

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

REGULAR MEETING AGENDA

Regular Meeting  
April 4, 2024

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

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

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of March 21, 2024 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for Processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrative Secretary 5-6
2. **RATIFY** job announcement bulletin for Administrative Secretary – Bilingual Spanish 7-8
3. **RATIFY** job announcement bulletin for Educational Research Analyst I 9-10
4. **RATIFY** job announcement bulletin for General Counsel 11-12
5. **RATIFY** job announcement bulletin for Grounds Equipment Operator II 13-14
6. **RATIFY** job announcement bulletin for Grounds Equipment Operator III/ Driver 15-16
7. **RATIFY** job announcement bulletin for High School Office Supervisor 17-18
8. **RATIFY** job announcement bulletin for Stage Technician 19-20
9. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0200-5068 established 03/27/2024 21

10. <b>APPROVE</b> the certification of Nutrition Services Worker eligibility list 24-0215-5068 established 03/27/2024	21
11. <b>APPROVE</b> the certification of Recreation Aide eligibility list 24-0214-5255 established 03/20/2024	21
12. <b>APPROVE</b> the certification of Truck Driver eligibility list 24-0123-0392 established 03/15/2024	21
III. OLD BUSINESS	
1. None	
IV. NEW BUSINESS	
1. <b>APPROVE</b> the Creation of a New Classification - Pool Lifeguard	22-27
V. OTHER ITEMS	
1. None	
VI. NEXT REGULAR MEETING	
April 4, 2024 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713	
VII. CLOSED SESSION	
Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment	
VIII. ADJOURNMENT	
Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.	
Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).	

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

MINUTES  
Regular Meeting

March 21, 2024

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, March 21, 2024 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender  
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Lisa Gardner, Administrative Coordinator, Personnel Commission (retired); Maria Braustein, Personnel Analyst; Oralia Leyva, Interim Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Virginia Agredano Perez, Senior Administrative Secretary; Maria Rojas, Interim Employment Services Supervisor; Ashleigh Fernando, Human Resources Technician; Monica Gaytan, Human Resources Technician; Joanna Guzman, Human Resources Technician; Elizabeth Morales-Torres, Human Resources Technician; Vanessa Ortiz, Human Resources Technician; and Veronica Bustamante, Human Resources Assistant.

GUESTS PRESENT

Trinita Renfroe, CSEA Chapter 2 Chief Job Steward; and Terence Ulaszewski, Guest.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of March 7, 2024.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, welcomed Virginia Agredano Perez, as the new Senior Administrative Secretary for the Personnel Commission. Ms. Agredano Perez introduced herself and shared her enthusiasm for joining the Personnel Commission team. Ms. Leaming then introduced Lisa Gardner, Administrative Coordinator, Personnel Commission (retired), and noted that Ms. Gardner will be assisting with classification items and other special projects. Ms. Gardner provided the Commission an overview of her career as an administrator in public sector human resources including serving as a Personnel Commissioner for the Los Alamitos Unified School District.

Ms. Leaming thanked Christopher Itson, Assistant Director, Marketing and Media Services and his team for creating a “visual identity packet” for the Personnel Commission which includes a variety of logos and the large stand-up banners currently on display in the Commission meeting room. The banners will be used at job fairs and other events.

Ms. Leaming noted that an air conditioning unit was recently installed in room 15 so this room will now be available year-round to hold employment examinations, interviews, and meetings. Ms. Leaming thanked David Van Westerhuyzen, Maintenance Director, and the HVAC staff for turning the request for service around so quickly.

Ms. Leaming wished Commissioner Vaughan a very happy birthday. Lastly, Ms. Leaming noted a typographical correction to Consent Agenda Item 16.

Lydia Smith, Associate Personnel Analyst, reported there are 40 recruitments at various stages in the recruitment process with ten (10) testing and 22 accepting applications. Ms. Smith noted that she recently attended the California State University, Long Beach, Graduate Business Career Services (GBCS) Employer Networking Night for MBA and other graduate students. Ms. Smith mentioned many students she met during the event were interested in the upcoming job fair and several had already applied with LBUSD.

Ms. Smith mentioned that later today Judith Alonso and Andrea Armas, Human Resources Technicians, will be attending the Harbor Occupational Center Connect LA-Job Fair in San Pedro, and Amy Van Vossen, Associate Personnel Analyst, and Veronica Bustamante, Human Resources Assistant, will be attending the Educational Partnership High School (EPHS) College and Career day.

Ms. Smith thanked Personnel Commission staff for participating in Lakewood High School’s mock interviews last week with juniors and seniors in the Health Occupations and Sports Medicine (HOSM) pathway. Ms. Smith reported that a site administrator thanked the Personnel Commission staff for helping to make the event happen.

Ms. Smith also mentioned that staff would be assisting at the Long Beach School for Adults Building Maintenance Custodial class that is finishing up this week. Lastly, Ms. Smith distributed attendee and vendor flyers for the upcoming job fair at the Long Beach School for Adults on April 5, 2024. Ms. Smith discussed where the flyers were being distributed and ongoing advertisement efforts with partner agencies.

Vanessa Ortiz, Human Resources Technician, discussed her experience participating in the Lakewood High School mock interviews. Ms. Ortiz mentioned she was paired with Dennis Buchanan, City of Long Beach Fire Chief, and spoke about some of the amazing students they interviewed. Ms. Ortiz stated it was a pleasure to attend the event and she was excited to be a part of it.

Oralia Leyva, Interim Certification Services Manager, mentioned on the last Board of Education agenda there were 31 probationary, 11 substitute, and 24 exempt appointments made. Ms. Leyva reported that 811 summer school applications have been received to date and the submission deadline is March 22, 2024.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant
2. **RATIFY** job announcement bulletin for Carpenter (Extended)

3. **RATIFY** job announcement bulletin for Custodial Crew Supervisor
4. **RATIFY** job announcement bulletin for Custodian
5. **RATIFY** job announcement bulletin for Electrician (Extended)
6. **RATIFY** job announcement bulletin for HVAC Technician (Extended)
7. **APPROVE** the certification of Child Care Worker eligibility list 24-CCW11-5258 established 02/23/2024
8. **APPROVE** the certification of Instructional Aide - Special eligibility list 24-0166-0448 established 03/13/2024
9. **APPROVE** the certification of Nutrition Services Supervisor I eligibility list 24-0181-5064 established 03/11/2024
10. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list 24-0182-5065 established 03/11/2024
11. **APPROVE** the certification of Nutrition Services Supervisor III eligibility list 24-0183-5066 established 03/11/2024
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0193-5068 established 03/11/2024
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0197-5068 established 03/11/2024
14. **APPROVE** the certification of Recreation Aide eligibility list 24-0199-5255 established 03/13/2024
15. **APPROVE** the certification of Translator-Interpreter – BL Khmer eligibility list 24-0186-5295 established 03/15/2024
16. **APPROVE** the certification of Translator-Interpreter – BL Khmer eligibility list 22-0190-5295 established 03/15/2024

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-6 and approve items 7-16 with the typographical correction to Item 16.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Creation of a New Classification – Senior Associate General Counsel – Human Resources

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

2. **APPROVE** the Creation of a New Classification – Business Engagement, Partnerships and Programs Manager and Abolishment of Classifications – Administrator, K-16 Collaborations & District Programs and Administrator, K-16 Collaborations & External Programs

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

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 04, 2024 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:38 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:14 a.m. with no reportable actions.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:14 a.m.

# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY



## ADMINISTRATIVE SECRETARY

### FINAL FILING DATE:

4:30 p.m., Tuesday, April 09, 2024.

### REQUIREMENTS TO APPLY:

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

### JOB INFORMATION:

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

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

#### EXPERIENCE:

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

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

#### SPECIAL REQUIREMENTS:

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

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

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

### SALARY RANGE HOURLY:

START:	\$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:

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

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VII/MERIT SYSTEM EMPLOYER

Promo Exam 24-0221-3339 JG



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LBUSD employees, please see reverse for important information.

**PERSONNEL COMMISSION**

*Amy Van De*

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

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



# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY



## ADMINISTRATIVE SECRETARY – BILINGUAL SPANISH

### FINAL FILING DATE:

4:30 p.m., Tuesday, April 09, 2024.

### REQUIREMENTS TO APPLY:

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

### JOB INFORMATION:

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

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

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

#### EXPERIENCE:

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

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

#### SPECIAL REQUIREMENTS:

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

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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VII/MERIT SYSTEM EMPLOYER

Promo Exam 24-0220-5140 JG



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## PERSONNEL COMMISSION

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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.*

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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 grade 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 24-0225-3301 AA

**LONG BEACH**  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

**An Exciting Career  
Opportunity  
Awaits You At**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**EDUCATIONAL RESEARCH  
ANALYST I**

**\$92,393 - \$108,492 Annually**



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

*Amey*

## **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 Educational Research Analyst I. Under direction, will perform a variety of logistical, technical, analytical and internal user support related to the maintenance and implementation of the District's student information systems, assessment platforms and other student data management systems. In addition, will coordinate and provide technical assistance and training to District staff and 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 Educational Research Analyst I.

## **IDEAL CANDIDATE**

Successful candidates will have graduated from an accredited four-year college or university with a bachelor's degree in education, psychology, behavioral or social science or a related field with course work in statistics, research methodology or psychological testing. A master's degree or higher is desirable.

Additionally, candidates will have two years of technical/professional experience in the development, administration and analysis of tests or behavioral research in a school system, university or other institution conducting social science research. A master's or doctorate degree may substitute for one year of the required experience.

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

## **SALARY AND BENEFITS**

The annual salary for Educational Research Analyst I is \$92,393 to \$108,492 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., Wednesday, April 10, 2024**

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

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



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

## **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 systems 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 24-0223-5294 JA *Maria Lynn Brunstein*

**LONG BEACH**  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

**An Exciting Career  
Opportunity  
Awaits You At**

**LONG BEACH UNIFIED  
SCHOOL DISTRICT**

**GENERAL COUNSEL**

**\*\$241,529 - \$283,628 Annually**

\*Salary reflects a tentative 4% increase to salary schedules, stipends,  
and rates of pay retroactive to July 1, 2023.



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

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

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of General Counsel. Under the direction of the Superintendent of Schools, will plan, organize, direct and provide professional legal services and counsel to the District in a wide variety of legal matters such as labor and employment, student rights, real estate, litigation, liability, and school bonds. Will serve as the primary legal advisor and represent the District before a variety of administrative and legislative bodies, as well as, perform related duties as assigned.

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

## **IDEAL CANDIDATE**

Successful candidates will have a Juris Doctorate degree from an accredited law school.

## **EXPERIENCE**

Successful candidates will have ten years of experience practicing law including experience providing legal counsel to school districts, educational institutions, or similar public agencies. Experience working with K-12 school districts in California is preferred. Additionally, experience involving the supervision of professional and administrative support staff 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**

A successful candidate must have active membership and good standing in the State Bar of California throughout employment in this classification. Must also be in possession of a valid California Class C driver's license, as traveling from one location to another.

## **SALARY AND BENEFITS**

The annual salary for General Counsel is \$241,529 to \$283,628 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

To pursue this exceptional career opportunity, please visit the Avery Associates website to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after a preliminary interview takes place). Those candidates who are identified as having backgrounds most closely associated with the position requirements are anticipated to meet with the search firm during the mid-to-late April timeframe. Subsequent interviews for those invited to meet with the LBUSD are anticipated to take place in early-to-mid May, with an appointment desired by late May.

The LBUSD Board of Education acted on 10/06/2021 to designate this class as senior management in accordance with California Education Code sections 45108.05 and 45256.5.

## **HOW TO APPLY**

All applications must be submitted online via the Avery Associates Career Portal at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/).

**Application Deadline: 4:30 p.m., Monday, April 08, 2024**

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

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



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

[http://www.lbschools.net/Departments/Personnel Commission/](http://www.lbschools.net/Departments/Personnel%20Commission/)

**WE ARE AN EQUAL OPPORTUNITY TITLE VI/IMMERIT SYSTEM EMPLOYER**

# CLASSIFIED EMPLOYMENT OPPORTUNITY



## - RECRUITMENT EXTENDED - GROUNDS EQUIPMENT OPERATOR II

### FINAL FILING DATE:

4:30 p.m., Thursday, March 14, 2024.  
4:30 p.m., Friday, April 5, 2024

### JOB INFORMATION:

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

### JOB SUMMARY:

Under 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 experience that could likely provide the desired skills, knowledge or abilities may be considered.

#### SPECIAL REQUIREMENTS:

(1) May be required to travel from one location to another. (2) Valid California Class B driver's license at time of application. (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.

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0205-0176 JG



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**PERSONNEL COMMISSION**

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY



## - RECRUITMENT EXTENDED - GROUNDS EQUIPMENT OPERATOR II/DRIVER

### FINAL FILING DATE:

4:30 p.m., Thursday, March 14, 2024.  
4:30 p.m., Friday, April 5, 2024

### JOB INFORMATION:

Permanent 12-month position. Position is a 100% FTE (8 hours per day). Eligibility list is being created to fill 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; operate a truck to tow a trailer or heavy equipment; 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 experience that could likely provide the desired skills, knowledge or abilities may be considered.

#### SPECIAL REQUIREMENTS:

(1) May be required to travel from one location to another. (2) Valid California Class A driver's license at time of application. (3) Under federal law those individuals required to possess a commercial drivers license shall be subject to alcohol and controlled substance testing. (4) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification 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

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.

WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0206-5031 JG



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4400 Ladoga Avenue, Lakewood, CA 90713 • (562) 435-5708 • [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 case by case basis by the administrator of the Personnel Commission.*

# CLASSIFIED EMPLOYMENT OPPORTUNITY



## HIGH SCHOOL OFFICE SUPERVISOR

### FINAL FILING DATE:

4:30 p.m., Tuesday, April 9, 2024

### JOB INFORMATION:

Eligibility list is being created to fill 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:

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

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

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

### SALARY RANGE HOURLY:

START:	\$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:

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

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0219-3349 JA



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LBUSD employees, please see reverse for important

**PERSONNEL COMMISSION**

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

# CLASSIFIED EMPLOYMENT OPPORTUNITY



## STAGE TECHNICIAN

**FINAL FILING DATE:**

4:30 p.m., Friday, April 12, 2024.

**JOB INFORMATION:**

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

**JOB SUMMARY:**

Under general supervision, perform a variety of technical duties in the planning, design, construction, operation and maintenance of theater sets, materials and equipment including stage, sound and lighting systems; train and provide work direction and guidance to students in the technical operation of the theater and equipment; perform related duties as assigned.

**MINIMUM QUALIFICATIONS****EDUCATION AND TRAINING:**

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

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

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

In addition to the above standards, applicants must provide proof of completion of coursework, training or certification in various aspects of theater production and staging such as scenic design, construction, art, lighting and carpentry.

**EXPERIENCE:**

Two years of experience in stage design and operation.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

**SPECIAL REQUIREMENTS:**

- (1) Some positions in this classification may require the 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.

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:	\$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.

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Dual Exam 24-0227-0379 JA



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## PERSONNEL COMMISSION

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 21

Date: April 4, 2024

Reason for Consideration: Approval

**NUTRITION SERVICES WORKER**

**OPEN CONTINUOUS**

**24-0200-5068**

List Valid: 04/05/2024 – 10/05/2024  
Total Applications Received: 23  
Passed: 11 Failed: 0

Total Invited to Exam: 16  
Withdrew: 5 Screened Out: 7

**NUTRITION SERVICES WORKER**

**OPEN CONTINUOUS**

**24-0197-5068**

List Valid: 04/05/2024 – 10/05/2024  
Total Applications Received: 28  
Passed: 11 Failed: 3

Total Invited to Exam: 22  
Withdrew: 8 Screened Out: 6

**RECREATION AIDE**

**OPEN CONTINUOUS**

**24-0199-5255**

List Valid: 03/28/2024 – 09/28/2024  
Total Applications Received: 39  
Passed: 33 Failed: 0

Total Invited to Exam: 33  
Withdrew: 0 Screened Out: 6

**TRUCK DRIVER**

**DUAL**

**24-0123-0392**

List Valid: 03/01/2024 – 03/01/2024  
Total Applications Received: 184  
Passed: 21 Failed: 18

Total Invited to Exam: 75  
Withdrew: 36 Screened Out: 109

CERTIFIED TO BE CORRECT: Susan Leaming DATE: April 4, 2024

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

March 18, 2024

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

## Background and Findings

Staff received a request from the District to create a new classification of Pool Lifeguard and recommend an appropriate salary range placement.

Incumbents in the classification of Pool Lifeguard will observe activities at an assigned pool to prevent accidents and provide assistance to swimmers. Incumbents will maintain pool safety, perform water rescues of swimmers in distress, and provide first aid and cardiopulmonary resuscitation (CPR).

## Salary Placement

Staff conducted a compensation study of the proposed class of Pool Lifeguard. Local agencies typically used for salary surveys were surveyed for compensation comparison but did not provide a clear guideline for salary placement. Staff found that the City of Long Beach hires pool lifeguards at a flat rate of \$20.66 per hour. Therefore, in order to remain competitive in our immediate local market, staff is recommending placement at salary range 12 (C1) with a minimum step of \$20.66734 and a maximum step of \$25.59804 per hour.

## Impact to Current Pool Operators

The Pool Operator classification currently has three incumbents that perform lifeguarding duties in addition to testing and treating the pool water at an assigned high school site. At sites that do not have a Pool Operator, testing and treating pool water duties are assigned to Water/Boiler Treatment Specialists in the Maintenance department and the new class of Pool Lifeguard will perform the lifeguard duties. The classification of Pool Operator will be phased out through attrition, and replaced with Water/Boiler Treatment Specialists and Pool Lifeguards. No current employees will be negatively affected. When the classification of Pool Operator becomes vacant through attrition, staff will bring the classification forward to the Personnel Commission for abolishment.

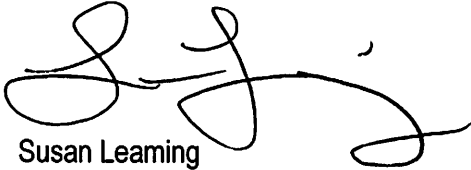
## Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Pool Lifeguard
2. Allocate the Pool Lifeguard classification to salary range 12 (C1)



Prepared by, Approved and Recommended:

A handwritten signature in black ink, appearing to read 'Susan Leaming', written in a cursive style.

Susan Leaming  
Interim Executive Officer, Personnel Commission and Classified Employment

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

**Class Code: XXXX**  
**Salary Range: 12 (C1)**

## POOL LIFEGUARD

### JOB SUMMARY

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

### EXAMPLES OF DUTIES

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

- Observe swimmers and patrons at an assigned swimming pool and adjacent facilities; assure healthy and safe conditions for physical education aquatic programs and assigned pool events. **E**
- Enforce pool rules and regulations to prevent accidents and provide assistance to swimmers in distress including removing swimmers from water and administering first aid and cardiopulmonary resuscitation (CPR). **E**
- Participate in the development of and implement pool emergency action plans as necessary; recommend closure of the swimming pool due to health or safety hazards. **E**
- Monitor and report student and patron behavior issues in accordance with established procedures. **E**
- Communicate with District staff, members of the public, community organizations and others to provide information related to pool operations, coordinate activities, and resolve issues or concerns. **E**
- Inspect and monitor pool area for health and safety hazards; test temperature, chlorine content and pH value of water; report pool and facility maintenance and health and safety issues to appropriate personnel. **E**
- Open, close and secure pool facilities for classes and events; assist in preparing pool facilities for student and community use; spot clean pool areas as needed. **E**
- Prepare a variety of records and reports related to assigned activities; operate a computer and assigned software. **E**
- Operate a variety of lifeguarding and pool equipment including swim lifts, ring buoys, rescue boards, whistles and megaphones; issue and collect towels as needed. **E**
- Attend a variety of meetings and in-service trainings. **E**

- May assist certificated staff and coaches in reinforcing swim instruction to individual or small groups of students when pool is not in use.
- 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 Pool Lifeguard observes activities at an assigned pool to prevent accidents and provide assistance to swimmers. Incumbents maintain pool safety, provide assistance to swimmers in distress, and provide first aid and cardiopulmonary resuscitation (CPR). Incumbents are expected to maintain the safety of swimmers in the pool and on the pool deck. The work schedule will be consistent with the operation of the pool at a high school site and may include nights and weekends.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Pool health and safety laws, codes, rules and regulations.  
Proper methods and procedures to perform water rescues and assist swimmers in distress.  
Operation of lifeguarding and related pool equipment.  
Safe pool practices and appropriate swimmer conduct.  
General record-keeping techniques.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
First aid and cardiopulmonary resuscitation (CPR) techniques.  
Proper lifting techniques.

#### **Ability to:**

Observe activities at a pool to prevent accidents and provide assistance to swimmers.  
Provide assistance to swimmers in distress including removing swimmers from water.  
Administer first aid and cardiopulmonary resuscitation (CPR).  
Recognize and respond to emergencies.  
Operate lifeguarding and related pool equipment.  
Promote a positive environment conducive to learning.  
Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.  
Demonstrate understanding and patience towards students and pool patrons.  
Operate a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Meet schedules and timelines.

Maintain records and prepare reports related to assigned activities.  
Communicate effectively both orally and in writing.

**Education and Training:**

Graduation from high school or equivalent.

**Experience:**

Some experience as a lifeguard or swim team or water polo coach or player is desirable.

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

**SPECIAL REQUIREMENTS**

A valid Lifeguard certificate issued by the American Red Cross or YMCA of the USA is required at the time of appointment and must be maintained throughout employment in this classification.

**WORKING ENVIRONMENT**

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

**PHYSICAL DEMANDS**

Sitting, walking or standing for extended periods of time.  
Seeing to monitor pool activities.  
Bending and twisting at the waist, stooping, kneeling.  
Twisting and turning neck and body to monitor pool activities.  
Hearing and speaking to exchange information in person.  
Dexterity of hands and fingers to operate equipment.  
Stretching or reaching overhead and horizontally.  
Swimming.  
Lifting and carrying or pulling swimmers out of the pool.  
Ascend and descend pool and lifeguard station ladders.

***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: