

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

REGULAR MEETING AGENDA

Regular Meeting  
April 6, 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 4<sup>th</sup> 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 March 23, 2023 1-5
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Custodian (Catalina Island) 6
2. **RATIFY** job announcement bulletin for Elementary School Office Supervisor 7-8
3. **RATIFY** job announcement bulletin for Grounds Equipment Operator II 9-10
4. **RATIFY** job announcement bulletin for Instructional Aide – Catalina Island 11
5. **RATIFY** job announcement bulletin for Instructional Aide – Special (Catalina Island) 12-13
6. **RATIFY** job announcement bulletin for Mail Delivery Driver 14-15
7. **RATIFY** job announcement bulletin for School Intervention Specialist 16-17
8. **RATIFY** job announcement bulletin for Senior Program Manager, Facilities Development and Planning 18-19

9. **APPROVE** the certification of Contract Analyst eligibility list 23-0168-0624 established 03/29/2023 20
10. **APPROVE** the certification of Intermediate Payroll Accounting Technician eligibility list 23-0202-0756 established 04/06/2023 20
11. **APPROVE** the certification of Maintenance Manager eligibility list 23-0151-0567 established 03/24/2023 20
12. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0153-5068 established 01/23/2023 20
13. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0169-5068 established 01/12/2023 20
14. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0172-5068 established 02/27/2023 20
15. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0249-5068 established 04/04/2023 20
16. **APPROVE** the certification of Purchasing Agent eligibility list 23-0212-5128 established 03/29/2023 21
17. **APPROVE** the certification of Recreation Aide eligibility list 23-0232-5255 established 04/03/2023 21
18. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0235-5257 established 03/28/2023 21
19. **APPROVE** the certification of School Safety Officer eligibility list 23-0238-5014 established 03/28/2023 21
20. **APPROVE** the certification of School Safety Officer eligibility list 23-0216-5014 established 03/28/2023 21
21. **APPROVE** the certification of Staff Secretary eligibility list 23-0176-3364 established 03/31/2023 21
22. **APPROVE** the certification of Technology Support Representative eligibility list 23-0211-5113 established 03/27/2023 21
23. **APPROVE** the certification of Water/Boiler Treatment Specialist eligibility list 23-0204-3299 established 03/27/2023 21

III. OLD BUSINESS

None

NEW BUSINESS

1. **APPROVE** the Creation of a New Classification – Instructional Aide - Art 23-27
2. **APPROVE** the Revision of a Classification – Kids’ Club Lead Assistant 28-33

3. **APPROVE** the extension of eligibility list of School Support Secretary 22-0152-3361 established April 26, 2022 22
  4. **APPROVE** the extension of eligibility list of School Support Secretary - Bilingual Spanish 22-0153-5159 established April 26, 2022 22
  5. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 36140773 34-70
- IV. OTHER ITEMS
- None
- V. NEXT REGULAR MEETING
- April 20, 2023 at 8:15 a.m. at 4400 Ladoga Ave., Lakewood, CA 90713
- VI. CLOSED SESSION
1. Public employee performance evaluation – Executive Officer, Personnel Commission and Classified Employment
- VII. ADJOURNMENT
- Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, CA 90713.
- Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting. (Government Code 54954.2 (a)).

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

MINUTES  
Regular Meeting

March 23, 2023

The Regular Meeting of the Personnel Commission of the Long Beach Unified School District was called to order by Linda Vaughan, Chairperson, on Thursday, March 23, 2023 at 8:15 a.m. in Building B, Room 29 of the Personnel Commission Office, 4400 Ladoga Avenue, Lakewood, California.

PLEDGE OF ALLEGIANCE

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

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

Present: Sheryl Bender  
Terence Ulaszewski  
Linda Vaughan

ROLL  
STAFF MEMBERS  
PRESENT

Kenneth Kato, Executive Officer; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Lydia Smith, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralía Leyva, Employment Services Supervisor; Andrea Armas, Human Resources Technician; Judith Alonso, Human Resources Technician; Ashleigh Fernando, Human Resources Technician; Joanna Guzman, Human Resources Technician; and Jazmin Salgado, Human Resources Technician.

GUESTS PRESENT

Matt Woods, Executive Director, Technology & Information Services; Kellyanna Miller, CSEA Representative, and Valeeta Pharr, CSEA member.

MINUTES OF  
REGULAR MEETING  
APPROVED

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of March 9, 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

None

REPORT FROM  
EXECUTIVE OFFICER

Kenneth Kato, Executive Officer, explained that the Multimedia and Marketing Department are working on restructuring the District website with new features that will be helpful to navigate the site. Mr. Kato mentioned that the Personnel Commission front walkway has some concrete cracking and will be getting repaved for safer entry onto the site.

Judith Alonso, Human Resources Technician, reported there are 57 recruitments in various stages of the process, 31 accepting applications, 10 in testing and five in scoring. Ms. Alonso shared that the Personnel Commission staff participated in the Harbor Occupational Center – South/West/Harbor Connect LA Regional Job Fair on Thursday, March 9<sup>th</sup>. Ms. Alonso mentioned that there was about 300 people registered for the job fair. Ms. Alonso shared attending job fairs is rewarding because of the opportunity to see and talk to potential candidates in person.

Andrea Armas, Human Resources Technician, spoke about the positive impact on both the employees and potential candidates by having Personnel Commission staff attend job fairs in and around the city. Ms. Armas shared that connecting with the candidates allows staff to learn what their career goals are and offer job opportunities that fit their path. Ms. Armas mentioned going to neighboring cities allows us to connect outside of our community and expand our reach to potential candidates.

Jesus Rios Jr., Certification Services Manager, reported that staff continue to send the eligibility lists out to schools and departments to fill their vacancies. Mr. Rios shared that at the last Board of Education meeting a total of 41 probationary employees were appointed in various positions of the classified service. Mr. Rios mentioned we received 752 summer school applications and the window has now closed for submission. Mr. Rios shared the Child Development Center (CDC) held a job fair on the Monroe site and that staff assisted with fingerprinting processing and job offers to candidates.

Commissioner Ulaszewski complimented staff on the creative methods used to reach out to the candidates during the job fairs and specialized recruitment events to understand their perspectives and backgrounds and relate the job opening in a different way that is attractive. The current market trends are changing and Mr. Ulaszewski mentioned that we have to remain diligent and try different approaches in our recruitment efforts to remain a top employer.

## CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant School Safety and Emergency Preparedness Director
2. **RATIFY** job announcement bulletin for Carpenter
3. **RATIFY** job announcement bulletin for Computer Support Technician
4. **RATIFY** job announcement bulletin for Custodian
5. **RATIFY** job announcement bulletin for District Security Officer
6. **RATIFY** job announcement bulletin for Human Resources Technician
7. **RATIFY** job announcement bulletin for Instructional Aide – Educare, Instructional Aide – Educare Bilingual Spanish
8. **RATIFY** job announcement bulletin for Maintenance Accounting Supervisor
9. **RATIFY** job announcement bulletin for Plant Utilities Operator

10. **RATIFY** job announcement bulletin for Recreation Aide – WRAP Expanded Learning
11. **RATIFY** job announcement bulletin for Senior Associate General Counsel
12. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW4-5258 established 10/11/2022
13. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW5-5258 established 11/08/2022
14. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW6-5258 established 11/22/2022
15. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW7-5258 established 12/06/2022
16. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW8-5258 established 12/20/2022
17. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW9-5258 established 01/10/2023
18. **APPROVE** the certification of Child Care Worker eligibility list 23-CCW10-5258 established 02/07/2023
19. **APPROVE** the certification of Electronics Technician eligibility list 23-0213-0110 established 03/13/2023
20. **APPROVE** the certification of Executive Secretary (C) eligibility list 23-0188-0678 established 03/16/2023
21. **APPROVE** the certification of Grounds Equipment Operator I eligibility list 23-0214-0175 established 03/16/2023
22. **APPROVE** the certification of Grounds Equipment Operator II eligibility list 23-0215-0176 established 03/16/2023
23. **APPROVE** the certification of Grounds Equipment Operator II/Driver eligibility list 23-0217-5031 established 03/16/2023
24. **APPROVE** the certification of High School Office Supervisor eligibility list 23-0205-3349 established 03/15/2023
25. **APPROVE** the certification of HVAC Technician eligibility list 23-0210-5103 established 03/16/2023
26. **APPROVE** the certification of Information Technology Portfolio Manager eligibility list 23-0155-3505 established 03/22/2023

27. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0228-0448 established 03/13/2023
28. **APPROVE** the certification of Instructional Aide - Special eligibility list 23-0243-0448 established 03/23/2023
29. **APPROVE** the certification of Nutrition Services Supervisor I eligibility list 23-0207-5064 established 03/10/2023
30. **APPROVE** the certification of Nutrition Services Supervisor II eligibility list 23-0208-5065 established 03/10/2023
31. **APPROVE** the certification of Nutrition Services Supervisor III eligibility list 23-0209-5066 established 03/10/2023
32. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0237-5068 established 03/14/2023
33. **APPROVE** the certification of Recreation Aide eligibility list 23-0231-5255 established 03/14/2023
34. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0234-5257 established 03/14/2023
35. **APPROVE** the certification of Recreation Aide – WRAP eligibility list 23-0197-5261 established 03/21/2023
36. **APPROVE** the certification of Recreation Leader – WRAP eligibility list 23-0198-5262 established 03/21/2023
37. **APPROVE** the certification of Warehouse Materials Processor eligibility list 23-0201-0712 established 03/13/2023

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to ratify items 1-11 and approve items 12-37 on the Consent Agenda.

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

**NEW BUSINESS**

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

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

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

2. **APPROVE** meeting dates for Personnel Commission 2023-2024

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to approve New Business item 2.

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

3. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 51950721

New Business item 3 was moved into closed session.

OLD BUSINESS	None
OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, April 6, 2023 at 8:15 a.m. in Building B, Room 29 at the Personnel Commission Office, 4400 Ladoga Ave., Lakewood, CA 90713.
CLOSED SESSION	The Personnel Commission retired into closed session at 8:37 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:20 a.m. with the following reportable actions.

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 51950721

Following discussion, a motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion was carried with a unanimous vote of those present to approve staff's recommendation and remove Applicant ID 51950721 from 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 at 9:22 a.m.
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# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## CUSTODIAN (CATALINA ISLAND)

### FINAL FILING DATE:

Open Continuous

### JOB INFORMATION:

**PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.**

Current vacancy is a 100% FTE (8 hours per day), 12-month position and is located at Avalon School. Avalon is located on Catalina Island, 22 miles Southwest of the Los Angeles Harbor breakwater. **Employees must live on the island, and/or arrange for their own transportation to and from the island.** Eligibility list is being created to fill current and future vacancies as they occur.

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Completion of the eighth grade.

#### EXPERIENCE:

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

OR

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

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

#### SPECIAL REQUIREMENTS:

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

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

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

### SALARY RANGE HOURLY:

START: \$20.01  
6 MONTHS: \$21.11  
1 ½ YEARS: \$22.27  
2 ½ YEARS: \$23.49  
3 ½ YEARS: \$24.78

Catalina Island employees receive an additional \$3.72 per hour.

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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

### PERSONNEL COMMISSION

Long Beach Unified School District  
4400 Ladoga Avenue, Lakewood, CA 90713  
Office: (562) 435-5708  
24 hour job hotline:(562) 491-JOBS  
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# CLASSIFIED PROMOTIONAL EMPLOYMENT OPPORTUNITY

## ELEMENTARY SCHOOL OFFICE SUPERVISOR

### FINAL FILING DATE:

4:30 p.m., Thursday, April 6, 2023

### REQUIREMENTS TO APPLY:

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

### JOB INFORMATION:

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

### JOB SUMMARY:

Under the direction of a Principal, perform a wide variety of complex and responsible clerical and secretarial duties to relieve the Principal and Vice-Principal of administrative detail, coordinate and oversee school office activities and assure smooth and efficient school office operations at an assigned elementary school; perform public relations and communications services; train and evaluate assigned personnel. Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent.

#### EXPERIENCE:

Three years of secretarial or clerical experience or one year of experience at the level of Senior Office Assistant with the Long Beach Unified School District. Experience in a lead or supervisory capacity is desirable.

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

#### SPECIAL REQUIREMENTS:

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

#### SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

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

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

### SALARY RANGE HOURLY:

START:	\$26.40
6 MONTHS:	\$27.85
1 ½ YEARS:	\$29.38
2 ½ YEARS:	\$31.00

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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Promo Exam 23-0269-3345 AF

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important information



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



# CLASSIFIED EMPLOYMENT OPPORTUNITY

## GROUNDS EQUIPMENT OPERATOR II

### FINAL FILING DATE:

4:30 p.m., Thursday, April 20, 2023

### JOB INFORMATION:

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

### JOB SUMMARY:

Under immediate supervision, perform duties in the operation of a variety of power driven and heavy equipment involved with District grounds construction and maintenance activities; service, maintain and perform repairs on assigned equipment; observe health and safety procedures and regulations; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

### EDUCATION AND TRAINING:

Graduation from high school.

### EXPERIENCE:

Two years experience operating and performing routine maintenance on various power equipment, including gang mowers, hydraulic mowers, tractors and dual axle trucks or one year as a Grounds Equipment Operator I in the Long Beach Unified School District.

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

### SPECIAL REQUIREMENTS:

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

### WORKING ENVIRONMENT:

Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Working around and with machinery having moving parts. Working at heights.

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

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

### SALARY RANGE HOURLY:

START:	\$24.85
6 MONTHS:	\$26.23
1 ½ YEARS:	\$27.67
2 ½ YEARS:	\$29.19
3 ½ YEARS:	\$30.80

### APPLICATION:

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

### SELECTION PROCEDURE:

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

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

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

**Guidelines:**

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

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

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

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



# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## INSTRUCTIONAL AIDE – CATALINA ISLAND

### FINAL FILING DATE:

4:30 PM, Friday, April 14, 2023

### JOB INFORMATION:

#### PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.

The current need is for substitutes. Eligibility list is being created to fill current and future vacancies as they occur. Current vacancy is a 75% FTE (6 hours per day), 10-month position and is located at Avalon School. Avalon is located on Catalina Island, 22 miles Southwest of the Los Angeles Harbor breakwater. **Employees must live on the island, and/or arrange for their own transportation to and from the island.**

### JOB SUMMARY:

Under immediate supervision, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; prepare instructional materials and provide routine clerical support; 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.

#### EXPERIENCE:

Six months of experience working with children in a structured environment.

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

#### SPECIAL REQUIREMENTS:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

**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:	\$17.95
6 MONTHS:	\$18.94
1 ½ YEARS:	\$19.98
2 ½ YEARS:	\$21.08
3 ½ YEARS:	\$22.24

Catalina Island employees receive an additional \$3.72 per hour.

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

### PERSONNEL COMMISSION

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

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important information.



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# CLASSIFIED EMPLOYMENT OPPORTUNITY ON CATALINA ISLAND

## INSTRUCTIONAL AIDE-SPECIAL (CATALINA ISLAND)

### FINAL FILING DATE:

4:30 PM, Friday, April 14, 2023

### JOB INFORMATION:

**PLEASE NOTE: THIS IS FOR CATALINA ISLAND POSITIONS ONLY.**

Current vacancy is a 75% FTE (6 hours per day), 10-month position and is located at Avalon School. Eligibility list is being created to fill future vacancies as they occur. Avalon School is located on Catalina Island, 22 miles Southwest of the Los Angeles Harbor breakwater. **Employees must live on the island, and/or arrange for their own transportation to and from the island.**

### JOB SUMMARY:

Under general supervision, assist certificated staff in reinforcing instructional activities for students with special needs identified in an Individualized Education Program (IEP); participate in the monitoring, discipline and behavior modification of students; assist in meeting the physical care and hygienic needs of students; 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.

#### EXPERIENCE:

Six (6) months of paid or volunteer experience working with children in a structured environment.

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

#### SPECIAL REQUIREMENTS:

(1) Some assignments will require successful completion of District-provided CPR/First Aid training. (2) Some assignments will require successful completion of District-provided training to perform physical health care treatments to meet student needs. (3) After an employee in this class has been provided initial training to work with students with physical health care needs and feels the need for additional training, they may request it. Requests shall be in writing to the site administrator who shall arrange for the needed training and notify the employee.

**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: \$18.96  
 6 MONTHS: \$20.00  
 1 ½ YEARS: \$21.10  
 2 ½ YEARS: \$22.25  
 3 ½ YEARS: \$23.48

Catalina Island employees receive an additional \$3.72 per hour.

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

### 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.

**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

## MAIL DELIVERY DRIVER

### FINAL FILING DATE:

4:30 p.m., Friday, April 14, 2023

### JOB INFORMATION:

The current need is for substitutes. Eligibility list is being created to fill future 10 month and 12 month vacancies as they occur.

### JOB SUMMARY:

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

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school.

#### EXPERIENCE:

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

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

#### SPECIAL REQUIREMENTS:

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

#### WORKING ENVIRONMENT:

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

#### PHYSICAL DEMANDS:

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

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

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

### SALARY RANGE HOURLY:

START:	\$21.12
6 MONTHS:	\$22.29
1 ½ YEARS:	\$23.52
2 ½ YEARS:	\$24.81
3 ½ YEARS:	\$26.17

### 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.

### PERSONNEL COMMISSION

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

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Dual Exam 23-0278-0219 JA

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14

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

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**Guidelines:**

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

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

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# CLASSIFIED EMPLOYMENT OPPORTUNITY

## SCHOOL INTERVENTION SPECIALIST

### FINAL FILING DATE:

4:30 p.m., Friday, April 14, 2023

### JOB INFORMATION:

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

### JOB SUMMARY:

Under general supervision, perform a variety of specialized duties to assist campus administrators in promoting positive, productive and safe campus climates and appropriate student behaviors on campus; provide guidance to students regarding appropriate standards of behavior and the importance of following school rules; perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND TRAINING:

Graduation from high school or equivalent supplemented by college-level coursework in education, psychology, child development, counseling or a related field.

#### EXPERIENCE:

Two years of experience working with adolescents or young adults in a structured environment or community-based organization including some experience working with at-risk youth. Non-violent crisis intervention experience is 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:

(1) Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. (2) May be required to travel from one location to another. (3) 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) In accordance with Education Code 38001.5, a certificate of completion of a school security guard training course must be provided at the time of application. (5) Incumbents may be required to work adjustable schedules including evenings and weekend assignments. (6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

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

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

### SALARY RANGE HOURLY:

START:	\$23.54
6 MONTHS:	\$24.84
1 ½ YEARS:	\$26.21
2 ½ YEARS:	\$27.66
3 ½ YEARS:	\$29.18

### APPLICATION:

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### SELECTION PROCEDURE:

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Dual Exam 23-0279-5291 AA

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*Amy Van*

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

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

**Guidelines:**

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

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

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

## **ABOUT OUR DISTRICT**

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

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

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

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

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

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

Dual Exam 23-0270-5307 AA *Marie Lynn Bell*

## **PERSONNEL COMMISSION**



# **An Exciting Career Opportunity Awaits You**

## **LONG BEACH UNIFIED SCHOOL DISTRICT**

### **SENIOR PROGRAM MANAGER, FACILITIES DEVELOPMENT AND PLANNING**

**\$130,832 – \$153,649 Annually**



[www.lbschools.net/jobs](http://www.lbschools.net/jobs)

## **JOIN OUR WINNING TEAM**

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Senior Program Manager, Facilities Development and Planning. Under administrative direction, plan, coordinate, administer and oversee the planning activities, phases of design and day-to-day operations of the Facilities Development and Planning Branch. Will also supervise and evaluate the performance of assigned personnel and perform related duties as assigned.

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

## **IDEAL CANDIDATE**

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

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:**

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

## **SALARY AND BENEFITS:**

The annual salary for Senior Program Manager, Facilities Development and Planning is \$130,832 to \$153,649 with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

## **OUR QUALIFYING PROCESS**

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

## **HOW TO APPLY**

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

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

**Application Deadline: 4:30 p.m. Monday, April 10, 2023**

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

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

[http://www.lbschools.net/Departments/Personnel\\_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)  
**WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER**

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 20-22

Date: April 6, 2023

Reason for Consideration: Approval

**CONTRACT ANALYST**

**DUAL**

**23-0168-0624**

List Valid: 03/29/2023-03/29/2024

Total Applications Received: 13

No. Passed: 4 No. Failed: 1

Total Invited to Exam: 8

No. Withdrew: 3 No. Screened Out: 5

**INTERMEDIATE PAYROLL ACCOUNTING  
TECHNICIAN**

**DUAL**

**23-0202-0756**

List Valid: 04/06/2023-04/06/2024

Total Applications Received: 21

No. Passed: 4 No. Failed: 1

Total Invited to Exam: 10

No. Withdrew: 5 No. Screened Out: 11

**MAINTENANCE MANAGER**

**DUAL**

**23-0151-0567**

List Valid: 03/24/2023-03/24/2024

Total Applications Received: 49

No. Passed: 5 No. Failed: 10

Total Invited to Exam: 27

No. Withdrew: 12 No. Screened Out: 22

**NUTRITION SERVICES WORKER**

**OPEN**

**23-0153-5068**

List Valid: 01/23/2023-07/23/2023

Total Applications Received: 33

No. Passed: 0 No. Failed: 0

Total Invited to Exam: 20

No. Withdrew: 20 No. Screened Out: 13

**NUTRITION SERVICES WORKER**

**OPEN**

**23-0169-5068**

List Valid: 01/12/2023-07/07/2023

Total Applications Received: 33

No. Passed: 8 No. Failed: 0

Total Invited to Exam: 21

No. Withdrew: 13 No. Screened Out: 12

**NUTRITION SERVICES WORKER**

**OPEN**

**23-0172-5068**

List Valid: 02/27/2023-08/27/2023

Total Applications Received: 37

No. Passed: 14 No. Failed: 1

Total Invited to Exam: 32

No. Withdrew: 15 No. Screened Out: 7

**NUTRITION SERVICES WORKER**

**OPEN**

**23-0249-5068**

List Valid: 04/04/2023-10/04/2023

Total Applications Received: 19

No. Passed: 7 No. Failed: 3

Total Invited to Exam: 13

No. Withdrew: 3 No. Screened Out: 6

**PURCHASING AGENT**

List Valid: 03/29/2023-03/29/2024  
 Total Applications Received: 34  
 No. Passed: 5                      No. Failed: 7

**DUAL****23-0212-5128**

Total Invited to Exam: 15  
 No. Withdrew: 3                      No. Screened Out: 19

**RECREATION AIDE**

List Valid: 04/03/2023-10/03/2023  
 Total Applications Received: 27  
 No. Passed: 21                      No. Failed: 0

**OPEN CONTINUOUS****23-0232-5255**

Total Invited to Exam: 21  
 No. Withdrew: 0                      No. Screened Out: 6

**RECREATION AIDE – KIDS' CLUB**

List Valid: 03/28/2023-09/28/2023  
 Total Applications Received: 4  
 No. Passed: 4                      No. Failed: 0

**DUAL****23-0235-5257**

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

**SCHOOL SAFETY OFFICER**

List Valid: 03/28/2023-09/28/2023  
 Total Applications Received: 25  
 No. Passed: 3                      No. Failed: 0

**OPEN CONTINUOUS****23-0238-5014**

Total Invited to Exam: 5  
 No. Withdrew: 2                      No. Screened Out: 20

**SCHOOL SAFETY OFFICER**

List Valid: 03/28/2023-09/08/2023  
 Total Applications Received: 25  
 No. Passed: 1                      No. Failed: 0

**OPEN CONTINUOUS****23-0216-5014**

Total Invited to Exam: 1  
 No. Withdrew: 0                      No. Screened Out: 24

**STAFF SECRETARY**

List Valid: 03/31/2023-03/31/2024  
 Total Applications Received: 132  
 No. Passed: 22                      No. Failed: 44

**DUAL****23-0176-3364**

Total Invited to Exam: 104  
 No. Withdrew: 38                      No. Screened Out: 28

**TECHNOLOGY SUPPORT REPRESENTATIVE**

List Valid: 03/27/2023-03/27/2024  
 Total Applications Received: 50  
 No. Passed: 14                      No. Failed: 7

**DUAL****23-0211-5113**

Total Invited to Exam: 27  
 No. Withdrew: 6                      No. Screened Out: 23

**WATER/BOILER TREATMENT SPECIALIST**

List Valid: 03/27/2023-03/27/2024  
 Total Applications Received: 10  
 No. Passed: 3                      No. Failed: 1

**DUAL****23-0204-3299**

Total Invited to Exam: 4  
 No. Withdrew: 0                      No. Screened Out: 6

**EXTENDED ELIGIBILITY LIST**

**SCHOOL SUPPORT SECRETARY**

Extended List Expiration Date: 10/26/2024  
Total Applicants: 15  
No. of Current Eligible: 15

**DUAL**

**22-0152-3361**

Extended List Period: 6 months  
No. of Waivers or Removals: 0

**SCHOOL SUPPORT SECRETARY - BILINGUAL  
SPANISH**

Extended List Expiration Date: 10/26/2024  
Total Applicants: 7  
No. of Current Eligible: 5

**DUAL**

**22-0153-5159**

Extended List Period: 6 months  
No. of Waivers or Removals: 0

CERTIFIED TO BE CORRECT:     Kenneth Kato       DATE:   April 6, 2023  

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

April 6, 2023

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission & Classified Employment  
SUBJECT: Creation of New Classification

Background and Findings

Due to the passage of Proposition 28 in 2022, funding has been allocated towards additional arts programs at school sites, including sculpture, drawing, painting, and other related art courses. The Proposition 28 guidelines are specific that staff are used for instruction in art. The additional staffing is expected to be ready for the 2023-2024 school year.

A Program Specialist and a Teacher on Special Assignment from the Curriculum, Instruction, and Professional Development department met with staff and requested the development of a new classification of Instructional Aide – Art to meet the needs of the school sites.

Salary Placement

Staff conducted a survey of local agencies typically used for compensation comparison for the new classification of Instructional Aide – Art and found no comparable classifications. Staff also looked at internal relationships between the proposed classification and classifications within the Instructional and Child Care job family. The scope, duties, and requirements were found to be similar to the classification of Instructional Aide – Instrumental Music at range 12 (C1).

The Assistant Superintendent and the Program Administrator from the Office of Curriculum, Instruction, and Professional Development agrees with the proposed classification specification and recommended salary placement.

Recommendations

Staff recommends the Personnel Commission:

1. Approve the new classification of Instructional Aide – Art
2. Allocate the classification of Instructional Aide – Art to the proposed salary range 12 (C1).

Prepared by:



William Ewing  
Acting Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

**Class Code:**  
**Salary Range: 12 (C1)**  
**DRAFT**

## INSTRUCTIONAL AIDE – ART

### JOB SUMMARY

Under general supervision, assist certificated staff in reinforcing instructional activities for students in art classes and lessons, including set-up and clean-up; manage art materials and supplies and 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.*

- Confer with certificated staff to plan art activities, discuss student academic progress and behavior, and implement art activities to meet the individual needs of students, including lessons in drawing, painting, mixed media and three-dimensional art. **E**
- Tutor individual or small groups of students in various art projects; explain and reinforce art-making techniques and concepts. **E**
- Instruct and assist students in the safe use of art tools and equipment. **E**
- Participate in the monitoring, discipline, and behavior modification of students; redirect or report inappropriate student behaviors; implement behavior plans for students in accordance with District procedures; record and report student behavior issues. **E**
- Perform a variety of clerical duties such as preparing instructional materials, duplicating and distributing materials, and maintaining records and files. **E**
- Prepare various materials for art instruction, including consumable art supplies such as paint, watercolor, paper, clay, and craft materials. **E**
- Coordinate the organization and storage of student art that requires multiple steps over a period of time, such as storing painted artwork to dry. **E**
- Assist in classroom organizing activities such as setting up lesson materials, preparing bulletin boards, replenishing supplies, arranging furniture to facilitate instructional needs and creating an orderly and clean classroom environment. **E**
- Assist in the cleanup of art lessons, and properly clean and maintain non-consumable tools and equipment such as paintbrushes, printing brayers, rollers, and clay tools. **E**

- Maintain and organize art supplies and assist in taking inventory and ordering new supplies as needed. *E*
- Prepare and organize student artwork for display and exhibition purposes. *E*
- Operate a variety of office and instructional equipment such as a paper cutter, ruler, computer, copier, telephone and CD and DVD players. *E*
- Receive and file forms received from students. *E*
- Perform a variety of classroom associated clerical work such as sorting, filing, record-keeping, completing forms and applications, collecting monies, measuring, cutting, and duplicating materials. *E*
- Assist in classroom organizing activities such as displaying educational materials, preparing bulletin boards and teaching aids, and arranging furniture to facilitate instructional needs; replenish supplies and materials for classroom use. *E*
- Administer first aid or necessary physical assistance to ill or distressed students. *E*
- Attend a variety of meetings and in-service trainings. *E*
- Push or pull students in a wheelchair as assigned by the position. *E*
- Perform related duties as assigned.

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

### **DISTINGUISHING CHARACTERISTICS**

An Instructional Aide – Art assists and participates in the instruction and performance of students in art classes, including lessons in drawing, painting, mixed media and three-dimensional art. Incumbents work in a classroom or learning center, providing instructional support to the teacher and are present to reinforce the learning capabilities of students.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Child guidance principles and practices.

Safe practices in an art classroom, including safe use of art-related tools and materials.

Basic art subjects taught in District schools, including lessons in drawing, painting, mixed media and three-dimensional art.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Classroom procedures and appropriate student conduct.

Operation of standard office and art-related classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping and filing techniques.

Basic first aid.

**Ability to:**

Assist and participate in the instruction and performance of students in art classes.

Motivate and encourage positive learning patterns and behavior.

Reinforce art instruction to individual or small groups of students.

Understand and follow oral and written directions.

Demonstrate understanding and patience toward students.

Adapt to changing circumstances and priorities within the learning environment.

Work collaboratively as an educational team member.

Establish and maintain cooperative and effective working relationships with others.

Interpersonal skills using tact, patience and courtesy.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress.

Operate standard office and classroom equipment.

Take measurements

Observe health and safety regulations.

Determine coloring techniques.

Perform clerical duties related to classroom activities.

Maintain routine records and files.

Administer first aid or necessary physical assistance to ill or distressed students.

**Education and Training:**

Graduation from high school or equivalent.

**Experience:**

Six (6) months of paid or volunteer experience working with children in a structured environment.

Experience making art with K-12 school-aged children including, drawing, painting, ceramics, sculpture, mixed media, photography, or other related experience is desired.

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

**SPECIAL REQUIREMENTS**

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

Some assignments will require successful completion of District-provided CPR/First Aid training.

**WORKING ENVIRONMENT**

Indoor and outdoor work environment such as a classroom.  
Potential exposure to aggressive behaviors of students and emergency situations.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer and specialized equipment.  
Hearing and speaking to exchange information in person or on the telephone.  
Bending at the waist, kneeling or crouching to assist students.  
Sitting, standing or walking for extended periods of time.  
Seeing to read a variety of materials and monitor student activities.  
Adequate perception to identify color.  
Pushing or pulling wheelchairs or other assistive devices.  
Reaching overhead, above the shoulders, and horizontally.  
Lifting objects up to 25 pounds.

*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.

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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

April 6, 2023

TO: Personnel Commission  
FROM: Executive Officer, Personnel Commission & Classified Employment  
SUBJECT: Revision of a Classification

### Background and Findings

The Kids' Club Lead Assistant classification was established in 1996 at salary range 10 (C1) and was performing duties of assisting in the planning of implementation of day care activities for children. Due to the implementation of Extended Learning Opportunities (ELO) programs, which incorporate the Kids' Club and Winners Reaching Amazing Potential (WRAP) programs, the staff in Kids' Club have also worked in other District programs with day care activities.

The Senior Director of Early Childhood and Expanded Learning requested that the classification be updated to address the various ELO programs as these incumbents are currently working in multiple child care programs in addition to Kids' Club. Therefore, it is appropriate to retitle the classification and update the duties to reflect the current duties performed. The classification's requirements are also revised to omit the references to requiring the Child Development Permits and include the standards of the Every Student Succeeds Act (ESSA) due to the funding sources of these programs.

The Senior Director of Early Childhood and Expanded Learning has reviewed and approved the revisions to the classification description.

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 title and class specification of ELOP Lead Assistant

Prepared by:



William Ewing  
Acting Personnel Analyst

Approved and Recommended:



Kenneth Kato  
Executive Officer

# PERSONNEL COMMISSION

LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

Class Code: 0515  
Salary Range: 10 (C1)

## KIDS' CLUB ELOP LEAD ASSISTANT

### JOB SUMMARY

Under general supervision, assist in the planning and implementation of a Kids' Club (day care) ~~or other~~ Extended Learning Opportunities Programs (ELOP) programs which meet the needs of individual children, including exceptional needs children; participate in and monitor children in program activities; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

### EXAMPLES OF DUTIES

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

- Assist in the planning and implementation of a Kids' Club (day care) and other Extended Learning Opportunities Programs (ELOP) programs which meet the needs of individual children by considering interest, special needs and special talents. **E**
- Participate in and monitor children in program activities such as games, songs, physical exercises, free play, arts and crafts and snack times, and homework, breakfast and cooking clubs. **E**
- Serve as a lead at assigned site; train and provide work direction and guidance to assigned staff; serve as site supervisor in the absence of the supervisor as necessary to assure smooth and efficient delivery of services to children and families. **E**
- Cultivate and maintain an environment promoting social and physical growth, self-esteem, reinforcement of positive attitudes, as well as opportunities for learning. **E**
- Maintain standards of child behavior to achieve effective participation in activities without interfering with the natural, informal atmosphere of the Kids' Club/ELOP program; assist in enforcing discipline with positive strategies. **E**
- Organize activities including setting up materials, crafts and games, preparing bulletin boards, replenishing supplies, arranging furniture to facilitate program needs, and creating an orderly and clean environment. **E**
- Set up, prepare and serve snack and meal items; operate a griddle, oven and popcorn and snow-cone machines; clean up following snack times. **E**
- Enroll children; collect program and activity fees; prepare and issue receipts; assist in the maintenance of accounting procedures including income and expenditures and inventory of equipment and supplies. **E**
- Communicate with and serve as a liaison between District staff, children, parents, families, and others to exchange information, coordinate activities and resolve issues or concerns. **E**

- Participate in promoting enrollment and communication of program objectives and activities; assist in planning and conducting program orientation sessions for **parents families** to communicate policies, procedures, and schedule of program activities. *E*
- Perform a variety of program associated clerical work including answering telephones, filing, duplicating and typing materials, and preparing and maintaining a variety of records, logs and files related to assigned activities. *E*
- Perform a variety of personal hygiene activities for children, such as toileting, diapering, and dressing. *E*
- Operate a variety of office and instructional equipment including a computer and assigned software; drive a personal vehicle as assigned by the position. *E*
- Attend and participate in workshops, in-services, staff meetings, and training programs. *E*
- Administer first aid or necessary physical assistance to ill or distressed children; may administer prescribed medication in accordance with established District procedure. *E*
- Assist in monitoring the program for compliance with applicable health and safety regulations. *E*
- Open or close the program site as assigned by the position. *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**

Incumbents in this class will serve as a lead and assist in the planning and implementation of the activities of a Kids' Club **and or** other Extended Learning Opportunities Programs (ELOP) programs. An incumbent is required, under limited direct supervision, to carry out program functions within established guidelines and regulations. Kids' Club **and ELOP** programs are designed to provide child-care both before and after regular school times, and may range from 6:30 a.m. to 6:30 p.m. They will be assigned a work schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule. ~~Positions in this classification participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.~~

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Concepts of child development and behavior.

Safe practices in classroom and playground activities.

Record keeping and filing techniques.

Personal hygiene practices.

Generally accepted standards of health and sanitation.

CPR and first aid techniques.

Basic math.

Operation of office and classroom equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Assist in the planning and implementation of a Kids' Club (day care) and other Extended Learning Opportunity (ELO) programs which meet the needs of individual children.  
 Participate in and monitor children in a variety of program activities.  
 Motivate children to participate in program activities.  
 Maintain equipment and facilities in a clean and orderly condition.  
 Work independently and as a member of a team.  
 Meet schedules and timelines.  
 Resolve discipline issues using positive strategies.  
 Interact with families and others in a direct, professional manner.  
 Apply and follow Kids' Club ELOP and District rules, regulations, and daily practices.  
 Establish and maintain cooperative and effective working relationships with others.  
 Interpersonal skills using tact, patience and courtesy.  
 Perform a variety of program associated clerical work.  
 Maintain routine records, logs and files.  
 Administer first aid or necessary physical assistance to ill or distressed children.  
 Administer prescribed medication in accordance with established District procedures.  
 Understand and carry out oral and written instructions.  
 Operate a variety of office and classroom equipment including a computer and assigned software.

**Education and Training:**

Consistent with the Every Student Succeeds Act of 2015 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. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

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

Supplemented by 12 units of early childhood education, social sciences recreation, child development or closely related field.

OR

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

Child Development Associate Teacher Permit.

Child Development Teacher Permit.

Child Development Master Teacher Permit.

Child Development Site Supervisor Permit.

Child Development Program Director Permit.

**Experience:**

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

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

**SPECIAL REQUIREMENTS**

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

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

**WORKING CONDITIONS**

Classroom, learning center, community settings and playground environment.  
Evening and varied hours.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate standard office and classroom equipment.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist children.  
Reaching overhead, above the shoulders and horizontally.  
Seeing to read a variety of materials and monitor activities.  
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.  
Hearing and speaking to exchange information in person and on the telephone.  
May include lifting, pushing, pulling or crawling on the floor.  
Walking.

*AMERICANS WITH DISABILITIES ACT*

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

**APPOINTMENT**

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

PCA: 5/16/1996

Revised: 10/24/2002

Revised: 6/23/2016

Revised: 7/14/2022

Personnel Commission  
LONG BEACH UNIFIED SCHOOL DISTRICT

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SUBJECT: Removal from Eligibility List ID 36140773 PAGES: 34-70

Date: April 6, 2023

Reason for Consideration: Restricted Action

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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.