

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

REGULAR MEETING AGENDA

Regular Meeting
March 23, 2023

8:15 a.m.

ADDENDUM
PAGE NO.

I. GENERAL COMMUNICATION FUNCTIONS

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

1. Call to order
2. Renewal of Pledge of Allegiance to the Flag of the United States of America
3. Roll
4. **APPROVE** the Minutes of the Regular Meeting of March 9, 2023 1-4
5. **RECEIVE** correspondence and refer it to proper order of Business or to the Executive Officer, Personnel Commission for processing
6. **HEAR** public on items not listed on the agenda
7. **HEAR** report from the Executive Officer

II. CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Assistant School Safety and Emergency Preparedness Director 5-6
2. **RATIFY** job announcement bulletin for Carpenter 7-8
3. **RATIFY** job announcement bulletin for Computer Support Technician 9-10
4. **RATIFY** job announcement bulletin for Custodian 11
5. **RATIFY** job announcement bulletin for District Security Officer 12-13
6. **RATIFY** job announcement bulletin for Human Resources Technician 14-15
7. **RATIFY** job announcement bulletin for Instructional Aide – Educare, Instructional Aide – Educare Bilingual Spanish 16-17
8. **RATIFY** job announcement bulletin for Maintenance Accounting Supervisor 18-19

9. RATIFY job announcement bulletin for Plant Utilities Operator	20-21
10. RATIFY job announcement bulletin for Recreation Aide – WRAP Expanded Learning	22
11. RATIFY job announcement bulletin for Senior Associate General Counsel	23-24
12. APPROVE the certification of Child Care Worker eligibility list 23-CCW4-5258 established 10/11/2022	25
13. APPROVE the certification of Child Care Worker eligibility list 23-CCW5-5258 established 11/08/2022	25
14. APPROVE the certification of Child Care Worker eligibility list 23-CCW6-5258 established 11/22/2022	25
15. APPROVE the certification of Child Care Worker eligibility list 23-CCW7-5258 established 12/06/2022	25
16. APPROVE the certification of Child Care Worker eligibility list 23-CCW8-5258 established 12/20/2022	25
17. APPROVE the certification of Child Care Worker eligibility list 23-CCW9-5258 established 01/10/2023	25
18. APPROVE the certification of Child Care Worker eligibility list 23-CCW10-5258 established 02/07/2023	25
19. APPROVE the certification of Electronics Technician eligibility list 23-0213-0110 established 03/13/2023	26
20. APPROVE the certification of Executive Secretary (C) eligibility list 23-0188-0678 established 03/16/2023	26
21. APPROVE the certification of Grounds Equipment Operator I eligibility list 23-0214-0175 established 03/16/2023	26
22. APPROVE the certification of Grounds Equipment Operator II eligibility list 23-0215-0176 established 03/16/2023	26
23. APPROVE the certification of Grounds Equipment Operator II/Driver eligibility list 23-0217-5031 established 03/16/2023	26
24. APPROVE the certification of High School Office Supervisor eligibility list 23-0205-3349 established 03/15/2023	26
25. APPROVE the certification of HVAC Technician eligibility list 23-0210-5103 established 03/16/2023	26
26. APPROVE the certification of Information Technology Portfolio Manager eligibility list 23-0155-3505 established 03/22/2023	26
27. APPROVE the certification of Instructional Aide - Special eligibility list 23-0228-0448 established 03/13/2023	26

28.	APPROVE the certification of Instructional Aide - Special eligibility list 23-0243-0448 established 03/23/2023	27
29.	APPROVE the certification of Nutrition Services Supervisor I eligibility list 23-0207-5064 established 03/10/2023	27
30.	APPROVE the certification of Nutrition Services Supervisor II eligibility list 23-0208-5065 established 03/10/2023	27
31.	APPROVE the certification of Nutrition Services Supervisor III eligibility list 23-0209-5066 established 03/10/2023	27
32.	APPROVE the certification of Nutrition Services Worker eligibility list 23-0237-5068 established 03/14/2023	27
33.	APPROVE the certification of Recreation Aide eligibility list 23-0231-5255 established 03/14/2023	27
34.	APPROVE the certification of Recreation Aide – Kids’ Club eligibility list 23-0234-5257 established 03/14/2023	27
35.	APPROVE the certification of Recreation Aide – WRAP eligibility list 23-0197-5261 established 03/21/2023	27
36.	APPROVE the certification of Recreation Leader – WRAP eligibility list 23-0198-5262 established 03/21/2023	27
37.	APPROVE the certification of Warehouse Materials Processor eligibility list 23-0201-0712 established 03/13/2023	28
III.	OLD BUSINESS	
	None	
	NEW BUSINESS	
1.	APPROVE the Creation of a New Classification – Cyber Security Manager	29-35
2.	APPROVE meeting dates for Personnel Commission 2023-2024	36
3.	APPROVE the Recommendation to Remove from Eligibility List - Applicant ID 51950721	37-53
IV.	OTHER ITEMS	
	None	
V.	NEXT REGULAR MEETING	
	April 6, 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 9, 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 9, 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; Maria Braunstein, Personnel Analyst; Jesus Rios Jr., Certification Services Manager; Amy Van Fossen, Associate Personnel Analyst; Lydia Smith, Associate Personnel Analyst; Mindi Ritter, Senior Administrative Secretary; Oralia Leyva, Employment Services Supervisor; Joanna Guzman, Human Resources Technician; Jazmin Salgado, Human Resources Technician and Monica Gaytan, Human Resources Assistant.

GUESTS PRESENT

Kellyanna Miller, CSEA Representative, Valeeta Pharr, Ignacio Flores and Appellant 440944

MINUTES OF
REGULAR MEETING
APPROVED

A motion was made by Sheryl Bender, seconded by Terence Ulaszewski, and the motion carried with a majority vote of those present to approve the minutes of the Regular Meeting of February 23, 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, recognized Monica Gaytan, Human Resources Assistant, for organizing the First Aid/CPR classes held on Friday, February 28, 2023, held at the Teacher Resource Center (TRC). Ms. Gaytan shared that there were 70 employees in attendance and the next First Aid/CPR classes may be held in May.

Lydia Smith, Associate Personnel Analyst, reported there are 48 recruitments in various stages of the process. Ms. Smith shared that staff will be returning to Long Beach School for Adults (LBSA) to assist students in the Custodian course with application and interviewing skills. Ms. Smith stated that staff will also be attending a vocational job fair today and the Catalina job fair on March 27, 2023.

Jesus Rios Jr., Certification Services Manager, shared that at the last Board of Education meeting a total of 40 probationary employees were appointed in various positions of the classified service. Mr. Rios reported that staff continue to send the eligibility lists out to schools and departments to fill their vacancies Mr. Rios mentioned that 589 summer school applications have been received and the acceptance window to submit will close next Friday, March 17, 2023.

CONSENT AGENDA

1. **RATIFY** job announcement bulletin for Athletic Trainer
2. **RATIFY** job announcement bulletin for Building Maintenance Worker
3. **RATIFY** job announcement bulletin for Building Maintenance Worker/Driver
4. **RATIFY** job announcement bulletin for Head Start Instructional Aide, Head Start Instructional Aide – Bilingual Spanish
5. **RATIFY** job announcement bulletin for Intermediate Office Assistant, Intermediate Office Assistant – Bilingual Spanish
6. **RATIFY** job announcement bulletin for Kids' Club Assistant
7. **RATIFY** job announcement bulletin for Nutrition Services Operations & Training Specialist
8. **RATIFY** job announcement bulletin for Plumber
9. **RATIFY** job announcement bulletin for Speech-Language Pathology Assistant
10. **RATIFY** job announcement bulletin for Speech-Language Pathology Assistant – Bilingual Spanish
11. **RATIFY** job announcement bulletin for Telecommunications Technician
12. **APPROVE** the certification of Facilities Project Manager - Construction eligibility list 23-0164-5189 established 03/03/2023
13. **APPROVE** the certification of Facilities Project Manager - Planning eligibility list 23-0166-5190 established 03/08/2023
14. **APPROVE** the certification of Head Start Instructional Aide eligibility list 23-0190-0657 established 03/01/2023
15. **APPROVE** the certification of Head Start Instructional Aide – Bilingual Spanish eligibility list 23-0191-0657 established 03/01/2023

16. **APPROVE** the certification of Instructional Aide – Catalina Island eligibility list 23-0195-0436 established 03/06/2023
17. **APPROVE** the certification of Instructional Aide – Special (Catalina Island) eligibility list 23-0026-0448 established 03/06/2023
18. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0172-5068 established 02/28/2023
19. **APPROVE** the certification of Nutrition Services Worker eligibility list 23-0222-5068 established 03/03/2023
20. **APPROVE** the certification of Plant Supervisor - Avalon eligibility list 23-0193-5081 established 03/07/2023
21. **APPROVE** the certification of Recreation Aide eligibility list 23-0230-5255 established 03/01/2023
22. **APPROVE** the certification of Recreation Aide (Catalina Island) eligibility list 23-0171-5255 established 03/01/2023
23. **APPROVE** the certification of Recreation Aide – Kids’ Club eligibility list 23-0229-5257 established 03/01/2023
24. **APPROVE** the certification of Speech-Language Pathology Assistant eligibility list 23-0148-5024 established 03/02/2023
25. **APPROVE** the certification of Speech-Language Pathology Assistant – Bilingual Spanish eligibility list 23-0162-5163 established 03/02/2023
26. **APPROVE** the certification of Van Driver (Catalina Island) eligibility list 23-0194-5280 established 03/07/2023

A motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to ratify items 1-11 and approve items 12-26 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 – Senior Associate General Counsel - REVISED

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

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

2. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 440944

OLD BUSINESS	New Business item 2 was moved into closed session. None
OTHER ITEMS	None
NEXT REGULAR MEETING	The next Regular Meeting of the Personnel Commission is scheduled for Thursday, March 23, 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 8:28 a.m.
OPEN SESSION	The Personnel Commission returned to open session at 9:47 a.m. with the following reportable actions.

1. **APPROVE** the Recommendation to Remove from Eligibility List - Applicant ID 440944

Following discussion, a motion was made by Terence Ulaszewski, seconded by Sheryl Bender, and the motion was carried with a unanimous vote of those present to dismiss staff's recommendation and allow Applicant ID 440944 to remain on the eligibility list.

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

ADJOURNMENT	The Regular Meeting of the Personnel Commission was declared adjourned at 9:48 a.m.
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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.

Promotional Exam 23-0265-5048 MLB

Mani Lynn Braunstein

PERSONNEL COMMISSION



**An Exciting Promotional
Opportunity Awaits You**

ASSISTANT SCHOOL SAFETY AND EMERGENCY PREPAREDNESS DIRECTOR

\$8,775 - \$10,304 Monthly



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JOIN OUR WINNING TEAM

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a knowledgeable, collaborative, and visionary leader to fill the position of Assistant School Safety and Emergency Preparedness Director. Under the direction of the Chief of School Safety and Emergency Preparedness, the Assistant School Safety and Emergency Preparedness Director will plan, organize and direct school safety and emergency preparedness operations and activities to provide safety and protection for District students, staff and property. Will also train and supervise assigned personnel, as well as perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose School Safety and Emergency Preparedness, then Assistant School Safety and Emergency Preparedness Director.

IDEAL CANDIDATE

Successful candidates will have a bachelor's degree in police science, criminal justice, public administration or a related field and completion of the Basic Police Officers Standard Training (P.O.S.T) academy. Additionally, candidates will possess four years of professional law enforcement experience including two in a supervisory capacity. Law enforcement experience in educational institutions 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:

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

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

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

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

SALARY AND BENEFITS:

The monthly salary for Assistant School Safety and Emergency Preparedness Director is \$8,775 to \$10,304 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

This is a promotional only recruitment and is open to classified employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory" AND who meet the education and experience requirements are eligible to compete.

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

Application Deadline: 4:30 p.m., Thursday, April 6, 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
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(562) 435-5708

http://www.lbschools.net/Departments/Personnel_Commission/
WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER



CLASSIFIED EMPLOYMENT OPPORTUNITY

CARPENTER

FINAL FILING DATE:

4:30 p.m., Friday, March 24, 2023

JOB INFORMATION:

Positions are for 10-months and 12-months, 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, to perform journey-level rough and finish carpentry in the construction, installation, alteration and repair of District facilities; to perform a variety of related installation, alteration and repair work at District facilities and on District structures; to fabricate, assemble and repair school and office furniture and cabinets in the carpenter shop; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school supplemented by completion of a recognized carpenter apprentice training program of four years duration.

EXPERIENCE:

Four years of experience in carpentry installation, alteration and repair work, three at the journey level.

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

SPECIAL REQUIREMENTS:

- (1) Possession of a valid Class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. Some employees in this class may be required to take training in order to obtain at District expense a valid class B driver's license after appointment.
- (2) Under federal law those employees required to possess a class B driver's license shall be subject to alcohol and controlled substance testing.
- (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) May be required to travel from one location to another.
- (5) Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

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

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

SALARY RANGE HOURLY:

START:	\$31.73
6 MONTHS:	\$33.48
1 ½ YEARS:	\$35.33
2 ½ YEARS:	\$37.27
3 ½ YEARS:	\$39.32

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0255-0114 JA

LBUSD employees, please see reverse side for 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

COMPUTER SUPPORT TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Wednesday, March 29, 2023

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, configure, install, test, maintain, troubleshoot and repair local (LAN) and wide (WAN) area networks, computer systems and peripheral equipment; provide training to District personnel in the proper operation and care of hardware, software and peripheral equipment using Windows or Apple operating systems; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Associate of Arts degree including course work in computer science, electronic technology or a closely related field.

OR

A+ Certification.

EXPERIENCE:

Two years experience in the installation, maintenance and repair of computer hardware, software and peripheral equipment in a networked environment. Experience in an organization with a network having a minimum of 30 servers is desirable.

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

SPECIAL REQUIREMENTS:

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

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:	\$38.38
6 MONTHS:	\$40.48
1 ½ YEARS:	\$42.71
2 ½ YEARS:	\$45.06
3 ½ YEARS:	\$47.53

APPLICATION:

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SELECTION PROCEDURE:

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

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Dual Exam 23-0261-5108 JA

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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

CUSTODIAN

FINAL FILING DATE:

4:30 p.m., Wednesday, March 22, 2023.

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Completion of the eighth grade.

EXPERIENCE:

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

OR

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

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

SPECIAL REQUIREMENTS:

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

WORKING ENVIRONMENT:

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

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

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

SALARY RANGE HOURLY:

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

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Exam 23-0257-0139 JG

Maria Lynn Brown
 Browns Tel



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CLASSIFIED EMPLOYMENT OPPORTUNITY

DISTRICT SECURITY OFFICER

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

Permanent 12 month position. 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 direction, patrol and monitor District properties to protect District property against vandalism, illegal entry, fire and theft; enforce laws and regulations; respond to emergency situations and non-emergency dispatcher calls for service; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

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

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

SPECIAL REQUIREMENTS:

(1) Incumbents in this class must possess and maintain a valid 832 Arrest and Firearms Certification as mandated by the California Penal Code throughout employment in this classification. (2) Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation. (3) Incumbents must obtain a certificate of completion of a school security guard training course within six months of employment. (4) Possession of a valid California Class C Driver's License is required at the time of appointment. (5) 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. (6) Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification. (7) Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range. (8) Incumbents will be required to work evenings, swing shifts, weekend assignments and graveyard shifts. (9) May be required to travel from one location to another.

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

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

SALARY RANGE HOURLY:

START: \$26.24
6 MONTHS: \$27.69
1 ½ YEARS: \$29.22
2 ½ YEARS: \$30.82
3 ½ YEARS: \$32.51

PHYSICAL DEMANDS:

Visual field and depth and color. Hearing and speaking to exchange information in person and on the telephone. Seeing to read, prepare and proofread documents and perform assigned duties. Sitting and standing for extended periods of time. Dexterity of hands and fingers to perform duties including driving a vehicle and using standard security equipment. Wear a duty belt weighing approximately 25 pounds and ballistic vest during assigned shifts. Agility and strength to make apprehensions and to protect self from attack. Sufficient strength to push and pull rolling and swinging security gates. Walking and climbing stairs.

APPLICATION:

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SELECTION PROCEDURE:

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual 23-0258-5202 JG

LBUSD employees, please see reverse side for important information.



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

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Guidelines:

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

HUMAN RESOURCES TECHNICIAN

FINAL FILING DATE:

4:30 p.m., Monday, April 03, 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 the direction of an assigned supervisor, perform a variety of complex and technical personnel duties in support of the District's classified or certificated human resources program; coordinate and participate in one or more technical personnel functions; serve as a technical resource for assigned staff in specific functions within classified or certificated units.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

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

OR

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

OR

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

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

SPECIAL REQUIREMENTS:

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

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

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: \$24.20
6 MONTHS: \$25.52
1 ½ YEARS: \$26.92
2 ½ YEARS: \$28.41
3 ½ YEARS: \$29.97

APPLICATION:

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

SELECTION PROCEDURE:

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PERSONNEL COMMISSION

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www.lbschools.net/Departments/Personnel_Commission/

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0263-3352 AA

LBUSD employees, please see reverse side for important information.



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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE - EDUCARE INSTRUCTIONAL AIDE - EDUCARE BILINGUAL SPANISH

FINAL FILING DATE:

Open Continuous

JOB INFORMATION:

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

JOB SUMMARY:

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

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Graduation from high school or equivalent and one of the following valid Child Development Permit issued by the California Commission on Teacher Credentialing or proof of application for one of these permits:

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

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

EXPERIENCE:

Six months of experience working in an early childhood program.

SPECIAL REQUIREMENTS:

(1) If applying with proof of application for a Child Development Permit, a valid permit must be submitted prior to appointment in this classification. (2) To remain employed in this classification, an incumbent must meet the respective Child Development Permit renewal requirements as established by the California Commission on Teacher Credentialing. Completion of the permit renewal requirements is at the employee's expense. (3) Positions in the Instructional Aide – Educare, BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Candidates must successfully pass the District's bilingual/biliterate test.

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

APPLICATION:

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SELECTION PROCEDURE:

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PERSONNEL COMMISSION

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WE ARE AN EQUAL OPPORTUNITY TITLE
VII/MERIT SYSTEM EMPLOYER

Open Continuous 23-0266-5205 AF
Open Continuous 23-0267-5206 AF

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16

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

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Guidelines:

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CLASSIFIED EMPLOYMENT OPPORTUNITY

MAINTENANCE ACCOUNTING SUPERVISOR

FINAL FILING DATE:

4:30 p.m., Tuesday, April 11, 2023

JOB INFORMATION:

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

JOB SUMMARY:

Under general direction, plan, organize and oversee the budget, accounting, and work control functions for the District's Maintenance department including funds tracking, and file maintenance and documentation; prepare a variety of records and reports related to assigned activities; train and supervise the performance of assigned staff; perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

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

EXPERIENCE:

Two years of professional accounting experience including some experience in a lead or a supervisory capacity. Accounting experience in facilities planning, maintenance, construction or a closely related field or in a public agency is preferred.

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

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

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SALARY RANGE HOURLY:

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

APPLICATION:

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SELECTION PROCEDURE:

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Dual Exam 23-0268-5247 AF

LBUSD employees, please see reverse side for important information.



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CLASSIFIED EMPLOYMENT OPPORTUNITY

PLANT UTILITIES OPERATOR

FINAL FILING DATE:

4:30 p.m., Friday, March 24, 2023

JOB INFORMATION:

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

JOB SUMMARY:

Under general supervision, to operate and maintain low-pressure water and steam boilers and related auxiliary equipment; to maintain and perform minor repair on a variety of plant equipment at a District secondary school; and to perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND TRAINING:

Equivalent to graduation from high school.

EXPERIENCE:

One year operating automatic low pressure boilers and related equipment including water analysis and treatment.

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

SPECIAL REQUIREMENTS:

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

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

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

SALARY RANGE HOURLY:

START:	\$26.24
6 MONTHS:	\$27.69
1 ½ YEARS:	\$29.22
2 ½ YEARS:	\$30.82
3 ½ YEARS:	\$32.51

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 completed on an official LBUSD 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.

PERSONNEL COMMISSION

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Dual Exam 23-0256-3308 AA

LBUSD employees, please see reverse side for important information.



www.lbschools.net

Amy Van Der ...

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

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

Guidelines:

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

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

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

RECREATION AIDE – WRAP EXPANDED LEARNING

FINAL FILING DATE:

Open Continuous.

JOB INFORMATION:

PLEASE NOTE: Positions are part-time 10 month (less than 20 hrs/week no benefits). Eligibility list is being created to fill current and future vacancies as they occur. The current vacancies are located at WRAP sites.

JOB SUMMARY:

Under immediate supervision, provide for and assure a safe, clean and secure environment for students enrolled in the Winners Reaching Amazing Potential (WRAP) program; assist in providing youth opportunities in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts; perform related duties as assigned.

MINIMUM QUALIFICATIONS

Candidates for this classification must meet the following standards:

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

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

OR

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.

TRAINING AND EXPERIENCE:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with students in an instructional, expanded learning or similar program is highly desirable.

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

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

SALARY RANGE HOURLY:

\$15.50

SPECIAL REQUIREMENTS:

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

APPLICATION:

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

SELECTION PROCEDURE:

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

PERSONNEL COMMISSION

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[www.lbschools.net/Departments/
Personnel_Commission/](http://www.lbschools.net/Departments/Personnel_Commission/)

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Open Continuous 5261 - JS

LBUSD employees, please see reverse side for important information.



Amy Van

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 23-0264-5308 JA



PERSONNEL COMMISSION



An Exciting Career
Opportunity
Awaits You

SENIOR ASSOCIATE GENERAL COUNSEL

\$191,297 - \$224,640 Annually



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 Associate General Counsel. Under the direction of General Counsel, serve as Lead Counsel and provide professional legal services and counsel to the School Support Services division in matters related to special education including compliance, resolution, mediation and due process. Will represent the District before a variety of administrative and legislative bodies, provide staff training and advice related to District's legal procedures and related matters, as well as perform related duties as assigned.

For full details regarding the position, go to our website, select Class Specifications; choose Administrative and Other, then Senior Associate General Counsel.

IDEAL CANDIDATE

Successful candidates will have a Juris Doctorate degree from an accredited law school. Additionally, candidates will have seven (7) years of experience practicing law including some experience providing legal counsel to school districts, educational institutions, or public agencies.

Legal experience working or interning at a California school district or experience as a teacher and/or administrator in a public school is desired.

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

SPECIAL REQUIREMENTS

A successful candidate will have an active membership and good standing in the State Bar of California throughout employment in this classification. Positions in this class require the use of a personal automobile and possession of a valid California class C Driver's license, as traveling from one location to another may be required

SALARY AND BENEFITS

The annual salary for General Counsel is \$191,297 to \$224,640 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/> In addition, applicants must submit a resume and a letter of interest. 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. Completed forms must be received with application.

Application Deadline: 4:30 p.m. Wednesday, April 5, 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/>
WE ARE AN EQUAL OPPORTUNITY TITLE VIII/MERIT SYSTEM EMPLOYER

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGE: 25-28

Date: March 23, 2023

Reason for Consideration: Approval

CHILD CARE WORKER

OPEN

23-CCW4-5258

List Valid: 10/11/2022-04/11/2023

Total Applications Received: 18

No. Passed: 14 No. Failed: 0

Total Invited to Exam: 14

No. Withdrew: 0 No. Screened Out: 4

CHILD CARE WORKER

OPEN

23-CCW5-5258

List Valid: 11/08/2022-05/08/2023

Total Applications Received: 12

No. Passed: 10 No. Failed: 0

Total Invited to Exam: 10

No. Withdrew: 0 No. Screened Out: 2

CHILD CARE WORKER

OPEN

23-CCW6-5258

List Valid: 11/22/2022-05/22/2023

Total Applications Received: 9

No. Passed: 9 No. Failed: 0

Total Invited to Exam: 9

No. Withdrew: 0 No. Screened Out: 0

CHILD CARE WORKER

OPEN

23-CCW7-5258

List Valid: 12/06/2022-06/06/2023

Total Applications Received: 7

No. Passed: 5 No. Failed: 0

Total Invited to Exam: 5

No. Withdrew: 0 No. Screened Out: 2

CHILD CARE WORKER

OPEN

23-CCW8-5258

List Valid: 12/20/2022-06/20/2023

Total Applications Received: 1

No. Passed: 1 No. Failed: 0

Total Invited to Exam: 1

No. Withdrew: 0 No. Screened Out: 0

CHILD CARE WORKER

OPEN

23-CCW9-5258

List Valid: 01/10/2023-07/10/2023

Total Applications Received: 8

No. Passed: 8 No. Failed: 0

Total Invited to Exam: 8

No. Withdrew: 0 No. Screened Out: 0

CHILD CARE WORKER

OPEN

23-CCW10-5258

List Valid: 02/07/2023-08/07/2023

Total Applications Received: 14

No. Passed: 13 No. Failed: 0

Total Invited to Exam: 13

No. Withdrew: 0 No. Screened Out: 1

ELECTRONICS TECHNICIAN**DUAL****23-0213-0110**

List Valid: 03/13/2023-03/13/2024

Total Applications Received: 16

No. Passed: 2 No. Failed: 4

Total Invited to Exam: 8

No. Withdrew: 2 No. Screened Out: 8

EXECUTIVE SECRETARY (C)**PROMOTIONAL****23-0188-0678**

List Valid: 03/16/2023-09/16/2023

Total Applications Received: 25

No. Passed: 8 No. Failed: 5

Total Invited to Exam: 19

No. Withdrew: 6 No. Screened Out: 6

GROUNDS EQUIPMENT OPERATOR I**DUAL****23-0214-0175**

List Valid: 03/16/2023-03/16/2024

Total Applications Received: 55

No. Passed: 5 No. Failed: 10

Total Invited to Exam: 19

No. Withdrew: 4 No. Screened Out: 36

GROUNDS EQUIPMENT OPERATOR II**DUAL****23-0215-0176**

List Valid: 03/16/2023-03/16/2024

Total Applications Received: 10

No. Passed: 1 No. Failed: 3

Total Invited to Exam: 4

No. Withdrew: 0 No. Screened Out: 6

GROUNDS EQUIPMENT OPERATOR II/DRIVER**DUAL****23-0217-5031**

List Valid: 03/16/2023-03/16/2024

Total Applications Received: 8

No. Passed: 1 No. Failed: 3

Total Invited to Exam: 4

No. Withdrew: 0 No. Screened Out: 4

HIGH SCHOOL OFFICE SUPERVISOR**DUAL****23-0205-3349**

List Valid: 03/15/2023-03/15/2024

Total Applications Received: 38

No. Passed: 4 No. Failed: 2

Total Invited to Exam: 10

No. Withdrew: 4 No. Screened Out: 28

HVAC TECHNICIAN**DUAL****23-0210-5103**

List Valid: 03/16/2023-03/16/2024

Total Applications Received: 20

No. Passed: 2 No. Failed: 12

Total Invited to Exam: 18

No. Withdrew: 4 No. Screened Out: 2

**INFORMATION TECHNOLOGY PORTFOLIO
MANAGER****DUAL****23-0155-3505**

List Valid: 03/22/2023-03/22/2024

Total Applications Received: 9

No. Passed: 2 No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 0 No. Screened Out: 7

INSTRUCTIONAL AIDE – SPECIAL**OPEN CONTINUOUS****23-0228-0448**

List Valid: 03/13/2023-03/13/2024

Total Applications Received: 11

No. Passed: 2 No. Failed: 0

Total Invited to Exam: 2

No. Withdrew: 0 No. Screened Out: 9

INSTRUCTIONAL AIDE – SPECIAL

List Valid: 03/23/2023-03/23/2024
 Total Applications Received: 16
 No. Passed: 2 No. Failed: 0

OPEN CONTINUOUS 23-0243-0448

Total Invited to Exam: 2
 No. Withdrew: 0 No. Screened Out: 14

NUTRITION SERVICES SUPERVISOR I

List Valid: 03/10/2023-03/10/2024
 Total Applications Received: 32
 No. Passed: 13 No. Failed: 6

DUAL 23-0207-5064

Total Invited to Exam: 21
 No. Withdrew: 2 No. Screened Out: 11

NUTRITION SERVICES SUPERVISOR II

List Valid: 03/10/2023-03/10/2024
 Total Applications Received: 34
 No. Passed: 12 No. Failed: 13

DUAL 23-0208-5065

Total Invited to Exam: 27
 No. Withdrew: 2 No. Screened Out: 7

NUTRITION SERVICES SUPERVISOR III

List Valid: 03/10/2023-03/10/2024
 Total Applications Received: 17
 No. Passed: 4 No. Failed: 6

DUAL 23-0209-5066

Total Invited to Exam: 12
 No. Withdrew: 2 No. Screened Out: 5

NUTRITION SERVICES WORKER

List Valid: 03/14/2023-08/14/2023
 Total Applications Received: 13
 No. Passed: 6 No. Failed: 0

OPEN 23-0237-5068

Total Invited to Exam: 12
 No. Withdrew: 4 No. Screened Out: 2

RECREATION AIDE

List Valid: 03/14/2023-09/14/2023
 Total Applications Received: 22
 No. Passed: 20 No. Failed: 0

OPEN CONTINUOUS 23-0231-5255

Total Invited to Exam: 20
 No. Withdrew: 0 No. Screened Out: 2

RECREATION AIDE – KIDS’ CLUB

List Valid: 03/14/2023-09/14/2023
 Total Applications Received: 7
 No. Passed: 7 No. Failed: 0

DUAL 23-0234-5257

Total Invited to Exam: 7
 No. Withdrew: 0 No. Screened Out: 0

RECREATION AIDE – WRAP

List Valid: 03/21/2023-09/21/2023
 Total Applications Received: 10
 No. Passed: 1 No. Failed: 0

OPEN CONTINUOUS 23-0197-5261

Total Invited to Exam: 8
 No. Withdrew: 7 No. Screened Out: 2

RECREATION LEADER - WRAP

List Valid: 03/21/2023-09/21/2023
 Total Applications Received: 15
 No. Passed: 4 No. Failed: 0

DUAL CONTINUOUS 23-0198-5262

Total Invited to Exam: 8
 No. Withdrew: 4 No. Screened Out: 7

WAREHOUSE MATERIALS PROCESSOR

DUAL

23-0201-0712

List Valid: 03/13/2023-03/13/2024

Total Applications Received: 84

Total Invited to Exam: 54

No. Passed: 12

No. Failed: 27

No. Withdrew: 15

No. Screened Out: 30

CERTIFIED TO BE CORRECT: Kenneth Kato DATE: MARCH 23, 2023

PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

March 23, 2023

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

Background and Findings

The Personnel Commission received a request from the Executive Director of Information and Technology Services to create a new classification for the Technology and Information Systems Branch to address network and data management security policies and procedures needs for the District. Staff collaborated with the Technology and Information Systems Branch administrators to develop the new classification of Cyber Security Manager and identify the essential duties of the class.

Salary Placement

For salary comparison purposes, school districts in California were surveyed for compensation comparison, however, the results of the survey did not provide a guideline for salary placement.

Staff also looked at internal relationships between the proposed classification and the existing classified executive officer. Placement at salary range 46 (M2) is appropriate based on the internal relationship with these classifications.

The Executive Director of Information and Technology Services agrees with the proposed classification specification and recommended salary placement.

Recommendations

Staff recommends the Personnel Commission:

1. Create the classification of Cyber Security Manager
2. Allocate the class of Cyber Security Manager to salary range 46 (M2)

Prepared by:



Bill Ewing
Acting Personnel Analyst

Approved and Recommended:



Kenneth Kato
Executive Officer



PERSONNEL COMMISSION

Class Spec: 5310
Salary Range: 46 (M2)

CYBER SECURITY MANAGER

JOB SUMMARY

Under administrative direction, performs lead duties in the design, installation, configuration, and operation of cyber security solutions to protect all physical and digital assets; monitors, troubleshoots, and responds to incidents of hardware and software related to cyber security solutions, and end-point client protection systems; provides lead technical support to other technology staff regarding cybersecurity concerns.

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.

- Perform a variety of specialized duties in the installation, configuration, maintenance and operation of the District's cyber-security prevention, on-premise and cloud network, firewalls, access control permission, and related equipment; assure compliance with applicable laws, codes, rules and regulations. **E**
- Lead projects and collaborate with team members and clients to review and assess Information Technology (IT) environments, internal and external risks, and controls and provide relevant cybersecurity and IT security subject matter advice, findings, and recommendations. **E**
- Research, evaluate, demonstrate, recommend and implement cybersecurity systems, processes and products such as VPN, IDS/IPS and Endpoint security. **E**
- Work in collaboration with county specialists in cyber security and information technology departments, District consulting partners, and immediate supervisor to implement security and network best-practices. **E**
- Assist in a coordinated response to cyber-incidents; identify threats and develop suitable defense measures; respond immediately to emergencies; evaluate system changes for security implications, and recommend enhancements. **E**
- Provide advisory assessments in relation to cybersecurity breach prevention. **E**
- Lead or assist in the development of District-wide privacy program governance components, including policies, procedures, standards, frameworks, and notices, for customers and support staff. **E**
- Perform vulnerability, risk, and penetration assessment tests of District's hardware, software, and cloud solutions that are aligned to industry security framework standards (i.e. CIS, NIST, ISO, etc.). **E**
- Assess and implement 24/7 monitoring and security alerting tools including aggregation of system logs regarding network infrastructure and software services. **E**
- Perform gap assessments of application/system disaster recovery plans. **E**

- Train and assist District staff on cyber security prevention, software applications, hardware systems, and cloud solutions to support district-wide instructional and business operations. *E*
- Assess Business Continuity Preparedness and as needed assist in the preparation of Tabletop Exercises. *E*
- Investigate, assess, and report findings of daily cybersecurity events and incidents. *E*
- Create and document practices and procedures to address cyber security issues. *E*
- Provide operational support for security technologies implemented. *E*
- Lead project meetings, status updates, training sessions and other events as needed. *E*
- Transports small equipment to and from various district locations. *E*
- Perform related duties as assigned.

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

DISTINGUISHING CHARACTERISTICS

A Cyber Security Manager designs, installs, configures, and manages the District-wide cyber security system and policies to protect all physical and digital assets. Incumbents are expected to investigate, assess, and document any threats or breaches of data and formally report incidents to departments or administrators as needed. The position is expected to also be responsible for the training and support to District staff regarding any cyber security software applications or hardware as necessary.

Incumbents in this class perform a wide scope of complex duties and responsibilities in the establishment and monitoring of a District-wide cyber security system which involves the exercise of independent judgement and a combination of implementing policies and procedures, project management, interpersonal skills, and systems analysis.

EMPLOYMENT STANDARDS

Knowledge of:

Cybersecurity concepts, threats, proactive principles, strategies, and best practices.
 Techniques, frameworks and methodologies of cyber security including: Data protection and DLP, MFA, NIST or similar Framework assessment and recommendations working with vCISO.
 MS-ISAC MDBR implementation and MS-ISAC NSCR Reviews.
 Incident response plan design and testing.
 Intrusion Detection Systems and Intrusion Prevention Systems (IDS/IPS).
 Internal and External PEN testing.
 Ransomware prevention.
 Compromised workstation identification methods and mitigation protocols.
 Microsoft 365 suite products and capabilities.
 Fulfilling litigation requests/holds and responding to Public Records Act requests.
 Methods and techniques of developing cyber security process models and determining best practices.

Principles and practices of providing quality customer service.
Principles and practices of supervision and training.
Principles of financial analysis and accounting including budget preparation and control.
Governmental procurement policies and purchasing services.
Writing skills to prepare clear and concise specifications.
Interpersonal skills using tact, patience and courtesy.
Applicable laws, codes, rules and regulations.
Record-keeping techniques.
Public speaking techniques.
Oral and written communication skills.

Ability to:

Plan, manage and oversee the District-wide cyber security systems, processes and products.
Establish cyber security policies and procedures based on industry best practices and standards, including systems, documentation, procedures, checklists and forms.
Determine and assign activities and resources for successful completion of projects.
Establish and maintain effective controls over financial, material and labor resources.
Analyze situations accurately and adopt an effective course of action.
Prepare and present oral and written reports and recommendations clearly, concisely and logically.
Prepare detailed project plans and documentation.
Prepare and interpret statistical computations, charts and graphs.
Conduct investigations, determine methodologies and obtain the data necessary to evaluate complex issues and recommend solutions.
Train, supervise and evaluate personnel.
Develop and prepare preliminary budgets.
Monitor and control expenditures.
Assure compliance with applicable laws, codes, rules and regulations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Plan and organize work.
Operate a variety of office equipment including a computer and assigned software.
Work independently with little direction.
Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in computer science, information technology, business administration or a related field.

Experience:

Four years of information technology cyber security experience. Experience in an educational environment is preferred.

Two years additional experience may be substituted for two years of the required education.

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

SPECIAL REQUIREMENTS

Applicants must provide proof of certification in two or more industry recognized security standards issued by an authorized agency at the time of application and maintain certification throughout employment in this classification

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

WORKING ENVIRONMENT

Office environment.

Driving a vehicle to conduct work.

Occasional evening and variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling and crouching to inspect work.

AMERICANS WITH DISABILITIES ACT

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

APPOINTMENT

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

PCA:

PERSONNEL COMMISSION

LONG BEACH

UNIFIED SCHOOL DISTRICT

Excellence & Equity

MEETING DATES 2023-2024

All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

2023

July 13
July 27

August 10
August 24

September 7
September 21

October 5
October 19

November 2
November 16

December 7
December 21

2024

January 11
January 25

February 8
February 22

March 7
March 21

April 4
April 18

May 2
May 16
May 30

June 13
June 27

03/23/2023

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Removal from Eligibility List ID 51950721 PAGES: 37-53

Date: March 23, 2023

Reason for Consideration: Restricted Action

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

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

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

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

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