

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

Regular Meeting  
November 4, 2021

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 October 21, 2021 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Administrator, Construction 5-6
2. **RATIFY** job announcement bulletin for Custodian 7-8
3. **RATIFY** job announcement bulletin for Environmental Health and Safety Manager 9-10
4. **RATIFY** job announcement bulletin for Grounds Crew Supervisor 11-12
5. **RATIFY** job announcement bulletin for Grounds Service Manager 13-14
6. **RATIFY** job announcement bulletin for Kids' Club Lead Assistant 15-16
7. **RATIFY** job announcement bulletin for Mail Delivery Driver 17-18
8. **RATIFY** job announcement bulletin for Nutrition Services Manager 19-20
9. **RATIFY** job announcement bulletin for Nutrition Services Worker – Catalina Island 21-22
10. **RATIFY** job announcement bulletin for Strategic Programs and Policy Development Director 23-24
11. **RATIFY** job announcement bulletin for Warehouse Materials Processor 25-26

- |   |    |
|---|----|
| 12. <b>APPROVE</b> the certification of Educational Research Analyst I eligibility list 22-0022-3301 established 10/26/2021 | 27 |
| 13. <b>APPROVE</b> the certification of Instructional Aide - Special eligibility list 22-0062-0448 established 11/01/2021   | 27 |
| 14. <b>APPROVE</b> the certification of Kids' Club Assistant eligibility list 22-0066-0694 established 11/03/2021           | 27 |
| 15. <b>APPROVE</b> the certification of Nutrition Services Worker eligibility list 22-0069-5068 established 10/27/2021      | 27 |
| 16. <b>APPROVE</b> the certification of Recreation Aide eligibility list 22-0087-5255 established 10/11/2021                | 27 |
| 17. <b>APPROVE</b> the certification of Recreation Aide eligibility list 22-0093-5255 established 10/28/2021                | 27 |
| 18. <b>APPROVE</b> the certification of Recreation Aide – Kids' Club eligibility list 22-0071-5257 established 10/26/2021   | 27 |
| 19. <b>APPROVE</b> the certification of Recreation Aide – Kids' Club eligibility list 22-0094-5257 established 10/28/2021   | 28 |

III. OLD BUSINESS  
None

IV. NEW BUSINESS

- |   |       |
|---|-------|
| 1. <b>APPROVE</b> the Creation of a New Classification and Reclassification of an Employee – Speech-Language Pathology Assistant – BL Khmer | 29-34 |
| 2. <b>APPROVE</b> the Revision of a Classification - Accountant   | 35-41 |

V. OTHER ITEMS  
None

VI. NEXT REGULAR MEETING  
November 18, 2021 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

October 21, 2021

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Terence Ulaszewski, Chairperson, on Thursday, October 21, 2021 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF  
ALLEGIANCE

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

ROLL

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

Present:                Sheryl Bender  
                              Terence Ulaszewski

STAFF MEMBERS  
PRESENT

Kenneth Kato, Executive Officer; Maria Braunstein, Personnel Analyst; Susan Leaming, Personnel Analyst; Dale Culton, Certification Services Manager; Mindi Ritter, Senior Administrative Secretary; Jesus Rios Jr., Employment Services Supervisor; Andrea Armas, Associate Personnel Analyst (Acting); and Judith Alonso, Associate Personnel Analyst (Acting).

GUESTS PRESENT

Enrique Chavez Garcia, CSEA Chapter 2 Vice President-Unit A; Dr. Lucy Salazar, Director, Equity, Engagement & Partnerships; John Tamura, Director, Purchasing & Contracts; and Michelle Thomassian, Administrator, Business Engagement & Strategic Partnerships.

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 October 7, 2021.

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

RECEIVE  
CORRESPONDENCE

None

PUBLIC HEARD

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, reported that the job fair held last Friday at Pacific Gateway was a success and thanked Commissioner Ulaszewski for attending and assisting with the job fair. Mr. Kato mentioned he met with the Association of Long Beach Educational Managers & Confidential Employees (ALBEM) to discuss employment challenges and establish partnerships to educate others on the Merit System. Mr. Kato explained he met with Dr. Jill Baker, Superintendent of Schools, and

spoke about our organization and possibilities for the future. Mr. Kato reported he would be presenting at the Personnel Commissions Association of Southern California (PCASC) workshop at the Los Angeles County Office of Education (LACOE) regarding alternative Merit System scoring proposals. Mr. Kato introduced and welcomed John Tamura, Director, Purchasing & Contracts; Michelle Thomassian, Administrator, Business Engagement & Strategic Partnerships; and Dr. Lucy Salazar, Director, Equity, Engagement & Partnerships to the meeting.

Maria Braunstein, Personnel Analyst, reported the October 15, 2021, job fair at Pacific Gateway had a great turnout with over 175 attendees. Ms. Braunstein shared there was representation from the departments of Nutrition Services, Special Education, Kids' Club, Winners Reaching Amazing Potential (WRAP), and the Child Development Centers (CDC) to help promote their vacant positions. Ms. Braunstein stated the next job fair will be held at Pacific Gateway on Thursday, November 4, 2021. Ms. Braunstein explained that this will be another opportunity where candidates can get assistance with online applications, test for select positions, schedule interviews, and schedule fingerprinting. Ms. Braunstein thanked Craig Foster, Reprographics Supervisor, and Natalie Williams, Reprographics Technician, for creating and printing banners for the event. Ms. Braunstein also thanked Chris Itson, Assistant Director, Marketing and Media Services, for creating online advertising for the job fair. Ms. Braunstein reported there will also be another job fair at Long Beach City College on November 9, 2021. Mr. Kato thanked Ms. Braunstein for her work on the job fair.

Jesus Rios Jr., Employment Services Supervisor, reported there were 44 applicants fingerprinted from the job fair including eight Child Care Workers, one Recreation Aide – Kids' Club, one Recreation Aide – WRAP, 19 Recreation Aides, and 15 Nutrition Services Worker. Mr. Rios recognized everyone who worked the job fair.

Dale Culton, Certification Services Manager, shared that most candidates at the job fair preferred to complete the employment processing paperwork in person rather than using the online link.

Susan Leaming, Personnel Analyst, informed the Commission that two sessions of CPR/First Aid for Classified staff will be held at the Teacher Resource Center (TRC) on Friday, December 3, 2021 and priority is given to classified employees who work with special needs students.

Mr. Ulaszewski recognized Ms. Braunstein for organizing the job fair. Mr. Ulaszewski shared that all employees were displaying team work and showed patience and encouragement with the applicants. Mr. Ulaszewski thanked all staff for the successful job fair.

#### CONSENT AGENDA

1. RATIFY job announcement bulletin for Contract Manager (Recruitment Extended)
2. RATIFY job announcement bulletin for Executive Secretary (C)
3. RATIFY job announcement bulletin for General Counsel
4. RATIFY job announcement bulletin for Translator – Interpreter – BL Khmer

5. **APPROVE** the certification of Instructional Aide - Special eligibility list 22-0041-0448 established 10/11/2021
6. **APPROVE** the certification of Job Developer eligibility list 22-0016-0463 established 10/13/2021
7. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0050-5068 established 10/11/2021
8. **APPROVE** the certification of Nutrition Services Worker eligibility list 22-0063-5068 established 10/18/2021
9. **APPROVE** the certification of Recreation Aide eligibility list 22-0070-5255 established 10/13/2021
10. **APPROVE** the certification of Recreation Aide eligibility list 22-0080-5255 established 10/20/2021
11. **APPROVE** the certification of Recreation Aide – WRAP eligibility list 22-0042-5261 established 10/19/2021
12. **APPROVE** the certification of Senior Web Applications Developer eligibility list 22-0033-5293 established 10/11/2021

Following discussion a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-4, and approve items 5-12 on the Consent Agenda.

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

#### OLD BUSINESS

None

#### NEW BUSINESS

1. **APPROVE** the Creation of a New Classification – Purchasing Manager

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

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

2. **APPROVE** the Creation of a New Classification – Site Specialist – Business Partnerships

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, 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>
Terence Ulaszewski	X		
Sheryl Bender	X		

3. **APPROVE** the recommendation to remove from eligibility list ID 16636362

New Business Item 3 was moved into closed session.

#### OTHER ITEMS

None

#### NEXT REGULAR MEETING

The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 4, 2021 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 8:40 a.m.

#### OPEN SESSION

The Personnel Commission returned to open session at 10:00 a.m. and the following reportable actions were taken:

1. **APPROVE** the recommendation to remove from eligibility list ID 16636362

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 16636362 to remain on the current eligibility list of Recreation Aide. The Commissioners also 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>
Terence Ulaszewski	X		
Sheryl Bender	X		

#### ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned at 10:01 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 22-0105-5211 JA

*Judith M. Harris*

## P E R S O N N E L   C O M M I S S I O N



# An Exciting Career Opportunity Awaits You

## LONG BEACH UNIFIED SCHOOL DISTRICT

## ADMINISTRATOR, CONSTRUCTION

**\$121,846 - \$143,083 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 Administrator, Construction. Under administrative direction of the Executive Director, will plan, coordinate, administer and oversee the construction activities and day-to-day operations of the Facilities Development and Planning Branch. In addition, will supervise and evaluate the performance of assigned personnel and perform related duties as assigned.

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

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in planning, construction management, architecture or a related field. A Master's degree in one of the above-mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired. Additionally, candidates will have four years of management-level experience in construction. Experience in educational construction is preferred.

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

## **SPECIAL REQUIREMENTS:**

At the time of appointment, a successful candidate must be in possession of a valid California class C Driver's license, as traveling from one location to another may be required. An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

## **SALARY AND BENEFITS:**

o The annual salary for Administrator, Construction is \$121,846 to \$143,083 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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

## **HOW TO APPLY**

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

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

**Application Deadline: 4:30 p.m. Wednesday, November 17, 2021**

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 VII/MERIT SYSTEM EMPLOYER**



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## CUSTODIAN

### FINAL FILING DATE:

4:30 p.m., Friday, November 19, 2021.

Applications Accepted November 5 - November 19, 2021.

### JOB INFORMATION:

Current need is for substitutes. List may be used to fill future vacancies as they occur.

### 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.

### 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.

*Judith M. Almon*

## SALARY RANGE HOURLY:

START: \$18.59  
6 MONTHS: \$19.61  
1 ½ YEARS: \$20.68  
2 ½ YEARS: \$21.82  
3 ½ YEARS: \$23.02

## 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 22-0079-0139 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 cases by case basis by the administrator of the Personnel Commission.*

## ABOUT OUR DISTRICT

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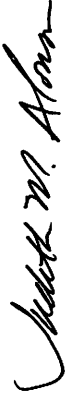
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LBUSD was the first public school system in the U.S. to require uniforms in kindergarten through eighth grade; the first to require any third grader reading below grade level to attend mandatory summer school; and the first to end social promotion. 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.

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Dual Exam 22-0102-0610 AF

## P E R S O N N E L   C O M M I S S I O N



# **An Exciting Career Opportunity Awaits You**

## **ENVIRONMENTAL HEALTH AND SAFETY MANAGER**

**\$90,417 - \$106,163 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 Environmental Health and Safety Manager. Under general direction, will plan, coordinate, implement and manage the District's Environmental Health and Safety programs including hazardous materials handling and student and employee safety. Will serve as the District's Chemical Hygiene Officer, Radiation Safety Officer, Respiratory Protection Administrator and oversee other CAL/OSHA standards as required by the District's injury, illness, Prevention Program (IIPP). Additionally, the Environmental Health and Safety Manager will train, supervise, and evaluate the performance of assigned staff and perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Maintenance, then Environmental Health and Safety Manager.

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in environmental science, chemistry, biology or a closely related field.

Additionally, candidates are required to have three years of supervisory environmental health and safety experience in a large institutional or industrial setting including experience working with chemical hygiene programs.

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

## **SPECIAL REQUIREMENTS:**

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

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.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

Successful completion of AHERA building inspector/management planner, OSHA hazardous waste operations, Department of Health Services lead certification for inspector/assessor and first responder courses at time of application.

Be, and remain, clean shaven and a non-smoker while in this classification (necessitated by the requirement to safely wear protective clothing and the demonstrated hazards caused by smokers who work with asbestos).

Incumbents must successfully pass an asbestos respiratory medical examination and an initial lead medical examination at the time of appointment at the District's expense.

This is in compliance with the Title 8 of the California Code of Regulations, Sections 1529 and 1532.1. Failure to meet these requirements will result in withdrawal of the offer of employment.

## **SALARY AND BENEFITS:**

The annual salary for Environmental Health and Safety Manager is \$90,417 to \$106,163 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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

## **HOW TO APPLY**

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

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

**4:30 p.m., Tuesday, November 16, 2021.**

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

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

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



# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

## GROUNDS CREW SUPERVISOR

### FINAL FILING DATE:

4:30 p.m., Wednesday, November 17, 2021

### 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. Positions is a 100% FTE (8 hours per day). The current vacancy is located at Grounds Services. Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general supervision, plan, coordinate, organize and perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds, landscaped areas, athletic fields and artificial turf areas; supervise, train and evaluate the performance of assigned personnel; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school.

#### EXPERIENCE:

Three years of grounds maintenance experience. Experience in a lead or supervisory capacity is highly desired

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 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 vehicle 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 minimum qualifications, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

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

### SALARY RANGE HOURLY:

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

### PHYSICAL DEMANDS

Dexterity of hands and fingers to operate grounds maintenance equipment. Bending at the waist, kneeling, stooping or crouching. Walking or standing for extended periods of time. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Heavy physical labor. Seeing to perform grounds work. Digging.

### 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

Promo Exam 22-0106-0605 AA

*Maria Braunstein*

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

## GROUNDS SERVICE MANAGER

### FINAL FILING DATE:

4:30 p.m., Wednesday, November 17, 2021

### JOB INFORMATION:

Permanent 12 month position. Positions is a 100% FTE (8 hours per day). The current vacancy is located at Grounds Services. Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

Under general direction, plan, organize and manage the daily operations and activities of the District's grounds services to assure smooth and efficient delivery of services to sites and offices; plan and schedule routine grounds maintenance, projects and repair work, train and supervise the performance of assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Associate's degree including coursework in horticulture, agricultural technology, business administration or a related field.

#### EXPERIENCE:

Three years of supervisory or managerial grounds maintenance experience in a commercial or governmental environment including pesticide application. Experience working with a unified school district involving sports field and track maintenance is preferred.

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

#### SPECIAL REQUIREMENTS:

(1) Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license. (2) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing. (3) May be required to travel from one location to another. (4) Valid forklift operator certification at time of appointment. (5) Applicants for this classification are required to submit a Qualified Pesticide Applicator's license issued by the California Department of Pesticide Regulation at the time of application.

#### WORKING ENVIRONMENT

Indoor and outdoor work environment. Seasonal heat and cold or adverse weather conditions. Driving a District vehicle to conduct work. Working around and with machinery having moving parts. Exposure to chemicals used in pest control and weed abatement. Occasional lifting, carrying, pushing or pulling heavy objects weighing up to 50 pounds. Emergency call-out.

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

### SALARY RANGE HOURLY:

START: \$43.47  
6 MONTHS: \$45.86  
1 ½ YEARS: \$48.38  
2 ½ YEARS: \$51.04

### PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and a variety of grounds equipment. Hearing and speaking to exchange information in person or on the telephone. Reaching overhead, above the shoulders and horizontally to conduct inspections. Bending at the waist, kneeling or crouching to conduct inspections. Seeing to read a variety of materials and conduct work. Sitting or standing for extended periods of time.

### 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 22-0107-5156 AA

*Maria Braunstein*  
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

## KIDS' CLUB LEAD ASSISTANT

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, assist in the planning and implementation of a Kids' Club (day care) program which meets the needs of individual children; participate in and monitor children in program activities; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Equivalent to graduation from high school supplemented by 12 units of early childhood education, social sciences, recreation, child development or a closely related field.

OR

One of the following valid Child Development Permits issued by the California Commission on Teacher Credentialing:

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

#### EXPERIENCE:

One year of experience working with 30 children or more in an extended day care or similar recreation program.

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

#### SPECIAL REQUIREMENTS:

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

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: \$16.68  
6 MONTHS: \$17.60  
1 ½ YEARS: \$18.56  
2 ½ YEARS: \$19.58  
3 ½ YEARS: \$20.66

### 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 Continuous 0515 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 cases by case basis by the administrator of the Personnel Commission.*



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## MAIL DELIVERY DRIVER

### FINAL FILING DATE:

4:30 p.m., Wednesday, November 17, 2021

### 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, perform a variety of duties related to the preparation, distribution, shipping and receiving of District mail, supplies and materials; participate in mail processing; drive a District truck to various locations to pick-up and deliver mail and other goods according to established routes and time lines as assigned; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

### EDUCATION AND TRAINING:

Graduation from high school.

### EXPERIENCE:

Six months experience operating a delivery truck performing similar duties involving the pick-up and delivery of materials and supplies.

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

### WORKING ENVIRONMENT:

Indoor and outdoor work environment. Driving a District truck during adverse weather conditions. Working around and with machinery having moving parts.

### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and a variety of mailroom and office equipment. Hearing and speaking to exchange information in person. Seeing to read a variety of materials. Sitting or standing for extended periods of time. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Reaching overhead, above the shoulders and horizontally. Walking. Bending at the waist, kneeling and crouching. Moderate physical labor.

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:	\$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.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0104-0219 JA

LBUSD employees, please see reverse side for important information.



*Indith M. Alon*

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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- ❖ **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.*

## **ABOUT OUR DISTRICT**

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

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

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

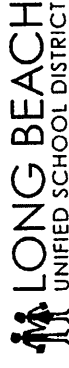
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time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

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

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

Dual Exam 22-0088-5061 VO

## **P E R S O N N E L   C O M M I S S I O N**



## **An Exciting Career Opportunity Awaits You**

## **LONG BEACH UNIFIED SCHOOL DISTRICT**

## **Nutrition Services Manager**

**\$90,417 - \$106,163 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 Nutrition Services Manager. Under general direction, plan, organize and direct the daily activities and operations of approximately twenty school cafeteria operations. Plan, participate in and coordinate food and commodity procurement, preparation, delivery and service support operations; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

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

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

### THE IDEAL CANDIDATE

Successful candidates will have a bachelor's degree in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.

Additionally, successful candidates will have at least two years of experience at a supervisory or management level in an institutional food service organization.

Additional supervisory or managerial food service experience in a large institutional setting may be substituted for up to two years of the required education.

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

### SPECIAL REQUIREMENTS

Valid California Class C driver's license and use of a personal automobile.

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 of the applicant regardless of any other standing.

May be required to travel from one school location to another.

Incumbents must obtain a valid Food Safety Manager certificate issued by an authorized agency within completion of probationary period and maintain certification throughout employment in this classification.

### SALARY AND BENEFITS

The annual salary for Nutrition Services Manager is \$90,417 to \$106,163 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

### OUR QUALIFYING PROCESS

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

### HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at: <http://www.lbschools.net/Departments/Personnel Commission/>. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Friday, 8:00 a.m. - 4:00 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, November 26, 2021**

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 VII/MERIT SYSTEM EMPLOYER**



# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## NUTRITION SERVICES WORKER- CATALINA ISLAND

### FINAL FILING DATE:

Open Continuous  
SUBSTITUTE SALARY: \$14.56

Catalina Island employees receive an additional \$3.39 per hour.

### JOB INFORMATION:

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

### JOB SUMMARY:

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

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

Sufficient experience to demonstrate the knowledge and abilities listed above.

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

#### SPECIAL REQUIREMENTS:

Valid Food Handler's certificate is desirable.

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

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

### SALARY RANGE HOURLY:

START:	\$14.56
6 MONTHS:	\$15.36
1 ½ YEARS:	\$16.20
2 ½ YEARS:	\$17.10
3 ½ YEARS:	\$18.05

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

### 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 22-0068-5068 VO

LBUSD employees, please see reverse side for  
important information.

*Judith M. Alonzo*  
21



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

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

**Guidelines:**

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

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

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

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

## ABOUT OUR DISTRICT

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

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

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

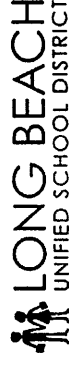
Established in 1885 with fewer than a dozen students meeting in a borrowed tent, LBUSD now educates nearly 70,000 students, from preschool to high school, in 85 public schools located in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island. With a team of more than 12,000 full-time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

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

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

Dual Exam 22-0095-5296 AA *Maria Braunstein*

## PERSONNEL COMMISSION



# An Exciting Career Opportunity Awaits You

## LONG BEACH UNIFIED SCHOOL DISTRICT

# STRATEGIC PROGRAMS AND POLICY DEVELOPMENT DIRECTOR

**\$128,648 - \$151,070 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 Strategic Programs and Policy Development Director. Under the direction of the Superintendent of Schools or designee, will serve as a principal program and policy developmental advisor. Will develop, implement, and direct strategic and organizational planning programs, functions and activities to support the District's strategic objectives and goals, as well as perform related duties as assigned.

For full details regarding the position, go to our Personnel Commission website, select Class Specifications; choose Administrative and Other, then Strategic Programs and Policy Development Director.

## **IDEAL CANDIDATE**

Successful candidates will have a Bachelor's degree in public administration, business administration, organizational management, education or a closely related field. A Master's degree in one of these disciplines is highly desirable. Additionally, candidates will have five years of professional or management level experience in a school district, institution of higher education, or similar public agency involving strategic planning and data-driven decision making with an emphasis on contemporary public education trends and issues.

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

## **SPECIAL REQUIREMENTS:**

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

## **SALARY AND BENEFITS:**

The annual salary for Strategic Programs and Policy Development Director is \$128,648 to \$151,070 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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

## **HOW TO APPLY**

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

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

**Application Deadline: 4:30 p.m. Wednesday, November 10, 2021**

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

Long Beach Unified School District  
Personnel Commission Office  
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Lakewood, CA 90713  
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**WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER**



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## WAREHOUSE MATERIALS PROCESSOR

### FINAL FILING DATE:

4:30 p.m., Tuesday, November 16, 2021

### JOB INFORMATION:

Permanent 10 and 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. Vacancies are located at Nutrition Services.

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

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

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

### SPECIAL REQUIREMENTS:

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

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:	\$22.48
6 MONTHS:	\$23.71
1 ½ YEARS:	\$25.01
2 ½ YEARS:	\$26.39
3 ½ YEARS:	\$27.84

### 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:

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### PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE  
VII/MERIT SYSTEM EMPLOYER

Dual Exam 22-0103-0712 VO

LBUSD employees, please see reverse side for  
important information.

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

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

**Guidelines:**

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

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

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

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

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 27-28

Date: November 4, 2021

Reason for Consideration: Approval

**EDUCATIONAL RESEARCH ANALYST I**

**DUAL**

**22-0022-3301**

List Valid: 10/26/2021-10/26/2022

Total Applications Received: 53

No. Passed: 9                      No. Failed: 3

Total Invited to Exam: 18

No. Withdrew: 6                      No. Screened Out: 35

**INSTRUCTIONAL AIDE – SPECIAL**

**DUAL**

**22-0062-0448**

List Valid: 11/01/2021-11/01/2022

Total Applications Received: 45

No. Passed: 10                      No. Failed: 1

Total Invited to Exam: 14

No. Withdrew: 3                      No. Screened Out: 31

**KIDS' CLUB ASSISTANT**

**DUAL**

**22-0066-0694**

List Valid: 11/03/2021-11/03/2022

Total Applications Received: 32

No. Passed: 9                      No. Failed: 5

Total Invited to Exam: 22

No. Withdrew: 8                      No. Screened Out: 10

**NUTRITION SERVICES WORKER**

**DUAL**

**22-0069-5068**

List Valid: 10/27/2021-04/27/2022

Total Applications Received: 51

No. Passed: 26                      No. Failed: 3

Total Invited to Exam: 38

No. Withdrew: 9                      No. Screened Out: 13

**RECREATION AIDE**

**OPEN CONTINUOUS**

**22-0087-5255**

List Valid: 10/26/2021-10/26/2022

Total Applications Received: 11

No. Passed: 11                      No. Failed: 0

Total Invited to Exam: 11

No. Withdrew: 0                      No. Screened Out: 0

**RECREATION AIDE**

**OPEN CONTINUOUS**

**22-0093-5255**

List Valid: 10/28/2021-10/28/2022

Total Applications Received: 9

No. Passed: 9                      No. Failed: 0

Total Invited to Exam: 9

No. Withdrew: 0                      No. Screened Out: 0

**RECREATION AIDE – KIDS' CLUB**

**OPEN CONTINUOUS**

**22-0071-5257**

List Valid: 10/26/2021-10/26/2022

Total Applications Received: 9

No. Passed: 8                      No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 0                      No. Screened Out: 1

RECREATION AIDE – KIDS’ CLUB

OPEN CONTINUOUS

22-0094-5257

List Valid: 10/28/2021-10/28/2022

Total Applications Received: 6

No. Passed: 5                      No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 0                      No. Screened Out: 1

CERTIFIED TO BE CORRECT:           Kenneth Kato              DATE: November 4, 2021

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# PERSONNEL COMMISSION

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October 19, 2021

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Creation of a New Classification and Reclassification of an Employee

## Background and Findings

The Office of School Support Services requested staff create a new classification of Speech-Language Pathology Assistant - BL Khmer in order to provide quality services and communicate effectively with bilingual students and families. The recommended salary range is the same level as the existing Speech-Language Pathology Assistant – BL Spanish (salary range 24 C1).

Staff worked with Amy Culligan, Program Specialist, to create the new classification and update the class specification.

The Office of School Support Services currently employs Austin Nhev, a Speech-Language Pathology Assistant, who is bilingual in Khmer and utilizes those skills to perform translation and interpretation duties as outlined in the class description for the Speech-Language Pathology Assistant – BL Spanish. Staff confirmed that Mr. Nhev passed the written and oral examination segments for bilingual Khmer on 2/03/1997 and is therefore qualified to be reclassified to the proposed Speech-Language Pathology Assistant - BL Khmer classification without any further examination.

The Assistant Superintendent, School Support Services is in support of the proposed classification specification and the reclassification of Austin Nhev.

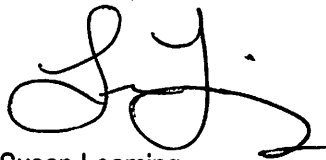
## Recommendations

Staff recommends the Personnel Commission:

1. Adopt the classification of Speech-Language Pathology Assistant – BL Khmer
2. Allocate the classification of Speech-Language Pathology Assistant – BL Khmer to salary range 24 (C1)
3. Reclassify Austin Nhev to the classification of Speech-Language Pathology Assistant – BL Khmer



Prepared by:

A handwritten signature in black ink, appearing to be 'SL', with a long horizontal stroke extending to the right.

Susan Leaming  
Personnel Analyst

Approved and Recommended:

A handwritten signature in black ink, appearing to be 'K3K', with a long horizontal stroke extending to the right.

Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Specification**  
**Salary Range: 24 (C1)**

### CLASS CODE

### TITLE

5024

**SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

5163

**SPEECH-LANGUAGE PATHOLOGY ASSISTANT – BL SPANISH**

**XXXX**

**SPEECH-LANGUAGE PATHOLOGY ASSISTANT – BL KHMER**

### JOB SUMMARY

Under the supervision of a credentialed Speech-Language Specialist, provide speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; perform a variety of duties in support of student case management services; maintain records and documentation on students; perform related duties as assigned.

### EXAMPLES OF DUTIES

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

- Provide student speech therapy services according to Individual Education Program (IEP) goals and treatment plans developed by Speech-Language Specialists. **E**
- Assist Speech-Language Specialist with conducting speech-language screenings and assessments using appropriate prescribed techniques and devices; confer with Speech-Language Specialists regarding student progress. **E**
- Document student progress toward IEP goals and objectives by preparing records, logs, goal sheets or other means of documentation. **E**
- Provide assistance to educational staff as a case management team member through consultation, training and individual and group activities; assist with the development of IEP goals and objectives for assigned students. **E**
- Prepare therapy materials and equipment for use during therapy such as picture cards, worksheets, charts, audio equipment and computerized therapy applications and devices. **E**
- Adapt or modify instructional materials as determined by student needs for teacher use in the classroom; monitor use of augmentative alternate communication devices. **E**
- Inspect, maintain and operate augmentative alternate communication devices and equipment; assist Speech-Language Specialists in the research and selection of appropriate devices, software and equipment as assigned; train students, parents and staff in use of devices. **E**

- Observe and control behavior and interaction of students according to approved procedures; report significant student behavior and behavioral patterns; utilize positive restraint techniques according to established procedures as necessary. *E*
- Attend IEP meetings with a Speech-Language Specialist to provide information as requested; maintain confidentiality of sensitive and privileged information. *E*
- Perform a variety of student case management support duties such as maintaining records, files and preparing reports related to assigned students; schedule appointments for parents/students as necessary. *E*
- Operate a variety of office equipment including a computer, tablet and assigned software; drive a vehicle to various sites to conduct work. *E*
- Attend a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of Speech-Language Pathology. *E*
- Perform related duties as assigned.

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

### **DISTINGUISHING CHARACTERISTICS**

A Speech-Language Pathology Assistant participates and collaborates as a member of an educational team, by assisting in providing student speech therapy services to special needs students in accordance with the mandates of the Individuals with Disabilities Education Act. An incumbent works under the supervision of a credentialed Speech-Language Specialist in developing and providing services for individual students to improve their academic performance. Incumbents in the Speech-Language Pathology Assistant, BL Spanish and BL Khmer classifications are expected to perform the essential duties of the class utilizing bilingual skills to translate materials and interpret for students and families as needed.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Speech and Language Development theories and practices.  
Language, articulation and hearing disorders.  
Methods and techniques of individual and group speech therapy.  
Principles of child development and behavior.  
Operation and maintenance of augmentative alternate communication devices and equipment.  
Phonetics.  
Record keeping and report preparation techniques.  
Safe practices in classroom activities.  
Laws, rules and regulations related to assigned program and activities.  
Technical aspects of field of specialty.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of office equipment including a computer and assigned software.



**Ability to:**

Provide speech therapy services for identified students according to IEP goals and treatment plans developed by Speech-Language Specialists.  
Assist with conducting speech-language screenings and assessments.  
Operate and maintain augmentative alternate communication devices and equipment.  
Maintain records and prepare reports related to assigned students and activities.  
Monitor and assist in evaluating student progress.  
Demonstrate an understanding, patient and receptive attitude toward students.  
Motivate and encourage positive learning patterns and behavior to students with special needs.  
Observe and manage behavior of students according to approved procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain confidentiality of sensitive and privileged information.  
Interpret, apply and explain laws, rules and regulations related to assigned activities.  
Understand and work within scope of authority.  
Observe health and safety regulations.  
Demonstrate adaptability to changing circumstances and priorities within the learning environment.  
Understand and follow oral and written instructions.  
Communicate effectively both orally and in writing.  
Demonstrate confidence, tact, and the use of good judgement.  
Plan and organize work.  
Meet schedules and timelines.

**Education and Training:**

Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program.

OR

Proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology.

**Experience:**

Six months of experience working with individuals with speech and language disabilities in a structured environment is desired.

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**

Applicants must provide proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology

**Speech-Language Pathology Assistant, BL Spanish, BL Khmer — Continued**  
**Page 4**

at the time of appointment and maintain current registration throughout employment in this classification.

Possession of a valid California Class C driver's license at the time of appointment and the use of a personal automobile.

Positions in the Speech-Language Pathology Assistant - BLilingual Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in Spanishthe designated second language. Applicants must successfully pass the District's bilingual/biliterate test.

**WORKING ENVIRONMENT**

Classroom and school site environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate adaptive equipment and a computer.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Bending at the waist, kneeling, crouching to work with students.  
Reaching overhead and above the shoulders to reach supplies.  
Pushing students in wheelchairs and carts with supplies.  
Lifting and carrying therapy equipment and supplies.  
Walking.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA: 8/14/2003

PCA: (BL Spanish): 1/5/2012

Revised: 7/11/2013

Revised: 10/15/2015

PCA: (BL Khmer):

# PERSONNEL COMMISSION



October 22, 2021

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification

## Background and Findings

The Executive Director – Fiscal Services recently reviewed the Accountant classification specification (salary range 34 C1) while initiating recruitment activities and worked with staff to make revisions. The class was last modified in 2016.

Proposed changes to the class specification include updates to the duty statements, knowledge, abilities, education and training, and distinguishing characteristics. Since revisions to the specification were extensive and duties were reorganized, attached is draft copy of the revised class specification and a copy of the current class specification for review.

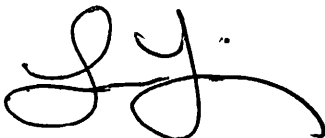
The Executive Director – Fiscal Services has reviewed and approved the updated classification specification.

## Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification of Accountant

Prepared by:



Susan Leaming  
Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer



## PERSONNEL COMMISSION

**Class Code: 0358**  
**Salary Range: 34 (C1)**

**DRAFT**

### ACCOUNTANT

#### JOB SUMMARY

Under general direction, perform professional accounting work in the computation, recording, and reporting of financial transactions; review accounting and other financial records and prepare financial reports and analyses; assure compliance with applicable laws, codes, rules and regulations; serve as a lead and provide work direction and guidance to assigned staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Review and analyze budget, payroll, and expenditure reports of categorical programs and District funds such as Title I, Special Education, Nutrition Services, Child Development Centers, bond funds, and Mandated Cost claims for accuracy and completeness of amounts, encumbrances, expenditures and available funds; prepare journals to the general ledger as needed. **E**
- Prepare expenditure reports or reimbursement claims to funding agencies; calculate and add applicable indirect costs. **E**
- Prepare and review year-end closing transactions and journals such as deferred income, accounts receivable, and accounts payable. **E**
- Maintain and input changes to the District and Nutrition Services Chart of Accounts. **E**
- Prepare summary analyses, reports, projections, and recommendations regarding student attendance and enrollment including State apportionment reports and Average Daily Attendance (ADA) Projections. **E**
- Analyze, review and verify vendor invoices follow contracts, purchase orders and applicable laws, codes, rules and regulations to process for payment. **E**
- Serve as a lead in the office; train and provide work direction and guidance to assigned staff; assign and review work; participate in the hiring and evaluation process as requested. **E**
- Prepare and update staffing levels of assigned sites and monitor according to established quota of authorized positions; assist sites with preparing changes to positions such as funding sources, calendars and locations. **E**
- Coordinate, analyze and compile requested documentation and information with external auditors as directed. **E**
- Reconcile stores and stock valuation; review and reconcile capitalized assets. **E**
- Communicate with District personnel, outside agencies and others to coordinate activities, resolve issues and, and exchange information; interpret, apply and explain applicable laws, codes, rules and regulations. **E**

- Prepare and maintain a variety of reports, records and files related to assigned activities. *E*
- Operate a variety of office equipment including a computer and assigned software and ten-key calculator. *E*
- Attend and participate in a variety of meetings, trainings, events and conferences. *E*
- Perform related duties as assigned.

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

### **DISTINGUISHING CHARACTERISTICS**

An Accountant performs complex and professional accounting and budgeting work requiring the application of a thorough knowledge of accounting procedures and practices and assures compliance with applicable laws, codes, rules and regulations. An incumbent collects and analyzes financial and statistical data for the purpose of reporting on the financial status of programs or projects.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Generally accepted accounting principles, practices and procedures.

Budget preparation and control.

Financial database systems and software including spreadsheets.

Financial and statistical record-keeping techniques and report preparation techniques.

Laws, codes, rules and regulations related to assigned activities.

Principles and practices of training and providing work direction to others.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a variety of office equipment including a computer and assigned software and ten key calculator.

#### **Ability to:**

Analyze, interpret and prepare clear and comprehensive financial statements and reports. Develop worksheets, reports and effective reporting techniques including graphs, charts and tables.

Utilize computer database systems for financial data collection and analysis.

Review and control assigned accounts and budgets.

Maintain accurate financial and statistical records.

Make arithmetic computations with speed and accuracy.

Post entries to journals and ledgers.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Train and provide work direction and guidance to others.

Operate a variety of office equipment including a computer and assigned software and ten key calculator.

Communicate effectively both orally and in writing.



Establish and maintain effective working relationships with others.  
Work independently with little direction.  
Meet schedules and time lines.  
Plan and organize work.

**Education and Training:**

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

**Experience:**

Two years of professional accounting experience. Governmental accounting experience is preferred.

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

**WORKING ENVIRONMENT**

Office environment.  
Frequent interruptions.

**PHYSICAL DEMANDS**

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

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA: 06/26/1997  
Revised: 10/27/2016  
Revised:



## PERSONNEL COMMISSION

**Class Code: 0358**  
**Salary Range: 34 (C1)**

### ACCOUNTANT

#### JOB SUMMARY

Under direction, perform professional accounting in the computation, recording, and reporting of financial transactions; review accounting and other financial records and prepare financial reports and analyses; administer and monitor the allocation of positions throughout the District; perform related duties as assigned.

#### EXAMPLES OF DUTIES

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

- Review and analyze budget expenditure reports of categorical programs or grant projects for accuracy and completeness of amounts, encumbrances, expenditures and available funds and make adjustments as needed; calculate and add applicable indirect costs; prepare reimbursement claims to granting agency. **E**
- Compile and consolidate data on a variety of categorical programs; prepare mandated cost claims for the determination of employee hourly production rates and apply rates to specific claims for reimbursement to District programs. **E**
- Collect data and prepare unemployment insurance report for the budget office. **E**
- Prepare reports such as expenditure reports, year-end closing, deferred income and accounts receivable and payable. **E**
- Prepare and update staffing rosters of sites and monitor according to established quota of authorized positions; resolve overstaffing issues with site personnel and superiors; prepare funding changes when a change in authorized staffing is approved; track temporary positions and ensure roll-over of long term substitute employees in permanent positions. **E**
- Calculate the required number of general fund positions for sites based on projected enrollment and dollar amounts. **E**
- Maintain and input changes to the District chart of accounts; create, change or delete account structure numbers as directed. **E**
- Review appropriation transfer transactions entered in the Los Angeles County Office of Education automated system and monitor the County records on the same transactions; make adjustments as needed. **E**

- Compile data and prepare regular or special reports or financial statements as directed. *E*
- Communicate with and assist site personnel and other District personnel in resolving issues, interpreting, and explaining District and other jurisdictions' accounting and budgeting requirements and regulations. *E*
- May lead and direct others in performing difficult accounting tasks or solving a particular accounting problem.

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

### **DISTINGUISHING CHARACTERISTICS**

An Accountant performs complex and professional accounting and budgeting work requiring the application of a thorough knowledge of governmental accounting procedures and practices. An incumbent collects and analyzes financial and statistical data for the purpose of reporting on the financial status of programs or projects. An incumbent monitors the allocation of District positions in accordance with authorized staffing patterns.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Accounting principles and practices related to governmental financial record keeping.

Laws and regulations related to District accounting and budgeting.

Techniques of utilizing accounting software.

Financial and statistical record-keeping techniques including spreadsheets on computer software.

Operation of a computer terminal, personal computer and ten key calculator.

Modern office practices, procedures and equipment.

#### **Ability to:**

Analyze, interpret and prepare financial statements and reports.

Make arithmetic computations with speed and accuracy.

Post entries to journals and ledgers.

Examine and verify financial documents and reports.

Train and give work direction to others.

Operate office machines such as computer terminal and ten key calculators.

Maintain accurate financial and statistical records.

Establish and maintain effective working relationships with others.

**Education and Training:**

Graduation from an accredited four year college or university with a bachelor's degree in accounting, business administration or a closely related field.

**Experience:**

Two years of professional accounting work. Experience in a public agency is desirable.

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.

**WORKING ENVIRONMENT**

Office environment.

**PHYSICAL DEMANDS**

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and calculator.

Seeing to read various statistical data.

Hearing and speaking to exchange information in person or telephonically.

***AMERICANS WITH DISABILITIES ACT***

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

**APPOINTMENT**

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

PCA 06/26/97 BOE 01/20/98

Revised: 10/27/2016