

Total Applications Received: 18

No. Passed: 5 No. Failed: 3

Total Invited to Exam: 14

No. Withdrew: 6 No. Screened Out: 4

**NUTRITION SERVICES WORKER**

**OPEN**

**22-0249-5068**

List Valid: 05/24/2022-11/24/2022

Total Applications Received: 8

No. Passed: 2 No. Failed: 3

Total Invited to Exam: 5

No. Withdrew: 0 No. Screened Out: 3

**RECREATION AIDE**

**OPEN CONTINUOUS 22-0277-5255**

List Valid: 05/24/2022-05/24/2023

Total Applications Received: 12

No. Passed: 8                      No. Failed: 0

Total Invited to Exam: 12

No. Withdrew: 0                      No. Screened Out: 4

CERTIFIED TO BE CORRECT:     Kenneth Kato          DATE: June 2, 2022

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# PERSONNEL COMMISSION

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**REVISED**

## MEETING DATES 2022-2023

All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

### 2022

July 14  
July 28

August 11  
August 25

September 8  
September 22

October 6  
October 20

November 3  
November 17

December 1  
December 15  
December 29

### 2023

January 12  
January 26

February 9  
February 23

March 9  
March 23

April 6  
April 20

May 4  
May 18

June 1  
June 15  
June 29

05/26/2022

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:      Removal from Eligibility List ID 45970256      PAGES: 19-37

Date:              June 2, 2022                                      Reason for Consideration: Restricted Action

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

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

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

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT:      Removal from Eligibility List ID 46542987      PAGES: 38-56

Date:              June 2, 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:

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