

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

Regular Meeting  
January 26, 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 December 15, 2022 1-6
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 Electronics Technician 7-8
2. **RATIFY** job announcement bulletin for Executive Secretary (C) – Recruitment Extended 9-10
3. **RATIFY** job announcement bulletin for High School Office Supervisor 11-12
4. **RATIFY** job announcement bulletin for Intermediate Payroll Accounting Technician 13-14
5. **RATIFY** job announcement bulletin for Middle School Office Supervisor 15-16
6. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I 17-18
7. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II 19-20
8. **RATIFY** job announcement bulletin for Nutrition Services Supervisor III 21-22
9. **RATIFY** job announcement bulletin for Nutrition Services Worker 23-24

10. <b>RATIFY</b> job announcement bulletin for Nutrition Services Worker – Catalina Island	25-26
11. <b>RATIFY</b> job announcement bulletin for Purchasing Agent	27-28
12. <b>RATIFY</b> job announcement bulletin for Records Office Assistant	29-30
13. <b>RATIFY</b> job announcement bulletin for Senior Accounting Assistant	31-32
14. <b>RATIFY</b> job announcement bulletin for Warehouse Materials Processor	33-34
15. <b>RATIFY</b> job announcement bulletin for Water/Boiler Treatment Specialist	35-36
16. <b>APPROVE</b> the certification of Custodian eligibility list 23-0114-0139 established 01/12/2023	37
17. <b>APPROVE</b> the certification of Instructional Aide - Special eligibility list 23-0196-0448 established 01/19/2023	37
18. <b>APPROVE</b> the certification of Recreation Aide eligibility list 23-0179-5255 established 01/17/2023	37
19. <b>APPROVE</b> the certification of Recreation Aide eligibility list 23-0180-5255 established 01/26/2023	37
20. <b>APPROVE</b> the certification of Recreation Aide – Kids’ Club eligibility list 23-0183-5257 established 01/26/2023	37
21. <b>APPROVE</b> the certification of Senior Office Assistant – Bilingual Spanish eligibility list 23-0099-5089 established 01/04/2023	37
III. OLD BUSINESS	
None	
IV. NEW BUSINESS	
1. <b>APPROVE</b> Revision and Reallocation of a Classification and Abolishment of a Classification - Administrator, Facilities Development and Planning and Administrator, Construction	38-44
2. <b>APPROVE</b> the Revision of a Classification – Senior Nutrition Services Worker	45-50
V. OTHER ITEMS	
None	
VI. NEXT REGULAR MEETING	
February 9, 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

January 12, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, January 12, 2023 at 8:45 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

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

Present: Terence Ulaszewski  
Linda Vaughan

ROLL  
STAFF MEMBERS  
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Lydia Smith, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Anne Follett, Human Resources Technician; Joanna Guzman, Human Resources Technician; Jazmin Salgado, Human Resources Technician and Wendy Bell, Human Resources Technician

GUESTS PRESENT

Brian Jackson, Administrator Technology Support; Lisa Ulmer, Teacher on Special Assignment; Kellyanna Miller, CSEA 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 December 15, 2022.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported meetings have been held with Brian Moskovitz, Assistant Superintendent Elementary Schools, to coordinate a large-scale hiring event to fill the Recreation Aide vacancies. Mr. Kato shared that there will be a Custodian hiring event on January 25, 2023 at the Monroe site. Mr. Kato mentioned that the District is moving forward in a modernization project called Resource Planning Modernization

(RPM) that will be replacing current systems such as Lynx, and the Personnel Commission is participating in the process, the kick-off meeting will be held tomorrow.

Maria Braunstein, Personnel Analyst, reported there are 47 items on the consent agenda for approval, showing the large amount of recruitments and examinations that the staff completed to establish lists of qualified candidates. Ms. Braunstein shared there are 55 recruitments in various stages and 13 pending. Ms. Braunstein explained she and staff will be going to Avalon on Catalina Island to recruit and give examinations for the specific site vacancies. Ms. Braunstein reported that Chris Itson, Assistant Director, Marketing and Media Services, has been sharing a digital campaign for the open recruitments and Duplicating services have been making banners that will be displayed around the island prior to the visit. Ms. Braunstein reported that Amy Van Fossen, Associate Personnel Analyst, has been working with the Principal for the Long Beach School for Adults (LBSA) to support the offering of the Campus Staff Assistant courses. Ms. Braunstein shared that Lydia Tran, Associate Personnel Analyst, is coordinating with Mr. Itson to get connected with the District LinkedIn page to update the site to properly direct visitors to our website.

Oralia Leyva, Employment Services Supervisor, reported that she, Mari Rojas, Human Resources Technician, and Jesus Rios Jr., Certification Services Manager, have been testing the summer school application system with Information Services. Ms. Leyva shared the staff work diligently to continue to send the eligibility lists out to schools and departments to fill their vacancies. Ms. Leyva introduced our new Human Resources Technician, Wendy Bell. Ms. Bell shared she had worked at Head Start and she is excited to be working at the Personnel Commission.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accounting Technician
2. **RATIFY** job announcement bulletin for Executive Secretary (C)
3. **RATIFY** job announcement bulletin for Facilities Project Manager – Planning
4. **RATIFY** job announcement bulletin for Grounds Equipment Operator I
5. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
6. **RATIFY** job announcement bulletin for Grounds Equipment Operator II/Driver
7. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish
8. **RATIFY** job announcement bulletin for HVAC Technician
9. **RATIFY** job announcement bulletin for Information Technology Portfolio Manager
10. **RATIFY** job announcement bulletin for Instructional Aide – Catalina Island
11. **RATIFY** job announcement bulletin for Instructional Aide - Deaf/Hard of Hearing
12. **RATIFY** job announcement bulletin for Kids' Club Assistant

13. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant
14. **RATIFY** job announcement bulletin for Library/Media Assistant
15. **RATIFY** job announcement bulletin for Locksmith
16. **RATIFY** job announcement bulletin for Parent Involvement Specialist, Parent Involvement Specialist – BL Spanish
17. **RATIFY** job announcement bulletin for Plant Supervisor - Avalon
18. **RATIFY** job announcement bulletin for School/Community Liaison – BL Spanish
19. **RATIFY** job announcement bulletin for School Safety Officer
20. **RATIFY** job announcement bulletin for Senior Locksmith
21. **RATIFY** job announcement bulletin for Senior Locksmith – Recruitment Extended
22. **RATIFY** job announcement bulletin for Technology Support Representative
23. **RATIFY** job announcement bulletin for Van Driver – Catalina Island
24. **APPROVE** the certification of Campus Staff Assistant eligibility list 23-0134-5288 established 01/10/2023
25. **APPROVE** the certification of Carpenter eligibility list 23-0097-0114 established 12/20/2022
26. **APPROVE** the certification of College & Career Specialist eligibility list 23-0052-5177 established 12/29/2022
27. **APPROVE** the certification of Head Start Instructional Aide eligibility list 23-0112-0657 established 12/23/2022
28. **APPROVE** the certification of Head Start Instructional Aide eligibility list 23-0140-5235 established 12/30/2022
29. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0160-0448 established 12/30/2022
30. **APPROVE** the certification of Instructional Aide – Special eligibility list 23-0170-0448 established 01/10/2023
31. **APPROVE** the certification of Kids' Club Assistant eligibility list 23-0119-0694 established 12/20/2022
32. **APPROVE** the certification of Kids' Club Lead Assistant eligibility list 23-0135-0515 established 12/20/2022

33. **APPROVE** the certification of Maintenance Team Lead eligibility list 23-0100-5283 established 01/04/2023
34. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0146-5068 established 12/22/2022
35. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0169-5068 established 01/07/2023
36. **APPROVE** the certification of Plumber eligibility list 23-0102-0242 established 12/29/2022
37. **APPROVE** the certification of Production Specialist eligibility list 23-0110-5301 established 12/21/2022
38. **APPROVE** the certification of Recreation Aide eligibility list 23-0158-5255 established 12/20/2022
39. **APPROVE** the certification of Recreation Aide eligibility list 23-0178-5255 established 12/30/2022
40. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0143-5257 established 12/20/2022
41. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 23-0182-5257 established 01/09/2023
42. **APPROVE** the certification of Recreation Aide – WRAP Expanded Learning eligibility list 23-0086-5261 established 12/30/2022
43. **APPROVE** the certification of Recreation Leader - WRAP eligibility list 23-0060-5262 established 12/30/2022
44. **APPROVE** the certification of Recreation Leader - WRAP eligibility list 23-0120-5262 established 12/30/2022
45. **APPROVE** the certification of Senior Purchasing Assistant eligibility list 23-0103-5133 established 12/22/2022
46. **APPROVE** the certification of Sign Language Interpreter eligibility list 23-0133-5214 established 12/23/2022
47. **APPROVE** the certification of Staff Secretary – Bilingual Spanish eligibility list 23-0098-5085 established 12/28/2022

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify items 1-23 and approve items 24-47 on the Consent Agenda. Mr. Ulaszewski commented on the consent agenda which was during a holiday period, there is a record number of bulletins and eligibility lists that have been distributed. Mr. Ulaszewski thanked the staff.

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

NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 44852698

New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 49236726

New Business Item 2 was moved into closed session.

3. **APPROVE** the Creation of a Classification – Athletic Trainer

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those to approve the Creation of a Classification – Athletic Trainer.

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

4. **APPROVE** the Revision of a Classification – Computer Support Technician

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those to approve the Revision of a Classification – Computer Support Technician.

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

OLD BUSINESS

None

OTHER ITEMS

None

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 26, 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 9:00 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 10:15 a.m. with the following reportable actions:



1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 44852698

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 sustain staff's recommendation Applicant ID 44852698 to be removed from the eligibility list.

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

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 49236726

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 grant Applicant ID 49236726 appeal and remain on the eligibility list.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 10:16 a.m.



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## ELECTRONICS TECHNICIAN

### FINAL FILING DATE:

4:30 p.m., Monday, January 30, 2023

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, install, repair, test and service electronic equipment, devices, components and circuits; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school and completion of a recognized apprentice training program of four years duration.

OR

#### EXPERIENCE:

Four years journey-level installation and repair of electronic equipment and devices.

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:

(1) Valid Class C California Driver's License. (2) May be required to travel from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) 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: \$31.73  
6 MONTHS: \$33.48  
1 ½ YEARS: \$35.33  
2 ½ YEARS: \$37.27  
3 ½ YEARS: \$39.32

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

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VIII/MERIT SYSTEM EMPLOYER**

Dual Exam 23-0213-0110 AA

LBUSD employees, please see reverse side for important information.



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

*Amy Van Dyke*

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

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

**Guidelines:**

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

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

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

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

# - RECRUITMENT EXTENDED -



## CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

### EXECUTIVE SECRETARY (C)

#### FINAL FILING DATE:

4:30 p.m., Tuesday, January 10, 2023

4:30 p.m., Tuesday, January 17, 2023

#### REQUIREMENTS TO APPLY:

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

#### JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day). The current vacancy is located in the Office of the Assistant Superintendent of Elementary Schools.

#### JOB SUMMARY:

Under the direction of an Executive Staff-level administrator, such as an Assistant Superintendent, perform complex and confidential secretarial and administrative support duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and coordinate flow of communications and information for the assigned administrator; train and evaluate the performance of 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:

Five years of secretarial or administrative support experience including one year in a supervisory capacity or one year of experience at the level of Administrative Secretary with the Long Beach Unified School District.

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

#### SPECIAL REQUIREMENTS:

(1) Positions in 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: \$32.80

6 MONTHS: \$34.60

1 ½ YEARS: \$36.51

2 ½ YEARS: \$38.52

#### 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. The eligibility list for this classification will remain in effect for a period of 6 months.

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Promo Exam 23-0188-0678 JA

LBUSD employees, please see reverse side for important information.

*Maria Lynn Braunstein*



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

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**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.*

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*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

## HIGH SCHOOL OFFICE SUPERVISOR

### FINAL FILING DATE:

4:30 p.m., Thursday, February 2, 2023

### JOB INFORMATION:

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

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

Long Beach Unified School District  
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Dual Exam 23-0205-3349 AF

LBUSD employees, please see reverse side for important information.

*Marilynn Brunsten*



[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

## INTERMEDIATE PAYROLL ACCOUNTING TECHNICIAN

### FINAL FILING DATE:

4:30 p.m., Tuesday, February 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, perform the full range of payroll transactions of moderate difficulty for all District employees; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school. Course work at an accredited institution in accounting and/or financial record keeping is desirable.

#### EXPERIENCE:

Two years of full-time financial record keeping work, preferably including payroll systems

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.

**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:	\$22.92
6 MONTHS:	\$24.17
1 ½ YEARS:	\$25.51
2 ½ YEARS:	\$26.91
3 ½ YEARS:	\$28.39

### 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 23-0202-0756 ALT

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

## MIDDLE SCHOOL OFFICE SUPERVISOR

### FINAL FILING DATE:

4:30 p.m., Tuesday, February 7, 2023

### JOB INFORMATION:

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

### JOB SUMMARY:

Under the direction of a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Assistant Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned middle or K-8 school; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

### EXPERIENCE:

Three years of secretarial experience including one year of experience in a supervisory capacity or one year of experience at the level of Elementary 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: \$27.87  
6 MONTHS: \$29.41  
1 ½ YEARS: \$31.03  
2 ½ YEARS: \$32.73

### 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 23-0206-3357 AF

LBUSD employees, please see reverse side for important information.

*Maria Lynn Braustein*



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

## NUTRITION SERVICES SUPERVISOR I

### FINAL FILING DATE:

4:30 p.m., Monday, January 30, 2023

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an elementary, small specialized secondary school site or a K-8 site with single line service; maintain the kitchen and serving area in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

Two years of quantity food preparation and service experience including one year in lead capacity or one year as a Senior Nutrition Services Worker. Supervisory experience is desirable.

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

#### SPECIAL REQUIREMENTS:

(1) A valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

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

(3) May be required to travel from one location to another.

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

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

### SALARY RANGE HOURLY:

START:	\$22.43
6 MONTHS:	\$23.67
1 ½ YEARS:	\$24.97
2 ½ YEARS:	\$26.34

### 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  
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Dual Exam 23-0207-5064 VO

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

## NUTRITION SERVICES SUPERVISOR II

### FINAL FILING DATE:

4:30 p.m., Monday, January 30, 2023

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at a middle, K-8, larger specialized secondary school site or Avalon school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

Three years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor I.

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

#### SPECIAL REQUIREMENTS:

(1) Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

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

(3) May be required to travel from one location to another.

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

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

### SALARY RANGE HOURLY:

START:	\$25.01
6 MONTHS:	\$26.38
1 ½ YEARS:	\$27.83
2 ½ YEARS:	\$29.37

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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Dual Exam 23-0208-5065 VO

LBUSD employees, please see reverse side for important information.



*Amy Van Dyke*

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

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**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## NUTRITION SERVICES SUPERVISOR III

### FINAL FILING DATE:

4:30 p.m., Monday, January 30, 2023

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, plan, organize and participate in the preparation and serving of hot and cold menu items to students and staff at an assigned comprehensive high school site; maintain the kitchen and serving areas in a safe, clean and orderly condition; order, receive and store food and supplies; train and evaluate the performance of assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

Four years of quantity food preparation and service experience including one year in a supervisory capacity or one year as a Nutrition Services Supervisor II.

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

#### SPECIAL REQUIREMENTS:

(1) Valid Food Safety Manager Certificate approved by the American National Standards Institute. Incumbents must maintain certification throughout employment in this classification.

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

(3) May be required to travel from one location to another.

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

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

### SALARY RANGE HOURLY:

START:	\$27.87
6 MONTHS:	\$29.41
1 ½ YEARS:	\$31.03
2 ½ YEARS:	\$32.73

### 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 23-0209-5066 VO

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*Amy Van Jaz 21*



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.**
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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

## NUTRITION SERVICES WORKER

### FINAL FILING DATE:

Open Continuous  
SUBSTITUTE SALARY: \$15.67

### JOB INFORMATION:

The current need is for substitutes. Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes.

The eligible list of successful candidates may also be used to fill future vacancies as they occur.

### JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Nutrition Services, then Nutrition Services Worker.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

#### SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

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:	\$15.67
6 MONTHS:	\$16.54
1 ½ YEARS:	\$17.44
2 ½ YEARS:	\$18.41
3 ½ YEARS:	\$19.43

### APPLICATION:

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

### SELECTION PROCEDURE:

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

### PERSONNEL COMMISSION

Long Beach Unified School District  
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Open Continuous-5068 - VO

LBUSD employees, please see reverse side for important information.

*Amy Van Dyke 23*

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.**
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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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# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## NUTRITION SERVICES WORKER- CATALINA ISLAND

### FINAL FILING DATE:

12:00 p.m., Friday, January 27, 2023

### JOB INFORMATION:

The current need is for substitutes. List may be used to fill vacancies as they occur. Permanent and substitute positions will be located at Avalon school site. Positions in this class generally range from 2-3 hours per day, during midday hours and hired as substitutes. Avalon is located on Catalina Island, 22 miles southwest of the Los Angeles Harbor Breakwater. Employees must live on the Island, and/or arrange for their own transportation to and from the Island.

### JOB SUMMARY:

Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Nutrition Services, then Nutrition Services Worker.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

#### SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

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: \$15.67  
6 MONTHS: \$16.54  
1 ½ YEARS: \$17.44  
2 ½ YEARS: \$18.41  
3 ½ YEARS: \$19.43

SUBSTITUTE SALARY: \$15.67

Catalina Island employees receive an additional \$3.56 per hour.

### 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 EXAMINATION FOR THIS POSITION  
WILL BE AT THE AVALON SCHOOL ON  
CATALINA ISLAND

### PERSONNEL COMMISSION

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*Maria Lynn Braurstein*  
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Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## PURCHASING AGENT

### FINAL FILING DATE:

4:30 p.m., Monday, February 06, 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 related to the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services; coordinate ordering and follow-up activities to assure efficient, fiscally sound and timely purchases; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Bachelor's degree in public administration, business administration or a related field.

#### EXPERIENCE:

One year of procurement experience including writing specifications. Experience in a public agency is preferred.

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

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

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

### SALARY RANGE HOURLY:

START: \$34.42  
6 MONTHS: \$36.32  
1 ½ YEARS: \$38.31  
2 ½ YEARS: \$40.43  
3 ½ YEARS: \$42.65

### 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 23-0212-5128 AA

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

*Army van Lee*

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

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## RECORDS OFFICE ASSISTANT

### FINAL FILING DATE

4:30 p.m. Wednesday, January 25, 2023

### JOB INFORMATION:

Permanent 12-month position. Position in 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 activities related to the management of District records including administrative and student records; receive, digitize, store and destroy District records from schools and offices; receive, research and process record requests in accordance with established procedures; maintain confidentiality of sensitive and privileged information; 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 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) Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement. (2) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (3) May be required to travel from one location to another.

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

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

### SALARY RANGE HOURLY:

START: \$20.55  
6 MONTHS: \$21.69  
1 ½ YEARS: \$22.88  
2 ½ YEARS: \$24.14  
3 ½ YEARS: \$25.46

### 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 23-0200-0675 AA

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29  
*[Signature]*



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

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SENIOR ACCOUNTING ASSISTANT

### FINAL FILING DATE:

4:30 p.m., Tuesday, February 7, 2023

### JOB INFORMATION:

Permanent 12-month positions. The current vacancies are located at Transportation and the Special Education Department. 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, take the lead and/or perform difficult and specialized clerical accounting, financial and statistical work in identifying discrepancies and correcting accounting records, documents and reports; make journal entries and reports and reconcile and balance accounts; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school. Completion of at least nine semester units of college level introductory accounting courses is required.

#### EXPERIENCE:

Three years of full-time financial or statistical record keeping work one of which is preferably in a 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.

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

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

### SALARY RANGE HOURLY:

START:	\$24.85
6 MONTHS:	\$26.23
1 ½ YEARS:	\$27.67
2 ½ YEARS:	\$29.19
3 ½ YEARS:	\$30.80

### 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 23-0203-0760 ALT

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

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*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

## WAREHOUSE MATERIALS PROCESSOR

### FINAL FILING DATE:

4:30 p.m., Thursday, February 02, 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. Current vacancies are located at Nutrition Services and Warehouse Central Services Branch.

### JOB SUMMARY:

Under general supervision, perform a variety of duties related to the shipping, receiving, storing and issuing of materials, commodities, equipment or food at the District's centralized warehouse or large departmental warehouse; prepare and maintain related records and files; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

### EXPERIENCE:

One year of experience receiving, inspecting, storing and shipping general stores and equipment.

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

### SPECIAL REQUIREMENTS:

(1) Valid Forklift Operator Certification within six months of employment. Certification will be provided by the District. (2) Valid California Class C driver's license. (3) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (4) May be required to travel from one location to another.

### WORKING ENVIRONMENT:

Warehouse environment. Exposure to fumes, dust and odors. Working around and with machinery having moving parts. Driving a vehicle to conduct work. Subject to cold from walk-in refrigerators or freezers. 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:	\$24.20
6 MONTHS:	\$25.52
1 ½ YEARS:	\$26.92
2 ½ YEARS:	\$28.41
3 ½ YEARS:	\$29.97

### 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.

### 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 VIII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0201-0712 JA

LBUSD employees, please see reverse side for important information.

*Marilyn Brunster*



[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

## WATER/BOILER TREATMENT SPECIALIST

### FINAL FILING DATE:

Open Continuous

### 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, inspect and maintain boilers and cooling towers and related auxiliary equipment at District sites; instruct custodial and other site personnel in the safe operation and maintenance of boilers and cooling towers at District sites; conduct daily testing and treatment of pool water; conduct daily inspections of pools and related equipment at assigned sites; perform related duties as required.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

Three years operating and maintaining automatic low-pressure boilers and auxiliary equipment. Experience in the maintenance of public swimming pools is desirable.

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

### SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. (2) May be required to travel from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Incumbents must obtain and maintain a valid Aquatics Facility Operator or Certified Pool/Spa Operator certification within six months of hire. Initial and renewal certification training for employees is at the District's expense. (5) Incumbents must obtain and maintain a valid Los Angeles County Department of Public Health Swimming Pool Service Technician Certificate within six months of hire. Initial and renewal certification training for employees is at the District's expense. (6) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, cleaning chemicals, disinfection materials, and biologic materials. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

### WORKING ENVIRONMENT:

Outside in inclement weather. Inside in high temperatures of boiler rooms. Cooling towers. Exposure to fumes and dust. Exposure to chemicals used for pool water and boiler treatment. Drive a District vehicle from site to site. May include evening, weekend and varied hours.

**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 a reasonable accommodation will be on a case-by-case basis.

### SALARY RANGE HOURLY:

START:	\$28.47
6 MONTHS:	\$30.04
1 ½ YEARS:	\$31.70
2 ½ YEARS:	\$33.43
3 ½ YEARS:	\$35.27

### PHYSICAL DEMANDS:

See well enough to read gauges, thermometers, sight glasses, floats, steam and water leaks. Distinguish different colors when testing water and chemicals. Hear well enough to detect steam and air leaks. Stooping, crawling, kneeling, pushing, bending and walking, climbing ladders and step stools. Dexterity of fingers and hands to operate hand and power tools and equipment. Strength to push or pull objects up to 50 pounds.

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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

Dual Exam 23-0204-3299 AA

LBUSD employees, please see reverse side for important information.



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35  
*Amy van*

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

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**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.*

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 37

Date: January 26, 2023

Reason for Consideration: Approval

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**CUSTODIAN**

**OPEN**

**23-0114-0139**

List Valid: 01/12/2023-01/12/2024

Total Applications Received: 84

No. Passed: 19                      No. Failed: 8

Total Invited to Exam: 53

No. Withdrew: 26                      No. Screened Out: 31

**INSTRUCTIONAL AIDE – SPECIAL**

**OPEN CONTINUOUS**

**23-0196-0448**

List Valid: 01/19/2023-01/19/2024

Total Applications Received: 12

No. Passed: 6                      No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 0                      No. Screened Out: 6

**RECREATION AIDE**

**OPEN CONTINUOUS**

**23-0179-5255**

List Valid: 01/17/2023-07/17/2023

Total Applications Received: 16

No. Passed: 13                      No. Failed: 0

Total Invited to Exam: 13

No. Withdrew: 0                      No. Screened Out: 3

**RECREATION AIDE**

**OPEN CONTINUOUS**

**23-0180-5255**

List Valid: 01/26/2023-07/26/2023

Total Applications Received: 28

No. Passed: 24                      No. Failed: 0

Total Invited to Exam: 24

No. Withdrew: 0                      No. Screened Out: 4

**RECREATION AIDE – KIDS’ CLUB**

**DUAL**

**23-0183-5257**

List Valid: 01/26/2023-07/26/2023

Total Applications Received: 5

No. Passed: 4                      No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 0                      No. Screened Out: 1

**SENIOR OFFICE ASSISTANT - BILINGUAL  
SPANISH**

**DUAL**

**23-0099-5089**

List Valid: 01/04/2023-01/04/2024

Total Applications Received: 80

No. Passed: 13                      No. Failed: 17

Total Invited to Exam: 64

No. Withdrew: 34                      No. Screened Out: 16

CERTIFIED TO BE CORRECT:           Kenneth Kato                DATE: January 26, 2023



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# PERSONNEL COMMISSION

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January 26, 2023

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision and Reallocation of a Classification and Abolishment of a Classification

## Background and Findings

The Executive Director, Facilities Development and Planning and the Business Services Administrator reviewed the Administrator, Facilities Development and Planning (salary range 53 M2) and Administrator, Construction (salary range 53 M2) classifications specifications in anticipation of upcoming recruitment activities. The classifications were last revised in 2017 and both classifications are currently vacant. Rather than continue with the current organizational structure of two separate classifications, administration plans to utilize only the Administrator, Facilities Development and Planning classification in the future as the class description already covers construction activities and will streamline recruitment activities. Therefore, the Administrator, Construction classification is recommended for abolishment. The remaining class description of Administrator, Facilities Development and Planning was reviewed and updated to include revised duties and references to current Facilities departments.

In addition, the title of "Administrator" is not an industry standard and may have contributed to past recruitment efforts yielding limited applicant pools. Therefore, the department has requested the title be modified to "Senior Program Manager, Facilities Development and Planning" and a reallocation of salary from salary range 53 (M2) to salary range 54 (M2), maintaining a four-range salary differential from the Executive Director, Facilities Development and Planning in accordance with the *Rules and Regulations of the Classified Service*, Rule 10.10.

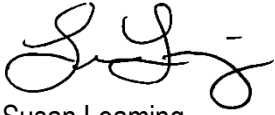
The Executive Director, Facilities Development and Planning and Business Services Administrator have reviewed and are in agreement with the recommendations as outlined in this report. A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strike throughs~~ and additions underlined.

## Recommendations

Staff recommends the Personnel Commission:

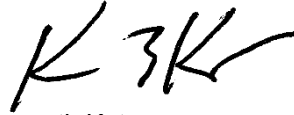
1. Abolish the classification of Administrator, Construction
2. Adopt the revised title and class description of Senior Program Manager, Facilities Development and Planning
3. Reallocate the classification of Senior Program Manager, Facilities Development and Planning from salary range 53 (M2) to salary range 54 (M2)

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

Class Code:  
Salary Range: 54 (M2)

### SENIOR PROGRAM MANAGER, FACILITIES DEVELOPMENT AND PLANNING

#### JOB SUMMARY

Under administrative direction, plan, coordinate, administer and oversee the planning activities, phases of design and day-to-day operations of the Facilities Development and Planning Branch; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Plan, coordinate, administer and oversee the planning activities, phases of design and day-to-day operations of the Facilities Development and Planning Branch; assure compliance with applicable laws, codes, rules and regulations. **E**
- Prepare and oversee preparation of plans, estimates, requests for proposals, specifications, bid forms and contracts for construction, renovation and related services. **E**
- Supervise the performance of assigned personnel; coordinate and assign work; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Coordinate and oversee pre-construction and planning activities related to modernization, new construction, portable inventory and replacement, master planning, site environmental investigations and compliance with applicable laws, codes, rules and regulations. **E**
- Oversee and monitor projects and inspections to assure completion of work in compliance with District standards outlined in contractor agreements and building codes, laws and related regulations. **E**
- Oversee and direct the coordination of requests for information, change orders, submittals, shop drawings, time extension requests and contractor progress schedules and claims. **E**
- Provide operational leadership to facilities, planning, engineering and construction management; meet regularly to coordinate and integrate multiple stages of ongoing projects to assure seamless, timely, and cost-effective completion. **E**
- Review, evaluate and conduct procedural studies of existing facilities work methods and operations; recommend proposals for improvements and implement modifications as needed. **E**
- Develop and implement safety programs; evaluate personnel in the proper performance of safe and efficient work methods and practices and appropriate use

and care of equipment. **E**

- Participate in developing long-range facilities plans and bond measures; assist in maintaining the District's site and building master plans and related documentation. **E**
- Develop and recommend new or revised policies, procedures, rules, regulations, and project schedules for facilities, construction and engineering projects. **E**
- Confer with District staff and manufacturer representatives regarding new or improved products, trade practices and methods of construction; prepare recommendations regarding the purchase of equipment and products. **E**
- Assist in developing, preparing and monitoring the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. **E**
- Communicate with District administrators, personnel, vendors, contractors and other outside organizations to coordinate activities and programs, resolve issues and exchange information. **E**
- Provide technical expertise, information and assistance to the Executive Director regarding assigned functions; advise the Executive Director of unusual trends and recommend appropriate corrective action **E**
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. **E**
- Operate a computer and assigned software; drive a vehicle to conduct work. **E**
- Attend and conduct a variety of meetings, conferences and workshops; maintain current knowledge of laws, codes, rules and regulations related to assigned activities. **E**
- Serve as the Executive Director in the absence of the Executive Director as necessary. **E**
- Perform related duties as assigned.

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

## **DISTINGUISHING CHARACTERISTICS**

An incumbent in the Senior Program Manager, Facilities Development and Planning class assists in the planning, organization and direction of the activities and operations of the Facilities Development and Planning Branch and oversees the daily activities involved in the delivery of services within various units of the Branch. The position requires the ability to coordinate multiple tasks and oversee various functions to assure achievement of operational objectives. Incumbents will coordinate activities with District site administrators, community members and representatives, vendors, architects and public agencies to assure facility planning and construction processes meet stated objectives in a timely manner.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Principles of administration, supervision and training.  
Applicable federal, State and local laws, codes and regulations including the LeRoy F. Green School Facilities Act and the Emergency Portables Classroom Act.  
California Environmental Quality Act (CEQA) laws related to school facilities programs.  
Developer fee statutes, and redevelopment revenue programs.  
Legislative processes and the structure of local and State government.  
Public agencies responsible for planning and development of the local geographic area.  
Budget preparation and control.  
Project management theory and techniques.  
Appropriate safety procedures and hazardous material compliance.  
Terms, procedures and equipment used in the design, construction, maintenance, and operation of buildings and facilities.  
Principles and practices of supervision and training.  
Public speaking techniques.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Plan, coordinate, administer and oversee the planning activities, phases of design and day-to-day operations of the Facilities Development and Planning Branch.  
Analyze, interpret and explain applicable laws, codes, rules, regulations, policies and procedures.  
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.  
Analyze situations accurately and adopt an effective course of action.  
Assure compliance with applicable laws, codes, rules and regulations.  
Plan, direct and evaluate the work of others.  
Prepare and deliver oral presentations.  
Develop and prepare departmental budgets.  
Analyze and develop work methods, procedures and schedules.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Read and interpret plans and specifications.  
Plan and organize work.  
Operate a computer and assigned software.

**Education and Training:**

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.

**Experience:**

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**

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

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.

### **WORKING ENVIRONMENT**

Office and construction site environment.  
Driving a vehicle to conduct work.  
Occasional evening and variable hours.

### **PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information and make presentations.  
Seeing to read a variety of materials and inspect construction sites.  
Sitting for extended periods of time.  
Walking over rough and uneven surfaces.  
Climbing ladders, stairs, scaffolding and ramps to inspect construction sites.

### ***AMERICANS WITH DISABILITIES ACT***

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

### **APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class

must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 4/20/2006  
Revised: 6/9/2016  
Revised: 4/27/2017  
Revised:

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

January 26, 2023

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

## Background and Findings

The Nutrition Services Director reviewed the Senior Nutrition Services Worker (salary range 11 C1) classification specification in anticipation of upcoming recruitment activities. The classification of Senior Nutrition Services Worker was created in 2004 and was last revised in 2022.

At the Personnel Commission meeting of December 15, 2022, the Special Requirements of the classification was updated to remove the requirement of providing a Department of Motor Vehicles (DMV) vehicle driving record and maintaining the District's safe driving record standard for the driving record due to driving a District vehicle. As a result of this change, the reference to driving a District vehicle should also be removed.

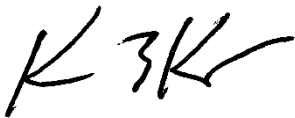
The Nutrition Services Director has reviewed and is in support of the proposed revisions. Attached is a copy of the revised specification showing proposed deletions annotated with strikethroughs.

## Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification of Senior Nutrition Services Worker.

Prepared, Approved and Recommended:



Kenneth Kato  
Executive Officer





## PERSONNEL COMMISSION

**Class Code: 5071**  
**Salary Range: 11 (C1)**

### SENIOR NUTRITION SERVICES WORKER

#### JOB SUMMARY

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

#### 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.*

- Prepare, package and serve hot and cold menu items at an assigned school site or the central kitchen; maintain food quality standards including appearance and menu requirements. **E**
- Serve as a lead at assigned site; train and provide work direction and guidance to nutrition services staff and student workers; review the work of staff; arrange for substitute workers as directed. **E**
- Maintain nutrition service facilities and equipment in a clean and sanitary condition; assure compliance with sanitation and safety procedures and regulations; clean serving counters, tables, chairs and nutrition service equipment; wash trays, pots, pans, utensils and serving equipment. **E**
- Cook main dishes, meats, pasta, vegetables and other items; follow recipes and menus; prepare baked goods; assemble or mix ingredients and food items such as salads, sandwiches and cakes; inspect food for portion and quality control. **E**
- Participate in determining appropriate quantity of food items for preparation, heating and serving; pan food and place trays in ovens and warmers; take and record temperatures of food in accordance with established procedures; transport food on carts. **E**
- Organize, set up and participate in assembly line food preparation and packaging activities; assure regular production runs, special orders and daily menu items are prepared in a timely manner; wash, cut, measure and scoop food items; open cans and other food containers. **E**
- Package and wrap food items; remove food packs from assembly line and place on storage racks and carts; prepare items for delivery. **E**
- Oversee and participate in the set up of food items, trays, condiments and utensils at windows, counters and remote points of sale; serve food to students and staff; perform cashiering duties; count money and make correct change; collect tickets. **E**
- Assure proper stock levels are maintained at serving windows and counters during meal service periods. **E**

- Count cafeteria or remote point of sale daily cash collections and production records; prepare related records and deposit slips. ***E***
- Prepare, display, and sell snack food items at a student store as assigned by the position; maintain inventory of items; maintain records of items sold and cash collections. ***E***
- Operate a computerized point of sale system; monitor student input of Personal Identification Numbers (PINs); scan student identification cards; input alternate meal selections as necessary; input daily sales data as assigned. ***E***
- Estimate and order food and supplies needed for operation; communicate with outside vendors and Nutrition Center staff regarding orders. ***E***
- Count leftover items; operate a garbage disposal to dispose of leftover items; dispose of trash. ***E***
- Operate nutrition service equipment such as slicers, strainers, mixers, warmers, ovens, packaging equipment, and can openers. ***E***
- Pull bulk food and supplies from freezers, refrigerators and storage; receive, stock and rotate food to assure freshness and temperature control; check expiration dates; date food items. ***E***
- Operate a computer and assigned software; participate in site inventories; prepare related records. ***E***
- Serve as the site Supervisor in the absence of the Supervisor as assigned by the position. ***E***
- Attend a variety of meetings and in-service trainings; drive a District or personal vehicle to sites to conduct work as assigned by the position. ***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**

The Senior Nutrition Services Worker classification is the advanced level classification in the Nutrition Services Worker series. Incumbents typically serve as a lead in a division of the central kitchen, remote point of sale at a high school, satellite campus, or a remote service cafeteria at a site with two preparation and service cafeterias.

The Intermediate Nutrition Services Worker classification is the journey-level classification in the Nutrition Services Worker series and incumbents are more involved in the complex preparation of food and related record-keeping activities. Incumbents are assigned to all levels of school sites or perform journey-level preparation and packaging duties at the central kitchen.

The Nutrition Services Worker classification performs routine nutrition service preparation, service and cleaning duties at the central kitchen or a school site. This is the entry-level classification in the Nutrition Services Worker series and incumbents may assist in all aspects of nutrition services operations.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Methods and procedures for preparing and serving food in large quantities.  
Standard kitchen utensils and equipment.  
Sanitation and safety practices related to the handling and serving of food in large quantities.  
Proper methods of storing equipment, materials and supplies.  
Health and safety regulations.  
Food preparation methods including washing, cutting and assembling food items.  
Math and cashiering skills.  
Operation of a computerized point of sale system.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Proper methods of food rotation and storage.  
Inventory methods.  
Record-keeping techniques.  
Principles and practices of training and providing work direction.  
Proper lifting techniques.

### **Ability to:**

Prepare, cook and serve food in accordance with health and sanitation regulations.  
Prepare attractive, appetizing and nutritious meals for students and staff.  
Follow, adjust and extend recipes.  
Maintain nutrition service equipment and areas in a clean and sanitary condition.  
Observe and follow health and safety regulations.  
Operate standard kitchen utensils and equipment.  
Operate a computerized point of sale system.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain a variety of records related to assigned activities.  
Perform cashiering duties and add, subtract, multiply and divide quickly and accurately.  
Meet schedules and time lines.  
Plan and organize work.  
Train and provide work direction and guidance to others.

### **Education and Training:**

Graduation from high school or equivalent.

### **Experience:**

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

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

### **SPECIAL REQUIREMENTS**

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

Valid Food Safety Manager certificate approved by the American National Standards Institute (ANSI). Incumbents must maintain certification throughout employment in this classification.

### **WORKING ENVIRONMENT**

Kitchen and cafeteria environment.

Subject to heat from ovens and cold from refrigerators or freezers.

Exposure to hot foods and equipment.

Working with knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

### **PHYSICAL DEMANDS**

Standing for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.

Dexterity of hands and fingers to operate a computer keyboard and nutrition service equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to monitor food quality and quantity and count money.

### ***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.

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