

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

Regular Meeting
April 7, 2022

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of March 24, 2022 1-5
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accompanist 6-7
2. **RATIFY** job announcement bulletin for Certification Services Manager 8-9
3. **RATIFY** job announcement bulletin for Computer Support Technician 10-11
4. **RATIFY** job announcement bulletin for Facilities Project Manager 12-13
5. **RATIFY** job announcement bulletin for Groundskeeper – Catalina Island 14-15
6. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish 16-17
7. **RATIFY** job announcement bulletin for High School Office Supervisor 18-19
8. **RATIFY** job announcement bulletin for HVAC Technician 20-21
9. **RATIFY** job announcement bulletin for Intermediate Nutrition Services Worker 22-23
10. **RATIFY** job announcement bulletin for Nutrition Services Supervisor I 24-25
11. **RATIFY** job announcement bulletin for Nutrition Services Supervisor II 26-27

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|--|-------|
| 12. RATIFY job announcement bulletin for Nutrition Services Supervisor III | 28-29 |
| 13. RATIFY job announcement bulletin for Water/Boiler Treatment Specialist | 30-31 |
| 14. APPROVE the certification of Accountant eligibility list 22-0141-0358 established 04/01/2022 | 32 |
| 15. APPROVE the certification of Assistant Facilities Project Manager eligibility list 22-0139-5104 established 04/07/2022 | 32 |
| 16. APPROVE the certification of Associate Analyst Human Resource Service eligibility list 22-0036-3298 established 03/30/2022 | 32 |
| 17. APPROVE the certification of Associate Research Data Analyst eligibility list 22-0145-5251 established 04/01/2022 | 32 |
| 18. APPROVE the certification of Campus Staff Assistant eligibility list 22-0169-5288 established 04/01/2022 | 32 |
| 19. APPROVE the certification of Custodian Assistant eligibility list 22-0171-5025 established 03/29/2022 | 32 |
| 20. APPROVE the certification of Educare Family Support Specialist – BL SP eligibility list 22-0053-5204 established 04/01/2022 | 32 |
| 21. APPROVE the certification of Facilities Project Manager - Planning eligibility list 22-0132-5190 established 04/08/2022 | 33 |
| 22. APPROVE the certification of Fiscal Services Analyst eligibility list 22-0143-5173 established 04/07/2022 | 33 |
| 23. APPROVE the certification of Heavy Truck Driver eligibility list 22-0138-0187 established 03/29/2022 | 33 |
| 24. APPROVE the certification of Instructional Aide - Special eligibility list 22-0205-0448 established 04/05/2022 | 33 |
| 25. APPROVE the certification of Lead Custodian eligibility list 22-0178-0205 established 03/29/2022 | 33 |
| 26. APPROVE the certification of Nutrition Services Worker eligibility list 22-0195-5068 established 03/28/2022 | 33 |
| 27. APPROVE the certification of Nutrition Services Worker eligibility list 22-200-5068 established 03/31/2022 | 33 |
| 28. APPROVE the certification of Recreation Aide eligibility list 22-0211-5255 established 04/05/2022 | 33 |

III. OLD BUSINESS

None

IV.	NEW BUSINESS	
1.	APPROVE the Recommendation to Remove from Eligibility List ID 1234452	34-41
2.	APPROVE the Recommendation to Remove from Eligibility List ID 48234213	42-49
3.	APPROVE the Recommendation to Remove from Eligibility List ID 48274973	50-63
4.	APPROVE THE Recommendation to Remove from Eligibility List ID 48465223	64-81
V.	OTHER ITEMS	
	None	
VI.	NEXT REGULAR MEETING	
	April 21, 2022 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

March 24, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, March 24, 2022 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Jesus Rios Jr., Associate Personnel Analyst; Amy Van Fossen, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Anne Follett, Employment Services Supervisor (Acting); Judith Alonso, Human Resources Technician; and Joanna Guzman, Human Resources Technician.

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Martin Maldonado, Plant Supervisor.

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 March 10, 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, informed the Commission that the Financial Education program in collaboration with Schools First Credit Union and Long Beach Federal Credit Unions has been extended for two more years. Mr. Kato shared the financial education program is available to all classified and certificated personnel. Mr. Kato introduced the new Plant Supervisor, Martin Maldonado. Mr. Maldonado shared his history with the District and is excited to be the Plant Supervisor at Monroe.

At 8:18 a.m., Commissioner Bender arrived.

Amy Van Fossen, Associate Personnel Analyst, reported that there are 77 ongoing recruitments in progress with 20 in the testing phase and 19 pending. Ms. Van Fossen announced the Personnel Commission staff would be visiting Long Beach School for Adults every Thursday for the next two weeks to assist students completing employment applications and answer any questions for the open Custodial Services recruitment.

Anne Follett, Employment Services Supervisor (Acting), reported the online summer school application window closed on March 18, 2022, and 738 summer school applications were submitted. Jesus Rios, Associate Personnel Analyst, mentioned that the summer school program will be offered at many sites in the District. Dale Culton, Certification Services Manager, shared that in collaboration with Human Resources Services staff there will be training sessions for the site secretaries on the vacancy assignment process over the next couple of weeks.

Susan Leaming, Personnel Analyst, reported that on March 14, 2022, two sessions of CPR training were held and 93 employees completed the training.

Commissioner Ulaszewski inquired about the Pacific Gateway job fair mentioned at the last meeting. Maria Braunstein, Personnel Analyst, shared the job fair was a good opportunity to advertise the open recruitments in the District. Mr. Rios mentioned the feedback was very positive and praised staff that participated in the job fair.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodian
2. **RATIFY** job announcement bulletin for Human Resources Assistant
3. **RATIFY** job announcement bulletin for HVAC Technician
4. **RATIFY** job announcement bulletin for Instructional Aide - Special
5. **RATIFY** job announcement bulletin for Library/Media Assistant
6. **RATIFY** job announcement bulletin for Management Analyst
7. **RATIFY** job announcement bulletin for Senior Nutrition Services Worker
8. **RATIFY** job announcement bulletin for Van Driver – Catalina Island
9. **APPROVE** the certification of Administrator, Construction eligibility list 22-0105-5211 established 03/23/2022
10. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW5-5258 established 11/03/2021
11. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW6-5258 established 11/22/2021
12. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW7-5258 established 12/02/2021

13. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW8-5258 established 01/14/2022
14. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW9-5258 established 02/04/2022
15. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW10-5258 established 02/28/2022
16. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW11-5258 established 03/11/2022
17. **APPROVE** the certification of Custodian eligibility list 22-0079-0139 established 02/24/2022
18. **APPROVE** the certification of Grounds Crew Supervisor eligibility list 22-0106-0605 established 03/24/2022
19. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0194-0448 established 03/21/2022
20. **APPROVE** the certification of Intermediate Accounting Assistant eligibility list 22-0142-0755 established 03/15/2022
21. **APPROVE** the certification of Intermediate Office Assistant – BL Spanish eligibility list 22-0074-5050 established 03/14/2022
22. **APPROVE** the certification of Mail Delivery Driver eligibility list 22-0104-0219 established 03/24/2022
23. **APPROVE** the certification of Nutrition Services Manager eligibility list 22-0088-5061 established 03/18/2022
24. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0189-5068 established 03/15/2022
25. **APPROVE** the certification of Purchasing Agent eligibility list 22-0144-5128 established 03/23/2022
26. **APPROVE** the certification of Recreation Aide eligibility list 22-0196-5255 established 03/14/2022
27. **APPROVE** the certification of Recreation Aide eligibility list 22-0204-5255 established 03/22/2022
28. **APPROVE** the certification of Site Specialist – Business Partnerships eligibility list 22-0175-5298 established 03/25/2022

Following discussion, a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to ratify item 1-9 and approve items 10-28 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 None

NEW BUSINESS 1. **APPROVE** a Public Hearing date for the proposed Personnel Commission Budget 2022-2023

Following discussion to change the hearing date from April 7, 2022 to April 21, 2022, a motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve New Business Item 1.

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

2. **APPROVE** meeting dates for Personnel Commission 2022-2023

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

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

3. **APPROVE** the Recommendation to Remove from Eligibility List ID 48461521

Appellant ID 48461521 was not in attendance. The Commission moved New Business Item 3 into closed session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 7, 2022 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.

CLOSED SESSION The Personnel Commission retired into closed session at 8:31 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:40 a.m. and the following reportable action was taken.

1. **APPROVE** the recommendation to remove from eligibility list ID 48461521

A motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve staff's recommendation to remove Applicant ID 48461521 from the current eligibility list and allow the applicant to reapply the next time the recruitment is open.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:41 a.m.



CLASSIFIED EMPLOYMENT OPPORTUNITY

ACCOMPANIST

FINAL FILING DATE:

4:30 p.m., Monday, April 18, 2022.

JOB INFORMATION:

PLEASE NOTE: The current vacancies are 10 month positions with and without benefits. The eligibility list will be used to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, provide piano accompaniment for soloists and dance or choral groups at a variety of performances and special events including rehearsals, graduations, festivals and competitions; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

In addition to the above standards, applicants must provide proof of completion of college-level coursework or advanced private training in piano and music theory.

EXPERIENCE:

One year of experience as an accompanist.

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

WORKING ENVIRONMENT:

Classroom, theater, indoor and outdoor locations including some evenings, weekends and varied hours.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to play the piano. Seeing to read music and observe performances. Hearing and speaking to listen to music and exchange information. Sitting for extended periods of time. Lifting, carrying, pushing and pulling instruments weighing up to 25 pounds.

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

SALARY RANGE HOURLY:

START:	\$19.09
6 MONTHS:	\$20.15
1 ½ YEARS:	\$21.26
2 ½ YEARS:	\$22.42
3 ½ YEARS:	\$23.65

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:

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/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0221-5213 JG

LBUSD employees, please see reverse side for important information.

Classified Employment



Long Beach Unified School District

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

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

Guidelines:

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

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

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

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

ABOUT OUR DISTRICT

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

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

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

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

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

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

Dual Exam 22-0240-3291 AA

PERSONNEL COMMISSION



An Exciting Career Opportunity Awaits You

LONG BEACH UNIFIED SCHOOL DISTRICT

CERTIFICATION SERVICES MANAGER

\$81,099 - \$95,243 Annually



A handwritten signature in black ink, located at the bottom right of the page.

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 Certification Services Manager, which, under general direction, will plan, organize and manage the operations and activities of the Certification and Employment Services unit of the Personnel Commission. In addition, will serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations. Furthermore, will train and supervise the performance of assigned staff and will perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Human Resource Services and Personnel Commission, then Certification Services Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree with coursework in business administration, human resources or a related field. Completion of the California School Personnel Commissioners Association Merit Academy is desirable. Additionally, candidates will have three years of experience involving the certification, hiring and onboarding of classified employees within a merit system school district or similar civil service organization, including one year in a supervisory capacity. A maximum of two years of the required education may be substituted by additional years of experience on a year for year basis.

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

SPECIAL REQUIREMENTS:

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

SALARY AND BENEFITS:

The annual salary for Certification Services Manager is \$81,099 to \$95,243 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

OUR QUALIFYING PROCESS

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

HOW TO APPLY

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

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

Application Deadline: 4:30 p.m. Thursday, April 21, 2022

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
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(562) 435-5708

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

COMPUTER SUPPORT TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Wednesday, April 20, 2022

JOB INFORMATION:

Permanent 10 month and 12 month positions. Positions are 100% FTE (8 hours a day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, configure, install, test, maintain, troubleshoot and repair local (LAN) and wide (WAN) area networks, computer systems and peripheral equipment; provide training to District personnel in the proper operation and care of hardware, software and peripheral equipment using Windows or Apple operating systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate of Arts degree including course work in computer science, electronic technology or a closely related field.

A+ CERTIFICATION.

EXPERIENCE:

Two years experience in the installation, maintenance and repair of computer hardware, software and peripheral equipment in a networked environment. Experience in an organization with a network having a minimum of 30 servers 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) Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license. (2) 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. (3) May be required to travel from one school 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:	\$35.65
6 MONTHS:	\$37.60
1 ½ YEARS:	\$39.68
2 ½ YEARS:	\$41.85
3 ½ YEARS:	\$44.15

APPLICATION:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0232-5108 AF

LBUSD employees, please see reverse side for
important information.



Amy Van Dyke 10

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

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

Guidelines:

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

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

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

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

ABOUT OUR DISTRICT

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

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

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

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

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

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

Dual Exam 22-0225-5189 JA

PERSONNEL COMMISSION



**An Exciting Career
Opportunity
Awaits You**

**LONG BEACH UNIFIED
SCHOOL DISTRICT**

**FACILITIES PROJECT
MANAGER - CONSTRUCTION**

\$100,776 - \$118,331 Annually



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 Facilities Project Manager - Construction. Under general direction, will perform a variety of administrative and professional duties related to the District's facilities construction program. Will plan and coordinate the improvement, modernization and new construction of District facilities. In addition, will serve as a liaison between District personnel and outside agencies, supervise and evaluate the performance of assigned personnel and perform related duties as assigned.

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

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in construction management, architecture or a related field. Licensure as a professional architect, general contractor or engineer is desirable. Additionally, candidates will have three years of construction management experience. Experience in educational construction is preferred.

Additional construction management experience may substitute for the required education on a basis of two years of additional experience for one year of education.

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

SPECIAL REQUIREMENTS:

At the time of appointment, a successful candidate must be in possession of a valid California class C Driver's license, as traveling from one location to another may be required. 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. An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

SALARY AND BENEFITS:

The annual salary for Facilities Project Manager – Construction is \$100,776 to \$118,331 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, May 02, 2022

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



CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

GROUNDKEEPER – CATALINA ISLAND

FINAL FILING DATE:

4:30 p.m., Wednesday, April 13, 2022

Catalina Island employees receive an additional \$3.46 per hour.

JOB INFORMATION:

PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

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.

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

EWV

START: \$19.62
6 MONTHS: \$20.70
1 ½ YEARS: \$21.84
2 ½ YEARS: \$23.04
3 ½ YEARS: \$24.31

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/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0220-0172 JA

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.**
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CLASSIFIED EMPLOYMENT OPPORTUNITY

247

HEAD START INSTRUCTIONAL AIDE HEAD START INSTRUCTIONAL AIDE- BILINGUAL SPANISH

FINAL FILING DATE:
Open Continuous

JOB INFORMATION:

Permanent 10 month positions. 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 close supervision, to assist a classroom teacher at a Head Start Child Development Center to support pre-school age children in developing skills designed to promote their social, physical and intellectual growth; to acquaint pre-school age children with the routines of a structured environment in advance of entering K – 12 schools; and to do related work as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent and a valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

- Child Development Associate Teacher Permit
- Child Development Teacher Permit
- Child Development Master Teacher Permit
- Child Development Site Supervisor Permit
- Child Development Program Director Permit

SPECIAL REQUIREMENTS:

(1) If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification. (2) To remain employed in this classification with a valid Child Development Permit, an incumbent must meet the respective permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (3) Some positions in this class may be required to have the use of an automobile, adequate insurance coverage and a valid California driver's license or have available transportation at the time of appointment. (4) May be required to travel from one location to another. (5) Positions in the Head Start Instructional Aide – BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Candidates must successfully pass the District's bilingual/biliterate test.

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

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:	\$15.37
6 MONTHS:	\$16.21
1 ½ YEARS:	\$17.11
2 ½ YEARS:	\$18.05
3 ½ YEARS:	\$19.04

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Continuous Exam 22-0218-0657 JA
Dual Continuous Exam 22-0219-5235 JA

LBUSD employees, please see reverse side for important information.



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.**
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CLASSIFIED EMPLOYMENT OPPORTUNITY

UWV

HIGH SCHOOL OFFICE SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Friday, April 22, 2022

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:

(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: \$28.16
6 MONTHS: \$29.71
1 ½ YEARS: \$31.35
2 ½ YEARS: \$33.07

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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Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

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

Dual Exam 22-0222-3349 AF

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.**
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- RECRUITMENT EXTENDED -



CLASSIFIED EMPLOYMENT OPPORTUNITY

HVAC TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Wednesday, March 30, 2022
4:30 p.m., Wednesday, April 13, 2022

JOB INFORMATION:

Permanent 12-month and 10-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 skilled journey-level work in the installation, repair and maintenance of heating, ventilation, refrigeration and air conditioning equipment systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school and completion of a recognized four-year apprenticeship program, degree or certificate program in the HVAC trade.

OR

EXPERIENCE:

Four-years experience installing, repairing and maintaining heating, ventilation, refrigeration and air conditioning equipment systems.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Incumbents in this classification must possess and maintain a valid Refrigerant Transition and Recovery Usage Certificate (Universal). (4) Incumbents in this classification are required to furnish and maintain personal hand tools as indicated on the District tool list. (5) May be required to travel from one location to another. (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, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

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

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

SALARY RANGE HOURLY:

START: \$31.97
6 MONTHS: \$33.74
1 ½ YEARS: \$35.59
2 ½ YEARS: \$37.56
3 ½ YEARS: \$39.62

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0212-5103 JA

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.

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- ❖ **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 NUTRITION SERVICES WORKER

FINAL FILING DATE:

4:30 p.m., Monday, May 16, 2022

Tentative Written Exam Dates: May 23, 2022 through May 25, 2022.

JOB INFORMATION:

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

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.

MINIMUM QUALIFICATIONS

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

SPECIAL REQUIREMENTS:

(1) Valid Food Safety Manager certificate is desirable.

(2) 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.

(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: \$15.79
6 MONTHS: \$16.66
1 ½ YEARS: \$17.57
2 ½ YEARS: \$18.54
3 ½ YEARS: \$19.56

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0228-5058 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 I

FINAL FILING DATE:

4:30 p.m., Monday, May 16, 2022

Tentative Written Exam Dates: May 23, 2022 through May 25, 2022.

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:	\$21.47
6 MONTHS:	\$22.65
1 ½ YEARS:	\$23.90
2 ½ YEARS:	\$25.20

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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WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0229-5064 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

LMJ

NUTRITION SERVICES SUPERVISOR II

FINAL FILING DATE:

4:30 p.m., Monday, May 16, 2022

Tentative Written Exam Dates: May 23, 2022 through May 25, 2022.

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 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:	\$23.93
6 MONTHS:	\$25.24
1 ½ YEARS:	\$26.64
2 ½ YEARS:	\$28.10

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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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0230-5065 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 III

FINAL FILING DATE:

4:30 p.m., Monday, May 16, 2022

Tentative Written Exam Dates: May 23, 2022 through May 25, 2022.

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 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 (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:	\$26.67
6 MONTHS:	\$28.14
1 ½ YEARS:	\$29.69
2 ½ YEARS:	\$31.32

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.

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

Dual Exam 22-0231-5066 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

WATER/BOILER TREATMENT SPECIALIST

FINAL FILING DATE:

4:30 p.m., Wednesday, May 04, 2022.

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

SALARY RANGE HOURLY:

START:	\$26.45
6 MONTHS:	\$27.90
1 ½ YEARS:	\$29.44
2 ½ YEARS:	\$31.05
3 ½ YEARS:	\$32.76

zhj

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.

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VIII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0224-3299 AA

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 32-33

Date: April 7, 2022

Reason for Consideration: Approval

ACCOUNTANT

DUAL

22-0141-0358

List Valid: 04/01/2022-04/01/2023

Total Applications Received: 21

No. Passed: 9 No. Failed: 3

Total Invited to Exam: 17

No. Withdrew: 5 No. Screened Out: 4

ASSISTANT FACILITIES PROJECT MANAGER

DUAL

22-0139-5104

List Valid: 04/07/2022-04/07/2023

Total Applications Received: 16

No. Passed: 3 No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 5 No. Screened Out: 8

ASSOCIATE ANALYST HUMAN RESOURCE SERVICE

DUAL

22-0036-3298

List Valid: 03/30/2022-03/30/2023

Total Applications Received: 17

No. Passed: 3 No. Failed: 2

Total Invited to Exam: 8

No. Withdrew: 3 No. Screened Out: 9

ASSOCIATE RESEARCH DATA ANALYST

DUAL

22-0145-5251

List Valid: 04/01/2022-04/01/2023

Total Applications Received: 49

No. Passed: 8 No. Failed: 5

Total Invited to Exam: 21

No. Withdrew: 8 No. Screened Out: 28

CAMPUS STAFF ASSISTANT

DUAL CONTINUOUS

22-0169-5288

List Valid: 04/01/2022-04/01/2023

Total Applications Received: 63

No. Passed: 6 No. Failed: 3

Total Invited to Exam: 11

No. Withdrew: 2 No. Screened Out: 52

CUSTODIAN ASSISTANT

DUAL

22-0171-5025

List Valid: 03/29/2022-03/29/2023

Total Applications Received: 46

No. Passed: 7 No. Failed: 1

Total Invited to Exam: 30

No. Withdrew: 22 No. Screened Out: 16

EDUCARE FAMILY SUPPORT SPECIALIST – BL SP

DUAL

22-0053-5204

List Valid: 04/01/2022-04/01/2023

Total Applications Received: 47

No. Passed: 3 No. Failed: 6

Total Invited to Exam: 12

No. Withdrew: 3 No. Screened Out: 35

FACILITIES PROJECT MANAGER – PLANNING **DUAL** **22-0132-5190**

List Valid: 04/08/2022-04/08/2023
 Total Applications Received: 15 Total Invited to Exam: 8
 No. Passed: 2 No. Failed: 2 No. Withdrew: 4 No. Screened Out: 7

FISCAL SERVICES ANALYST **DUAL** **22-0143-5173**

List Valid: 04/07/2022-04/07/2023
 Total Applications Received: 20 Total Invited to Exam: 15
 No. Passed: 4 No. Failed: 8 No. Withdrew: 3 No. Screened Out: 5

HEAVY TRUCK DRIVER **DUAL** **22-0138-0187**

List Valid: 03/29/2022-03/29/2023
 Total Applications Received: 26 Total Invited to Exam: 16
 No. Passed: 10 No. Failed: 0 No. Withdrew: 6 No. Screened Out: 10

INSTRUCTIONAL AIDE – SPECIAL **OPEN CONTINUOUS** **22-0205-0448**

List Valid: 04/05/2022-04/05/2023
 Total Applications Received: 11 Total Invited to Exam: 3
 No. Passed: 3 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 8

LEAD CUSTODIAN **PROMOTIONAL** **22-0178-0205**

List Valid: 03/29/2022-03/29/2023
 Total Applications Received: 13 Total Invited to Exam: 12
 No. Passed: 9 No. Failed: 0 No. Withdrew: 3 No. Screened Out: 1

NUTRITION SERVICES WORKER **DUAL** **22-0195-5068**

List Valid: 03/28/2022-09/28/2022
 Total Applications Received: 8 Total Invited to Exam: 6
 No. Passed: 6 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 2

NUTRITION SERVICES WORKER **OPEN** **22-0200-5068**

List Valid: 03/31/2022-10/01/2022
 Total Applications Received: 9 Total Invited to Exam: 7
 No. Passed: 4 No. Failed: 0 No. Withdrew: 3 No. Screened Out: 2

RECREATION AIDE **OPEN CONTINUOUS** **22-0211-5255**

List Valid: 04/05/2022-04/05/2023
 Total Applications Received: 23 Total Invited to Exam: 23
 No. Passed: 19 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 4

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: April 7, 2022

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 48234213 PAGES: 42-49

Date: April 7, 2022 Reason for Consideration: Restricted Action

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

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

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

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 48274973 PAGES: 50-63

Date: April 7, 2022 Reason for Consideration: Restricted Action

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

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

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

It is recommended the Commission act to approve this recommendation.

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 48465223 PAGES: 64-81

Date: April 7, 2022 Reason for Consideration: Restricted Action

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

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

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

It is recommended the Commission act to approve this recommendation.

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