

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

REGULAR MEETING AGENDA

Regular Meeting
November 2, 2023

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

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

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of October 19, 2023 1-6
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Accountant 7-8
2. **RATIFY** job announcement bulletin for Maintenance Cost Estimator 9-10
3. **RATIFY** job announcement bulletin for Maintenance Laborer 11-12
4. **RATIFY** job announcement bulletin for Library/Media Assistant 13-14
5. **RATIFY** job announcement bulletin for Recreation Aide – Expanded Learning 15
6. **RATIFY** job announcement bulletin for Truck Driver 16-17
7. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 24-0087-0176 established 10/31/2023 18
8. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0099-5319 established 11/02/2023 18

9.	APPROVE the certification of Instructional Aide – Special eligibility list 24-0100-0448 established 11/07/2023	18
10.	APPROVE the certification of Intermediate Office Assistant – Bilingual Spanish eligibility list 24-0053-5050 established 10/31/2023	18
11.	APPROVE the certification of Intermediate Office Assistant – Bilingual Spanish eligibility list 24-0073-5050 established 11/01/2023	18
12.	APPROVE the certification of Landscape Irrigation Worker eligibility list 24-0065-0617 established 10/24/2023	18
13.	APPROVE the certification of Nutrition Services Worker eligibility list 24-0096-5068 established 10/31/2023	18
14.	APPROVE the certification of Nutrition Services Worker eligibility list 24-0102-5068 established 10/31/2023	19
15.	APPROVE the certification of Nutrition Services Worker eligibility list 24-0103-5068 established 11/03/2023	19
16.	APPROVE the certification of Recreation Aide eligibility list 24-0126-5255 established 11/02/2023	19
III.	OLD BUSINESS	
	None	
IV.	NEW BUSINESS	
1.	APPROVE the extension of Educare Family Support Specialist – Bilingual Spanish 23-0045-5204 eligibility list established 11/29/2023	20
2.	APPROVE the Abolishment of a Classification - Air Conditioning and Refrigeration Technician	21-25
3.	APPROVE the Revision of a Classification - District Security Officer	26-31
4.	APPROVE the Reestablishment and Revision of a Classification – Human Resources Operations Manager	32-41
5.	APPROVE the Recommendation to Remove from Eligibility List – Applicant ID 23439969	42-59
6.	APPROVE the Recommendation to Remove from Eligibility List – Applicant ID 9105554	60-79
V.	OTHER ITEMS	
	None	
VI.	NEXT REGULAR MEETING	
	November 16, 2023 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713	

VII. CLOSED SESSION

1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment

VIII. ADJOURNMENT

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

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

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

MINUTES
Regular Meeting

October 19, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Sheryl Bender, Chairperson, on Thursday, October 19, 2023 at 8:16 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

ROLL

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

Present: Sheryl Bender
Terence Ulaszewski
Linda Vaughan

STAFF MEMBERS PRESENT

Susan Leaming, Interim Executive Officer; Maria Braunstein, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Ashleigh Fernando, Interim Senior Administrative Secretary; Andrea Armas, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Jazmin Salgado, Human Resources Technician.

GUESTS PRESENT

Kellyanna Miller, CSEA Chapter 2 Administrator; Dale Culton, Certification Services Manager (retired); Alan Reising, Business Services Administrator; Janine Sorenson, Staffing Analyst; Appellant 30044846; and Appellant 36204756.

MINUTES OF REGULAR MEETING APPROVED

A motion was made by Sheryl Bender, seconded by Linda Vaughan, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of October 5, 2023.

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

RECEIVE CORRESPONDENCE

None

PUBLIC HEARD

Kellyanna Miller, CSEA Chapter 2 Administrator spoke in regards to the Classified School Employee Summer Assistance – Categorical Program (CSESAP), explained how the program works, and expressed that CSEA would like the District participate in this program.

REPORT FROM EXECUTIVE OFFICER

Susan Leaming, Interim Executive Officer, provided the Commissioners with Vision 2035 materials. Ms. Leaming announced that Paul Welch has been selected for the Human Resources Assistant vacancy at the Personnel Commission and will start on Monday, October 30, 2023.

Maria Lynn Braunstein, Personnel Analyst, spoke regarding the Pacific Gateway Job Fair held on October 18, 2023. Ms. Braunstein shared that a total of 668 people pre-registered for the event. 244 individuals attended the event and 235 employment applications were submitted the day of the event.

Jesus Rios Jr., Certification Services Manager, reported that at the last Board of Education meeting 44 classified permanent positions and 43 substitute positions were filled, and the 43 exempt positions listed on the agenda were placed online by Personnel Commission staff.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Campus Staff Assistant
2. **RATIFY** job announcement bulletin for Custodian
3. **RATIFY** job announcement bulletin for District Security Officer
4. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish
5. **RATIFY** job announcement bulletin for HVAC Technician
6. **RATIFY** job announcement bulletin for Instructional Aide – Expanded Learning (Catalina Island)
7. **RATIFY** job announcement bulletin for Instructional Aide - Special
8. **RATIFY** job announcement bulletin for Locker Room Attendant
9. **RATIFY** job announcement bulletin for Nutrition Services Worker
10. **RATIFY** job announcement bulletin for School Safety Officer
11. **RATIFY** job announcement bulletin for Senior Administrative Secretary (C) (Extended)
12. **RATIFY** job announcement bulletin for Senior Health Assistant
13. **RATIFY** job announcement bulletin for Student Financial Technician - Avalon
14. **APPROVE** the certification of Credential Services Specialist eligibility list 24-0055-3343 established 10/17/2023
15. **APPROVE** the certification of Food Production Equipment Technician eligibility list 24-0059-0476 established 10/16/2023
16. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 24-0066-0176 established 10/13/2023
17. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0075-5319 established 10/11/2023

18. **APPROVE** the certification of Instructional Aide – Expanded Learning eligibility list 24-0086-5319 established 10/18/2023
19. **APPROVE** the certification of Instructional Aide - Special eligibility list 24-0088-0448 established 10/12/2023
20. **APPROVE** the certification of Intermediate Office Assistant eligibility list 24-0052-0673 established 10/18/2023
21. **APPROVE** the certification of Intermediate Office Assistant eligibility list 24-0071-0673 established 10/18/2023
22. **APPROVE** the certification of Network Specialist eligibility list 24-0057-5119 established 10/16/2023
23. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0079-5068 established 10/09/2023
24. **APPROVE** the certification of Nutrition Services Worker eligibility list 24-0095-5068 established 10/20/2023
25. **APPROVE** the certification of Plant Supervisor I eligibility list 24-0025-5026 established 10/09/2023
26. **APPROVE** the certification of Plant Supervisor II eligibility list 24-0026-5027 established 10/09/2023
27. **APPROVE** the certification of Recreation Aide eligibility list 24-0097-5255 established 10/06/2023
28. **APPROVE** the certification of Recreation Aide eligibility list 24-0098-5255 established 10/18/2023
29. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 24-0089-5255 established 10/09/2023
30. **APPROVE** the certification of Senior Program Manager, Facilities Development and Planning eligibility list 24-0058-5307 established 10/13/2023
31. **APPROVE** the certification of Speech-Language Pathology Assistant eligibility list 24-0021-5024 established 10/12/2023
32. **APPROVE** the certification of Speech-Language Pathology Assistant – Bilingual Spanish eligibility list 24-0022-5163 established 10/12/2023

Following discussion and a typographical correction made to item 23, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1 - 4 and approve items 5 - 18 on the Consent Agenda.

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

OLD BUSINESS

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

A motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to approve Old Business item 1.

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

NEW BUSINESS

1. **APPROVE** the Abolishment of Classifications – Carpenter Supervisor, Electrician Supervisor, Heating, Ventilating and Air Conditioning Supervisor, Maintenance Supervisor, Painter Supervisor, Pest Control Supervisor and Plumber Supervisor

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

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

2. **APPEAL** of a Disqualified Applicant ID 30044846

New Business Item 2 was moved into closed session.

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 54577673

New Business Item 3 was moved into closed session.

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 36204756

New Business Item 4 was moved into closed session.

5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 35549507

New Business Item 5 was moved into closed session.

6. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 53915783

New Business Item 6 was moved into closed session.

OTHER ITEMS None

NEXT REGULAR MEETING The next Regular Meeting of the Personnel Commission is scheduled for Thursday, November 2, 2023 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

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

OPEN SESSION The Personnel Commission returned to open session at 10:12 a.m. with the following reportable actions.

1. **RECEIVE and TAKE ACTION** on Hearing Officer’s report on Employee E 00643933 to Employee and the District

The Commission reviewed the Hearing Officer’s report and unanimously voted to sustain the Hearing Officer’s recommendation to uphold the Board of Education’s action to dismiss classified employee E00643933. The Commission directed the Executive Officer to send copies of the decision to the District and the employee in accordance with Personnel Commission Rule 11.5.D.

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

2. **APPEAL** of a Disqualified Applicant ID 30044846

Following discussion and a typographical correction to the agenda item, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to uphold staff’s recommendation to disqualify the Applicant from moving forward in the examination process.

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

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 54577673

Following discussion, a motion was made by Linda Vaughan, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to disapprove staff’s recommendation and allow the Applicant to remain on the eligibility list. 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>
Sheryl Bender		X	
Terence Ulaszewski		X	
Linda Vaughan		X	

4. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 36204756

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to disapprove staff's recommendation and allow the Applicant to remain on the eligibility list.

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

5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 35549507

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to disapprove staff's recommendation and allow the Applicant to remain on the eligibility list.

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

6. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 53915783

Following discussion, a motion was made by Terence Ulaszewski, seconded by Linda Vaughan, and the motion was carried with a unanimous vote of those present to disapprove staff's recommendation and allow the Applicant to remain on the eligibility list.

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

ADJOURNMENT

The Regular Meeting of the Personnel Commission was declared adjourned 10:13 a.m.

CLASSIFIED EMPLOYMENT OPPORTUNITY



ACCOUNTANT

FINAL FILING DATE:

4:30 p.m., Friday, November 03, 2023.

JOB INFORMATION:

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

JOB SUMMARY:

Under 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.

MINIMUM QUALIFICATIONS**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.

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

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

SALARY RANGE HOURLY:

START: \$37.52
6 MONTHS: \$39.59
1 ½ YEARS: \$41.76
2 ½ YEARS: \$44.07
3 ½ YEARS: \$46.49

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.

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0119-0358 AA



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LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

Amy Van Joss

"We find qualified candidates to support the District's needs"

7

4400 Ladoga Avenue, Lakewood, CA 90713 • (562) 435-5708 • www.lbschools.net/jobs

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



MAINTENANCE COST ESTIMATOR

FINAL FILING DATE:

4:30 p.m., Wednesday, November 8, 2023.

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, prepare cost estimates for construction, reconstruction, alteration and demolition projects on District facilities and buildings; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent. Coursework in construction management is desirable.

EXPERIENCE:

Four-years of journey-level experience in one of the building trades, preferably in an educational or public agency.

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

SPECIAL REQUIREMENTS:

(1) Positions in this class require possession of a valid California class C driver's license. (2) May be required to travel from one location to another. (3) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (4) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

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

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

SALARY RANGE HOURLY:

START:	\$39.61
6 MONTHS:	\$41.80
1 ½ YEARS:	\$44.10
2 ½ YEARS:	\$46.52
3 ½ YEARS:	\$49.07

APPLICATION:

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SELECTION PROCEDURE:

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0111-3321 AF



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LBUSD employees, please see reverse for important information.

PERSONNEL COMMISSION

"We find qualified candidates to support the District's needs"

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

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Guidelines:

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

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

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

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

CLASSIFIED EMPLOYMENT OPPORTUNITY



MAINTENANCE LABORER

FINAL FILING DATE:

4:30 p.m., Thursday, November 9, 2023.

JOB INFORMATION:

Permanent 12-month positions. Position are 100% FTE. (8hrs/day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, perform a variety of unskilled and manual labor work in the construction, repair and maintenance of District property; safely operate a variety of hand and power tools and equipment; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to completion of eighth grade.

EXPERIENCE:

Six months of general maintenance, custodial or grounds experience involving heavy physical labor.

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

SPECIAL REQUIREMENTS:

(1) Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (3) Some positions in this classification may require valid Forklift Operator Certification within six months of employment. Certification will be provided by the District. (4) 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. (5) May be required to travel from one location to another.

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

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SALARY RANGE HOURLY:

START:	\$24.31
6 MONTHS:	\$25.65
1 ½ YEARS:	\$27.07
2 ½ YEARS:	\$28.55
3 ½ YEARS:	\$30.12

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0112-5275 AA

Marie Lynn Brannan



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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



LIBRARY/MEDIA ASSISTANT

FINAL FILING DATE:

4:30 p.m., Friday, November 03, 2023.

JOB INFORMATION:

Permanent 10-month position. Position is a split 100% FTE (8 hrs/day). Eligibility list is being created to fill current and future vacancies as they occur.

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

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

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

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

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class. (2) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START:	\$25.66
6 MONTHS:	\$27.08
1 ½ YEARS:	\$28.56
2 ½ YEARS:	\$30.15
3 ½ YEARS:	\$31.81

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.

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0117-0465 JA



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PERSONNEL COMMISSION

"We find qualified candidates to support the District's needs"

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

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

Guidelines:

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

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

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

CLASSIFIED EMPLOYMENT OPPORTUNITY



RECREATION AIDE – EXPANDED LEARNING

FINAL FILING DATE:

Open Continuous

SALARY RANGE HOURLY:

START: \$18.06

JOB INFORMATION:

Part-time 10-month positions. Positions are 37.5% FTE (less than 20 hours per week, no benefits). Eligibility list may be used to fill current and future vacancies as they occur.

JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for students enrolled in Expanded Learning Opportunities Program (ELO-P); organize and oversee recreational and playground activities; perform related duties as assigned.

MINIMUM QUALIFICATIONS**TRAINING AND EXPERIENCE:**

Experience working with children in an instructional, expanded learning or similar program is highly desirable.

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:

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

WORKING ENVIRONMENT:

Playground, indoor and outdoor environment. Evening and varied hours. Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Walking or standing for extended periods of time. Bending at the waist, kneeling or crouching. Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds. Twisting and turning to monitor activities of children. Hearing and speaking to exchange information in person and on the telephone. Dexterity of hands and fingers to operate playground and office equipment. Seeing to monitor activities of children.

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.

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. The eligibility list for this classification will remain in effect for a period of six (6) months.

WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Continuous Exam 5317 JS



*Maria Lynn
Browner*

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CLASSIFIED EMPLOYMENT OPPORTUNITY



TRUCK DRIVER

FINAL FILING DATE:

4:30 p.m., Friday, November 3, 2023.

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS**EDUCATION AND TRAINING:**

Equivalent to graduation from high school.

EXPERIENCE:

One year of recent experience driving trucks in delivery work or in a warehouse environment.

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

SPECIAL REQUIREMENTS:

(1) Valid California Class C driver's license. (2) May be required to travel from one location to another. (3) Some positions in this classification may require forklift certification within six months of employment. (4) Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

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

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SALARY RANGE HOURLY:

START:	\$27.85
6 MONTHS:	\$29.38
1 ½ YEARS:	\$31.00
2 ½ YEARS:	\$32.70
3 ½ YEARS:	\$34.49

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Dual Exam 24-0118-0392 AA



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PERSONNEL COMMISSION

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

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

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Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 18-19

Date: November 2, 2023

Reason for Consideration: Approval

GROUND EQUIPMENT OPERATOR II

DUAL

24-0087-0176

List Valid: 10/31/2023-10/31/2024

Total Applications Received: 13

No. Passed: 2 No. Failed: 1

Total Invited to Exam: 5

No. Withdrew: 2 No. Screened Out: 8

INSTRUCTIONAL AIDE – EXPANDED LEARNING

OPEN CONTINUOUS

24-0099-5319

List Valid: 11/02/2023-05/02/2024

Total Applications Received: 26

No. Passed: 7 No. Failed: 1

Total Invited to Exam: 17

No. Withdrew: 9 No. Screened Out: 9

INSTRUCTIONAL AIDE – SPECIAL

OPEN CONTINUOUS

24-0100-0448

List Valid: 11/07/2023-11/07/2024

Total Applications Received: 38

No. Passed: 5 No. Failed: 2

Total Invited to Exam: 11

No. Withdrew: 4 No. Screened Out: 27

**INTERMEDIATE OFFICE ASSISTANT
- BILINGUAL SPANISH**

DUAL

24-0053-5050

List Valid: 10/31/2023-10/31/2024

Total Applications Received: 158

No. Passed: 22 No. Failed: 25

Total Invited to Exam: 87

No. Withdrew: 40 No. Screened Out: 71

**INTERMEDIATE OFFICE ASSISTANT
- BILINGUAL SPANISH**

DUAL

24-0073-5050

List Valid: 11/01/2023-11/01/2024

Total Applications Received: 59

No. Passed: 7 No. Failed: 6

Total Invited to Exam: 27

No. Withdrew: 14 No. Screened Out: 32

LANDSCAPE IRRIGATION WORKER

DUAL

24-0065-0617

List Valid: 10/24/2023-10/24/2024

Total Applications Received: 21

No. Passed: 4 No. Failed: 4

Total Invited to Exam: 10

No. Withdrew: 2 No. Screened Out: 11

NUTRITION SERVICES WORKER

OPEN CONTINUOUS

24-0096-5068

List Valid: 10/31/2023-05/01/2024

Total Applications Received: 20

No. Passed: 8 No. Failed: 0

Total Invited to Exam: 14

No. Withdrew: 6 No. Screened Out: 6

NUTRITION SERVICES WORKER

OPEN CONTINUOUS 24-0102-5068

List Valid: 10/31/2023-05/01/2024

Total Applications Received: 18

No. Passed: 7 No. Failed: 0

Total Invited to Exam: 13

No. Withdrew: 5 No. Screened Out: 6

NUTRITION SERVICES WORKER

OPEN CONTINUOUS 24-0103-5068

List Valid: 11/03/2023-05/03/2024

Total Applications Received: 9

No. Passed: 2 No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 3 No. Screened Out: 4

RECREATION AIDE

OPEN CONTINUOUS 24-0126-5255

List Valid: 11/02/2023-05/02/2024

Total Applications Received: 41

No. Passed: 34 No. Failed: 0

Total Invited to Exam: 34

No. Withdrew: 0 No. Screened Out: 7

CERTIFIED TO BE CORRECT: Susan Leaming DATE: November 2, 2023

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Extended Eligibility Lists

PAGE: 20

Date: November 2, 2023

Reason for Consideration: Approval

**EDUCARE FAMILY SUPPORT SPECIALIST
- BILINGUAL SPANISH**

DUAL

23-0045-5204

Extended list expiration date: 05/29/2024

Extended list period: 6 months

Total applications on list: 11

No. of current eligible: 10

No. of waivers or removals: 0

CERTIFIED TO BE CORRECT: Susan Leaming DATE: November 2, 2023

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

October 16, 2023

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

Background and Findings

At their regular meeting on September 7, 2006, the Personnel Commission approved the new classification of HVAC Technician (salary range 34 C2) with the intent that the classes of Air Conditioning and Refrigeration Technician and Boiler and Gas Appliance Technician would be phased out through attrition and replaced with HVAC Technician positions.

The last incumbent in the Air Conditioning and Refrigeration Technician classification recently retired and the vacancy is being replaced with an HVAC Technician position.

Staff spoke with the Business Services Administrator who supports the abolishment of the classification.

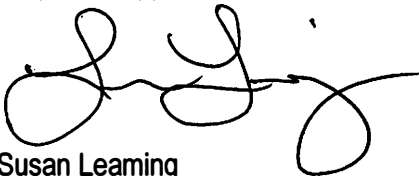
No staff will be impacted by this action and no individuals are on the reemployment list for this class.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the classification of Air Conditioning and Refrigeration Technician

Prepared, Approved, and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission and Classified Employment



PERSONNEL COMMISSION

Class Code: 3289
Salary Range: 34 (C2)

AIR CONDITIONING and REFRIGERATION TECHNICIAN

JOB SUMMARY

Under general supervision, to perform skilled mechanical work in the installation, repair and maintenance of refrigeration and air conditioning equipment and associated controls; and to perform related duties as required.

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 routinely performed in this classification.

- Install, maintain and repair refrigeration and air conditioning units at District sites according to specifications, regulations and codes. ***E***
- Diagnose mechanical and electrical malfunctions, test for defective parts and repair or replace components such as condensers, compressors, pumps and electrical switches and relays; repair and maintain cooling towers. ***E***
- Diagnose malfunctions and make proper changes in Energy Management System to return units to operation. ***E***
- Make related piping repairs. ***E***
- Install, repair and maintain pneumatic controls, low and high voltage controls and sensory instrumentation controls for appropriate operation and air flow. ***E***
- Plan work from sketches, drawings and blueprints. ***E***
- Repair and replace actuator motors and circulating pumps in chiller systems. ***E***
- Operate refrigerant recovery units and store in certified containers in accordance with Environmental Protection Agency regulations; refill and add refrigerant; record freon usage in a log. ***E***
- Estimate time and material needed for a service call to a site. ***E***
- Prepare a list of and requisition materials to complete work. ***E***
- Operate gas welder to do light welding. ***E***
- Contact vendors for quotes, prices and availability of materials and supplies. ***E***
- Operate a District vehicle. ***E***
- Direct the work of other maintenance personnel as assigned. ***E***

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

DISTINGUISHING CHARACTERISTICS

An Air Conditioning and Refrigeration Technician performs skilled journey-level work on a wide variety of air conditioning and refrigeration systems and equipment. An incumbent must insure that completed work and work in progress complies with Environmental Protection Agency rules and regulations.

EMPLOYMENT STANDARDS

Knowledge of:

Methods, materials tools and equipment used in the maintenance and repair of the air conditioning and refrigeration trade.
State and local regulations and Environmental Protection Agency regulations pertaining to air conditioning and refrigeration standards.
Safety practices and regulations pertaining to the air conditioning and refrigeration trade.
Energy management systems.
Commercial storage freezers, coolers and ice banks.
Control systems including variable volume thermostats, electronic, and pneumatic.
Proper recovery and disposal of refrigerant.

Ability to:

Read and interpret blueprints, plans, drawing, and specifications.
Make sketches and diagrams of air conditioning and refrigeration work and make accurate job estimates of materials and labor.
Apply mathematics to estimating and calculating work.
Perform skilled installation, maintenance and repair work on air conditioning and refrigeration equipment and system components such as compressors, thermostats, pneumatic controls, motors and timing devices.
Set up schedules and program controllers to operate equipment at optimum times.
Recover refrigerant and safely dispose of it.
Read and interpret volt meters and gauges.
Maintain accurate records and logs.
Direct the work of others.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with others.
Operate a vehicle observing legal and defensive driving practices.

Training:

Equivalent to graduation from high school and completion of a recognized apprentice training program of at least five years duration.

OR

Experience:

At least four years experience in air conditioning and refrigeration installation, alteration and repair work, three years of which must have been at the journey level.

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

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment.

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 candidate regardless of any other standing.

Possession of the Mandatory "Universal Refrigerant Technician Certification" at the time of appointment: Type I and Type II or Universal, in accordance with Environmental Protection Agency Regulations.

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.

WORKING ENVIRONMENT

Inside and outside of buildings; inclement weather; working in tight spaces, attics, under flooring and similar spaces; dust; heat; refrigerated storage units with temperatures as low as five degrees Fahrenheit below zero.

PHYSICAL DEMANDS

Lifting, carrying and/or pushing 100 pounds with frequent lifting and/or carrying objects weighing up to 50 pounds; pushing up to; ascending and descending ladders, stairs, scaffolding, ramps, poles and the like, one or more stories above ground level; stooping, kneeling, crouching, and crawling.

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: 2/1983

Revised: 3/2/2000

Revised: 4/23/2020

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

October 24, 2023

TO: Personnel Commission

FROM: Interim Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Revision of a Classification

Background and Findings

The Assistant School Safety and Emergency Preparedness Director reviewed the District Security Officer (salary range 24 C1) classification specification in anticipation of upcoming recruitment activities. The classification was last revised in 2021.

Specifically, the Education and Training section was edited to expand upon the certifications that will be accepted as meeting the minimum qualifications of the classification. The department noted that in recent years it has become more difficult to obtain the PC 832 Firearms certification, as fewer classes are being offered locally. To expand the pool of applicants, the department will consider other certifications or combinations of these certifications. Therefore, the acceptable combinations of certifications have been listed in the Education and Training section of the classification description.

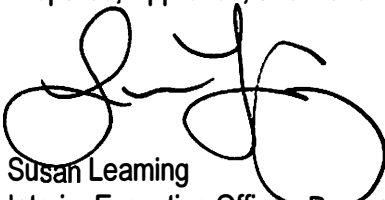
The Assistant School Safety and Emergency Preparedness Director has reviewed and is in support of the proposed revisions. A copy of the revised description is attached showing proposed deletions to the description annotated with ~~strikethroughs~~ and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

1. Adopt the revised classification specification of District Security Officer

Prepared, Approved, and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission and Classified Employment

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity



PERSONNEL COMMISSION

Class Code: 5202
Salary Range: 24 (C1)

DISTRICT SECURITY OFFICER

JOB SUMMARY

Under general direction, patrol and monitor District properties to protect District property against vandalism, illegal entry, fire, and theft; enforce laws and regulations; respond to emergency situations and non-emergency dispatcher calls for service; 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.

- Patrol and monitor District properties at night, on weekends and holidays to protect District property against vandalism, illegal entry, fire, and theft; respond to emergency situations and non-emergency dispatcher calls for service. **E**
- Assure compliance with applicable laws, codes and regulations; initiate contact with individuals on District grounds or surrounding property to assure visitor authorization; detain suspects and call local law enforcement when arrest is required. **E**
- Inspect and monitor the security of doors, windows, and gates; turn alarm systems on and off and test for proper operation; respond to fire and intrusion alarms; summon and communicate with police and fire departments. **E**
- Check properties and grounds for fire hazards and combustible materials; extinguish small fires. **E**
- Check buildings and grounds for leaks or malfunctions with plumbing, electrical, heating or other equipment; shut off valves and other malfunctioning equipment; report damaged equipment and safety hazards. **E**
- Prevent illegal parking, tampering with vehicles and loitering in District parking lots; assist with traffic and crowd control at sporting and special events as assigned. **E**
- Prepare and maintain a variety of records and reports related to incidents, issues, hazards and other assigned activities. **E**
- Communicate with District staff and a variety of outside agencies to receive and exchange information, resolve issues and coordinate activities. **E**
- Operate a District vehicle; observe legal and defensive safe driving practices; operate a variety of safety equipment including a fire extinguisher, duty belt, handcuffs, and two-way radio, observing unit designators. **E**

- Attend a variety of conferences, trainings and meetings to maintain current knowledge of applicable laws, codes, rules and regulations related to assigned activities. *E*
- Serve as a dispatcher in the school safety communications center as needed to assure adequate coverage; operate a computer and assigned software including a Computer-Aided Dispatch (CAD) system. *E*
- Administer first aid or necessary physical assistance to ill or distressed individuals. *E*
- May attend and participate in legal proceedings of suspects.
- May assist school site personnel with the on-campus supervision of students as needed.
- 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 District Security Officer, in uniform and armed, is on patrol responding to emergency situations and monitors District properties at night, on weekends and holidays to protect District property against vandalism, illegal entry, fire and theft. Incumbents in the classification have limited interaction with students and staff and, do not issue citations, ~~and must have completed the 832 Arrest and Firearms Course as mandated in the California Penal Code~~. Incumbents in this class do not require Peace Officer Standards and Training (P.O.S.T) certification.

EMPLOYMENT STANDARDS

Knowledge of:

Security and patrol methods, practices and procedures.
California Penal Code, Education Code, and City and County ordinances relating to theft, burglary, arson, malicious mischief, trespass, and other criminal matters.
Standard broadcasting procedures of a police radio system
Handgun use and safety measures.
Policies and procedures of local law enforcement and emergency agencies.
Security measures and devices.
Techniques of group and crowd control.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record-keeping and report preparation techniques.
Operation of a computer and assigned software.
Operation and maintenance of safety and security equipment.
First aid and CPR.

Ability to:

Learn policies of the District's school safety and emergency preparedness program and the geographical layout of the District.

Learn District security and fire alarm systems.

Think clearly and logically, use good judgment, and make rapid and appropriate decisions in emergency situations.

Detect and report fire and safety hazards.

Qualify to use a handgun.

Observe and retain names, faces, and details of events or occurrences.

Exercise physical force when necessary in restraining and assisting in the arrest of suspicious persons or suspects on District property.

Apply and explain applicable laws, codes, rules, and regulations related to assigned activities.

Keep complete and accurate records and prepare clear and concise reports.

Operate safety and security equipment including a two-way radio.

Communicate effectively both orally and in writing.

Understand and carry out oral and written instructions.

Operate a computer and assigned software.

Operate a District patrol vehicle observing legal and defensive driving practices.

Establish and maintain effective working relationships with those contacted in the course of work.

Administer first aid and CPR.

Education and Training:

Graduation from high school or equivalent. College-level coursework in criminal justice or a related field is desirable.

Incumbents in this class must possess and maintain throughout employment in this classification a valid:

PC 832 Arrest and Firearms Certification.

OR

California Security Guard Registration Card with an Exposed Firearm Permit issued by the Bureau of Security and Investigative Service (BSIS).

OR

PC 832 Arrest Certification with an Exposed Firearm Permit issued by the Bureau of Security and Investigative Service (BSIS).

OR

PC 832 Firearms Certification with a California Security Guard Registration Card issued by the Bureau of Security and Investigative Service (BSIS).

Experience:

Some experience performing security work involving patrolling buildings and property to protect against vandalism, illegal entry, fire and theft.

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

~~Incumbents in this class must possess and maintain a valid_832 Arrest and Firearms Certification as mandated by the California Penal Code throughout employment in this classification.~~

Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation.

Incumbents must obtain a certificate of completion of a school security guard training course within six months of employment.

Possession of a valid California Class C Driver's License is required at the time of appointment.

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

Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range.

Incumbents will be required to work evenings, swing shifts, weekend assignments and graveyard shifts.

WORKING ENVIRONMENT

- Office and school site environment.
- Outdoors and indoors.
- Areas adjacent to school sites.
- Community streets and roads.
- Adverse seasonal weather conditions.
- Driving a District vehicle to conduct work.

Exposure to dissatisfied or abusive individuals, confrontations, fights and use of hand weapons.

Emergency call out.

PHYSICAL DEMANDS

Visual field and depth and color.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read, prepare and proofread documents and perform assigned duties.

Sitting and standing for extended periods of time.

Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment.

Wear a duty belt weighing approximately 25 pounds and ballistic vest during assigned shifts.

Agility and strength to make apprehensions and to protect self from attack.

Sufficient strength to push and pull rolling and swinging security gates.

Walking and climbing stairs.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA: 4/14/2016

Revised: 11/10/2016

Revised: 06/17/2021

Revised:

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

October 26, 2023

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

Background and Findings

The classification of Human Resources Operations Manager (salary range 42 M2) was created in 1998, filled once and abolished in 2007.

The Assistant Superintendent, Human Resource Services requested the reestablishment of this classification as the department is in the process of reorganization. Staff has updated the classification specification throughout to reflect the anticipated duties to be assigned and scope of responsibility.

The Assistant Superintendent, Human Resource Services has reviewed and is in support of the proposed revisions. Since the revisions were extensive, copies of the previous and revised class specifications are attached for review.

Recommendations

Staff recommends the Personnel Commission:

1. Reestablish the classification of Human Resources Operations Manager at salary range 42 (M2)
2. Adopt the revised classification specification of Human Resources Operations Manager

Prepared, Approved and Recommended:



Susan Leaming
Interim Executive Officer, Personnel Commission and Classified Employment

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 0737
Salary Range: 42 (M2)
REVISED

HUMAN RESOURCE SERVICES OPERATIONS MANAGER

JOB SUMMARY

Under administrative direction, plan, organize and manage the daily operational and administrative activities of the Human Resource Services (HRS) department; serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations; train and supervise the performance of assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

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

- Plan, organize and manage the daily operational and administrative activities of the Human Resource Services (HRS) department; assure compliance with applicable policies, procedures, laws, codes, rules, and regulations; maintain confidentiality of sensitive and privileged information. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee and manage the receipt, review and tracking of Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint transmittal forms for volunteers, walk on coaches and certificated staff; provide clearance status of applicants to staff; review DOJ responses with applicants and employees. **E**
- Oversee preparation of and approve Board of Education agenda materials relating to personnel including leaves of absence, retirements, resignations, suspensions, and dismissals. **E**
- Oversee the records management of personnel files including retention, microfilming and purging in accordance with established procedures; schedule and conduct employee requested reviews of personnel files; approve employee preferred name requests. **E**
- Respond to court orders, public records requests and subpoenas from attorneys, courts and other government agencies; review and authorize or deny the release of personnel records; confer with legal counsel to assure compliance with applicable laws. **E**
- Oversee and participate in Americans with Disabilities (ADA) accommodation meetings with employees; make recommendations to assist in the return to work of District employees. **E**

- Review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements, and implement modifications for work simplification. *E*
- Develop and prepare procedures, forms and manuals for HRS and participate in formulating and preparing personnel-related materials for exempt, classified, and certificated employees. *E*
- Oversee and manage the operations and activities related to the use and placement of certificated employees for Extended School Year (ESY)/Summer employment. *E*
- Create, review and approve online Vacancy Assignments (VA's); serve as an alternate approver for senior management; participate in classified position tracking and control activities. *E*
- Oversee and manage the creation and distribution of a variety of personnel notifications including Reasonable Assurance and Notice of Assignment letters; approve additional hourly certificated salary schedule placements and assignments. *E*
- Oversee and manage Employment Development Department (EDD) claims and the District's response to claims; attend and represent the District at EDD hearings. *E*
- Research, compile and prepare or direct the preparation of a variety of statistical and narrative reports related to assigned functions; create and maintain a variety of auditable records and files; compose a wide variety of formal correspondence and other written materials. *E*
- Communicate with administrators, personnel and outside agencies to coordinate activities, resolve issues and exchange information; interpret, apply and explain personnel policies, procedures, contracts, laws, codes, rules and regulations. *E*
- Attend a variety of meetings such as Personnel Commission, Board of Education, Principal or site meetings to observe actions, speak publicly about complex personnel issues, respond to questions, and make presentations as requested. *E*
- Review and approve departmental buyouts, contracts, requisitions and supply orders. *E*
- Operate a variety of office equipment including a computer and assigned software; utilize applicant tracking, human resources information systems, spreadsheets, and databases; drive a personal vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, conferences and trainings; maintain current knowledge of laws, codes, rules and regulations; serve on assigned committees; conduct presentations and in-service trainings as requested. *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 Human Resource Services Operations Manager plans, organizes and manages the daily operational and administrative activities of the Human Resource Services (HRS) department including a wide variety of processes related to exempt, classified and certificated personnel. Incumbents are required to maintain the confidentiality of sensitive and privileged information and must demonstrate exceptional customer

service, interpersonal skills and positive public relations in their contacts with the public and District employees.

EMPLOYMENT STANDARDS

Knowledge of:

Functions and operations of a personnel office.
Practices and procedures related to exempt, classified and certificated personnel.
Applicable laws, codes, rules, and regulations regarding assigned activities.
Principles and practices of supervision and training.
District organization, operations, policies and objectives.
Bargaining unit contracts and salary schedules.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Public speaking techniques.
Record-keeping and report preparation techniques.
Mathematical computations.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.

Ability to:

Plan, organize and manage the operational and administrative activities of the Human Resource Services (HRS) department.
Serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations.
Interpret, apply and explain applicable laws, codes, rules, regulations and policies.
Train, supervise and evaluate the performance of assigned staff.
Foster a teamwork environment and positive organizational relations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Resolve issues and concerns related to assigned activities.
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
Compose correspondence and written materials independently.
Prepare comprehensive narrative and statistical reports.
Prepare and maintain records and files.
Research, compile, analyze and verify data.
Prepare and conduct oral presentations.
Operate a variety of office equipment including a computer and assigned software.
Maintain current knowledge of applicable laws, codes, rules and regulations.
Analyze situations accurately and adopt an effective course of action.
Make generalizations, evaluations or decisions without immediate supervision.
Work independently with little direction.
Maintain confidentiality of sensitive and privileged information.
Complete work with many interruptions.

Meet schedules and time lines.
Plan, prioritize and organize work.

Education and Training:

Bachelor's degree with coursework in business administration, education, human resources, public administration or a related field.

Experience:

Three years of technical or professional human resources experience within a school district or similar civil service organization, including one year in a supervisory or managerial capacity. Experience in a California public school setting is preferred.

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

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

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

Office environment.
Frequent interruptions.
Potential for contact with dissatisfied or abusive individuals.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment and a computer keyboard.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person or on the telephone.
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 one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA:



PERSONNEL COMMISSION

Class Code: 0737
Salary Range: 42 (M2)

HUMAN RESOURCE SERVICES OPERATIONS MANAGER

JOB SUMMARY

Under administrative direction, to plan, coordinate, and manage the assigned daily operational activities of the Human Resource Services Department; to assist in the conduct of personnel related administrative matters; and to do related work as required.

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.

- Coordinate, direct, and supervise the work of assigned personnel engaged in such activities as preparation of Board Agenda materials; receiving and processing applications; reviewing transcripts and credentials; interviewing, scheduling, and making appointments; employment processing of certificated employees; posting of personnel information; the recruiting, selecting, and employment processing of teacher aides; coding of documents; maintaining records and files; and providing assistance or information to employees or prospective employees. **E**
- Review all less than satisfactory ratings of assigned groups of classified employees and carry out follow through with supervisors regarding the principles and application of progressive discipline. **E**
- Schedule and conduct employee requested reviews of classified personnel files. **E**
- Provide technical personnel expertise to district and site administrators, managers, and supervisors regarding personnel matters. **E**
- Work with other management personnel to develop and/or change policies and procedures for the efficient and cost effective delivery of personnel services. **E**
- Review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements, and implement modifications for work simplification. **E**
- Conduct in depth investigations of such personnel related matters as alleged discrimination, disciplinary or performance cases, and develop appropriate recommendations and written reports. **E**
- Interpret and explain rules, regulations, policies, procedures, unit contracts, and fringe benefits, and assist in solving unique problems of certificated and classified employees, management, and the public. **E**
- Participate in the development, design, or revision of Human Resource Services forms and personnel/payroll or related automated information systems. **E**

- Plan and conduct administrative studies relative to present and future personnel needs of the district and conduct other studies as directed. *E*
- Develop and prepare procedures and manuals for Human Resource Services and assist in formulating and preparing personnel related materials for classified and certificated employees. *E*
- Prepare complex written communications and reports. *E*
- Assist in the preparation, administration, and monitoring of the Human Resource Services budget. *E*
- Serve as a representative of the Human Resource Services on committees and at meetings as directed. *E*
- Review staff work for compliance with prescribed rules, regulations, policies, and procedures. *E*
- Evaluate performance of assigned staff and prepare required periodic evaluation reports. *E*
- Assist in routine administrative functions of the Human Resource Services as directed. *E*

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

DISTINGUISHING CHARACTERISTICS

This position has the responsibility to assist in the management of the daily activities of the clerical and technical staff in Human Resource Services in order to insure the efficient, cost effective delivery of personnel support services. An incumbent will serve in an assisting capacity to the Administrative Coordinator HRS in effecting administrative liaison between the Assistant Superintendent, Human Resource Services, site administrators, and other district management. As assigned, may be given full authority to pursue certain administrative matters to full conclusion, including investigations and disciplinary matters.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of public personnel administration, management, and organizational relationships.

The methods, practices, and terminology used in manual, semi-automated and automated personnel record keeping and retrieval systems.

The California Education Code and rules and regulations relating to school personnel activities.

Office layout, work simplification, and research techniques.

Budgetary procedures and methods.

Computer software applications.

Supervisory practices and techniques.

Ability to:

Organize, plan, and direct the diverse functions of a large clerical staff perform varied personnel functions.

Make decisions in accordance with laws, regulations, contracts, and established administrative procedures.

Operate office equipment such as personal computer and multi-line telephone.

Understand, interpret, and implement policies, rules, regulations, and procedures.

Plan and conduct studies, analyze data, and arrive at sound conclusions.

Communicate effectively in writing with school administrators, other management staff, employees and the public.

Write reports; compile, organize, and present data in various formats.

Carry out thorough and detailed investigations, especially those including sensitive or job performance issues.

Training:

Graduation from a recognized four-year college or university with a degree in public or personnel administration, education, business administration, or a related field.

Experience:

Two years of increasingly responsible personnel experience, one year which must have been at the supervisory or management level.

California school district experience is desirable.

Other combinations of training or experience that could likely provide the required knowledges and abilities may be considered.

WORKING ENVIRONMENT

Office environment; occasional travel from site to site.

PHYSICAL DEMANDS

Sitting and standing for extended periods of time; finger dexterity of fingers and hands to operate office equipment; hearing and speaking to exchange information in person and on the telephone; seeing to read files, reports and records.

SPECIAL REQUIREMENTS

This is a management position designated in accordance with Personnel Commission Rules.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 23439969 PAGES: 42-59

Date: November 2, 2023 Reason for Consideration: Restricted Action

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

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

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

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

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

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 9105554 PAGES: 60-79

Date: November 2, 2023 Reason for Consideration: Restricted Action

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

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

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

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

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