

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

REGULAR MEETING AGENDA

Regular Meeting  
August 24, 2023

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

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

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of August 10, 2023 1-5
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Research Data Analyst 6-7
2. **RATIFY** job announcement bulletin for Behavior Intervention Supervisor 8-9
3. **RATIFY** job announcement bulletin for Credential Services Specialist 10-11
4. **RATIFY** job announcement bulletin for Custodian 12
5. **RATIFY** job announcement bulletin for Cyber Security Manager 13-14
6. **RATIFY** job announcement bulletin for District Security Officer 15-16
7. **RATIFY** job announcement bulletin for Food Production Equipment Technician 17-18
8. **RATIFY** job announcement bulletin for Grounds Equipment Operator II 19-20
9. **RATIFY** job announcement bulletin for Groundskeeper 21-22

10. <b>RATIFY</b> job announcement bulletin for High School Office Supervisor	23-24
11. <b>RATIFY</b> job announcement bulletin for Intermediate Office Assistant, Intermediate Office Assistant – Bilingual Spanish	25-26
12. <b>RATIFY</b> job announcement bulletin for Landscape Irrigation Worker	27-28
13. <b>RATIFY</b> job announcement bulletin for Network Specialist	29-30
14. <b>RATIFY</b> job announcement bulletin for School Safety Officer	31-32
15. <b>RATIFY</b> job announcement bulletin for Senior Program Manager, Facilities Development and Planning	33-34
16. <b>APPROVE</b> the certification of Expanded Learning Supervisor eligibility list 24-0031-5320 established 08/25/2023	35
17. <b>APPROVE</b> the certification of Grounds Equipment Operator II eligibility list 24-0014-0176 established 08/16/2023	35
18. <b>APPROVE</b> the certification of Instructional Aide – Educare eligibility list 24-0019-5205 established 08/25/2023	35
19. <b>APPROVE</b> the certification of Instructional Aide – Expanded Learning eligibility list 24-0032-5319 established 08/17/2023	35
20. <b>APPROVE</b> the certification of Nutrition Services Worker eligibility list 24-0027-5068 established 08/15/2023	35
21. <b>APPROVE</b> the certification of Nutrition Services Worker eligibility list 24-0034-5068 established 08/15/2023	35
22. <b>APPROVE</b> the certification of Painter eligibility list 24-0013-0113 established 08/25/2023	35
23. <b>APPROVE</b> the certification of Recreation Aide eligibility list 24-0039-5255 established 08/23/2023	36
24. <b>APPROVE</b> the certification of Recreation Aide – Expanded Learning eligibility list 24-0033-5317 established 08/16/2023	36
25. <b>APPROVE</b> the certification of School Safety Officer eligibility list 24-0024-5014 established 08/17/2023	36
26. <b>APPROVE</b> the certification of School Safety Operations Manager eligibility list 24-0016-5273 established 08/14/2023	36
III. OLD BUSINESS	
1. <b>APPROVE</b> the following: Revisions to the <i>Rules and Regulations of the Classified Service</i> (Second Reading)	37-39
IV. NEW BUSINESS	
1. <b>APPROVE</b> the Revision of a Classification – Maintenance Cost Estimator	40-44

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

September 7, 2023 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

VII. CLOSED SESSION

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

VIII. ADJOURNMENT

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

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

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

MINUTES  
Regular Meeting

August 10, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, August 10, 2023 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

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

Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Lydia Tran, Associate Personnel Analyst; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Anne Follett, Human Resources Technician; Monica Gaytan, Human Resources Technician; Jazmin Salgado, Human Resources Technician and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Dale Culton, Certification Services Manager (retired); Heng Lim, CSEA Field Director; Kellyanna Miller, CSEA Representative; Trinita Renfro, CSEA Chapter 2 Chief Steward; Brandon Record, CSEA Chapter 2 Steward; and Mitchell Stewart, CSEA Labor Representative.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of July 27, 2023.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment, shared that 85% of Personnel Commission staff have completed the District required cyber security trainings. Ms. Leaming invited the members of the California School Employees Association (CSEA) in attendance to introduce themselves. Ms.

Leaming shared that CSEA representatives were on site today to update the CSEA bulletin board with upcoming news and events.

Amy Van Fossen, Associate Personnel Analyst, reported there are 45 recruitments in various stages in the recruitment process. Ms. Van Fossen shared that she and Maria Braunstein, Personnel Analyst, recently attended a successful job fair for veterans hosted by Pacific Gateway. Ms. Van Fossen shared that there will be a pop-up job fair held at Monroe on Friday, August 18, 2023. Ms. Van Fossen also mentioned that a job fair is scheduled in October in partnership with Pacific Gateway.

Jesus Rios Jr., Certification Services Manager, reported that 36 probationary and substitute employees were appointed into the classified service at the last Board of Education meeting. Mr. Rios shared that 220-day employees will return to school sites on August 21, 2023. Mr. Rios mentioned the hiring event held with the Child Development Centers (CDC) was a success and 12 Child Care Worker positions were filled. Mr. Rios thanked Joanna Guzman, Human Resources Technician; Jazmin Salgado, Human Resources Technician; Wendy Bell, Human Resources Technician and Silaue Taeleifi, Human Resources Technician, for their work processing and fingerprinting new hires at the CDC event.

Ms. Leaming thanked Ashleigh Fernando, Human Resources Technician, for her assistance at the Personnel Commission meeting today.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Head Start Health and Nutrition Manager
2. **RATIFY** job announcement bulletin for Instructional Aide - Catalina Island
3. **RATIFY** job announcement bulletin for Instructional Aide - Expanded Learning
4. **RATIFY** job announcement bulletin for Student Evaluation Technician – Bilingual Spanish
5. **APPROVE** the certification of Chief Technology Officer eligibility list 24-0001-5309 established 08/01/2023
6. **APPROVE** the certification of Glazier eligibility list 24-0008-0110 established 08/02/2023
7. **APPROVE** the certification of Grounds Equipment Operator I eligibility list 23-0303-0175 established 08/01/2023
8. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0017-5319 established 08/02/2023
9. **APPROVE** the certification of Instructional Aide – Special eligibility list 24-0030-0448 established 08/07/2023
10. **APPROVE** the certification of Instructional Aide – Catalina Island eligibility list 23-0301-0436 established 08/07/2023

11. **APPROVE** the certification of Lead Custodian eligibility list 23-0320-0205 established 08/04/2023
12. **APPROVE** the certification of Parent Involvement Specialist eligibility list 23-0192-5218 established 08/02/2023
13. **APPROVE** the certification of Parent Involvement Specialist – Bilingual Spanish eligibility list 23-0167-5220 established 08/02/2023
14. **APPROVE** the certification of Recreation Aide eligibility list 24-0029-5255 established 08/04/2023
15. **APPROVE** the certification of School Intervention Specialist eligibility list 23-0279-5290 established 08/09/2023
16. **APPROVE** the certification of School Intervention Specialist eligibility list 23-0288-5290 established 08/09/2023

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-4 and approve items 5-16 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 Abolishment of a Classification – Behavior Intervention and Coaching Specialist

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 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 Abolishment of a Classification – Glazier (grandpersoned class code)

Following discussion, 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 New Business Item 2.

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

3. **APPROVE** the Abolishment of a Classification – Instructional Assistant – Parent Resources Center/BL

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business Item 3.

<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 Abolishment of a Classification – Maintenance Mechanic

Brandon Record, CSEA Steward, spoke regarding CSEA’s opposition to abolishing the classification, discussed how important these positions are in the Maintenance department, and expressed that the District should consider filling these positions again. Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to table New Business Item 4.

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

5. **APPROVE** the Revision of Class Specifications – Warehouse Manager and Warehouse Supervisor

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve New Business Item 5.

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

6. **DISCUSS** the following: Revisions to the *Rules and Regulations of the Classified Service* (First Reading)

Mr. Dale Culton, Certification Services Manager (retiree), explained the rationale of the proposed rule revisions. Trinita Renfro, CSEA Chapter 2 Chief Steward, read a statement on behalf of CSEA regarding the proposed rule changes and their concerns with the change to the definition of Transfers. A written copy of the statement and supporting documentation were distributed to the Commission.

OLD BUSINESS           None  
 OTHER ITEMS           None

NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 24, 2023 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.
CLOSED SESSION	The Personnel Commission retired into closed session at 8:38 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:21 a.m. with no reportable actions.
ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned 9:22 a.m.



## ABOUT OUR DISTRICT

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

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

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

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

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

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

Dual Exam 24-0063-5251 AF *Maria Lynn Butts*

# PERSONNEL COMMISSION



## An Exciting Career Opportunity Awaits You

### LONG BEACH UNIFIED SCHOOL DISTRICT

## ASSOCIATE RESEARCH DATA ANALYST

\$85,176 - \$100,006 Annually



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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 Associate Research Data Analyst. Under immediate supervision, will assist in the development and performance of a variety of complex and technical educational research related duties, with increasing requirements of initiative and independence of action. Will also assist in the evaluation and reporting of District, State and federal academic or assessment programs, as well as, perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Research, Planning and Evaluation, then Associate Research Data Analyst.

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in computer science, education, psychology, behavioral or social science or a related field from an accredited four-year college or university. Upper division course work in statistics, research methodology and/or psychological testing is desired. Additionally, candidates will have one year of experience participating in the development, administration and analysis of data, tests, research methodologies or behavioral research utilizing Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).

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

## **SALARY AND BENEFITS:**

The annual salary for Associate Research Data Analyst is \$85,176 to \$100,006 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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

## **HOW TO APPLY**

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

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

**Application Deadline: 4:30 p.m. Thursday, September 7, 2023**

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## BEHAVIOR INTERVENTION SUPERVISOR

### FINAL FILING DATE:

4:30 p.m., Tuesday, August 29, 2023

### JOB INFORMATION:

Permanent 10-month position. Position is a 100% FTE (8 hours per day). The current vacancy is located at Special Education. Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

OR

A master's degree in education, psychology, counseling, behavior analysis, behavior science, human development, social work, rehabilitation, or a related field and two years of experience designing, implementing and monitoring skill-acquisition and behavior reduction programs. Experience serving in a lead or supervisory capacity is desirable.

#### SPECIAL REQUIREMENTS:

(1) Positions in this classification require the use of a personal automobile and possession of a valid California Class C Driver's License. (2) May be required to travel from one 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: \$44.42  
6 MONTHS: \$46.86  
1 ½ YEARS: \$49.45  
2 ½ YEARS: \$52.16

### 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 24-0052-5212 AA

LBUSD employees, please see reverse side for important information.



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

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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## CREDENTIAL SERVICES SPECIALIST

### FINAL FILING DATE:

4:30 p.m., Thursday, August 31, 2023.

### JOB INFORMATION:

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

### JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of technical duties to assure certificated personnel possess valid and appropriate credentials for their assignment and are paid at the appropriate level; monitor certificated assignments, salary levels, applications and renewals to assure compliance with credential requirements; provide information and assistance to individuals regarding the processing of credential applications and salary placement.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Associate's degree with course work in business administration, human resources management or a related field.

#### EXPERIENCE:

Three years of experience involving frequent public contact and processing or reviewing documents for compliance with complex policies and procedures or one year of experience with LBUSD as a Human Resources Technician.

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 require use of a personal automobile and the possession of a valid California Class C 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 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:	\$28.61
6 MONTHS:	\$30.19
1 ½ YEARS:	\$31.85
2 ½ YEARS:	\$33.59
3 ½ YEARS:	\$35.44

### 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 24-0055-3343 AF

LBUSD employees, please see reverse side for important information.



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*Amy Van* 10

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**Guidelines:**

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- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## CUSTODIAN

### FINAL FILING DATE:

4:30 p.m., Thursday, September 7, 2023.

### JOB INFORMATION:

Eligibility list is being created to fill current and future vacancies as they occur. List will also be used for substitutes.

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

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

OR

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

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

### SPECIAL REQUIREMENTS:

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

### WORKING ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

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

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

### SALARY RANGE HOURLY:

START: \$21.81  
 6 MONTHS: \$23.01  
 1 ½ YEARS: \$24.27  
 2 ½ YEARS: \$25.61  
 3 ½ YEARS: \$27.01

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

Long Beach Unified School District  
 4400 Ladoga Avenue, Lakewood, CA 90713  
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[www.lbschools.net/Departments/Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

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Open Exam 24-0061-0139 JG



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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.

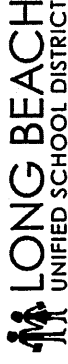
LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. LBUSD's reforms have paid off with record attendance 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 Exam 24-0064-5310 JA *Maria Lynn Brant*

## RECRUITMENT EXTENDED

## PERSONNEL COMMISSION



An Exciting Career  
Opportunity  
Awaits You

## CYBER SECURITY MANAGER

**\$114,795 - \$134,784 Annually**



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



## **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 Cyber Security Manager. Under administrative direction, will perform lead duties in the design, installation, configuration, and operation of cyber security solutions to protect all physical and digital assets. Will monitor, troubleshoot, and respond to incidents of hardware and software related to cyber security solutions and end-point client protection systems. In addition, will provide lead technical support to other technology staff regarding cybersecurity concerns.

For full details regarding the position, go to our website, select Class Specifications; choose Information Services, then Cyber Security Manager.

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in computer science, information technology, business administration or a related field. Additionally, candidates will have four years of information technology cyber security 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:**

A successful candidate must provide proof of certification in two or more industry recognized security standards issued by an authorized agency at the time of application and maintain certification throughout employment in this classification. Positions in this class require the use of a personal automobile and possession of a valid California class C Driver's license, as traveling from one location to another may be required.

## **SALARY AND BENEFITS:**

The annual salary for Cyber Security Manager is \$114,795 to \$134,784 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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

## **HOW TO APPLY**

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

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

**Application Deadline: Continuous 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 VII/MERIT SYSTEM EMPLOYER



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## DISTRICT SECURITY OFFICER

### FINAL FILING DATE:

4:30 p.m., Thursday, September 7, 2023.

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general direction, patrol and monitor District properties to protect District property against vandalism, illegal entry, fire and theft; enforce laws and regulations; respond to emergency situations and non-emergency dispatcher calls for service; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in criminal justice or a related field is desirable.

#### EXPERIENCE:

Some experience performing security work involving patrolling buildings and property to protect against vandalism, illegal entry, fire and theft.

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

#### SPECIAL REQUIREMENTS:

(1) Incumbents in this class must possess and maintain a valid 832 Arrest and Firearms Certification as mandated by the California Penal Code throughout employment in this classification. (2) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (3) Incumbents must obtain a certificate of completion of a school security guard training course within six months of employment. (4) Possession of a valid California Class C Driver's License is required at the time of appointment. (5) 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. (6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (7) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range. (8) Incumbents will be required to work evenings, swing shifts, weekend assignments and graveyard shifts. (9) May be required to travel from one location to another.

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

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

### SALARY RANGE HOURLY:

START: \$28.61  
6 MONTHS: \$30.19  
1 ½ YEARS: \$31.85  
2 ½ YEARS: \$33.59  
3 ½ YEARS: \$35.44

### PHYSICAL DEMANDS:

Visual field and depth and color. Hearing and speaking to exchange information in person and on the telephone. Seeing to read, prepare and proofread documents and perform assigned duties. Sitting and standing for extended periods of time. Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment. Wear a duty belt weighing approximately 25 pounds and ballistic vest during assigned shifts. Agility and strength to make apprehensions and to protect self from attack. Sufficient strength to push and pull rolling and swinging security gates. Walking and climbing stairs.

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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Dual 24-0065-5202 JG

LBUSD employees, please see reverse side for important information.



*Marie Lynn...*

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

## FOOD PRODUCTION EQUIPMENT TECHNICIAN

### FINAL FILING DATE:

4:30 p.m., Wednesday, September 6, 2023

### JOB INFORMATION:

Position is 12 months and 100% FTE (8 hours per day). The current vacancy is located at Nutrition Services. The eligible list of successful candidates may also be used to fill future vacancies as they occur.

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school.

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

#### EXPERIENCE:

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

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

#### SPECIAL REQUIREMENTS:

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

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

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

### SALARY RANGE HOURLY:

START: \$37.52  
6 MONTHS: \$39.59  
1 ½ YEARS: \$41.76  
2 ½ YEARS: \$44.07  
3 ½ YEARS: \$46.49

### 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.

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Dual Exam 24-0059-0476 VO

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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## GROUNDS EQUIPMENT OPERATOR II

### FINAL FILING DATE:

4:30 p.m., Thursday, September 7, 2023

### JOB INFORMATION:

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

### JOB SUMMARY:

Under immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school.

#### EXPERIENCE:

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I in the Long Beach Unified School District.

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

#### SPECIAL REQUIREMENTS:

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

#### WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

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:	\$27.09
6 MONTHS:	\$28.59
1 ½ YEARS:	\$30.16
2 ½ YEARS:	\$31.82
3 ½ YEARS:	\$33.58

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



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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## GROUNDSKEEPER

### FINAL FILING DATE:

4:30 p.m., Tuesday, September 5, 2023

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

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

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

#### SPECIAL REQUIREMENTS:

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

#### WORKING ENVIRONMENT:

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

Note: Before being considered for employment, once an applicant meets the minimur qualifications, all applicants who have prior convictions will be required to provide a certifie copy of all relevant records including, but not limited to, conviction reports, probatio 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: \$23.03  
6 MONTHS: \$24.30  
1 ½ YEARS: \$25.63  
2 ½ YEARS: \$27.04  
3 ½ YEARS: \$28.52

### 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 24-0056-0172 AA

LBUSD employees, please see reverse side for important information.



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



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

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

**Guidelines:**

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

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

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

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## HIGH SCHOOL OFFICE SUPERVISOR

### FINAL FILING DATE:

4:30 p.m., Thursday, September 7, 2023

### JOB INFORMATION:

Permanent 12-month position. The current vacancy is located at Wilson High School 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 Co-Principal or Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the administrator of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned high school or a special school such as adult school or the Avalon school site; 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 supplemented by college-level course work in secretarial science or a related field.

#### EXPERIENCE:

Four years of secretarial experience including two years in a supervisory capacity or two years of experience at the level of Middle School Office Supervisor with the Long Beach Unified School District.

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

#### SPECIAL REQUIREMENTS:

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

#### SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

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:	\$32.08
6 MONTHS:	\$33.84
1 ½ YEARS:	\$35.71
2 ½ YEARS:	\$37.67

### 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:

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Dual Exam 24-0062-3349 AA

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*Maria Jim Branstetter*  


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

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

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

**Guidelines:**

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

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

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

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## INTERMEDIATE OFFICE ASSISTANT INTERMEDIATE OFFICE ASSISTANT-BL SPANISH

### FINAL FILING DATE:

4:30 p.m., Tuesday, August 29, 2023

### JOB INFORMATION:

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

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

One year of clerical experience involving public contact.

Or

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

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

### SPECIAL REQUIREMENTS:

- (1) Positions in the Intermediate Office Assistant-BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.
- (2) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.
- (3) May be required to travel from one location to another.
- (4) This classification requires that incumbents be skilled in typing/ keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

### SALARY RANGE HOURLY:

START:	\$22.40
6 MONTHS:	\$23.65
1 ½ YEARS:	\$24.94
2 ½ YEARS:	\$26.31
3 ½ YEARS:	\$27.75

### 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 24-0052-0673 AF  
24-0053-5050

LBUSD employees, please see reverse side for important information.



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

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

**Guidelines:**

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

## LANDSCAPE IRRIGATION WORKER

### FINAL FILING DATE:

4:30 p.m., Thursday, September 7, 2023

### 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 general supervision, perform a variety of skilled and semi-skilled work in the installation, inspection, modification, maintenance and repair of irrigation systems of landscaped grounds; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school.

#### EXPERIENCE:

One year of installation, repair and maintenance of automatic irrigation and sprinkler systems.

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) Subject to call out to perform emergency repair work to grounds irrigation systems. (2) 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. (3) May be required to travel from one location to another. (4) 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. (5) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

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: \$29.40  
6 MONTHS: \$31.01  
1 ½ YEARS: \$32.73  
2 ½ YEARS: \$34.52  
3 ½ YEARS: \$36.43

### WORKING ENVIRONMENT:

Outdoors. Subject to adverse seasonal weather conditions. Repair shop with machinery, tools and supplies. Exposure to chemicals used in piping installation and repair and landscape spraying. Travel to and from District sites. Subject to emergency call out.

### 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 24-0065-0617 AA

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*Manuel Lopez*

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

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

**Guidelines:**

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

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

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## NETWORK SPECIALIST

### FINAL FILING DATE:

4:30 p.m., Thursday, August 31, 2023

### 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 general supervision, perform a variety of specialized duties in the installation, configuration, maintenance and operation of the District's Local (LAN), Wide (WAN) and Wireless (WLAN) Area networks and equipment; monitor and evaluate network systems to assure proper operation; provide assistance to network users and technical support staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

Professional certifications by major vendors such as Novell, Cisco or Microsoft are highly preferred.

#### EXPERIENCE:

Three years of experience installing and maintaining local, wide or wireless networks and related equipment for an organization with multiple locations and a minimum of 500 users.

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

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

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

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### SALARY RANGE HOURLY:

START: \$46.63  
6 MONTHS: \$49.19  
1 ½ YEARS: \$51.89  
2 ½ YEARS: \$54.74  
3 ½ YEARS: \$57.76

### 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:

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Dual Exam 24-0057-5119 JA

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*Amy Van Jones*



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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SCHOOL SAFETY OFFICER

### FINAL FILING DATE:

4:30 p.m., Thursday, September 7, 2023.

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, patrol District sites and adjacent areas to provide safety and protection for students, staff, equipment and property; assure compliance with applicable laws, codes, rules and regulations; respond to fire and intrusion alarms and calls for service at District sites; provide assistance to staff, students, parents, citizens and public agencies; model and promote a positive, productive and safe campus climate; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

Graduation from or enrollment in a California Peace Officer Standards and Training (P.O.S.T.) basic academy. Successful completion within one year from the date of appointment to the position is required.

Associate's degree including coursework in criminal justice, psychology, law, or a related field is desirable.

#### EXPERIENCE:

Security or law enforcement experience in an institution or public agency providing protection and enforcement of rules and regulations is desirable. Experience working with adolescents is highly 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) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (2) Valid California Class C driver's license. (3) May be required to travel from one location to another. (4) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at 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. (5) Incumbents must complete 24 hours of accredited training per calendar year. Training is at the District's expense. (6) Incumbents must provide and service their own firearm subject to District approval and qualify periodically with the approved firearm at a specified police or sheriff's range. (7) Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and swing shifts.

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

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

### SALARY RANGE HOURLY:

START: \$34.59  
6 MONTHS: \$36.49  
1 ½ YEARS: \$38.51  
2 ½ YEARS: \$40.63  
3 ½ YEARS: \$42.86

### PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone. Seeing to read a variety of materials and perform assigned duties. Sitting or standing for extended periods of time. Dexterity of hands and fingers to operate a computer and safety equipment. Wear a duty belt weighing approximately 25 pounds and ballistic vest during assigned shifts. Sufficient agility and strength to lift or restrain students or other individuals and protect self from physical harm. Walking and climbing stairs.

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

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 24-0067-5014 JG

*LBUSD employees, please see reverse side for important information.*



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

*More info on this*

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.*

## **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 Avaton on Catalina Island. With a team of more than 12,000 full-time and part-time employees, the school district is the largest employer in Long Beach. The fourth largest school district in California, LBUSD serves one of the most diverse large cities in the United States, and dozens of languages are spoken by local students.

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

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

Dual Exam 24-0058-5307 JA

# **PERSONNEL COMMISSION**



## **An Exciting Career Opportunity Awaits You**

### **LONG BEACH UNIFIED SCHOOL DISTRICT**

#### **SENIOR PROGRAM MANAGER, FACILITIES DEVELOPMENT AND PLANNING**

**\$142,625 – \$167,481 Annually**



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

*Amy van der*

## **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 Senior Program Manager, Facilities Development and Planning. Under administrative direction, will plan, coordinate, administer and oversee the planning activities, phases of design and day-to-day operations of the Facilities Development and Planning Branch. In addition, will supervise and evaluate the performance of assigned personnel and perform related duties as assigned.

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

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field. A Master's degree in one of the above-mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired. Additionally, candidates will possess four years of management-level experience in construction, urban studies or facilities planning. Experience in educational facility planning and construction is preferred.

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

## **SPECIAL REQUIREMENTS**

At the time of appointment, a successful candidate must be in possession of a valid California class C Driver's license, as traveling from one location to another may be required. 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.

## **SALARY AND BENEFITS**

The annual salary for Senior Program Manager, Facilities Development and Planning is \$142,626 to \$167,482 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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

## **HOW TO APPLY**

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

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

**Application Deadline: 4:30 p.m. Tuesday, September 5, 2023**

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

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

[http://www.lbschools.net/Departments/Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 35-36

Date: August 24, 2023

Reason for Consideration: Approval

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**EXPANDED LEARNING SUPERVISOR**

**DUAL**

**24-0031-5320**

List Valid: 08/25/2023-08/25/2024

Total Applications Received: 29

No. Passed: 9                      No. Failed: 1

Total Invited to Exam: 16

No. Withdrew: 6                      No. Screened Out: 13

**GROUNDS EQUIPMENT OPERATOR II**

**DUAL**

**24-0014-0176**

List Valid: 08/16/2023-08/16/2024

Total Applications Received: 15

No. Passed: 1                      No. Failed: 4

Total Invited to Exam: 6

No. Withdrew: 1                      No. Screened Out: 9

**INSTRUCTIONAL AIDE – EDUCARE**

**DUAL**

**24-0019-5205**

List Valid: 08/25/2023-08/25/2024

Total Applications Received: 18

No. Passed: 0                      No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 2                      No. Screened Out: 16

**INSTRUCTIONAL AIDE – EXPANDED LEARNING**

**OPEN CONTINUOUS**

**24-0032-5319**

List Valid: 08/17/2023-02/17/2024

Total Applications Received: 37

No. Passed: 17                      No. Failed: 0

Total Invited to Exam: 27

No. Withdrew: 9                      No. Screened Out: 11

**NUTRITION SERVICES WORKER**

**OPEN CONTINUOUS**

**24-0027-5068**

List Valid: 08/15/2023-02/16/2024

Total Applications Received: 22

No. Passed: 12                      No. Failed: 1

Total Invited to Exam: 20

No. Withdrew: 7                      No. Screened Out: 2

**NUTRITION SERVICES WORKER**

**OPEN CONTINUOUS**

**24-0034-5068**

List Valid: 08/15/2023-02/16/2024

Total Applications Received: 14

No. Passed: 7                      No. Failed: 0

Total Invited to Exam: 14

No. Withdrew: 5                      No. Screened Out: 2

**PAINTER**

**DUAL**

**24-0013-0113**

List Valid: 08/25/2023-08/25/2024

Total Applications Received: 44

No. Passed: 4                      No. Failed: 10

Total Invited to Exam: 18

No. Withdrew: 4                      No. Screened Out: 26

**RECREATION AIDE****OPEN CONTINUOUS 24-0039-5255**

List Valid: 08/23/2023-02/23/2024

Total Applications Received: 53

No. Passed: 45                      No. Failed: 0

Total Invited to Exam: 45

No. Withdrew: 0                      No. Screened Out: 8

**RECREATION AIDE – EXPANDED LEARNING****OPEN CONTINUOUS 24-0033-5317**

List Valid: 08/16/2023-02/16/2024

Total Applications Received: 18

No. Passed: 13                      No. Failed: 0

Total Invited to Exam: 13

No. Withdrew: 0                      No. Screened Out: 5

**SCHOOL SAFETY OFFICER****DUAL 24-0024-5014**

List Valid: 08/17/2023-02/17/2024

Total Applications Received: 16

No. Passed: 3                      No. Failed: 1

Total Invited to Exam: 6

No. Withdrew: 2                      No. Screened Out: 10

**SCHOOL SAFETY OPERATIONS MANAGER****PROMOTIONAL 24-0016-5273**

List Valid: 08/14/2023-08/14/2024

Total Applications Received: 3

No. Passed: 1                      No. Failed: 1

Total Invited to Exam: 2

No. Withdrew: 0                      No. Screened Out: 1

CERTIFIED TO BE CORRECT:     Susan Leaming          DATE:     August 24, 2023

# PERSONNEL COMMISSION



August 17, 2023

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

## Background and Findings

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

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

The attached rules are being submitted for a second reading for approval with the following rationale:

Rule 1.1 DEFINITIONS: TRANSFER: Expands definition to include classifications at lower salary ranges as allowed under Rule 8.1.C.2.

Rule 8.1.C.1 TRANSFER PROCEDURES: This rule is being modified to reflect the 2022-2023 collective bargaining agreement between the Long Beach Unified School District and the California School Employees Association (CSEA) to amend the date of expiration for transfer requests from November 30 to June 30.

Deletions to the rules are annotated with ~~strikethroughs~~ and additions underlined.

## Recommendations

Staff recommends the Personnel Commission approve these rule revisions.

Prepared by:

Approved and Recommended:

Dale Culton  
Certification Services Manager (Retiree)

Susan Learning  
Interim Executive Officer



**CHAPTER I  
DEFINITIONS**

**1.1 DEFINITIONS**

Unless otherwise required by context and/or prevailing law, words and phrases used in these Rules shall have the following meanings:

...

**TRANSFER** - The reassignment of an employee without examination from one position to another position in the same class or to a position in a related or similar class with the same or lower salary range.

...

...

...

## CHAPTER VIII TRANSFERS

### 8.1. TRANSFER PROCEDURES

...

#### C. TRANSFER REQUEST BY EMPLOYEE

1. Transfer to same class - An employee with permanent status may request a transfer from one position to another within the same class. Such requests shall be in writing and submitted to the Personnel Commission office. A transfer request shall remain active through ~~November~~ June 30 at which time the request must be renewed. No obligation shall exist to fill a position by transfer rather than by any other methods of appointment; however, each employee will be notified that their transfer request has been received and will be considered as openings occur.

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

August 17, 2023

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

## Background and Findings

The Business Services Administrator and Maintenance Director reviewed the Maintenance Cost Estimator (salary range 36 C2) classification specification in anticipation of upcoming recruitment activities. The classification was last revised in 2017.

Specifically, duties were added to reflect the need for an incumbent to develop and prepare informal plans, specifications, drawings and sketches to solicit informal bid proposals from outside contractors and to review and inspect contracted work for the purposes of assuring quality and completion.

The Business Services Administrator and the Maintenance Director have reviewed and are in support of the proposed revisions. A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and additions underlined.

## Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification of Maintenance Cost Estimator

Prepared, Approved, and Recommended:



Susan Learning  
Interim Executive Officer, Personnel Commission and Classified Employment

## PERSONNEL COMMISSION

LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*



## PERSONNEL COMMISSION

Class  
Code: 3321  
Salary Range: 36 (C2)

### MAINTENANCE COST ESTIMATOR

#### JOB SUMMARY

Under general supervision, prepare cost estimates for construction, reconstruction, alteration and demolition projects on District facilities and buildings; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Prepare cost estimates of labor, material and equipment by reviewing preliminary and final plans for construction, reconstruction, and maintenance work in any of the following trades: carpentry, painting, glazing, plumbing, electrical, heating, ventilating, refrigeration and air conditioning, and locksmithing. **E**
- Read and work from plans, blueprints, sketches, drawings and specifications. **E**
- Prepare and review cost estimates for proposed change orders submitted by contractors. **E**
- Review unit cost prices submitted by bidders and recommend acceptance or rejection. **E**
- Prepare comparative estimates of alternative construction methods and materials. **E**
- Prepare tentative estimates for building projects from sketches and verbal descriptions. **E**
- Develop and prepare informal plans, specifications, drawings, sketches and other necessary documents to solicit informal bid proposals from outside contractors. **E**
- Provide data to contractors, subcontractors and suppliers for cost information in order to resolve cost differences. **E**
- Calculate contractor payments based on bid data and progress of the project. **E**
- Follow up on the status of requests for service with contractors and site requestors to assure completion of work in accordance with defined scope of work; maintain a variety of records and prepare reports related to assigned activities **E**
- Review and inspect contracted work for quality and completion in a wide variety of areas including playgrounds, rooftops, crawl spaces, attics, and other confined spaces. **E**
- Communicate with administrators, District staff, outside agencies, contractors, vendors and others to exchange information, resolve issues and concerns, and coordinate activities. **E**

- Operate a variety of office equipment including a computer and assigned software; drive a District vehicle to conduct work. *E*
- Attend a variety of meetings and trainings to maintain current knowledge of industry trends and laws, codes, rules and regulations related to assigned activities. *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**

A Maintenance Cost Estimator applies knowledge and skills of multiple (one or more) trades involving methods and techniques necessary to analyze construction or reconstruction projects to determine acceptable costs. Inspections include carpentry, roofing, plumbing and irrigation, air conditioning, heating and ventilating systems, glazing, electrical, painting, and locksmithing work. Incumbents typically apply engineering concepts and mathematics to figure the most economical construction or installation procedures. Incumbents perform estimating of general construction or reconstruction work that requires journey level knowledge and skills in multiple (one or more) trades.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles, practices, tools, equipment, and materials used in the construction and building maintenance trades involving such work as carpentry, painting, heating, ventilation and air conditioning systems, electrical systems, plumbing, and locksmithing. Applicable building codes, ordinances fire and handicap requirements, laws, rules, standards, regulations and safety precautions.

Methods and requirements of maintaining, repairing, altering, and improving school buildings, grounds and equipment.

Shop mathematics for construction and maintenance trades.

Recordkeeping and report preparation techniques.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

#### **Ability to:**

Analyze construction or reconstruction projects to determine acceptable costs.

Prepare sketches and diagrams.

Read and work from architectural and engineering plans and blueprints, sketches, drawings, and specifications.

Maintain records and prepare reports related to assigned activities.

Operate a computer and assigned software to enter data, maintain records and generate reports.



Maintain current knowledge of industry trends and laws, codes, rules and regulations related to assigned activities.

Interpret, apply and explain applicable laws, codes, standards, rules and regulations related to assigned activities.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others.

Maintain routine records and prepare reports.

Prioritize and schedule work.

Meet schedules and timelines.

Operate a District vehicle observing legal and defensive driving practices.

**Education and Training:**

Graduation from high school or equivalent. Coursework in construction management is desirable.

**Experience:**

Four years of journey-level experience in one of the building trades, preferably in an educational or public agency.

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

**SPECIAL REQUIREMENTS**

Positions in this class require 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.

~~Incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law.~~

**WORKING ENVIRONMENT**

Indoor and outdoor environment.  
Seasonal adverse weather conditions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Climbing and descending scaffolding and ladders.  
Sitting, walking or standing for extended periods of time.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Walking over rough or uneven surfaces.  
Crawling in attics, under floors and in tight spaces to review and inspect work.  
Dexterity of fingers and hands to operate a computer.  
Hearing and speaking to exchange information in person or on the telephone

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

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

PCA: 3/2/2000  
Revised: 2/9/2006  
Revised: 10/12/2017  
Revised: