

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

REGULAR MEETING AGENDA

Regular Meeting  
September 7, 2023

8:15 a.m.

ADDENDUM  
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

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

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of August 24, 2023 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Analyst – Human Resources Services 5-6
2. **APPROVE** the certification of Communications and Public Information Director eligibility list 23-0316-5315 established 08/30/2023 7
3. **APPROVE** the certification of Custodian eligibility list 24-0035-0139 established 08/31/2023 7
4. **APPROVE** the certification of Cyber Security Manager eligibility list 23-0323-5310 established 09/06/2023 7
5. **APPROVE** the certification of District Security Officer eligibility list 24-0002-5202 established 09/05/2023 7
6. **APPROVE** the certification of Heavy Truck Driver eligibility list 24-0003-0187 established 09/06/2023 7
7. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0042-5319 established 08/30/2023 7

8.	<b>APPROVE</b> the certification of Instructional Aide – Instrumental Music eligibility list 24-0015-0447 established 09/05/2023	7
9.	<b>APPROVE</b> the certification of Instructional Aide – Special eligibility list 24-0040-0448 established 08/30/2023	8
10.	<b>APPROVE</b> the certification of Intermediate Payroll Accounting Technician eligibility list 24-0006-0756 established 09/05/2023	8
11.	<b>APPROVE</b> the certification of Nutrition Services Worker eligibility list 24-0038-5068 established 09/07/2023	8
12.	<b>APPROVE</b> the certification of Nutrition Services Worker eligibility list 24-0045-5068 established 09/07/2023	8
13.	<b>APPROVE</b> the certification of Production Center Supervisor eligibility list 23-0327-5070 established 09/11/2023	8
14.	<b>APPROVE</b> the certification of Recreation Aide (Catalina Island) eligibility list 24-0011-5255 established 09/11/2023	8
15.	<b>APPROVE</b> the certification of Recreation Aide – Expanded Learning eligibility list 24-0047-5317 established 08/30/2023	8
16.	<b>APPROVE</b> the certification of Senior Accounting Assistant eligibility list 24-0007-0760 established 09/05/2023	8
17.	<b>APPROVE</b> the certification of Speech-Language Pathology Assistant eligibility list 23-0296-5024 established 09/05/2023	8
18.	<b>APPROVE</b> the certification of Speech-Language Pathology Assistant eligibility list 23-0246-5024 established 09/05/2023	9
19.	<b>APPROVE</b> the certification of Student Data Systems Coordinator eligibility list 23-0326-5160 established 09/06/2023	9
III.	OLD BUSINESS	
1.	None	
IV.	NEW BUSINESS	
1.	<b>APPROVE</b> the Recommendation to Remove from Eligibility List - Applicant ID 22576944	10-29
2.	<b>APPROVE</b> the Recommendation to Remove from Eligibility List - Applicant ID 35678473	30-44
3.	<b>APPROVE</b> the Recommendation to Remove from Eligibility List - Applicant ID 52415259	45-53
4.	<b>APPROVE</b> the Reestablishment and Revision of a Classification - Credential Services Supervisor and Abolishment of a Classification – Credential Services Manager	54-68
5.	<b>APPROVE</b> the Revision of a Classification – Business Services Analyst	69-73
6.	<b>APPROVE</b> the Revision of a Classification – Intermediate Nutrition Services Worker	74-78

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

September 21, 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 Avenue  
Lakewood, CA 90713

MINUTES  
Regular Meeting

August 24, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, August 24, 2023 at 8:17 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present:                Sheryl Bender  
                              Terence Ulaszewski  
                              Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment; Maria Braunstein, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Lydia Tran, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Monica Gaytan, Human Resources Technician; and Joanna Guzman, Human Resources Technician.

GUESTS PRESENT

Alan Reising, Business Services Administrator; Steven Rockenbach, Director, Employee Relations and Ethics; David Van Westerhuyzen, Maintenance Director; Dale Culton, Certification Services Manager (retired); Eric Larsen, CSEA Site Representative Coordinator; and Kellyanna Miller, CSEA Chapter 2 Administrator.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of August 10, 2023.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, Personnel Commission and Classified Employment, introduced guests. Ms. Leaming reported the 2023-2024 school year will begin on August 30, 2023 and shared the District's new back-to-school guide with the Commissioners. Ms. Leaming noted that Personnel Commission supervisors and

managers will be attending the Superintendent's Management Team Gathering at the Museum of Latin American Art (MOLAA) on Friday, August 25.

Maria Braunstein, Personnel Analyst, provided a detailed overview of the pop-up job fair held at the Monroe site on Friday, August 18, 2023. Ms. Braunstein explained social media advertising began on Friday, August 11 and each person that pre-registered was sent a link with information on how to apply. Ms. Braunstein noted that 1,198 individuals pre-registered online and approximately 500 people attended the event. Job fair attendees utilized Chromebooks to apply online with staff available to assist. The day of the job fair, 376 employment applications were submitted. There was a 381% increase in employment applications received the week of the event from the week prior. Ms. Braunstein thanked Commission and District staff who assisted at the event, District administrators, and other departments including Marketing and Media Services, School Safety and Emergency Preparedness, Nutrition Services, Maintenance, Operations, Transportation, Duplicating, Equity Leadership & Talent Development, and all of the Monroe site partners for their collaboration and support.

Ms. Braunstein also extended her appreciation to David Uyematsu, Local Veterans' Employment Representative with the Long Beach Employment Development Department (EDD) who assisted at the event. Ms. Braunstein explained that she and Mr. Uyematsu are in the process of scheduling and coordinating a job fair at the Pacific Gateway facility in October.

Commissioner Bender shared that she and Commissioner Vaughan attended the job fair and were impressed at how well-executed the event was. The Commissioners extended their appreciation to Ms. Braunstein and Commission staff for all of their efforts to put such a successful event together in less than ten days.

Jesus Rios Jr., Certification Services Manager, shared staff has been entering hourly election assignments, providing eligibility lists to sites, and processing new hires in anticipation of the start of school. Mr. Rios mentioned a new fingerprint machine will be installed at the Personnel Commission on Friday, August 18, 2023.

#### CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Research Data Analyst
2. **RATIFY** job announcement bulletin for Behavior Intervention Supervisor
3. **RATIFY** job announcement bulletin for Credential Services Specialist
4. **RATIFY** job announcement bulletin for Custodian
5. **RATIFY** job announcement bulletin for Cyber Security Manager
6. **RATIFY** job announcement bulletin for District Security Officer
7. **RATIFY** job announcement bulletin for Food Production Equipment Technician
8. **RATIFY** job announcement bulletin for Grounds Equipment Operator II
9. **RATIFY** job announcement bulletin for Groundskeeper

10. **RATIFY** job announcement bulletin for High School Office Supervisor
11. **RATIFY** job announcement bulletin for Intermediate Office Assistant, Intermediate Office Assistant – Bilingual Spanish
12. **RATIFY** job announcement bulletin for Landscape Irrigation Worker
13. **RATIFY** job announcement bulletin for Network Specialist
14. **RATIFY** job announcement bulletin for School Safety Officer
15. **RATIFY** job announcement bulletin for Senior Program Manager, Facilities Development and Planning
16. **APPROVE** the certification of Expanded Learning Supervisor eligibility list 24-0031-5320 established 08/25/2023
17. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 24-0014-0176 established 08/16/2023
18. **APPROVE** the certification of Instructional Aide – Educare eligibility list 24-0019-5205 established 08/25/2023
19. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0032-5319 established 08/17/2023
20. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0027-5068 established 08/15/2023
21. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0034-5068 established 08/15/2023
22. **APPROVE** the certification of Painter eligibility list 24-0013-0113 established 08/25/2023
23. **APPROVE** the certification of Recreation Aide eligibility list 24-0039-5255 established 08/23/2023
24. **APPROVE** the certification of Recreation Aide – Expanded Learning eligibility list 24-0033-5317 established 08/16/2023
25. **APPROVE** the certification of School Safety Officer eligibility list 24-0024-5014 established 08/17/2023
26. **APPROVE** the certification of School Safety Operations Manager eligibility list 24-0016-5273 established 08/14/2023

A motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-15 and approve items 16-26 on the Consent Agenda.

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

OLD BUSINESS

1. **APPROVE** the following: Revisions to the *Rules and Regulations of the Classified Service* (Second Reading)

Ms. Learning explained that at the last meeting, CSEA shared concerns with the proposed change to the definition of Transfers. After input and review, Ms. Learning recommended the Commission act to not approve the change in definition of Transfer in Rule 1.1, and move to approve the change in Rule 8.1.C.1. Kellyanna Miller, CSEA Chapter 2 Administrator, thanked the Personnel Commission for their consideration of their concerns and continued collaboration.

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to not approve the change in definition to Transfer in Rule 1.1 and approve the change in Rule 8.1.C.1.

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

NEW BUSINESS

1. **APPROVE** the Revision of a Classification – Maintenance Cost Estimator

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

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

OTHER ITEMS

Commissioner Ulaszewski thanked Commission staff for an excellent job at the pop-up job fair and also for their efforts to assure school sites were staffed for the opening of school.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, September 7, 2023 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

CLOSED SESSION

The Personnel Commission retired into closed session at 8:37 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:25 a.m. with no reportable actions.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned 9:26 a.m.

## ABOUT OUR DISTRICT

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

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

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

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

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

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

CT Dual Exam 24--0074-3298 AF

*Mania Lynn Bots*

# PERSONNEL COMMISSION

LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

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## JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Associate Analyst-Human Resource Services. Under general supervision, will perform a variety of technical and professional human resources administration duties related to the various functions of the District's certificated staffing including recruitment, applicant tracking and customer service with increasing requirements of initiative and independence of action. Furthermore, oversee the technical and compliance functions of assigned departmental units, train and supervise assigned staff as well as perform related duties as assigned.

The current vacancies are 12-month permanent 100% FTE positions. Current vacancies are located at Human Resource Services.

For full details regarding the position, go to our website, select Class Specifications, choose Human Resource Services and Personnel Commission, then Associate Analyst-Human Resource Services.

## THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in public, business, or human resources administration, education or a closely related field.

Additionally, candidates will have two years of technical or professional human resources experience involving activities such as workers' compensation, recruitment, applicant tracking, and staffing. Experience in a lead or supervisory capacity is desirable.

A master's degree in public, business, or human resources administration, education or a closely related field may be substituted for one year of the required experience.

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

## SPECIAL REQUIREMENTS

(1) Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license. (2) May be required to travel from one school location to another.

## SALARY AND BENEFITS

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

## OUR QUALIFYING PROCESS

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

## HOW TO APPLY

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

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

**Application Deadline: 4:30 p.m., Monday, September 18, 2023**

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

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

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Eligibility Lists

PAGE: 7-9

Date: September 7, 2023

Reason for Consideration: Approval

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**COMMUNICATIONS AND PUBLIC  
INFORMATION DIRECTOR**

**DUAL**

**23-0316-5315**

List Valid: 08/30/2023-08/30/2024

Total Applications Received: 55

No. Passed: 5                      No. Failed: 12

Total Invited to Exam: 39

No. Withdrew: 22                      No. Screened Out: 16

**CUSTODIAN**

**DUAL**

**24-0035-0139**

List Valid: 08/31/2023-08/31/2024

Total Applications Received: 108

No. Passed: 22                      No. Failed: 3

Total Invited to Exam: 42

No. Withdrew: 17                      No. Screened Out: 66

**CYBER SECURITY MANAGER**

**DUAL**

**23-0323-5310**

List Valid: 09/06/2023-09/06/2024

Total Applications Received: 11

No. Passed: 1                      No. Failed: 0

Total Invited to Exam: 4

No. Withdrew: 3                      No. Screened Out: 7

**DISTRICT SECURITY OFFICER**

**DUAL CONTINUOUS**

**24-0002-5202**

List Valid: 09/05/2023-03/05/2024

Total Applications Received: 39

No. Passed: 4                      No. Failed: 3

Total Invited to Exam: 8

No. Withdrew: 1                      No. Screened Out: 31

**HEAVY TRUCK DRIVER**

**DUAL**

**24-0003-0187**

List Valid: 09/06/2023-09/06/2024

Total Applications Received: 43

No. Passed: 7                      No. Failed: 0

Total Invited to Exam: 13

No. Withdrew: 6                      No. Screened Out: 30

**INSTRUCTIONAL AIDE – EXPANDED LEARNING**

**OPEN CONTINUOUS**

**24-0042-5319**

List Valid: 08/30/2023-02/29/2024

Total Applications Received: 34

No. Passed: 11                      No. Failed: 1

Total Invited to Exam: 21

No. Withdrew: 9                      No. Screened Out: 13

**INSTRUCTIONAL AIDE – INSTRUMENTAL MUSIC**

**DUAL**

**24-0015-0447**

List Valid: 09/05/2023-09/05/2024

Total Applications Received: 14

No. Passed: 5                      No. Failed: 0

Total Invited to Exam: 6

No. Withdrew: 1                      No. Screened Out: 8

**INSTRUCTIONAL AIDE – SPECIAL**

List Valid: 08/30/2023-08/30/2024  
 Total Applications Received: 9  
 No. Passed: 4                      No. Failed: 0

**OPEN CONTINUOUS      24-0040-0448**

Total Invited to Exam: 5  
 No. Withdrew: 1                      No. Screened Out: 4

**INTERMEDIATE PAYROLL ACCOUNTING  
TECHNICIAN**

List Valid: 09/05/2023-09/05/2024  
 Total Applications Received: 57  
 No. Passed: 10                      No. Failed: 0

**DUAL                              24-0006-0756**

Total Invited to Exam: 25  
 No. Withdrew: 14                      No. Screened Out: 33

**NUTRITION SERVICES WORKER**

List Valid: 09/07/2023-03/07/2024  
 Total Applications Received: 22  
 No. Passed: 6                      No. Failed: 0

**OPEN                                24-0038-5068**

Total Invited to Exam: 19  
 No. Withdrew: 12                      No. Screened Out: 4

**NUTRITION SERVICES WORKER**

List Valid: 09/07/2023-03/07/2024  
 Total Applications Received: 31  
 No. Passed: 13                      No. Failed: 1

**OPEN                                24-0045-5068**

Total Invited to Exam: 29  
 No. Withdrew: 13                      No. Screened Out: 4

**PRODUCTION CENTER SUPERVISOR**

List Valid: 09/11/2023-09/11/2024  
 Total Applications Received: 23  
 No. Passed: 7                      No. Failed: 4

**DUAL                                23-0327-5070**

Total Invited to Exam: 16  
 No. Withdrew: 4                      No. Screened Out: 8

**RECREATION AIDE (CATALINA ISLAND)**

List Valid: 09/11/2023-03/11/2024  
 Total Applications Received: 3  
 No. Passed: 2                      No. Failed: 0

**OPEN CONTINUOUS      24-0011-5255**

Total Invited to Exam: 2  
 No. Withdrew: 0                      No. Screened Out: 1

**RECREATION AIDE – EXPANDED LEARNING**

List Valid: 08/30/2023-02/29/2024  
 Total Applications Received: 12  
 No. Passed: 11                      No. Failed: 0

**OPEN CONTINUOUS      24-0047-5317**

Total Invited to Exam: 12  
 No. Withdrew: 0                      No. Screened Out: 1

**SENIOR ACCOUNTING ASSISTANT**

List Valid: 09/05/2023-09/05/2024  
 Total Applications Received: 28  
 No. Passed: 4                      No. Failed: 2

**DUAL                                24-0007-0760**

Total Invited to Exam: 10  
 No. Withdrew: 4                      No. Screened Out: 18

**SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

List Valid: 09/05/2023-09/05/2024  
 Total Applications Received: 15  
 No. Passed: 4                      No. Failed: 0

**DUAL                                23-0296-5024**

Total Invited to Exam: 11  
 No. Withdrew: 7                      No. Screened Out: 4

**SPEECH-LANGUAGE PATHOLOGY ASSISTANT    DUAL                    23-0246-5024**

List Valid: 09/05/2023-09/05/2024

Total Applications Received: 8

No. Passed: 1

No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 2

No. Screened Out: 5

**STUDENT DATA SYSTEMS COORDINATOR    DUAL                    23-0326-5160**

List Valid: 09/06/2023-09/06/2024

Total Applications Received: 29

No. Passed: 4

No. Failed: 2

Total Invited to Exam: 11

No. Withdrew: 5

No. Screened Out: 18

CERTIFIED TO BE CORRECT:     Susan Leaming        DATE: September 7, 2023

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List ID 22576944 PAGES: 10-29

Date: September 7, 2023

Reason for Consideration: Restricted Action

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

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

Staff submits an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List ID 35678473 PAGES: 30-44

Date: September 7, 2023

Reason for Consideration: Restricted Action

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

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

Staff submits an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by certified mail. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

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Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List ID 52415259 PAGES: 45-53

Date: September 7, 2023

Reason for Consideration: Restricted Action

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

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

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

It is recommended the Commission act to approve this recommendation.

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

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

August 28, 2023

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

## Background and Findings

The classification of Credential Services Supervisor (salary range 28 S1) was created in 2000, filled once, and the classification was abolished in 2007. The Assistant Superintendent – Human Resource Services requested the classification be reestablished as the department is reorganizing and will no longer have a manager overseeing the credentials unit, instead utilizing a supervisor to oversee the unit. Therefore, it is appropriate to reestablish this classification. The salary range for the reestablished classification of Credential Services Supervisor will remain at salary range 28 (S1).

The classification of Credential Services Manager (SR 42 M2) was created in 2001, filled once, and the incumbent retired in December 2022. As the department no longer intends to utilize the class, it is being recommended for abolishment.

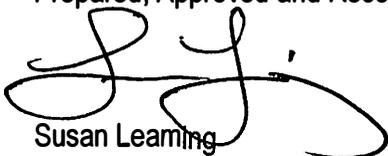
The Assistant Superintendent – Human Resource Services has reviewed and is in support of the proposed recommendations. Copies of the previous and revised class specifications for Credentials Services Supervisor are attached for review.

## Recommendations

Staff recommends the Personnel Commission:

1. Reestablish the classification of Credential Services Supervisor
2. Adopt the revised classification specification of Credential Services Supervisor
3. Abolish the classification of Credential Services Manager

Prepared, Approved and Recommended:



Susan Learning  
Interim Executive Officer, Personnel Commission and Classified Employment



**CREDENTIAL SERVICES SUPERVISOR**

**JOB SUMMARY**

Under the direction of the Human Resources Director, plan, oversee and participate in the review and processing of documents relating to the certification and salary placement of certificated personnel; monitor certificated assignments, salary levels, applications and renewals to assure compliance with credential requirements; train and evaluate the performance of assigned staff.

**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, oversee and participate in the review and processing of documents relating to the certification and salary placement of certificated personnel; assign and review the work of personnel engaged in credentialing, certification and salary placement processes. *E*
- § Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- § Serve as a liaison between individuals, the District, the County Office of Education and the CTC; investigate and resolve the more difficult and complex credentialing and salary placement issues; approve salary adjustments as needed. *E*
- § Assure that certificated personnel hold valid and appropriate credentials for their assignment and are paid at the appropriate level; advise administrators and employees of misassignments and salary placements; adjust and approve salary adjustments; maintain confidentiality of privileged and sensitive information related to personnel matters. *E*
- § Provide assistance, advice and information to applicants, District employees and certificated personnel concerning current laws and requirements pertaining to a variety of credentials issued by the CTC and District salary policies and procedures; advise employees concerning credential forms. *E*
- § Receive and process new and renewal credential and permit applications; review applications for completeness and accuracy; distribute credential paperwork to applicants; accept appropriate application fees; determine if fingerprinting is necessary for new hire certificated employees. *E*
- § Analyze and attach supporting documentation to applications; duplicate necessary forms and materials; complete evaluation worksheet and necessary paperwork; input application information into computerized database for tracking and reporting purposes; mail applications to the Commission on Teacher Credentialing (CTC). *E*

- § Evaluate transcripts and records to determine eligibility for credentials; notify employees regarding missing items; advise out-of-state applicants regarding credentialing; recommend eligibility of applicants to appropriate administrator. *E*
- § Review and verify college and university transcripts of applicants and current employees to determine salary schedule placement according to District guidelines and collective bargaining agreements; calculate employee salaries; review employment experience and recommend salary credit as appropriate. *E*
- § Review applications and verify credential information to determine eligibility for leadership or administrative positions within the District; review recommendations for the Superintendent's Board regarding administrative changes. *E*
- § Oversee the periodic auditing of personnel files for contract status, years of service, credentials and proper salary placement; review credentials of certificated employees to assure that they are current and meet current requirements for renewal; notify employees of expiration of credentials. *E*
- § Assemble confidential and sensitive information related to credentials and salaries; prepare and maintain personnel files, records and folders; maintain records for evaluation and tenure purposes; coordinate the preparation of evaluation reports. *E*
- § Prepare, maintain and submit a variety of records and reports pertaining to assigned activities; compose correspondence, letters, memoranda, forms and other documents as needed. *E*
- § Initiate and receive telephone calls concerning credential and salary issues; greet and assist visitors; conduct research as needed to obtain pertinent information; verify receipt of materials from applicants. *E*
- § Receive lists of temporary contract employees; verify type of credential held and expiration data utilizing various databases; determine if credential authorizes their assignment and if employee is eligible for regular contract status; compile related reports. *E*
- § Operate a variety of office equipment including a typewriter, fax machine, calculator and computer. *E*
- § Participate in and oversee the preparation of special projects as directed.
- § Attend, conduct and participate in workshops and job fairs related to assigned activities to maintain current knowledge of laws, codes, rules and regulations.
- § 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 Credential Services Supervisor classification is distinguished from the secretarial or personnel clerical classes by the unique requirement to review, obtain and process school credentials and to provide information related to the certification and registration of individuals and their documents. The incumbent supervises other personnel engaged in credentialing, certification and salary placement processes while performing complex and difficult work requiring a thorough knowledge of personnel rules, regulations and applicable sections of the Education Code. Incumbents are required to maintain the confidentiality of sensitive and privileged information and must demonstrate exceptional interpersonal skills and positive public relations in their contacts with the public and District employees.

**EMPLOYMENT STANDARDS**

Knowledge of:

Current laws, codes, regulations and rules related to credentialing and compensation.

Practices and procedures related to certificated personnel.

District personnel policies and procedures.

Merit system rules and regulations.

Organization and functions of the Commission on Teacher Credentialing.

Principles and practices of supervision and training.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Certificated payroll procedures.

Bargaining unit contracts and salary schedules.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Basic math.

Telephone techniques and etiquette.

Ability to:

Plan, oversee and participate in the review and processing of documents relating to the certification and salary placement of certificated personnel.

Provide technical information and assistance to others concerning employment policies and personnel transactions related to credentials and other human resources matters.

Investigate and resolve the more difficult and complex credentialing and salary placement issues.

Read, interpret, apply and explain applicable laws, codes, rules, regulations and policies related to credentialing and salary placement.

Train, supervise and evaluate personnel.

Assign and review work.

Monitor credential status of certificated personnel.

Audit and update personnel files.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Maintain current knowledge of applicable laws, codes, rules and regulations.  
Understand and follow oral and written instructions.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Add, subtract, multiply and divide quickly and accurately.  
Maintain confidentiality of sensitive and privileged information.  
Complete work with many interruptions.  
Operate a variety of office equipment including a computer and assigned software.

**Education and Training:**

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

**Experience:**

Either four years of human resources experience, including one year of experience performing employee credential analysis or related functions or one year of experience at the level of the Human Resources Supervisor. 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 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.

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials.

Persons with limited lumbar movement, hearing impairment with correctable hearing aid, missing digits, may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into account the nature of the handicap, prosthetic aid and the duties of the position.

**HAZARDS:**

Potential contact with dissatisfied or abusive individuals.

**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.

**August 2023  
Ewing & Company**

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

**Class Code: 3342**  
**Salary Range: 28 S1**

## CREDENTIAL SERVICES SUPERVISOR

### JOB SUMMARY

Under general direction, plan, oversee and participate in the review and processing of the documents relating to the certification and salary placement of certificated personnel; monitor certificated assignments, salary levels, applications and renewals to assure compliance with credential requirements; train and evaluate the performance of assigned staff; perform related duties as assigned.

### EXAMPLES OF DUTIES

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

- Plan, oversee and participate in the review and processing of documents relating to the certification and salary placement of certificated personnel; assign and review the work of personnel engaged in credentialing, certification and salary placement processes. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Serve as a liaison between individuals, the District, the County Office of Education and the Commission on Teacher Credentialing (CTC); investigate and resolve the more difficult and complex credentialing and salary placement issues; approve salary adjustments as needed. **E**
- Assure that certificated personnel hold valid and appropriate credentials for their assignment and are paid at the appropriate level; advise administrators and employees of misassignments and salary placements; adjust and approve salary adjustments; maintain confidentiality of privileged and sensitive information related to personnel matters. **E**
- Provide assistance, advice and information to applicants, District employees and certificated personnel concerning current laws and requirements pertaining to a variety of credentials issued by the CTC and District salary policies and procedures; advise employees concerning credential forms. **E**
- Receive and process new and renewal credential and permit applications; review applications for completeness and accuracy; distribute credential paperwork to applicants; accept appropriate application fees; determine if fingerprinting is necessary for new hire certificated employees. **E**
- Analyze and attach supporting documentation to applications; duplicate necessary forms and materials; complete evaluation worksheet and necessary paperwork; input application information into computerized database for tracking and reporting purposes; mail applications to the CTC. **E**

- Evaluate transcripts and records to determine eligibility for credentials; notify employees regarding missing items; advise out-of-state applicants regarding credentialing; recommend eligibility of applicants to appropriate administrator. *E*
- Review and verify college and university transcripts of applicants and current employees to determine salary schedule placement according to District guidelines and collective bargaining agreements; calculate employee salaries; review employment experience and recommend salary credit as appropriate. *E*
- Review applications and verify credential information to determine eligibility for leadership or administrative positions within the District; review recommendations for administrative assignment changes. *E*
- Oversee the periodic auditing of personnel files for contract status, years of service, credentials and proper salary placement; review credentials of certificated employees to assure that they are current and meet current requirements for renewal; notify employees of expiration of credentials. *E*
- Assemble confidential and sensitive information related to credentials and salaries; prepare and maintain personnel files, records and folders; maintain records for evaluation and tenure purposes; coordinate the preparation of evaluation reports. *E*
- Prepare, maintain and submit a variety of records and reports pertaining to assigned activities; compose correspondence, letters, memoranda, forms and other documents as needed. *E*
- Initiate and receive telephone calls concerning credential and salary issues; greet and assist visitors; conduct research as needed to obtain pertinent information; verify receipt of materials from applicants. *E*
- Receive lists of temporary contract employees; verify type of credential held and expiration data utilizing various databases; determine if credential authorizes their assignment and if employee is eligible for regular contract status; compile related reports. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
- Attend, conduct and participate in job fairs and workshops related to assigned activities to maintain current knowledge of laws, codes, rules and regulations. *E*
- Participate in and oversee the preparation of special projects as directed.
- 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 Credential Services Supervisor classification supervises other personnel engaged in credentialing, certification and salary placement processes while performing complex and difficult work requiring a thorough knowledge of personnel rules, regulations and applicable sections of the Education Code. Incumbents are required to maintain the confidentiality of sensitive and privileged information and must demonstrate exceptional interpersonal skills and positive public relations in their contacts with the public and District employees.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Current laws, codes, regulations and rules related to credentialing and compensation.  
Practices and procedures related to certificated personnel.  
District personnel policies and procedures.  
Merit system rules and regulations.  
Organization and functions of the Commission on Teacher Credentialing.  
Principles and practices of supervision and training.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Certificated payroll procedures.  
Bargaining unit contracts and salary schedules.  
District organization, operations, policies and objectives.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping and report preparation techniques.  
Modern office practices, procedures and equipment.  
Operation of a computer and assigned software.  
Basic math.  
Telephone techniques and etiquette.

**Ability to:**

Plan, oversee and participate in the review and processing of documents relating to the certification and salary placement of certificated personnel.  
Provide technical information and assistance to others concerning employment policies and personnel transactions related to credentials and other human resources matters.  
Investigate and resolve the more difficult and complex credentialing and salary placement issues.  
Read, interpret, apply and explain applicable laws, codes, rules, regulations and policies related to credentialing and salary placement.  
Train, supervise and evaluate personnel.  
Assign and review work.  
Monitor credential status of certificated personnel.  
Audit and update personnel files.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records and prepare reports.  
Maintain current knowledge of applicable laws, codes, rules and regulations.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Add, subtract, multiply and divide quickly and accurately.  
Maintain confidentiality of sensitive and privileged information.  
Complete work with many interruptions.  
Operate a variety of office equipment including a computer and assigned software.

**Education and Training:**

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

**Experience:**

Four years of experience performing K–12 public school or university credential analysis. Experience in a lead or supervisory capacity is desired.

OR

Two years of experience as a Credential Services Specialist or Human Resources Technician 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**

Positions in this classification 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 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.

**WORKING CONDITIONS**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials.

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

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

PCA:



## PERSONNEL COMMISSION

Class Code: 0077  
Salary Range: 42 (M2)

### CREDENTIAL SERVICES MANAGER

#### JOB SUMMARY

Under direction of a Human Resource Services certificated administrator, manage the daily activities of the Credential Services technical and supervisory staff; monitor and assure District compliance with Education Code credentialing requirements; perform other 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.*

- Interview, counsel, and advise applicants and employees regarding credential requirements. **E**
- Interpret and explain rules, regulations, policies, procedures, provide technical expertise, solve a variety of credential problems and respond to questions or complaints from employees regarding interpretation of laws, rules and District regulations governing credentialing. **E**
- Serve as a resource, meet and communicate with management, administrators, and other district staff to provide information, respond to questions, and explain certificated employment credentialing processes and procedures; discuss multifaceted technical issues relating to the Credentialing process, resolve complex technical issues, and offer innovative and creative solutions to complex matters. **E**
- Evaluate viability of certificated applicant pool; coordinate with other management the initiation of recruitment process. **E**
- Manage support staff, including selection, evaluation, discipline, and training; review work for compliance with laws, regulations, policies and procedures; monitor work loads, and assign and prioritize work accordingly to ensure accuracy, completeness and timeliness of operations. **E**
- Conduct routine and extensive audit of internal credentialing processes and certificated employee files to assure compliance with California credentialing laws and in preparation of mandated external audits required by the California Commission on Teacher Credentialing. **E**
- Work with other management personnel to develop and/or change policies and procedures for the efficient and cost-effective delivery of credential services. **E**
- Review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements; recommend new and revised policies and procedures, and implement modifications for work simplification regarding credentialing. **E**

- Coordinate, supervise and evaluate the work of assigned personnel engaged in such activities as receiving and processing credential applications; reviewing transcripts and credentials; making appointments; employment processing of certificated employees; coding of documents; maintaining records and files; and providing assistance or information to employees or prospective employees. *E*
- Analyze and develop staff training and development manuals with procedures and schedules. *E*
- Maintain various forms, correspondence; prepare letters, memos, and reports to administration regarding a variety of matters in certificated employment credentialing; create and revise credentials and employment forms for district wide distribution. *E*
- Write such materials as correspondence, brochures, and procedure manuals for the credentials unit; participate in the development, design, or revision of Human Resource Services forms; prepare written communications requiring complex explanations, in a clear, concise, and professional manner. *E*
- Serve as a representative of Human Resource Services on committees and at meetings as directed; attend and participate in District and County Office meetings to keep current on credential reporting requirements. *E*
- Plan, organize, coordinate, direct, and participate in the preparation, review, and processing of documents in such areas as legal audits, consultants, workshops, and in service training sessions. *E*
- Operate personal computer related software programs such as: Applicant Tracking System, Microsoft Word, Windows 95, Internet access/web page/email, Microsoft Excel, district main frame access, and related software. *E*
- Operate office equipment such as personal computers, printers, scanner, photocopiers, adding machines, and multi-line phones. *E*
- Assist in routine administrative functions of the Human Resource Services as directed. *E*

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

### **DISTINGUISHING CHARACTERISTICS**

This position manages the daily activities of technical staff in Human Resource Services in order to insure the efficient delivery of personnel support services. An incumbent will serve as an administrative liaison between the Assistant Superintendent, Human Resource Services, site administrators, California Commission on Teacher Credentialing, County Offices of Education, institutions of higher education, community colleges and other district management. As assigned, may be given full authority to pursue certain credentialing and/or salary matters to full conclusion.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Current laws, codes, regulations and rules related to credentialing and compensation.

Practices and procedures related to certificated personnel.  
Organization and functions of the California Commission on Teacher Credentialing.  
Principles and practices of management, supervision and training.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Bargaining unit contracts and salary schedules.  
Public schools' organization, operations, policies and objectives.  
Record-keeping and report preparation techniques.  
Modern office practices, procedures and equipment.  
Personal computers, software and hardware.

**Ability to:**

Plan, manage and oversee technical and supervisory staff involved in the review and processing of documents relating to the credentialing and salary placement of certificated personnel.  
Provide technical information and assistance regarding employment policies and personnel transactions related to credentials and other related human resources matters.  
Maintain current knowledge of applicable K - 12 public schools credentialing laws, codes, rules and regulations.  
Conduct internal audits of certificated personnel files for legal compliance with California K – 12 credentialing laws  
Monitor credential status of certificated personnel.  
Train, monitor and oversee staff involved in investigation and resolution of complex credentialing and salary placement issues.  
Read, interpret, apply and explain applicable laws, codes, rules, regulations and policies related to credentialing and salary placement.  
Train, supervise and evaluate personnel.  
Assign and review work.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records and prepare oral and written reports.  
Understand and follow oral and written instructions.  
Analyze situations accurately and adopt an effective course of action.  
Maintain confidentiality of sensitive and privileged information.  
Operate a variety of office equipment including a computer and assigned software.

**Education and Training:**

Bachelor's degree in education, human resources, organizational management, business administration or related field is required.

**Experience:**

Three years experience performing K – 12 public school or University credential analysis, including a minimum of one year at the supervisory or management level, is required.

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

**SPECIAL REQUIREMENTS**

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

Positions in this class may routinely require district paid travel within California, with varied and extended work hours.

**WORKING ENVIRONMENT**

Office environment; constant interruptions; high volume, continuous deadlines, multiple tasks.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment; seeing to read hand written documents and other records or reports; hearing and speaking to exchange information in person or on the telephone; sitting for extended periods of time; some light lifting and carrying; attendance at meetings.

***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.

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

August 25, 2023

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

## Background and Findings

The Business Services Administrator and Maintenance Director reviewed the Business Services Analyst (salary range 42 C2) classification specification in anticipation of upcoming recruitment activities. The classification was created in 2020 and has not been filled.

Specifically, several duty statements were expanded upon to emphasize the need for an incumbent to collaborate with District staff, stakeholders and vendors with a focus on digital systems development within the Business Services departments.

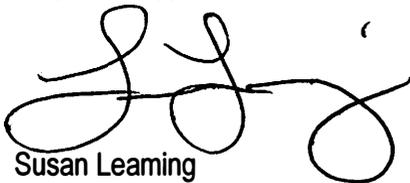
The Business Services Administrator and the Maintenance Director have reviewed and are in support of the proposed revisions. A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and additions underlined.

## Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification of Business Services Analyst

Prepared, Approved, and Recommended:



Susan Learning  
Interim Executive Officer, Personnel Commission and Classified Employment



## PERSONNEL COMMISSION

Class Code: 5268  
Salary Range: 42 (C1)

### BUSINESS SERVICES ANALYST

#### JOB SUMMARY

Under general supervision, perform a variety of studies, data collections, and process analysis in support of the Business Services departments such as workload, flow and distribution, technology adaptation, digital systems development, labor force utilization and cost analyses; 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.*

- Perform a variety of analytical studies and projects in support of the Business Services departments such as workload, flow and distribution, technology adaptation, digital systems development, labor force utilization and cost analyses. **E**
- Collaborate with District staff, stakeholders and vendors to determine system requirements and scope of work; develop and implement various process improvement systems. **E**
- Develop and present a variety of narrative and statistical reports; evaluate program and departmental costs and trends and the overall effectiveness of program and departmental operations. **E**
- Develop, compare, compile, and verify statistical information and present data in graphic, pictorial, tabular, written, and oral form. **E**
- Utilize computerized maintenance management software to generate ad-hoc reports and create recurring reports on work orders, preventive maintenance tasks, job plans, inventory levels, operating locations and equipment based on end users reporting requirements. **E**
- Provide assistance to department staff regarding computers, system, database and networking issues; identify issues requiring higher-level technical resources; place service tickets with Information Services staff or contact vendors to resolve issues as needed. **E**
- Develop and conduct individual and group training sessions; demonstrate computer programs; develop training and reference manuals and materials. **E**
- Provide technical expertise and information to ~~the Business Services Administrator~~ District administration regarding assigned functions and participate in the formulation of policies, procedures and programs; advise ~~the Business Services Administrator~~ District administration of unusual trends or problems and recommend appropriate corrective action. **E**

- Research, evaluate, and recommend new technologies and solutions to District administration. *E*
- Communicate with administrators, District staff and outside agencies to exchange information, coordinate activities and resolve issues. *E*
- Attend and participate in a variety of meetings related to assigned activities; prepare and deliver oral presentations as requested. *E*
- Maintain a variety of records and files related to assigned activities. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work and visit sites. *E*
- Provide support to other departments regarding specialized software needs and computerized systems as assigned.
- 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**

Incumbents in this class perform a variety of analytical studies and projects in support of the Business Services departments such as workload, flow and distribution, technology adaptation, digital system development, labor force utilization and cost analyses. In addition, an incumbent provides technical support to the departmental staff on utilization of various software and databases.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Research methods and report writing techniques.  
Writing skills to prepare clear and concise written reports.  
Methods and techniques of developing business process models and determining best practices.  
Modern office practices, procedures and equipment.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping techniques.  
Public speaking techniques.  
Mathematical computations.  
Operation of a computer and assigned software.  
Oral and written communication skills.

#### **Ability to:**

Perform a variety of analytical studies and projects in support of the Business Services departments.  
Develop and present a variety of narrative and statistical reports.  
Provide technical support and training to others in computer operations.  
Troubleshoot and apply appropriate resources to solve user problems.

Analyze facts, information and data.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and timelines.  
Plan and organize work.  
Analyze situations accurately and adopt an effective course of action.  
Operate a variety of office equipment including a computer and assigned software.  
Work independently with little direction.  
Prepare and deliver oral presentations.

**Education and Training:**

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

**Experience:**

Three years of experience involving technical analysis and evaluation of business or information systems, preferably in a public agency.

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.

**WORKING ENVIRONMENT**

Office environment.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.

***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 months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 1/30/2020

Revised:

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

August 29, 2023

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

## Background and Findings

The Nutrition Services Director recently reviewed the Intermediate Nutrition Services Worker classification specification and requested the specification be modified to remove the special requirement that some positions may require a driver's license and meeting the safe driving standard. The corresponding duty statement is also recommended for removal as there is no longer an expectation that Intermediate Nutrition Services Workers will drive a vehicle to conduct work.

The Nutrition Services Director has reviewed and approved the proposed revisions.

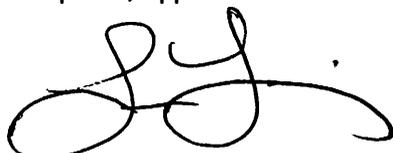
Attached is a copy of the revised specification showing proposed deletions annotated with ~~strikethroughs~~ and additions underlined.

## Recommendations

Staff recommends the Personnel Commission:

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

Prepared, Approved and Recommended:



Susan Learning  
Interim Executive Officer, Personnel Commission and Classified Employment

# PERSONNEL COMMISSION

LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*



## PERSONNEL COMMISSION

Class Code: 5058  
Salary Range: 08 (C1)

### INTERMEDIATE NUTRITION SERVICES WORKER

#### JOB SUMMARY

Under close 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; 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**
- Maintain nutrition service facilities and equipment in a clean and sanitary condition; clean serving counters, tables, chairs and nutrition service equipment; wash trays, pots, pans, utensils and serving equipment. **E**
- Participate in assembly line food preparation and packaging activities; open cans and other food containers; wash, cut, measure, scoop, mix and assemble food items such as main entrees, sandwiches and salads; inspect food for portion and quality control. **E**
- Package and wrap food items; remove food packs from assembly line and place on storage racks and carts; prepare items for delivery. **E**
- Assist in determining appropriate quantity of food items for preparation, heating and serving; grease pans; 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**
- Set up food items, trays, condiments and utensils at windows, carts, kiosks and counters; serve food to students and staff; perform cashiering duties; count money and make correct change; collect tickets. **E**
- Assist in assuring proper stock levels are maintained at serving windows and counters during meal service periods. **E**
- Count daily cafeteria, cart or remote point of sale cash receipts as assigned by the position; prepare related records. **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 as assigned by the position; 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 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*
- Participate in site inventories; count milk and juice containers. *E*
- Assist supervisor with providing training and work direction to Nutrition Services Workers and student workers. *E*
- Serve as the Supervisor or Senior Nutrition Services Worker in the absence of the Supervisor or Senior Nutrition Services Worker as assigned by the position. *E*
- Attend a variety of meetings and in-service trainings; ~~drive a 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 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 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 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.
- Basic math and cashiering skills.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Proper methods of food rotation and storage.
- Basic inventory methods.
- Basic record-keeping techniques.
- Basic principles and practices of training and providing work direction.
- Proper lifting techniques.

**Ability to:**

- 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.
- Wash, cut, mix and assemble ingredients and food items.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Maintain a variety of records related to assigned activities.
- Perform cashiering duties and make change accurately.
- Meet schedules and time lines.
- Train and provide work direction and guidance to others.

**Education and Training:**

Completion of the eighth grade.

**Experience:**

Six months of food service experience or three months at the level of Nutrition Service Worker.

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**

~~Some positions in this classification may require a valid California Class C driver's license and incumbents in these positions 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.~~

Valid Food Safety Manager certificate is desirable.

**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.

PCA: 7/1/2004

Revised: 2/4/2016

Revised: 1/18/2018

Revised: