

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

Regular Meeting
January 27, 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
- II. CLOSED SESSION
 - 1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment
- III. GENERAL COMMUNICATION FUNCTIONS (CONTINUED)
 - 4. **APPROVE** the Minutes of the Regular Meeting of January 13, 2022 1-4
 - 5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
 - 6. **HEAR** public on items not listed on the agenda
 - 7. **HEAR** report from the Executive Officer
- IV. CONSENT AGENDA
 - 1. **RATIFY** job announcement bulletin for Custodial Services Inspector 5-6
 - 2. **RATIFY** job announcement bulletin for Custodian Assistant 7-8
 - 3. **RATIFY** job announcement bulletin for Grounds Equipment Operator I 9-10
 - 4. **RATIFY** job announcement bulletin for Groundskeeper 11-12
 - 5. **RATIFY** job announcement bulletin for Heavy Truck Driver 13-14
 - 6. **RATIFY** job announcement bulletin for Lead Custodian 15-16
 - 7. **RATIFY** job announcement bulletin for Library/Media Assistant 17-18
 - 8. **RATIFY** job announcement bulletin for Nutrition Services Payroll Technician 19-20

9. RATIFY job announcement bulletin for Nutrition Services Worker	21-22
10. RATIFY job announcement bulletin for Recreation Leader – WRAP Expanded Learning	23-24
11. RATIFY announcement bulletin for Site Specialist - Business Partnerships	25-26
12. APPROVE the certification of Building Maintenance Worker eligibility list 22-0054-0625 established 1/27/2022	27
13. APPROVE the certification of Building Maintenance Worker/Driver eligibility list 22-0055-0880 established 1/27/2022	27
14. APPROVE the certification of Catalina Island - Custodian eligibility list 22-0065-0139 established 1/19/2022	27
15. APPROVE the certification of Grounds Equipment Operator I – Catalina Island eligibility list 22-0073-0175 established 1/19/2022	27
16. APPROVE the certification of Instructional Aide - Special eligibility list 22-0125-0448 established 1/28/2022	27
17. APPROVE the certification of Instructional Aide - Special eligibility list 22-0133-0448 established 1/27/2022	27
18. APPROVE the certification of Kids' Club Assistant eligibility list 22-0101-0694 established 1/18/2022	27
19. APPROVE the certification of Nutrition Services Worker eligibility list 22-0096-5068 established 1/05/2022	28
20. APPROVE the certification of Nutrition Services Worker eligibility list 22-0115-5068 established 1/25/2022	28
21. APPROVE the certification of Recreation Aide eligibility list 22-0129-5255 established 1/19/2022	28
22. APPROVE the certification of Recreation Aide - Kids' Club eligibility list 22-0150-5257 established 01/19/2022	28
23. APPROVE the certification of School Data Technician eligibility list 22-0052-3360 established 1/27/2022	28
24. APPROVE the certification of Translator – Interpreter Bilingual Spanish eligibility list 22-0040-5079 established 01/20/2022	28
25. APPROVE the certification of Translator – Interpreter Bilingual Spanish eligibility list 22-0044-5079 established 1/18/2022	28

V. OLD BUSINESS

None

VI. NEW BUSINESS

None

VII. OTHER ITEMS

None

VIII. NEXT REGULAR MEETING

February 10, 2022 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713

IX. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).

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

MINUTES
Regular Meeting

January 13, 2022

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, January 13, 2022 at 8:18 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

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

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of December 16, 2021.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, deferred to the units for their individual reports.

Amy Van Fossen, Associate Personnel Analyst, reported 66 recruitments are in various stages of the examination process with 17 pending. Ms. Van Fossen mentioned that the staff has been working hard to complete recruitments.

Anne Follett, Employment Services Supervisor (Acting), informed the Commissioners that the unit had their first meeting in preparation for summer school. Ms. Follett shared testing examinations are being developed and there has been two additions to the classifications to select, Child Care Worker and Recreation Aide. The summer school recruitment will open on January 31, 2022.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accounting Technician
2. **RATIFY** job announcement bulletin for Bus Driver - Avalon
3. **RATIFY** job announcement bulletin for Employment Services Supervisor
4. **RATIFY** job announcement bulletin for Head Start Nutrition Assistant
5. **RATIFY** job announcement bulletin for HVAC Technician
6. **RATIFY** job announcement bulletin for School Support Secretary, School Support Secretary – BL Spanish
7. **APPROVE** the certification of Campus Staff Assistant eligibility list 22-0007-5288 established 1/10/2022
8. **APPROVE** the certification of Catalina Island – Campus Staff Assistant eligibility list 22-0061-5288 established 12/21/2021
9. **APPROVE** the certification of Emergency Preparedness Program Manager eligibility list 22-0018-3371 established 1/03/2022
10. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 21-0128-0176 established 12/28/2021
11. **APPROVE** the certification of Grounds Equipment Operator II/Driver eligibility list 21-0129-5031 established 12/28/2021
12. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0084-0448 established 12/17/2021
13. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0090-0448 established 12/17/2021
14. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0097-0448 established 12/17/2021
15. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0116-0448 established 12/17/2021
16. **APPROVE** the certification of Kids' Club Lead Assistant eligibility list 22-0089-0515 established 01/04/2022

17. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0110-5068 established 12/21/2021
18. **APPROVE** the certification of Plant Utilities Operator eligibility list 22-0058-3308 established 01/06/2022
19. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 22-0123-5257 established 12/22/2021
20. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 22-0091-5261 established 12/29/2021
21. **APPROVE** the certification of Recreation Aide - WRAP eligibility list 22-0098-5261 established 12/28/2021
22. **APPROVE** the certification of Sign Language Interpreter eligibility list 22-0072-5214 established 01/07/2022

Commissioner Ulaszewski commented on the number of applications for Instructional Aide – Special and how the staff had to work diligently to bring the eighteen forward to test. He observed that there were 367 applications received for all the recommended eligibility lists on the current agenda. He concluded that if a staff member took ten minutes to review one application, it would take about ten work days to review all the applications. If fifteen minutes were taken per each application with more detail, it would take one person about thirteen work days to review. Commissioner Ulaszewski shared it takes a lot of time and work reviewing applications that does not include the actual examination construction, answering questions from candidates, creating the examination, and hosting the recruitment. Commissioner Ulaszewski wanted to recognize the staff for their hard work on moving examinations forward.

Following discussion, a motion was made by Linda Vaughan, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify item 1-6 and approve items 7-22 on the Consent Agenda.

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

OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Creation of a New Classification – Site Specialist – Student Engagement

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

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

2. **REVIEW** and **ADOPT** the Personnel Commission Annual Report for 2020-2021

Mr. Kato noted that Education Code requires the Personnel Commission to prepare an Annual Report for the Board of Education. The report informs the Board of Education of the activities of the Personnel Commission during the preceding fiscal year. Mr. Kato presented the report to the Commission for their review and consideration.

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

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

OTHER ITEMS

Mr. Kato shared that former Long Beach Unified Personnel Commissioner, Ms. Doris Topsy-Elvord, recently passed away. Ms. Elvord served as a Commissioner from December 1990 to June 1991. Commissioners Ulaszewski and Bender spoke in regards to what an amazing person Ms. Elvord was and her legacy here in Long Beach.

NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, January 27, 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 9:01 a.m.

OPEN SESSION

The Personnel Commission returned to open session at 9:55 a.m. and no reportable actions were taken.

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 9:56 a.m. in honor of Ms. Doris Topsy-Elvord.



CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAL SERVICES INSPECTOR

FINAL FILING DATE:

4:30 p.m., Friday, February 11 ,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 direction, plan, develop and oversee a wide variety of internal and external training programs for new and current custodial personnel; conduct regular and special site visits to observe custodial services and assure compliance with applicable laws, codes, rules and regulations; assist in assuring smooth and efficient delivery of District-wide custodial services; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school. College-level coursework or additional training in custodial services, management, organizational training or a related field is preferred.

EXPERIENCE:

Five years of experience in the cleaning of institutional or commercial facilities, preferably in a public school environment including two years in a supervisory capacity involving custodial staff training.

OR

Two years of experience as a Plant Supervisor – High School in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification require possession of a valid California Class C driver's license (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (3) May be required to travel from one school location to another. (4) There is a continuing requirement for night work, working weekends or holidays, and to be on call.

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

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

SALARY RANGE HOURLY:

START:	\$31.38
6 MONTHS:	\$33.11
1 ½ YEARS:	\$34.94
2 ½ YEARS:	\$36.86

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0179-5191 AA

LBUSD employees, please see reverse side for important information.

Classified Employment



Long Beach Unified School District

Chris 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.*

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

CUSTODIAN ASSISTANT

FINAL FILING DATE:

4:30 p.m., Tuesday, February 08, 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 close supervision, perform routine custodial tasks in a program or site such as a Child Development Center; maintain buildings and adjacent grounds areas in a clean and orderly condition; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION:

Equivalent to completion of the eighth grade.

TRAINING:

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

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

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

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: \$15.36
6 MONTHS: \$16.20
1 ½ YEARS: \$17.10
2 ½ YEARS: \$18.05

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 Examination 22-0171-5025

LBUSD employees, please see reverse side for important information.

Classified Employment



Long Beach Unified School District

Amy 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

GROUNDS EQUIPMENT OPERATOR I

FINAL FILING DATE:

4:30 p.m., Thursday, February 10, 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 immediate supervision, perform a variety of duties in the operation of power driven grounds equipment to mow, edge and maintain large athletic fields and grounds areas; service, maintain and perform minor repairs on assigned equipment; observe health and safety procedures and regulations; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school.

EXPERIENCE:

One year experience operating and performing routine maintenance on various types of power groundskeeping equipment, including riding mowers, edgers and dump trucks or one year as a Groundskeeper in the Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

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START: \$21.87
6 MONTHS: \$23.08
1 ½ YEARS: \$24.34
2 ½ YEARS: \$25.69
3 ½ YEARS: \$27.10

APPLICATION:

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

SELECTION PROCEDURE:

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

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

Dual Exam 22-0172-0175 JA

LBUSD employees, please see reverse side for important information.



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

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Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDSKEEPER

FINAL FILING DATE:

4:30 p.m., Thursday, February 10, 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 immediate supervision, perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, chemicals, herbicides and gases. Driving a district truck to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement.

Note: Before being considered for employment, once an applicant meets the minimur qualifications, all applicants who have prior convictions will be required to provide a certifie copy of all relevant records including, but not limited to, conviction reports, probatio 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: \$19.62
- 6 MONTHS: \$20.70
- 1 ½ YEARS: \$21.84
- 2 ½ YEARS: \$23.04
- 3 ½ YEARS: \$24.31

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0173-0172 JA

LBUSD employees, please see reverse side for important information.



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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAVY TRUCK DRIVER

FINAL FILING DATE:

4:30 p.m., Tuesday, January 4, 2022

JOB INFORMATION:

Current need is for a 10 month position, 100% FTE (8 hours per day) located at Nutrition Services. List of eligible candidates may be used to fill future vacancies as they occur.

JOB SUMMARY:

Under the direction of an assigned supervisor, drive a District vehicle to provide District-wide service for the delivery, transfer and placement of food, supplies, furniture, mail, trash and equipment; transport freight in a safe and efficient manner; maintain records and reports related to assigned activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

One year of recent experience driving trucks of at least 26,001 pounds gross vehicular weight in delivery work or in a warehouse environment.

OR

One year of recent experience serving as a regular or substitute Truck Driver with Long Beach Unified School District.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class B driver's license with airbrake endorsement. (2) Some positions in this classification may require forklift certification within six months of employment. (3) Some positions assigned to the Transportation Branch may be required to qualify for a California Special Driver certificate for school bus operation by completion of the probationary period or after six months if transferring from another department. (4) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing. (5) Under federal law, those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing. (6) 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:	\$24.38
6 MONTHS:	\$25.72
1 ½ YEARS:	\$27.14
2 ½ YEARS:	\$28.62
3 ½ YEARS:	\$30.20

APPLICATION:

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

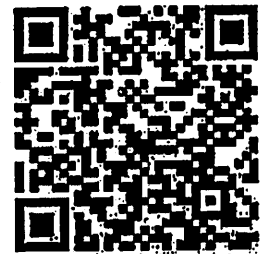
SELECTION PROCEDURE:

This examination process will consist initially of a "paper screening" of the applicant's training, background, 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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Maria Brantley



WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0138-0187 VO

LBUSD employees, please see reverse side for important information.

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

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Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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- ❖ **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.**

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CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

LEAD CUSTODIAN

FINAL FILING DATE:

4:30 p.m., Friday, February 11, 2022

REQUIREMENTS TO APPLY:

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

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, lead a small crew in performing specialized custodial projects; oversee and participate in custodial activities at assigned school site(s) or other assigned District facilities; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; train and provide work direction and guidance to assigned personnel; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent.

EXPERIENCE:

One year of custodial experience. Experience in a lead or supervisory capacity is desirable.

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

SPECIAL REQUIREMENTS:

(1) Positions in this classification assigned to the Child Development Centers (CDC), Operations or Nutrition Services departments require the use of a personal automobile and possession of a valid California Class C driver's license and are required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (2) May be required to drive from one location to another. (3) Some incumbents in this class may be assigned to weekend schedules.

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: \$20.16
6 MONTHS: \$21.27
1 ½ YEARS: \$22.44
2 ½ YEARS: \$23.67
3 ½ YEARS: \$24.98

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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www.lbschools.net/Departments/Personnel_Commission/

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Promo Exam 22-0178-0205 AA

LBUSD employees, please see reverse side for important information.

Classified Employment



Long Beach Unified School District

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

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

Guidelines:

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

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

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

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



CLASSIFIED EMPLOYMENT OPPORTUNITY

John Riz

LIBRARY/MEDIA ASSISTANT

FINAL FILING DATE:

4:30 p.m., Tuesday, February 15, 2022

JOB INFORMATION:

Permanent 10 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, participate in or lead the daily operations of a school library/media center; prepare for and present activities for students regarding literature appreciation, use of library resources and library programs; perform a variety of duties related to the acquisition, circulation and distribution of books and audio-visual materials; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

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

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

In addition to the above standards, applicants must provide proof of completion of college-level coursework in Library Science or a related field.

EXPERIENCE:

One year of library/media center experience, including some experience working with school age students.

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

SPECIAL REQUIREMENTS:

(1) May be required to travel from one school location to another. (2) This classification requires that incumbents be skilled in typing/key-boarding 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:	\$21.87
6 MONTHS:	\$23.08
1 ½ YEARS:	\$24.34
2 ½ YEARS:	\$25.69
3 ½ YEARS:	\$27.10

APPLICATION:

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

SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual 22-0174-0465 AF

LBUSD employees, please see reverse side for
important information.



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

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Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
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CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES PAYROLL TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Thursday, January 6, 2022

JOB INFORMATION:

Position is 12 months and 100% FTE (8 hours per day). The current vacancy is located at Nutrition Services. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general direction, receive, review and input payroll records for Nutrition Services employees including cafeterias, warehouse, central kitchen and administrative offices; serve as the lead in the payroll unit of Nutrition Services; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school. College-level coursework in accounting, finance or a related field is desirable.

EXPERIENCE:

Two years of clerical experience involving maintaining records and files and input of payroll data. Experience serving as a lead is preferred.

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

SPECIAL REQUIREMENTS:

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: \$23.09
6 MONTHS: \$24.36
1 ½ YEARS: \$25.70
2 ½ YEARS: \$27.12
3 ½ YEARS: \$28.61

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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Marie Braustein



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Dual Exam 22-0149-5208 VO

LBUSD employees, please see reverse side for important information.

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

NUTRITION SERVICES WORKER

FINAL FILING DATE:

Open Continuous
SUBSTITUTE SALARY: \$15.36

JOB INFORMATION:

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

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

JOB SUMMARY:

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

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

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

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

SALARY RANGE HOURLY:

START: \$15.36
6 MONTHS: \$16.20
1 ½ YEARS: \$17.10
2 ½ YEARS: \$18.05

SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

Long Beach Unified School District
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

Open Continuous - VO

LBUSD employees, please see reverse side for
important information.

Amy Van der ...

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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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

RECREATION LEADER – WRAP EXPANDED LEARNING

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

PLEASE NOTE: This is a part-time 10 month position. Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under general supervision, oversee and participate in providing for and assuring a safe, clean and secure environment for students enrolled in the Winners Reaching Amazing Potential (WRAP) program; lead and provide work direction and guidance to assigned staff; assist in providing youth opportunities in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts; perform related duties as assigned

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING

Candidates for this classification must meet the following standards:

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

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education;

OR

2. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

EXPERIENCE:

One year of experience working with school-aged children in an instructional, expanded learning, or similar recreational program. Experience in a lead or supervisory capacity is desirable.

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:

\$20.38

SPECIAL REQUIREMENTS:

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

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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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Continuous 22-0167-5262 - AF

LBUSD employees, please see reverse side for important information.



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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SITE SPECIALIST – BUSINESS PARTNERSHIPS

FINAL FILING DATE:

4:30 p.m., Tuesday, February 15, 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, collaborate with students, families, District staff and community business partners to develop and establish structured, site-specific, needs-based career programming at assigned high school sites and feeder schools; promote career awareness and internship opportunities with students and families; develop, implement, and participate in career readiness events and activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING

Associate's degree including coursework in education, counseling, career development or a related field. A bachelor's degree is desired.

EXPERIENCE:

Two years of experience in career development, job or internship search and placement, or school-to-career programs, preferably in a high school setting.

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

SPECIAL REQUIREMENTS:

1) Positions in this class require the use of personal automobile and 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, 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:	\$24.38
6 MONTHS:	\$25.72
1 ½ YEARS:	\$27.14
2 ½ YEARS:	\$28.62
3 ½ YEARS:	\$30.20

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

Dual 22-0175-5298 AF

LBUSD employees, please see reverse side for important information.



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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 27-28

Date: January 27, 2022

Reason for Consideration: Approval

BUILDING MAINTENANCE WORKER

DUAL

22-0054-0625

List Valid: 01/27/2022-01/27/2023

Total Applications Received: 78

No. Passed: 9 No. Failed: 9

Total Invited to Exam: 34

No. Withdrew: 16 No. Screened Out: 44

BUILDING MAINTENANCE WORKER/DRIVER

DUAL

22-0055-0880

List Valid: 1/27/2022-1/27/2023

Total Applications Received: 34

No. Passed: 7 No. Failed: 4

Total Invited to Exam: 15

No. Withdrew: 4 No. Screened Out: 19

CATALINA ISLAND – CUSTODIAN

DUAL

22-0065-0139

List Valid: 01/19/2022-01/19/2023

Total Applications Received: 12

No. Passed: 2 No. Failed: 1

Total Invited to Exam: 7

No. Withdrew: 4 No. Screened Out: 5

**GROUND'S EQUIPMENT OPERATOR I -
CATALINA ISLAND**

DUAL

22-0073-0175

List Valid: 01/19/2022-01/19/2023

Total Applications Received: 8

No. Passed: 0 No. Failed: 1

Total Invited to Exam: 5

No. Withdrew: 4 No. Screened Out: 3

INSTRUCTIONAL AIDE – SPECIAL

OPEN CONTINUOUS

22-0125-0448

List Valid: 01/28/2022-01/28/2023

Total Applications Received: 26

No. Passed: 7 No. Failed: 0

Total Invited to Exam: 7

No. Withdrew: 0 No. Screened Out: 19

INSTRUCTIONAL AIDE - SPECIAL

OPEN CONTINUOUS

22-0133-0448

List Valid: 01/27/2022-01/27/2023

Total Applications Received: 16

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 1 No. Screened Out: 14

KIDS' CLUB ASSISTANT

DUAL CONTINUOUS

22-0101-0694

List Valid: 01/18/2022-01/18/2023

Total Applications Received: 32

No. Passed: 3 No. Failed: 2

Total Invited to Exam: 5

No. Withdrew: 0 No. Screened Out: 27

NUTRITION SERVICES WORKER**OPEN****22-0096-5068**

List Valid: 01/05/2022-07/05/2022

Total Applications Received: 23

No. Passed: 6 No. Failed: 2

Total Invited to Exam: 17

No. Withdrew: 8 No. Screened Out: 7

NUTRITION SERVICES WORKER**OPEN****22-0115-5068**

List Valid: 01/25/2022-07/25/2022

Total Applications Received: 56

No. Passed: 18 No. Failed: 8

Total Invited to Exam: 35

No. Withdrew: 9 No. Screened Out: 21

RECREATION AIDE**OPEN CONTINUOUS****22-0129-5255**

List Valid: 01/19/2022-01/19/2023

Total Applications Received: 20

No. Passed: 16 No. Failed: 0

Total Invited to Exam: 16

No. Withdrew: 0 No. Screened Out: 4

RECREATION AIDE – KIDS’ CLUB**OPEN CONTINUOUS****22-0150-5257**

List Valid: 01/19/2022-01/19/2023

Total Applications Received: 3

No. Passed: 3 No. Failed: 0

Total Invited to Exam: 3

No. Withdrew: 0 No. Screened Out: 0

SCHOOL DATA TECHNICIAN**DUAL****22-0052-3360**

List Valid: 01/27/2022-01/27/2023

Total Applications Received: 88

No. Passed: 4 No. Failed: 9

Total Invited to Exam: 18

No. Withdrew: 5 No. Screened Out: 70

**TRANSLATOR – INTERPRETER BILINGUAL
SPANISH****OPEN CONTINUOUS****22-0040-5079**

List Valid: 01/20/2022-01/20/2023

Total Applications Received: 21

No. Passed: 3 No. Failed: 3

Total Invited to Exam: 10

No. Withdrew: 4 No. Screened Out: 11

**TRANSLATOR – INTERPRETER BILINGUAL
SPANISH****OPEN CONTINUOUS****22-0044-5079**

List Valid: 01/18/2022-01/18/2023

Total Applications Received: 40

No. Passed: 3 No. Failed: 6

Total Invited to Exam: 14

No. Withdrew: 3 No. Screened Out: 26

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: JANUARY 27, 2022