

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

REGULAR MEETING AGENDA

Regular Meeting
August 25, 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 August 11, 2022 1-6
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accounting Manager 7-8
2. **RATIFY** job announcement bulletin for Assistant Director Fiscal Services 9-10
3. **RATIFY** job announcement bulletin for College and Career Specialist 11-12
4. **RATIFY** job announcement bulletin for Credential Services Specialist 13-14
5. **RATIFY** job announcement bulletin for Custodian 15
6. **RATIFY** job announcement bulletin for Educare Family Support Specialist – Bilingual Spanish 16-17
7. **RATIFY** job announcement bulletin for Human Resources Assistant 18-19
8. **RATIFY** job announcement bulletin for Human Resources Technician 20-21
9. **RATIFY** job announcement bulletin for Instructional Aide – Educare 22-23
10. **RATIFY** job announcement bulletin for Instructional Aide - Educare Bilingual Spanish 24-25
11. **RATIFY** job announcement bulletin for Intermediate Accounting Assistant 26-27
12. **RATIFY** job announcement bulletin for Intermediate Payroll Accounting Technician 28-29
13. **RATIFY** job announcement bulletin for Inventory Control Technician 30-31

| | |
|---|-------|
| 14. RATIFY job announcement bulletin for School Safety Supervisor | 32-33 |
| 15. RATIFY job announcement bulletin for Senior Accounting Assistant | 34-35 |
| 16. RATIFY job announcement bulletin for Senior Payroll Accounting Technician | 36-37 |
| 17. APPROVE the certification of Campus Staff Assistant eligibility list 22-0280-5288 established 08/23/2022 | 38 |
| 18. APPROVE the certification of Campus Staff Assistant eligibility list 22-0295-5288 established 08/23/2022 | 38 |
| 19. APPROVE the certification of Grounds Equipment Operator II eligibility list 22-0234-0176 established 08/15/2022 | 38 |
| 20. APPROVE the certification of Head Start Instructional Aide eligibility list 22-0218-0857 established 08/12/2022 | 38 |
| 21. APPROVE the certification of Head Start Instructional Aide – BL Spanish eligibility list 22-0219-5235 established 08/19/2022 | 38 |
| 22. APPROVE the certification of Kids' Club Assistant eligibility list 23-0002-0694 established 08/18/2022 | 38 |
| 23. APPROVE the certification of Recreation Aide eligibility list 23-0041-5255 established 08/22/2022 | 38 |
| 24. APPROVE the certification of Recreation Aide – WRAP Expanded Learning eligibility list 23-0003-5261 established 08/18/2022 | 39 |
| 25. APPROVE the certification of Recreation Aide – WRAP Expanded Learning eligibility list 23-0004-5262 established 08/18/2022 | 39 |
| 26. APPROVE the certification of Recreation Aide – WRAP Expanded Learning eligibility list 23-0016-5262 established 08/18/2022 | 39 |
| 27. APPROVE the certification of Recreation Aide – WRAP Expanded Learning eligibility list 23-0017-5261 established 08/18/2022 | 39 |
| 28. APPROVE the certification of Salary Services Supervisor eligibility list 22-0285-5009 established 08/26/2022 | 39 |
| 29. APPROVE the certification of Translator-Interpreter – BL Spanish eligibility list 23-0001-5079 established 08/23/2022 | 39 |
| 30. APPROVE the certification of Transportation Supervisor eligibility list 22-0275-0886 established 08/16/2022 | 39 |
| III. OLD BUSINESS | |
| None | |
| IV. NEW BUSINESS | |
| 1. APPEAL of a Disqualified Applicant ID 50027959 | 40-56 |

V. OTHER ITEMS

None

VI. NEXT REGULAR MEETING

September 8, 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

August 11, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, August 11, 2022 at 8:17 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Dale Culton, Certification Services Manager (retired); Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Oralia Leyva, Employment Services Supervisor; Judith Alonso, Human Resources Technician; Andrea Armas, Human Resources Technician; Lydia Smith, Human Resources Technician; Joanna Guzman, Human Resources Technician; Maria Rojas, Human Resources Technician; and Jazmin Salgado, Human Resources Technician.

GUESTS PRESENT

Julia Plascencia, CSEA Labor Relations Representative.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of July 14, 2022.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Mr. Kenneth Kato, Executive Officer, welcomed Commissioner Vaughan back and deferred to the unit departments.

Maria Braunstein, Personnel Analyst, explained that the Catalina Island recruitments on the agenda were closed due to a lack of eligible candidates, but the recruitments have already been reopened and Multimedia Services has launched a social media campaign

to re-energize Catalina Island recruitment efforts. Ms. Braunstein reported there are 76 recruitments in progress, 31 accepting applications, and 25 pending. Ms. Braunstein shared she viewed a webinar presented by NEOGOV that stated public sector job openings are up by 45% but applications are down by 56%. Ms. Braunstein noted the team is reaching out to candidates to encourage them to fully complete applications and recognized the team for their continued efforts to fill positions.

Jesus Rios Jr., Certification Services Manager, reported that staff has been busy sending eligibility lists to sites to fill vacancies for the new school year. Mr. Rios shared that interviews were held at the Personnel Commission with Plant Supervisors and Principals for Custodian vacancies. Mr. Rios thanked staff for coordinating the interviews and setting up the facilities.

Dale Culton, Certification Services Manager (retired), recognized Commissioner Ulaszewski for being the longest-tenured employee at the Personnel Commission now that he is retiring. Commissioner Vaughan mentioned how much the Commission will miss Mr. Culton and thanked him for his service.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Associate Personnel Analyst
2. **RATIFY** job announcement bulletin for Bus Driver (Catalina Island)
3. **RATIFY** job announcement bulletin for Campus Staff Assistant (Catalina Island)
4. **RATIFY** job announcement bulletin for Custodian (Catalina Island)
5. **RATIFY** job announcement bulletin for Instructional Aide – Special (Catalina Island)
6. **RATIFY** job announcement bulletin for Nutrition Services Worker (Catalina Island)
7. **RATIFY** job announcement bulletin for Recreation Aide
8. **RATIFY** job announcement bulletin for Recreation Aide (Catalina Island)
9. **RATIFY** job announcement bulletin for Recreation Aide – Kids’ Club
10. **RATIFY** job announcement bulletin for Recreation Aide – WRAP Expanded Learning
11. **RATIFY** job announcement bulletin for Recreation Leader – WRAP Expanded Learning
12. **RATIFY** job announcement bulletin for Van Driver (Catalina Island)
13. **APPROVE** the certification of Assistant Purchasing & Contracts Director eligibility list 22-0270-0777 established 08/08/2022

14. **APPROVE** the certification of Associate Research Information Systems Analyst eligibility list 22-0188-5267 established 07/25/2022
15. **APPROVE** the certification of Bus Driver – Catalina Island eligibility list 22-0151-0101 established 07/13/2022
16. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0251-5288 established 07/19/2022
17. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0278-5288 established 08/02/2022
18. **APPROVE** the certification of Campus Staff Assistant – Catalina Island eligibility list 22-0109-5288 established 07/13/2022
19. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW12-5258 established 04/05/2022
20. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW13-5258 established 05/03/2022
21. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW14-5258 established 05/23/2022
22. **APPROVE** the certification of Child Care Worker eligibility list 22-CCW15-5258 established 06/06/2022
23. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW1-5258 established 07/12/2022
24. **APPROVE** the certification of Electronics Technician eligibility list 22-0256-0110 established 07/29/2022
25. **APPROVE** the certification of Groundskeeper eligibility list 22-0283-0172 established 08/09/2022
26. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0296-0448 established 08/09/2022
27. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0013-0448 established 07/28/2022
28. **APPROVE** the certification of Instructional Aide – Special – Catalina Island eligibility list 22-0076-0448 established 07/13/2022
29. **APPROVE** the certification of Laborer eligibility list 22-0235-0204 established 08/04/2022
30. **APPROVE** the certification of Recreation Aide eligibility list 23-0031-5255 established 08/10/2022

31. **APPROVE** the certification of Recreation Aide – Kids' Club eligibility list 22-0287-5257 established 06/28/2022
32. **APPROVE** the certification of Speech – Language Pathology Assistant eligibility 22-0247-5024 established 08/08/2022
33. **APPROVE** the certification of Van Driver – Catalina Island eligibility list 22-0206-5280 established 07/13/2022

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-12 and approve items 13-33 on the Consent Agenda.

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

NEW BUSINESS

1. **APPROVE** the Recommendation to Remove from Eligibility List Applicant ID 49930600

New Business Item 1 was moved into closed session.

2. **APPROVE** the Recommendation to Remove from Eligibility List Applicant ID 49389754

New Business Item 2 was moved into closed session.

3. **APPROVE** the Recommendation to Remove from Eligibility List Applicant ID CCW-KH

New Business Item 3 was moved into closed session.

4. **APPROVE** the Recommendation to Remove from Eligibility List Applicant ID 37432258

New Business Item 4 was moved into closed session.

OLD BUSINESS

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

Mr. Kato provided an overview of Old Business Item 1 and following discussion a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve Old Business Item 1.

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

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, August 25, 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 8:29 a.m.

OPEN SESSION The Personnel Commission returned to open session at 9:00 a.m. and the following reportable actions were taken:

1. **APPROVE** the Recommendation to Remove from Eligibility List Applicant ID 49930600

A motion was made by Terence Ulaszewski, 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 49930600 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 | | |

2. **APPROVE** the Recommendation to Remove from Eligibility List Applicant ID 49389754

A motion was made by Terence Ulaszewski, 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 49389754 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 | | |

3. **APPROVE** the Recommendation to Remove from Eligibility List Applicant ID CCW-KH

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to allow Applicant ID CCW-KH remain on the current eligibility list. The Commissioners requested staff strongly emphasize to the candidate the need to reveal all information completely and accurately on future District employment applications to avoid a cause for rejection.

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

4. **APPROVE** the Recommendation to Remove from Eligibility List Applicant ID 37432258

A motion was made by Terence Ulaszewski, 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 37432258 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 9:01 a.m.

ABOUT OUR DISTRICT

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

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

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

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

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

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

Dual Exam 23-0 035-0346 AT



PERSONNEL COMMISSION



An Exciting Career Opportunity Awaits You

LONG BEACH UNIFIED SCHOOL DISTRICT

ACCOUNTING MANAGER

\$94,494 - \$110,947 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 Accounting Manager. This position plans, organizes and manages the accounting and financial reporting activities of an Accounting unit within Fiscal Services or Nutrition Services. An Accounting Manager oversees and performs professional-level accounting and financial analyses; supervises and evaluates the performance of assigned staff; perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Accounting and Budget, then Accounting Manager.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in accounting, business administration, finance or a closely related field.

Additionally, candidates are required to have three years of professional-level accounting experience including some experience in a lead or supervisory capacity. Governmental accounting experience is preferred.

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

SPECIAL REQUIREMENTS

Positions assigned to Nutrition Services require the use of a personal automobile and possession of a valid California Class C driver's license.

SALARY AND BENEFITS

The annual salary for Accounting Manager is \$94,494 to \$110,947 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 if 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. 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. Friday, September 2, 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

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

ABOUT OUR DISTRICT

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Dual Exam 23-0 034-5136 AT



PERSONNEL COMMISSION



An Exciting Career Opportunity Awaits You

LONG BEACH UNIFIED SCHOOL DISTRICT

ASSISTANT DIRECTOR FISCAL SERVICES \$105,310 - \$123,655 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 Assistant Director, Fiscal Service. Under the direction of the Executive Director, Fiscal Services, assist in the planning, organization, coordination and direction of the District's accounting, budgeting, fiscal planning, financial reporting and payroll operations and activities; supervises and evaluates the performance of assigned personnel; perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Accounting and Budget, then Assistant Director Fiscal Services.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in accounting, finance, business administration or a related field.

Additionally, candidates will have four years of financial management experience in a public organization. Financial management experience for an employer with an annual budget of at least \$150 million is highly desirable. Specific fiscal management experience in accounting, budgeting and payroll is highly preferred

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 the position requires the use of a personal automobile.

SALARY AND BENEFITS

The annual salary for Assistant Director Fiscal Services is \$105,310 to \$123,655 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

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(562) 435-5708

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

COLLEGE AND CAREER SPECIALIST

FINAL FILING DATE:

4:30 p.m., Wednesday, September 07, 2022.

JOB INFORMATION:

Permanent 10-month position. Position is a 100% FTE. The current vacancy is located at Jordan High School. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, collaborate with students, teachers, counselors, educational institutions, community agencies and businesses to develop college and career opportunities; provide college and career guidance to students and serve as a resource for career and college readiness information for students and staff; plan, develop and implement appropriate activities and services within the college and career center; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in the social sciences, education or a closely related field. A college counseling certificate or enrollment in a masters program in counseling is highly desirable.

EXPERIENCE:

Two years of experience in college and career development, work experience programs or school-to-career programs, preferably in a high school setting.

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

SPECIAL REQUIREMENTS:

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

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: \$33.70
6 MONTHS: \$35.55
1 ½ YEARS: \$37.51
2 ½ YEARS: \$39.58

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

Long Beach Unified School District
4400 Ladoga Avenue, Lakewood, CA 90713
Office: (562) 435-5708
24 hour job hotline:(562) 491-JOBS
[www.lbschools.net/Departments/
Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

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

Dual Exam 23-0052-5177 AA

LBUSD employees, please see reverse side for important information.



Clay Van Der 11

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

CREDENTIAL SERVICES SPECIALIST

FINAL FILING DATE:

4:30 p.m., Thursday, September 08, 2022.

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. (2) May be required to travel from one location to another. (3) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

SALARY RANGE HOURLY:

| | |
|------------|---------|
| START: | \$25.11 |
| 6 MONTHS: | \$26.50 |
| 1 ½ YEARS: | \$27.96 |
| 2 ½ YEARS: | \$29.49 |
| 3 ½ YEARS: | \$31.11 |

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 23-0055-3343 AA

LBUSD employees, please see reverse side for important information.



Amy Van 13

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.*

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CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN

FINAL FILING DATE:

4:30 p.m., Thursday, August 25, 2022.
Applications Accepted August 5 – August 25, 2022.

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

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

OR

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

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

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

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

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

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

SALARY RANGE HOURLY:

START: \$19.15
 6 MONTHS: \$20.20
 1 ½ YEARS: \$21.31
 2 ½ YEARS: \$22.48
 3 ½ YEARS: \$23.71

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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Dual Exam 23-0040-0139 JG



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Maria Lynn Jones 15



CLASSIFIED EMPLOYMENT OPPORTUNITY

EDUCARE FAMILY SUPPORT SPECIALIST - BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m. Wednesday, August 31, 2022.

JOB INFORMATION:

Permanent 12-month position. Position is 100% FTE (8 hours a day).

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

JOB SUMMARY:

Under general direction, serve as a member of the Educare interdisciplinary team with teachers and administrators to engage and support enrolled families; promote parent-child relationships and parent involvement in the development of their child's social-emotional, cognitive, and physical growth; promote parental engagement in their child's education including advocating for their child, education and community; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Bachelor's degree in social work, child development, education or a closely related field.

EXPERIENCE:

Two years of experience working with students and families in a family support/family-centered program.

SPECIAL REQUIREMENTS:

(1) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. (2) Incumbents in this classification must complete District-provided Family Development Credential training within eighteen months of hire. (3) Positions in the Educare Family Support Specialist – 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. (4) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (5) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START: \$27.25
6 MONTHS: \$28.74
1 ½ YEARS: \$30.33
2 ½ YEARS: \$31.99
3 ½ YEARS: \$33.75

APPLICATION:

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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 23-0045-5204 AA

LBUSD employees, please see reverse side for important information.



Amy Van Dyke 16

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HUMAN RESOURCES ASSISTANT

FINAL FILING DATE:

4:30 p.m., Thursday, September 8, 2022

JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE (8 hours per day). The current vacancy is located at Human Resource Services. This eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of responsible personnel and clerical duties related to certificated and classified staff; prepare and maintain personnel records and files; provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, District policies and procedures; maintain confidentiality of sensitive and privileged information.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school is required. College coursework in human resources, English, sociology, business or related field is desirable.

EXPERIENCE:

A minimum of one year of clerical experience, including 6 months working in a Human Resources or Personnel office, involving extensive public contact, or one year of experience with LBUSD at the level of Intermediate Office Assistant / Intermediate Office Assistant - Schools is required.

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

SPECIAL REQUIREMENTS:

(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 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

SALARY RANGE HOURLY:

| | |
|------------|---------|
| START: | \$20.21 |
| 6 MONTHS: | \$21.33 |
| 1 ½ YEARS: | \$22.50 |
| 2 ½ YEARS: | \$23.74 |
| 3 ½ YEARS: | \$25.04 |

APPLICATION:

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SELECTION PROCEDURE:

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VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0050-3350 AF

LBUSD employees, please see reverse side for
important information.



Amy Van  18

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

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Guidelines:

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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.*

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HUMAN RESOURCES TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Thursday, September 8, 2022

JOB INFORMATION:

Permanent 12 month positions. Positions are 100% FTE (8 hours per day). Current vacancies are located at Human Resource Services. This eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under the direction of an assigned supervisor, perform a variety of complex and technical personnel duties in support of the District's classified or certificated human resources program; coordinate and participate in one or more technical personnel functions; serve as a technical resource for assigned staff in specific functions within classified or certificated units.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school is required. College course work in human resources, business, English, social science or related field is highly desirable.

EXPERIENCE:

Three years of clerical experience in a Human Resources or Personnel office. Experience in a public agency Human Resources or Personnel office is desirable.

OR

One year of experience as a Human Resources Assistant with LBUSD.

OR

Three years of experience with LBUSD at the level of Intermediate Office Assistant.

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 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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SALARY RANGE HOURLY:

START: \$23.16
6 MONTHS: \$24.43
1 ½ YEARS: \$25.77
2 ½ YEARS: \$27.19
3 ½ YEARS: \$28.68

APPLICATION:

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Dual Exam 23-0051-3352 AF

LBUSD employees, please see reverse side for important information.



Amy Van [Signature]

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE - EDUCARE

FINAL FILING DATE:

4:30 p.m. Wednesday, August 31, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under general and reflective supervision, assist Educare teachers in providing quality, comprehensive child development services to children and families; assist teachers in case managing specific needs with families, advocating for parents and encouraging parent involvement in the program; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent and one of the following 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

An Associate's degree in Early Childhood Education, Child Development or a related field is preferred.

EXPERIENCE:

Six months of experience working in an early childhood program.

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, an incumbent must meet the respective Child Development 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) 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: | \$1718 |
| 6 MONTHS: | \$18.13 |
| 1 ½ YEARS: | \$19.12 |
| 2 ½ YEARS: | \$20.17 |
| 3 ½ YEARS: | \$21.28 |

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

PERSONNEL COMMISSION

Long Beach Unified School District
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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual 23-0043-5205 AA

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important information.



Amy Van Dyke 22

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

INSTRUCTIONAL AIDE - EDUCARE BILINGUAL SPANISH

FINAL FILING DATE:

4:30 p.m. Wednesday, August 31, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under general and reflective supervision, assist Educare teachers in providing quality, comprehensive child development services to children and families; assist teachers in case managing specific needs with families, advocating for parents and encouraging parent involvement in the program; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent and one of the following 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

An Associate's degree in Early Childhood Education, Child Development or a related field is preferred.

EXPERIENCE:

Six months of experience working in an early childhood program.

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, an incumbent must meet the respective Child Development 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) Positions in the Instructional Aide – Educare, BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test.
- (4) 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: | \$1718 |
| 6 MONTHS: | \$18.13 |
| 1 ½ YEARS: | \$19.12 |
| 2 ½ YEARS: | \$20.17 |
| 3 ½ YEARS: | \$21.28 |

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, 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 23-0044-5206 AA

LBUSD employees, please see reverse side for important information.



Amy Van Dyke 24

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

INTERMEDIATE ACCOUNTING ASSISTANT

FINAL FILING DATE:

4:30 P.M., Thursday, August 25, 2022

JOB INFORMATION:

Permanent 12 month position. Position is a 100% FTE (8 hours per day).

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

JOB SUMMARY:

Under general supervision, review, verify and maintain accounting, financial and statistical records; perform varied clerical work in processing accounting transactions; to record and maintain employee attendance sheets; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

Two years of full-time financial or statistical record keeping work.

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

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

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

SALARY RANGE HOURLY:

START: \$21.93
6 MONTHS: \$23.13
1 ½ YEARS: \$24.41
2 ½ YEARS: \$25.75
3 ½ YEARS: \$27.16

APPLICATION:

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

SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0 036-0755 AT

LBUSD employees, please see reverse side for important information.

Maria Lynn...



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

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

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
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4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. *An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.*

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

INTERMEDIATE PAYROLL ACCOUNTING TECHNICIAN

FINAL FILING DATE:

4:30 P.M., Thursday, August 25, 2022

JOB INFORMATION:

Eligibility lists are being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, perform the full range of payroll transactions of moderate difficulty for all District employees; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

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

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

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

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

SALARY RANGE

START: \$21.93
6 MONTHS: \$23.13
1 ½ YEARS: \$24.41
2 ½ YEARS: \$25.75
3 ½ YEARS: \$27.16

APPLICATION:

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

SELECTION PROCEDURE:

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

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0 038-0756 AT

LBUSD employees, please see reverse side for important information.

Maria Lynn Bux



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

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

Guidelines:

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INVENTORY CONTROL TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Wednesday, September 07, 2022

JOB INFORMATION:

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

JOB SUMMARY:

Under general direction, perform capital or stock inventory control work in support of the District's purchasing function; prepare and maintain computerized inventory records and reports; coordinate and perform mandated inventories; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent. College-level coursework in purchasing, business administration or a related field is highly desirable.

EXPERIENCE:

Two years of experience involving maintaining computerized inventory records of supplies and equipment or one year of experience as a Purchasing Assistant with the Long Beach Unified School District.

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

WORKING ENVIRONMENT:

Office and warehouse environment.
Exposure to fumes, dust and odors.
Working around and with machinery having moving parts.
Constant interruptions.

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) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

SALARY RANGE HOURLY:

START: \$22.53
6 MONTHS: \$23.77
1 ½ YEARS: \$25.08
2 ½ YEARS: \$26.46
3 ½ YEARS: \$27.92

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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VIII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0053-5126 AA

LBUSD employees, please see reverse side for
important information.



Cathy Van 30

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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL SAFETY SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Thursday, September 8, 2022

JOB INFORMATION:

Permanent 12 month position. This position is a 100% FTE (8 hours per day). The current vacancy is located at School Safety and Emergency Preparedness.

JOB SUMMARY:

Under general supervision, plan, organize, oversee and participate in the operations and activities of the Office of School Safety and Emergency Preparedness to provide safety and protection for students, staff, equipment and property; assure compliance with applicable laws, codes, rules and regulations; train and supervise the performance of assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

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

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

EXPERIENCE:

Three years of security or law enforcement experience in an institution or public agency providing protection and enforcement of rules and regulations including one year in a lead or supervisory capacity. Experience working with adolescents is highly desirable.

OR

Three years as a School Safety Officer in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (2) Possession of a valid California Class C. (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 complete 24 hours of accredited training per calendar year. Training is at the District's expense. (5) Incumbents must provide and service their own firearm subject to District approval and qualify periodically with the approved firearm at a specified police or sheriff's range. (6) Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and swing shifts.

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

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

SALARY RANGE HOURLY:

START: \$37.57
6 MONTHS: \$39.64
1 ½ YEARS: \$41.82
2 ½ YEARS: \$44.11

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 23-0054-5016 AF

LBUSD employees, please see reverse side for important information.



Amx van

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.*

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SENIOR ACCOUNTING ASSISTANT

FINAL FILING DATE:

4:30 p.m., Thursday, August 25, 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, take the lead and/or perform difficult and specialized clerical accounting, financial and statistical work in identifying discrepancies and correcting accounting records, documents and reports; make journal entries and reports and reconcile and balance accounts; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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: | \$23.78 |
| 6 MONTHS: | \$25.10 |
| 1 ½ YEARS: | \$26.48 |
| 2 ½ YEARS: | \$27.94 |
| 3 ½ YEARS: | \$29.48 |

APPLICATION:

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

SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, and experience. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process.

This process may be comprised of one or any combination of the following: supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. **Only the most highly qualified candidates will be invited to continue in the examination process.** Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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Dual Exam 23-0 037-0760 AT

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Mani Lynn Bradford



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

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

Guidelines:

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

SENIOR PAYROLL ACCOUNTING TECHNICIAN

FINAL FILING DATE:

4:30 P.M. Thursday, August 25, 2022

JOB INFORMATION:

Eligibility lists are being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, take the lead and/or review verify and correct payroll and related transactions; identify and solve payroll problems; prepare summary payroll reports; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

Three years of full-time financial record keeping work, one year of which is preferably as a lead person in a public agency.

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

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

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

SALARY RANGE HOURLY:

| | |
|------------|---------|
| START: | \$24.45 |
| 6 MONTHS: | \$25.79 |
| 1 ½ YEARS: | \$27.21 |
| 2 ½ YEARS: | \$28.71 |
| 3 ½ YEARS: | \$30.28 |

APPLICATION:

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SELECTION PROCEDURE:

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Dual Exam 23-0 039-0762 AT

LBUSD employees, please see reverse side for important information.



Amy Van Jones 36

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 38-39

Date: August 25, 2022

Reason for Consideration: Approval

CAMPUS STAFF ASSISTANT

DUAL CONTINUOUS 22-0280-5288

List Valid: 08/23/2022-08/23/2023

Total Applications Received: 19

No. Passed: 4 No. Failed: 2

Total Invited to Exam: 6

No. Withdrew: 0 No. Screened Out: 13

CAMPUS STAFF ASSISTANT

DUAL CONTINUOUS 22-0295-5288

List Valid: 08/23/2022-08/23/2023

Total Applications Received: 41

No. Passed: 1 No. Failed: 2

Total Invited to Exam: 5

No. Withdrew: 2 No. Screened Out: 36

GROUND'S EQUIPMENT OPERATOR II

DUAL 22-0234-0176

List Valid: 08/15/2022-08/15/2023

Total Applications Received: 12

No. Passed: 0 No. Failed: 1

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 11

HEAD START INSTRUCTIONAL AIDE

DUAL 22-0218-0657

List Valid: 08/12/2022-08/12/2023

Total Applications Received: 37

No. Passed: 4 No. Failed: 1

Total Invited to Exam: 14

No. Withdrew: 9 No. Screened Out: 23

**HEAD START INSTRUCTIONAL AIDE –
BL SPANISH**

DUAL 22-0219-5235

List Valid: 08/19/2022-08/19/2023

Total Applications Received: 17

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 7 No. Screened Out: 9

KIDS' CLUB ASSISTANT

OPEN 23-0002-0694

List Valid: 08/18/2022-08/18/2023

Total Applications Received: 34

No. Passed: 10 No. Failed: 6

Total Invited to Exam: 28

No. Withdrew: 12 No. Screened Out: 6

RECREATION AIDE

OPEN CONTINUOUS 23-0041-5255

List Valid: 08/22/2022-08/22/2023

Total Applications Received: 12

No. Passed: 7 No. Failed: 0

Total Invited to Exam: 12

No. Withdrew: 0 No. Screened Out: 5

**RECREATION AIDE – WRAP EXPANDED
LEARNING**

OPEN CONTINUOUS 23-0003-5261

List Valid: 08/18/2022-08/18/2023
Total Applications Received: 24
No. Passed: 12 No. Failed: 0

Total Invited to Exam: 18
No. Withdrew: 6 No. Screened Out: 6

**RECREATION AIDE – WRAP EXPANDED
LEARNING**

DUAL/CONTINUOUS 23-0004-5262

List Valid: 08/18/2022-08/18/2023
Total Applications Received: 29
No. Passed: 6 No. Failed: 2

Total Invited to Exam: 10
No. Withdrew: 2 No. Screened Out: 19

**RECREATION AIDE – WRAP EXPANDED
LEARNING**

DUAL/CONTINUOUS 23-0016-5262

List Valid: 08/18/2022-08/18/2023
Total Applications Received: 6
No. Passed: 3 No. Failed: 0

Total Invited to Exam: 4
No. Withdrew: 1 No. Screened Out: 2

**RECREATION AIDE – WRAP EXPANDED
LEARNING**

OPEN CONTINUOUS 23-0017-5261

List Valid: 08/18/2022-08/18/2023
Total Applications Received: 4
No. Passed: 4 No. Failed: 0

Total Invited to Exam: 4
No. Withdrew: 0 No. Screened Out: 0

SALARY SERVICES SUPERVISOR

DUAL 22-0285-5009

List Valid: 08/26/2022-08/26/2023
Total Applications Received: 13
No. Passed: 2 No. Failed: 1

Total Invited to Exam: 3
No. Withdrew: 0 No. Screened Out: 10

TRANSLATOR-INTERPRETER – BL SPANISH

DUAL CONTINUOUS 23-0001-5079

List Valid: 08/23/2022-08/23/2023
Total Applications Received: 19
No. Passed: 2 No. Failed: 4

Total Invited to Exam: 12
No. Withdrew: 6 No. Screened Out: 7

TRANSPORTATION SUPERVISOR

DUAL 22-0275-0886

List Valid: 08/16/2022-08/16/2023
Total Applications Received: 24
No. Passed: 4 No. Failed: 2

Total Invited to Exam: 8
No. Withdrew: 2 No. Screened Out: 16

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: AUGUST 25, 2022

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Appeal of a Disqualified Applicant 50027959 PAGES: 40-56

Date: August 25, 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 disqualified for the following reason:

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

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

It is recommended the Commission act to approve this recommendation.

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Approve the Continued Ineligibility of a
Applicant (Profiles 15067691 and 10091212) PAGES: 57-79

Date: August 25, 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 for the applicant to remain ineligible for employment with Long Beach Unified School District. If the applicant 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.